

VOLUME 4, PART I

CHAPTER 6

CONSTRUCTION DOCUMENTS REVIEW PROCEDURES

INTRODUCTION

Certain construction documents are subject to internal review and approval by various University units as well as external review and approval by state or federal agencies.

6.1 UNIVERSITY REVIEWS

References:

Termination of Construction Bidding Document Review, Director Facilities Design, Construction, and Management, Office of the President, University of California, letter to Facilities Managers, Oakland, CA, July 27, 1993 (see [RD6.9](#)).

Bidding documents no longer require review by the Office of the President or the Office of the General Counsel unless changes are proposed to the Instructions to Bidders or to the General Conditions through use of Supplementary Instructions to Bidders or Supplementary Conditions (see [II:6.1.2](#)).

6.1.1 Facility Reviews

The construction documents are usually reviewed by one or all of the following Facility units (or their equivalent): facilities management, seismic safety, environmental health and safety, fire marshal, physical plant, telecommunications, energy committee, building advisory committee, crime prevention, campus and community planning, and others as applicable. The facilities management unit usually coordinates all reviews.

The Facility's review of the Drawings and related documents is intended as a check to determine:

- If the work required to prepare the construction documents has been completed.
- If the design solution satisfies University programmatic needs.

Approval by the Facility of the plans, designs, and related documents does not relieve the design professional of responsibility for adequate design.

Facilities Management. The following reviews by the facilities management unit should be made during document development:

- Review of design professional submittals as required by the Executive Design Professional Agreement (see FM3[II]).
- Review of construction documents for continuity and conformance to the Facilities Manual models (see [RD1.6](#), Construction Documents Review Checklist, and [RD1.7](#), Errors Commonly Made in the Construction Documents).
- Coordination with the Office of the President—of the review of construction documents utilizing modes of contracting other than complete plans and specifications, design-and-build, construction management, and cost-plus-fee (see [II:5.2](#)).

Seismic Safety. The Facility's consulting structural engineer will review the documents for conformance to University policy on seismic safety.

Environmental Health and Safety. The Facility's Environmental health and safety department will review the documents for conformance to University policy on environmental health and safety.

Fire Marshal. The Facility's Designated Campus Fire Marshal will review the documents for conformance to applicable fire protection regulations and accepted standards.

Physical Plant. Requirements for proper operation and maintenance of plant (see Volume 6) will be reviewed by the physical plant unit.

Telecommunications. Usually, the Facility will have a master plan for telecommunications; the telecommunications unit will review the Drawings and the Specifications for conformance to that plan.

Energy Committee. The energy committee will review the documents for conformance to University policy on energy and water conservation and management.

Building Advisory Committee. Review by a Facility building advisory committee is usually performed during the project's schematic design phase.

Crime Prevention. The crime prevention unit will review the Drawings and other documents for conformance to building security and other requirements of the Facility crime prevention program.

Campus and Community Planning. Input by campus and community planning committees is usually obtained during the project's schematic design phase.

References:

Termination of Construction Bidding Document Review, Director Facilities Design, Construction, and Management, Office of the President, University of California, letter to Facilities Managers, Oakland, CA, July 27, 1993 (see [RD6.9](#)).

6.1.2 Office of the President and Office of the General Counsel

Changes to the Instructions to Bidders and General Conditions (the core documents) made by, respectively, Supplementary Instructions to Bidders and Supplementary Conditions require review and approval by the Office of the President and by the Office of the General Counsel before these documents are issued to bidders. (See [RD1.5](#), Modification and Review Requirements for Construction Documents.)

Submit the proposed changes either as Supplementary Conditions or Supplementary Instructions to Bidders in "redline" and "strikeover" to expedite the review and comment period.

(All model documents contained in **Part II** have been approved by the Office of the President for content and by General Counsel for legal form.)

6.2 EXTERNAL REVIEWS

Review and approval of the completed construction documents by various external agencies, including the following, may be required to meet code requirements:

- Division of the State Architect
- Office of the State Fire Marshal
- Office of Statewide Health Planning and Development
- Coastal Commission
- Local air quality management districts
- Other agencies involved with the project

The Facility arranges all meetings with these agencies and pays all necessary application fees.

6.2.1 Division of the State Architect – Access Compliance

References:

California Code of Regulations, Title 24, Part 1 California Building Standards Administrative Code.

Compliance procedures set forth in the California Code of Regulations require that plans for construction and alteration of state-funded projects be reviewed by the Division of the State Architect/Access Compliance and that the plans be certified to be in compliance to regulations regarding disabled access to public facilities, prior to contract award. Disabled access compliance of non-state funded projects is overseen by the Campus Building Official.

6.2.2 Office of the State Fire Marshal

References:

Memorandum of Understanding with State Fire Marshal, March 5, 2003.

California Code of Regulations, Title 19.

California Code of Regulations, Title 24, Part 9, California Fire Code.

California Code of Regulations, Title 24, Part 2, California Building Code.

The Designated Campus Fire Marshal conducts plan review and construction inspection of University projects. Approval is required by the Office of the State Fire Marshal for compliance to public safety requirements. The University requires compliance with State Fire Marshal fire safety regulations.

6.2.3 Office of Statewide Health Planning and Development

References:

Memorandum of Understanding with State Fire Marshal, December 26, 2002.

California Code of Regulations, Title 24, Parts 1 and 2, California Building Standards Code.

Health and Safety Code, State of California, [Section 129675](#).

The Office of Statewide Health Planning and Development (OSHDP), Division of Facilities Development, reviews and approves all acute care, skilled nursing care, and hospital facility projects. "Licensed clinics" are reviewed and approved by the Campus Building Official.

The Health and Safety Code requires OSHDP to be responsible for the enforcement of building standards of hospital buildings, including the plan checking and the inspection of the design and details of the architectural, structural, mechanical and electrical systems, and the observation of construction.

6.2.4 Coastal Commission

If projects are within the boundaries of the coastal zone, then the project must be reviewed and approved by the state's Coastal Commission.

6.2.5 Air Quality Management Districts

If projects are within the boundaries of air quality management districts, the project must be reviewed and approved by the appropriate district.

6.2.6 Federal Agencies

National Laboratories. Construction projects at the National Laboratories must comply with the management contracts between the Department of Energy and the University of California. Policies and procedures governing competitive bidding and other construction requirements at the National Laboratories are found in the Laboratory Procurement Policy and Standard Practices Manual. This is published and maintained by the [Laboratory Administration Office](#) within the Office of the President. (See [Business and Finance Bulletin BUS 43 Part 2, Responsibility and Authority, paragraph I.A.7](#)).

Other Federally (or Non-State) Financed Projects. Most federal agencies and federal programs require^oafter receipt of bids, and upon determination by the University of its intention to award a contract^othat such intention be referred to the funding agency for approval before contract award.

In each case where a construction contract is proposed to be executed for a federal or non-state-funded project (other than Department of Energy-funded), the Facility must first determine from the terms of the grant or funding agreement whether prior approval of intent to award is required. When prior approval is required, the Facility may be required to submit the following information to the funding agency:

- Affidavit of advertising
- Bid summary (certified by the Facility architect)
- Copy of low bid
- Copy of Bid Bond and power of attorney by surety
- Letter of recommendation for award
- Project budget

Rev. November 30, 2007 (Change No.07-091-P)



[Back to Table of Contents](#)



[Go to Next Chapter](#)