EXHIBIT C,

SUPPLEMENTAL REQUIREMENTS

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**EXHIBIT C**

**SUPPLEMENTAL REQUIREMENTS**

**ARTICLE 1**

**GENERAL PROVISIONS**

**1.1 GENERAL INFORMATION**

These Supplemental Requirements are part of the Master Architect Agreement (hereinafter called Agreement).

**1.2 CONSTRUCTION BUDGET**

Master Architect is expected to keep the Project Cost within the Construction Budget.

**1.3 UNIVERSITY REVIEW AND APPROVAL**

In accordance with the Agreement, each design phase is subject to review and approval by University.

**1.4 APPLICABLE CODES, RULES & REGULATIONS**

**1.4.1** It is Master Architect's responsibility to design the Project in compliance with applicable requirements of federal and state laws, codes, rules, regulations, ordinances, and standards, including, but not limited to, those outlined below. Master Architect shall have copies available of applicable codes and regulations for ready reference.

**.1** California Building Standards Code, Title 24, California Code of Regulation (CCR):

Part 1, Building Standards Administrative Code

Part 2, California Building Code

Part 3, California Electrical Code

Part 4, California Mechanical Code

Part 5, California Plumbing Code

Part 6, California Energy Code

Part 7, California Elevator Safety Construction Code

Part 8, California Historical Building Code

Part 9, California Fire Code

Part 12, California Reference Standards Code

**.2** Air Quality Management District regulations, if applicable

**.3** Americans with Disabilities Act (ADA), Title II, ADAAG

**.4** California Coastal Commission Regulations

**.5** Local Building Codes. University is not subject to local jurisdictions' building codes, nor is it required to obtain building permits from local jurisdictions for con­struction on real estate owned or controlled by University. However, the design and con­struction of utility connections and fire-protection systems may require liaison with local jurisdictions. This liaison shall be coordinated only through University's Designated Administrator. Con­struction or encroachment upon city- or county-owned property is subject to local codes and permit requirements.

**1.5 ENERGY ANALYSIS REQUIREMENTS**

**1.5.1** Master Architect shall design in accordance with Energy Analysis Requirements. In addition Master Architect shall comply with the following Facility requirements:

{NOTE: LIST SPECIFIC FACILITY REQUIREMENTS.}

**1.6 REGULATORY APPROVALS**

Master Architect shall be responsible for obtaining review by applicable regulatory agencies as stipulated in Exhibit D. University's Designated Administrator will arrange all meetings with these agencies and will arrange to pay application fees that may be required. Master Architect and its consultants shall discuss University projects with representatives of these agencies only when University's Designated Administrator is also present. Meetings may also be required with agencies from which University is responsible to obtain permits or approvals.

**1.7 AGREEMENT CHANGES**

An Agreement Change Authorization will be used to amend the Executive Agreement if the Project Schedule, project scope or the Construction Budget is changed. This document will also be used to authorize additional services if required.

**1.8 EXAMINATION OF SITE**

**1.8.1**At the beginning of the Schematic Design and Performance Specification Phase, Master Architect and Master Architect's consultants shall:

**.1** Visit the Project site to become familiar with existing site conditions, including the site location and size, utility capacities, and connection options of external utilities.

**.2** For alteration projects, visit all relevant areas of the existing buildings to be altered.

**1.9 PERFORMANCE SPECIFICATION FORMAT**

Performance Specifications shall clearly define the function and characteristics of all physical parts of the building and shall be coordinated with each other, as well as all other aspects of the Criteria Documents and design assumptions. Performance Specification shall clearly delineate which physical components of the building they apply to, the corresponding performance requirements or criteria, and detailed method and timing required to substantiate that Design Builder has met the performance requirement or criteria. Performance Specifications shall be prepared utilizing the Construction Specification Institute’s UniFormat.

**1.10 DESIGN BUILD EXHIBITS**

The Master Architect shall prepare in conjunction with its Basic Services and the Criteria Documents, including the following exhibits or documents for the University’s Design Build Contract:

Scope of Work

Project Program

Performance Specifications

Schematic Drawings

{Delete exhibits that are to be prepared by the University}

Project Utilities Resources

Design/Construction Phases

Facility Standards

General Requirements

Preliminary Schedule

All exhibits or documents shall be prepared pursuant with the instructions in the University’s Design Build Contract and shall be consistent with the terms and requirements of these contract documents.

{DELETE THE FOLLOWIING PARAGRAPH IF UNIVERSITY DOES NOT PREPARE ANY OF THE EXHIBITS LISTED ABOVE}

The Master Architect shall coordinate its work with the following exhibits prepared by the University:

{LIST OUT EXHIBITS PREPARED BY UNIVERSITY}

# ARTICLE 2

**BASIC SERVICES**

**2.1 SCHEMATIC DESIGN AND PERFORMANCE SPECIFICATION PHASE**

**2.1.1** **GENERAL**

The following items outlined in this Article 2 constitute the minimum schematic design phase submittal requirements for a Project involving the construction of a new building or the alteration of, or addition to, an existing building. If required by the Agreement, drawings and other materials produced during this phase will be used in presentations for the design review meetings. For presentations to The Regents, simplicity and clarity shall be the governing factors in the development of all drawings and written documents.

Throughout this section, when dimensions or specific detail of design is called for, the Master Architect shall be consult with the University’s Representative, prior to showing such dimensions or detail in the Criteria Documents

**2.1.2 PROGRAM AND BUDGET**

Master Architect shall prepare a Project Program based on University input that shall meet the requirements of the Construction Budget. Master Architect shall be prepared to present program or design adjustment alternatives for University consideration when adjustments are needed to bring the Project scope, Project Schedule, and Construction Budget into alignment.

* + 1. **ARCHITECTURAL REQUIREMENTS**

All work prepared with this section shall be consistent with Design Build Exhibits:

{DELETE ANY ITEM NOT REQUIRED AND REPLACE TEXT WITH “NOT USED”}

**.1** Site Plan (Scale: Not less than 1 inch = 40 feet 0 inches). The Master Architect shall:

**.1** Depict the overall dimensions of the proposed new building.

**.2**. Depict and identify (name) all existing structures within a radius of 300 feet of the Project site. Indicate the distances from each proposed new building to (1) existing build­ings, (2) property lines (setbacks), and (3) roadways.

**.3** Depict all major new exterior elements and, for alterations and additions, all existing exterior elements that will remain in place. These elements include but are not limited to streets, service drives, easements, loading docks, parking areas, paved areas, walks, stairs, ramps, pools, retaining walls, fences, fire hydrants, and equipment.

**.4** Depict the elevations of building entrances and major exterior elements.

**.5** Depict existing and proposed contours at 5-foot intervals.

**.6** Provide sections through the site as needed to explain changes in levels within the proposed building as related to the site.

**.7** Depict the placement of ramps and other provisions for disabled access to the site and building.

**.8** Provide a site utilities plan indicating both existing Facility utilities and proposed new utilities work.

**.9** Provide a landscape design plan.

**.10** Provide a site demolition plan.

**.2** Floor Plans (Scale: Not less than 1/8 inch = 1 foot 0 inches). The Master Architect shall:

**.1** Indicate the locations, room names, sizes (in assignable square feet), and space numbers for all programmed spaces and required gross area spaces including entrances, lobbies, corridors, stairs, elevators, toilet rooms, janitors' closets, and mechanical/electrical equipment rooms.

**.2** Indicate the overall dimensions of major elements of the building.

**.3** Indicate such building elements as walls, columns, doors, windows, openings, and major built-in equipment.

**.4** Indicate the means for complying with applicable disabled access codes.

**.5** Provide a demolition plan whenever a Project requires the demolition of a building or portions thereof. The demolition plan shall differentiate between new work (walls, doors, finishes, and so on), existing work to be removed, and existing work to remain in place.

**.3** Elevations and Sections (Scale: Not less than 1/16 inch = 1 foot 0 inches). The Master Architect shall:

**.1** Show all elevations of the building. Depict floor-to-floor dimensions and the overall building height.

**.2** Include sections as needed to explain the structure and any unusual design features. Depict existing and proposed grades.

**.4** Presentation Materials. The Master Architect shall:

**.1** Color and mount on {  x   } inch boards for ease of presentation, prints of all floor plans, elevations, sections, the site plan, and other drawings, as deemed appropriate.

**.2** On new building projects, provide a display board with mounted samples of the actual exterior materials proposed by Master Architect.

**.3** On new building projects, provide study models as needed to analyze various alternative siting and massing schemes.

**.4** On new building projects, provide a narrative description setting forth the design concept and important features of the Project.

**.5** When requested, and using 35-mm slide film, photograph the presentation drawings and samples for those projects requiring design review meetings and Regents' presentations. Return the presentation drawings to University after the slides are prepared.

**.6** If Regents' review is required, prepare a color-rendered perspective drawing of a size large enough to convey the overall design. A normal (eye-level) view of the Project is preferred; in some instances, however, a “birds-eye” view will be needed to convey the full scope of the Project. The landscape features of the site development shall be shown in a realistic manner but shall not obscure the structure. The perspective drawing shall be mounted and matted on a {  x   } inch board.

* + 1. **STRUCTURAL REQUIREMENTS**

All work prepared with this section shall be consistent with Design Build Exhibits:

{DELETE ANY ITEM NOT REQUIRED AND REPLACE TEXT WITH “NOT USED”}

**.1** Provide a detailed written description of the recommended structural system and the basis for recommending this system over other approaches.

**.2** Provide a conceptual structural framing plan of a typical floor that indicates the grid system (dimensioned), columns, shear walls, and related items.

**2.1.5 PLUMBING REQUIREMENTS**

All work prepared with this section shall be consistent with Design Build Exhibits:

{DELETE ANY ITEM NOT REQUIRED AND REPLACE TEXT WITH “NOT USED”}

**.1** Provide a written analysis of the calculated load demands of proposed new plumbing systems, the design demands of the Project, and the capacity of the existing plumbing systems, if any.

**.2** Indicate the proposed points of connection to the existing Facility utility systems. Refer to the site plan requirements outlined in subparagraph 2.1.3.1.

**2.1.6 HVAC REQUIREMENTS**

All work prepared with this section shall be consistent with Design Build Exhibits:

{DELETE ANY ITEM NOT REQUIRED AND REPLACE TEXT WITH “NOT USED”}

**.1** Evaluate a minimum of two alternative air systems that are in compliance with energy requirements in the California Code of Regulations, Title 24, Part 6, California Energy Code and Part 4, California Mechanical Code. Reference also subparagraph 1.5.1.

**.2** Provide a written analysis of the calculated loads of proposed new HVAC systems.

**.3** Provide a conceptual single-line mechanical diagram showing major ducts and equipment. Identify the sizes and locations of major equipment items including cooling towers, chillers, pumps, fans, air-handling units, compressors, and related items.

**.4** Provide a life-cycle cost analysis for each HVAC system. This analysis shall include capital cost, operating costs, maintenance costs, and anticipated level of performance, with com­parisons made between the proposed system and alternative systems. The Master Architect shall provide a simple payback schedule.

**.5** Identify the capacity of existing systems if any, based on an examination of the Facility's Record Drawings, an inspection of the existing system, and test reports.

**.6** Provide a description of the proposed fume hood ducting and exhaust system. The Master Architect shall use applicable codes of Title 24, such as Part 4, California Mechanical Code and applicable agencies or district regulations to design the fume hoods.

**2.1.7 ELECTRICAL REQUIREMENTS**

All work prepared with this section shall be consistent with Design Build Exhibits:

{DELETE ANY ITEM NOT REQUIRED AND REPLACE TEXT WITH “NOT USED”}

**.1** Provide a site plan showing the proposed method of service for the electrical power, telephone, and fire alarm systems. Reference also subparagraph 1.5.1.

**.2** Provide a single-line diagram showing the following:

**.1** Method of service (Facility or local utility)

**.2** Major transformers and transformer substations

**.3** Major switchboards, motor control centers, and panel and distribution boards

**.4** Major components of the emergency power system

**2.1.8 PERFORMANCE SPECIFICATIONS**

Per the requirements stated in 1.9 above.

Prior to beginning production of the Performance Specifications, Master Architect shall schedule a meeting with University's Design and Construction, and Contract Admin­istration units to discuss specifications guidelines. At this meeting, University will provide guidelines for preparing specifications. Attendees at this meeting shall include Master Architect, Master Architect's Consultants, and Master Architect's specifications writer.

**2.1.9 ESTIMATED PROJECT CONSTRUCTION COST**

Base the estimate on the completed schematic design documents using an estimation method appropriate for the type and scale of the Project and using a building component format that breaks down the costs by all major components and systems such as foundations, structures, partitions, mechanical, electrical, plumbing, and communication systems. Compare the estimate with the Construction Budget. Bring any unusual cost item to the attention of University’s Designated Administrator.

**2.1.10 AREA TABULATION**

Tabulate assignable square footage (ASF) and gross square footage (GSF). Develop a space-by-space comparison of the schematic design documents' ASF with the Project program's ASF. These tabulations shall be made by floor and program component and include totals for the building, or renovated area as a whole.

{IF DESIGN DEVELOPMENT PHASE IS NOT REQUIRED IN ITS ENTIRETY, DELETE TEXT AND ADD “NOT USED”}

**2.2 DESIGN DEVELOPMENT PHASE**

**2.2.1 GENERAL**

All work prepared with this section shall be consistent with Design Build Exhibits:

{DELETE ANY ITEM NOT REQUIRED AND REPLACE TEXT WITH “NOT USED”}

The items listed in this Article 2 are minimum Design Development Phase submittal requirements

Throughout this section, when dimensions or specific detail of design is called for, the Master Architect shall consult with the University’s Representative, prior to showing such dimensions or detail in the Criteria Documents

**2.2.2 ARCHITECTURAL REQUIREMENTS**

All work prepared with this section shall be consistent with Design Build Exhibits:

{DELETE ANY ITEM NOT REQUIRED AND REPLACE TEXT WITH “NOT USED”}

**.1** Site, Civil, and Landscape Drawings (Scale: Not less than 1 inch = 40 feet 0 inches). The Master Architect shall:

**.1** Depict the overall dimensions of any proposed new building. Indicate all references to a bench mark and a baseline. Indicate the distances from each proposed new build­ing to (1) existing buildings, (2) property lines (setbacks), and (3) roadways.

**.2** Depict all existing structures within a radius of at least 300 feet of the Project. Identify all structures and streets by name.

**.3** Depict all new exterior elements and all existing exterior elements that will remain in place after an alteration or addition. These elements include, but are not limited to streets, service drives, easements, loading docks, parking areas, paved areas, walks, stairs, ramps, retaining walls, fences, fire hydrants, and equipment.

**.4** Depict the elevations of building entrances and major exterior elements.

**.5** Provide a site plan indicating existing and proposed contours at 1-foot intervals. Indicate the method of general site drainage as it is affected by the location of each proposed building.

**.6** Provide sections through the site as needed to explain changes in levels within the proposed building as related to the site.

**.7** Depict the placement of ramps and other provisions for disabled access to the site and building. Depict the parking area and drop-off location nearest the building and the routes and travel distances to all building entrances.

**.8** Provide a site utilities plan that depicts existing utilities, including underground lines, located within the Project site and that depicts any proposed new utility services. Indicate the points of connection between new work and the existing utility systems.

**.9** Provide a site demolition plan indicating existing structures and utilities that are to be removed either by the Design Builder or by others.

**.10** Provide landscape design drawings.

**.2** Floor Plans (Scale: Not less than 1/8 inch = 1 foot 0 inches). The Master Architect shall:

**.1** Indicate the locations, room names, sizes (in assignable square feet), and space numbers for all programmed spaces and required gross areas including entrances, lobbies, corridors (with widths), stairs, elevators, toilet rooms, janitors' closets, and mechan­ical/electrical equipment rooms. Floor plans for additions or alterations to existing buildings shall show the existing floor plan and indicate the existing space usages and any proposed changes.

**.2** Indicate the locations of all doors (showing door swings) and windows.

**.3** Indicate the overall dimensions of the major elements of each building.

**.4** Indicate the locations and fire ratings of all fire separations, exit enclosures, fire doors, and similar elements, as required by applicable codes.

**.5** Indicate the provisi­ons for making facilities accessible to and usable by the disabled. Indicate all accessible toilets and drinking fountains.

**.6** Indicate the location of all plumbing fixtures such as lavatories, floor drains, water closets, urinals, service sinks, drinking fountains, eyewash fountains, deluge showers, and fire-hose cabinets.

**.7** Indicate all principal built-in features such as fixed auditorium seats, kitchen equipment, display cases, counters, shelves, lockers, laboratory benches, case work, glass washers, sterilizers, fume hoods, and similar items.

**.8** Indicate the locations of movable furniture, which in most cases is “not in contract” (NIC), including interior landscape, partitions and equipment. Differentiate between movable furniture and equipment and built-in furniture and equipment (built-in items are usually included in the construction contract).

**.9** Provide a demolition plan whenever a Project requires the demolition of any building or portions thereof. The demolition plan shall differentiate between new work (walls, doors, finishes, and so on), existing work to be removed, and existing work to remain in place.

**.10** Provide a roof plan showing associated equipment, slopes, ridges, drains, and other items.

**.3** Elevations and Sections (Scale: Not less than 1/8 inch = 1 foot 0 inches). The Master Architect shall:

**.1** Depict in building elevations, all building elements including penthouses, entrances, windows, doors, stairs, platforms, louvers, vents, exhaust stacks, retaining walls, and similar items. Indicate proposed finished grades.

**.2** Indicate the overall building and floor-to-floor heights.

**.3** Include longitudinal and transverse sections for each major area, indicating floor ele­vations, existing and proposed exterior grades, ceiling heights, pipe tunnels, unex­cavated areas, basement areas, roof lines, and parapets. Where appropriate, show connections to adjoining buildings.

**.4** Reference all sections and elevations on the floor plans.

**.5** Indicate in the sections, provisions for HVAC distribution and hood venting.

**.4** Interior Details (Scale: Not less than 1/4 inch = 1 foot 0 inches). The Master Architect shall provide detail plans, sections, and elevations for the following types of space:

**.1** Classrooms and lecture halls

**.2** Kitchens and related service areas

**.3** Laboratories and laboratory support areas

**.4** Toilet and locker rooms

**.5** Other areas of special design

**.5** Schedules. The Master Architect shall:

**.1** Provide a door schedule indicating each door's type, size, material, hardware group and pertinent comments.

**.2** Provide a preliminary interior finish schedule indicating the material, texture, and color of each finish material proposed for use in the Project.

**.6** Materials Boards. The Master Architect shall provide samples of all finish materials listed in the materials/color schedule. These samples shall be accurate with respect to the actual finishes, textures, and colors being proposed. Materials samples shall be mounted and displayed on presentation boards for review and approval by University. Proprietary materials proposed must allow for equal products to be substituted.

**2.2.3 STRUCTURAL REQUIREMENTS**

All work prepared with this section shall be consistent with Design Build Exhibits:

The Master Architect shall provide a structural plan for each level of the structure at the same scale as that used for the architectural plans. Indicate the grid system (dimensioned), columns, load-bearing walls, shear walls, footings, and related items.

{DELETE ANY ITEM NOT REQUIRED AND REPLACE TEXT WITH “NOT USED”}

**2.2.4 PLUMBING REQUIREMENTS**

All work prepared with this section shall be consistent with Design Build Exhibits:

{DELETE ANY ITEM NOT REQUIRED AND REPLACE TEXT WITH “NOT USED”}

**.1** Existing Capacity. The Master Architect shall indicate proposed points of connection to existing Facility utility systems. Refer to the site plan requirements outlined in subparagraph 2.2.2.1.

**.2** Site Utilities Plan (Scale: Not less than 1 inch = 40 feet 0 inches). The Master Architect shall:

**.1** Indicate the routing of proposed new external utilities from each new building to each point of connection to the Facility's utility systems. Indicate all utility lines that are to be abandoned, removed, or rerouted.

**.2** Show all existing utilities within the Project site based on both the information provided by University and on Master Architect's field investigation.

**.3** Floor Plans (Scale: Not less than 1/8 inch = 1 foot 0 inches). Master Architect shall:

**.1** Indicate all piping on the floor-level plan in which it will be installed.

**.2** Indicate the locations of main waste lines and stacks and vents as well as all service mains, including those for water, air, gas, and vacuum.

**.3** Indicate all pieces of equipment, including pumps, tanks, generators, pressure-reducing valves, and so on, showing their locations and required piping connections.

**2.2.5 HVAC REQUIREMENTS**

All work prepared with this section shall be consistent with Design Build Exhibits:

{DELETE ANY ITEM NOT REQUIRED AND REPLACE TEXT WITH “NOT USED”}

**.1** Floor Plans (Scale: Not less than 1/8 inch = 1 foot 0 inches). The Master Architect shall:

**.1** Indicate the location of each piece of equipment including air handling units, chillers, cooling towers, pumps, converters, expansion tanks, boilers, fans, fan coil units, and other equipment.

**.2** Indicate all mains for each duct system.

**.3** Indicate the typical supply and return air zones for each type of occupancy. Occupancy types include offices, laboratories, computer rooms, conference rooms, and special appli­cation rooms. A typical air zone shall include the terminal unit with all applicable branch ducts and air outlets and inlets.

**.4** Indicate the typical exhaust air duct for each type of application. Application types include hoods, toilet rooms, janitors' closets, transformers, mechanical/electrical equipment rooms, and other rooms as required for a satisfactory indoor environment. A typical duct shall include an air inlet and a source destination for exhaust air.

**.2** Large-Scale Drawings (Scale: Not less than 1/4 inch = 1 foot 0 inches). The Master Architect shall provide a layout of all equipment rooms to ensure that the proposed equipment will fit in the allotted space.

**2.2.6 ELECTRICAL REQUIREMENTS**

All work prepared with this section shall be consistent with Design Build Exhibits:

{DELETE ANY ITEM NOT REQUIRED AND REPLACE TEXT WITH “NOT USED”}

The power, signal, and communications layouts shall be shown on one set of drawings, and the lighting layouts shall be shown on a different set of drawings. Use standard symbol conventions.

**.1** Floor Plans (Scale: Not less than 1/8 inch = 1 foot 0 inches). The Master Architect shall:

**.1** Provide a single-line electrical distribution diagram showing primary service to substations and secondary service to distribution switchboards, motor control centers, and panel boards for power and lighting. This diagram shall include and show the permanent as well as temporary points of connection to external utilities such as high-voltage, telephone, and all signal systems.

**.2** Indicate each load center unit substation, motor control center, distribution switchboard, telephone equipment room, and closet. Indicate the types and locations of lighting fixtures in typical offices, laboratories, corridors, examination rooms, and similar spaces, and use a schedule for detail.

**.2** Large-Scale Drawings (Scale: Not less than 1/4 inch = 1 foot 0 inches). The Master Architect shall provide a layout of all equipment rooms to ensure that the proposed equipment will fit in the allotted space.

**2.2.7 PERFORMANCE SPECIFICATIONS**

All work prepared with this section shall be consistent with Design Build Exhibits:

{DELETE ANY ITEM NOT REQUIRED AND REPLACE TEXT WITH “NOT USED”}

Based on Performance Specifications provided in 2.1.8, Performance Specifications shall be further developed, defined, and updated to match the work in this phase and the Criteria Documents

**2.2.8 ESTIMATED PROJECT CONSTRUCTION COST**

Master Architect shall provide an updated estimate as part of the Design Development documents submittal. Master Architect shall use the same estimation method and building component format as used for Schematic Design and Performance Specification Phase estimate. The estimate shall be sufficiently detailed so that all construction components are considered, and quantities of materials and unit costs are provided. In addition, the estimate shall include unit costs per gross square foot for all major items of the Work, broken down by building component. Master Architect shall provide a subtotal for each component, and compare this estimate with the Approved Construction Budget. Bring any unusual cost item to the attention of University’s Designated Administrator.

**2.2.9 AREA TABULATION**

All work prepared with this section shall be consistent with Design Build Exhibits:

{DELETE ANY ITEM NOT REQUIRED AND REPLACE TEXT WITH “NOT USED”}

The Master Architect shall tabulate assignable square footage (ASF) and gross square footage (GSF). For projects exceeding 5 million dollars provide a tabulation of rentable square footage (RSF) according to specifications of the Building Owners and Managers Association. Provide a space-by-space comparison of design development phase ASF and programmed ASF. The Master Architect shall tabulate by floor and program component, and include a recapitulation showing the totals for the building as a whole, if applicable. (Refer to Exhibit E)

**2.2.10 SOILS AND MATERIALS TESTING**

All work prepared with this section shall be consistent with Design Build Exhibits:

{DELETE ANY ITEM NOT REQUIRED AND REPLACE TEXT WITH “NOT USED”}

Master Architect shall make initial recommendations for construction phase testing and special inspections such as soils and materials testing, welding inspec­tions, and dewatering requirements.

**2.3 DESIGN BUILD DESIGN SUBMITTAL REVIEW PHASE**

**2.3.1**. **GENERAL**

The Design Build Design Submittal Phase shall include, at minimum, review of all items prepared by the Design Builder that are required for the Design Development Phase and the Construction Document Phase of the Design Build Contract. These reviews shall not relieve Master Architect of responsibility for errors and omissions in Master Architect's work.

* + 1. **MEETINGS**

Pre-Design Build Meeting. (Kick-off) Master Architect shall attend an University scheduled kick-off meeting with the Design Builder prior to the commencement of Phase 1 of the Design Build contract. The agenda for the meeting shall be as determined by University and University’s Representative. Scheduling of the Work and the establishment of working relationships shall be included.

**2.3.3 PROGRAM AND BUDGET**

On an on going basis, and prior to completing the Design Build Design Submittal Phase, Master Architect shall evaluate the programmatic requirements and call to the attention of University’s Designated Administrator any discrepancy contained therein. Master Architect shall inform University’s Designated Administrator of any imbalance between the Approved Construction Budget and the Project Program requirements.

* 1. **PROPOSAL PHASE**

**2.4.1 NOT USED**

**2.4.2 PRE-BID CONFERENCE AND SITE VISIT’**

Master Architect’s University’s Representative shall conduct, and Master Architect's Consultants shall attend and participate in all scheduled pre-bid conferences and pre-bid site visits with potential Proposers to help identify questions that Proposers may raise during the proposal phase. Questions from prospective Proposers shall be written down by University’s Representative during these conferences and job site visits. No questions shall be answered at these events which require interpretation, clarification or modifications of the Contract Documents. Interpretation, clarifi­cation, and modification of the Contract Documents shall be issued only in the form of an Addendum to the Contract Documents. University’s Representative shall furnish the information required for the interpretation, clarification or modification to University for preparation of Addendum. Addenda will be issued only by University. Addenda which require interpretation, clarification or modification of the Contract Documents must be issued not less than three days prior to the bid opening.

**2.4.3 PROPOSERS CALLS**

During the proposal phase, Master Architect shall designate one individual to receive all calls from Proposers, and have that individual log in the date, time, and caller's name and question.

**2.5 CONSTRUCTION PHASE**

**2.5.1 GENERAL**

The presence of University professional staff does not relieve Master Architect from performing the services required by the Agreement

**2.5.2 NOT USED**

* + 1. AS BUILT DOCUMENTS

Master Architect shall review Design Builder’s As-Built Documents prior to or immediately following each construction meeting to verify that Design Builder’s work is in compliance with the Contract Documents. Master Architect shall initial any changes to the As-Built Documents made by Design Builder.

**2.5.4 INSPECTION**

Construction Phase inspection will be provided and paid for as provided in the Contract Documents.

**.1** Master Architect shall (1) provide technical direction to, and interpretation of, the Contract Documents for resident building inspectors and advise these inspectors of all decisions rendered; (2) review inspection reports submitted by these inspectors and any reports furnished by others who may be retained or employed by University to review the Work; and (3) issue written notification to the University, based on the evaluation of the report data, as deemed, in the opinion of the Master Architect, necessary to obtain compliance with the requirements of the Contract Documents.

**2.5.5 FINAL APPROVAL AND INSPECTION ACCEPTANCE**

**.1** Master Architect shall review Design Builder's As-Built Documents, guarantees, and operating data to assess compliance with the Contract Document requirements.

**2.5.6 GUARANTEE TO REPAIR PERIOD SERVICES**

As required by the Agreement, Master Architect shall review the work at 11 months after Substantial Completion, or Final Completion, as applicable and shall submit written recommendations to University for the correction of any deficiencies. Master Architect shall be accompanied by University during these inspections. Dates for inspections shall be as mutually agreed by the parties within the 11th month time frame.