

ABOR Minimum Requirements for Design Professional for:

- **Design Program Phase**
- **DP(CMAR) Negotiation Phase**
- **DP(JOC) Negotiation Phase**
- **DP Responsibilities during Construction
Administration Phase**
- **DP Project Close-Out Documents**

ARIZONA BOARD OF REGENTS MINIMUM REQUIREMENTS FOR PROGRAM PHASE

(This List of Requirements will be attached to a Fee for Service Request)

- A. ALL CHECKED REQUIREMENTS INCLUDED IN THIS AGREEMENT**
- B. ALL REQUIREMENTS INCLUDED IN THIS AGREEMENT**
- C. NO ITEMS INCLUDED IN THIS AGREEMENT**

Based on in-depth discussion with all identified building users, the Architect shall expand and redefine the facility program to fully explain and document the following:

- 1. Locate and develop existing building drawings for remodeled areas.
- 2. Required size, use, occupancy, and furnishings/equipment requirements of all spaces.
- 3. Required relationships of spaces to other spaces.
- 4. Required utility services for all spaces and investigations into available utilities.
- 5. Environmental requirements for all spaces.
- 6. Traffic/circulation requirements within the building.
- 7. Tabulation of all net assignable areas.
- 8. Explanation of probable required non-assignable spaces.
- 9. Calculation of probable gross building area(s).
- 10. Code analysis.
- 11. Program phase cost estimate.

All of the above shall be presented in an 8 ½" X 11" written PROGRAM PHASE REPORT. Four (4) copies of the REPORT shall be required for Building Committee review and approval.

- 2 – Facilities Planning and Space Management
 - 1 – Capital Programs Management Group
 - 2 – User Group
 - 1 – Risk Management
 - 1 – Telecom Group
 - 1 – ADA Review
- 8

**ARIZONA BOARD OF REGENTS MINIMUM REQUIREMENTS
FOR CMAR NEGOTIATION PHASE**

- D. ALL CHECKED REQUIREMENTS INCLUDED IN THIS AGREEMENT
- E. ALL REQUIREMENTS INCLUDED IN THIS AGREEMENT
- F. NO ITEMS INCLUDED IN THIS AGREEMENT

- 1. The DP shall issue (or) make arrangements with a printing service to issue construction documents to Construction Manager.
- 2. The DP shall issue contract document addendums (Architect related-non-reimbursable/Owner-Contractor related – reimbursable).
- 3. The DP shall develop a preliminary and final Guaranteed Maximum Price estimate for the Owner's use.
- 4. The DP shall attend the Preliminary and Final Guaranteed Maximum Price Negotiation.
- 5. The DP shall review the final GMP and provide CMAR award recommendation letter to ASU-CPMG.
- 6. The DP shall attend a pre-construction meeting.

DELIVERABLES. Twelve (12) copies of drawings and specifications shall be provided for GMP purposes plus one (1) set for CPMG office use (rack set), and one (1) set for Facilities Management review. Total: twelve (12) sets.

2 – Capital Programs Management Group
10 – CMAR
12

or

**MINIMUM REQUIREMENTS
FOR BIDDING & AWARD PHASE**

- 1. The A/E shall issue (or) make arrangements with a printing service to issue bid documents to bidders.
- 2. The A/E issue contract document addendum (Architect related-non-reimbursable/Owner-Contractor related – reimbursable).
- 3. The A/E shall attend the Bid Opening.
- 4. The A/E shall review bids and provide contractor award recommendation letter to ASU-FP&C.
- 5. The A/E shall attend a pre-construction meeting.

DELIVERABLES. Ten (10) copies of drawings and specifications shall be provided for bidding purposes plus one (1) set for CPMG office use (rack set), and one (1) set for Facilities Management review. Total twelve (12) sets.

2 – Capital Programs Management Group
10 – Bid Sets
12

or

MINIMUM REQUIREMENTS
FOR JOB ORDER CONTRACT (JOC) NEGOTIATION PHASE

- ALL REQUIREMENTS ARE TO BE INCLUDED AS PART OF THIS CONTRACT**
- SPECIFIED REQUIREMENTS INCLUDED IN THIS AGREEMENT**
- SPECIFIED ITEMS NOT INCLUDED IN THIS AGREEMENT**

- 1. The DP shall issue (or) make arrangements with a printing service to issue construction documents to the Job Order Contractor.
- 2. The DP shall issue contract document addendums (Architect related-non-reimbursable/Owner-Contractor related – reimbursable).
- 3. The DP shall develop a final line item estimate for the Owner's use.
- 4. The DP shall attend the JOC proposal negotiation.
- 5. The DP shall review the final JOC proposal and provide JOC award recommendation letter to ASU-CPMG.
- 6. The DP shall attend a pre-construction meeting.

DELIVERABLES. Ten (10) copies of drawings and specifications shall be provided for JOC purposes plus one (1) set for CPMG office use (rack set), and one (1) set for Facilities Management review. Total: four (4) sets.

2 – Capital Programs Management Group
10 – JOC Proposal Sets
12

**ARIZONA BOARD OF REGENTS MINIMUM REQUIREMENTS
FOR CONSTRUCTION ADMINISTRATION PHASE**

G. ALL CHECKED REQUIREMENTS INCLUDED IN THIS AGREEMENT

H. ALL REQUIREMENTS INCLUDED IN THIS AGREEMENT

I. NO ITEMS INCLUDED IN THIS AGREEMENT

INSPECTION

- 1. Weekly progress inspection services by the consultant shall be provided. This shall be in addition to all necessary inspections required per contract.

- 2. Final Inspection: To be made after the construction is completed for the purposes of preparing a punch list, issuance of Certificates of Substantial Completion, and verification that all punch list items have been completed.

**ARIZONA BOARD OF REGENTS MINIMUM REQUIREMENTS
FOR PROJECT CLOSE-OUT DOCUMENTS**

- J. ALL CHECKED REQUIREMENTS INCLUDED IN THIS AGREEMENT**
- K. ALL REQUIREMENTS INCLUDED IN THIS AGREEMENT**
- L. NO ITEMS INCLUDED IN THIS AGREEMENT**

The DP shall serve and transmit to ASU the following:

- 1. A thorough punch list developed by accompanying the Contractor on a system-by-system, room-by-room inspection to ensure compliance with drawings, specifications and Change Orders.
- 2. Certificate of Substantial Completion.
- 3. DP and ASU final acceptance of all punch list items.
- 4. DP and CMAR to complete the building systems commissioning requirements.
- 5. ASU acceptance of CMAR's Operations and Maintenance Manual.
- 6. All guarantees, warranties and extra materials distribution.
- 7. "As-built" drawings consisting of two (2) full size paper reproductions, stamped, sealed and labeled "as-built", one set of CD-Roms or DVDs of all plans in CAD. Additionally, even though not required we ask you to provide one (1) set of PDF files on CD-ROM or DVD.
- 8. AIA Close-Out Documents.
- 9. Final payments to the Construction Manager (CMAR) and Design Professional.
- 10. Final retention release to CMAR.
- 11. Lien releases from subcontractors.
- 12. State of Arizona Contractor's Affidavit.

The DP shall assist ASU in the preparation of the following:

- 1. Reconciliation of project account.
- 2. Completion of ABOR Forms 7-7 and 7-8.
- 3. Executive Vice President for Administration and Finance Project Summary Report.