Design Deliverables

The following is a partial listing (refer to the Standard Form of Agreement for Professional Design Services for a complete listing):

In Process Review
meet at University, review previous meeting, present sketches of alternative solutions reach consensus on the concept to proceed to design write minutes of meetings, include follow-up requirements (who, what, when) within two days, submit minutes to University for approval

Schematic Design – Submit:
schematic design drawings, 1 full-size and 5 half-size paper copies drawings represent approximately 20% design completion 30” x 42” with Shippensburg University title block delineate life safety, ADA, and soil conservation provisions provide floor plans showing all rooms for University to assign room numbers outline specifications, 5 paper copies, use CSI format project schedule including design, bidding, construction and start-up phases cost estimate, 5 paper copies use unit price estimates, each item broken down by quantity, unit of measure, material costs, labor costs, and total cost break down by facility and phase, and by Prime Contractor, as applicable project to mid-point of construction use CSI format for consistency throughout each phase of design

Schematic Design Review
meet at University, review previous meeting, summarize action on follow-up needs present current status, seek review comments, present issues to be resolved write minutes of meetings, include follow-up requirements (who, what, when) within two days, submit minutes to University for approval

Preliminary Design – Submit:
preliminary design drawings, 1 full-size and 5 half-size paper copies drawings represent approximately 50% design completion 30” x 42” with Shippensburg University title block delineate life safety, ADA, and soil conservation provisions incorporate University room number assignments complete specifications, 5 paper copies use CSI format updated project schedule, including design, bidding, construction and start-up phases cost estimate, 5 paper copies
use quantity takeoffs and labor hour methods
break down by facility and phase, and by Prime Contractor, as applicable
project to mid-point of construction
use CSI format

Preliminary Design Review
meet at University, review previous meeting, summarize action on follow-up needs
present current status, seek review comments, present issues to be resolved
write minutes of meetings, include follow-up requirements (who, what, when)
within two days, submit minutes to University for approval

Prefinal Design – Submit:
prefinal design drawings, 1 full-size and 5 half-size paper copies
drawings represent approximately 95% design completion
30”x42” with Shippensburg University title block
delineate life safety, ADA, and soil conservation provisions
complete specifications, 5 paper copies
use CSI format
updated project schedule
cost estimate, 5 paper copies
update preliminary estimate, as required.
provide estimate of base bids for each Prime Contractor
provide estimate of MBE/WBE reasonable effort award amounts for each Prime Contractor
estimated payout schedule
special operations and maintenance procedures report or statement to include start-up considerations
Section 01010 to include description of one or more alternative base bids to assure award within construction cost allocation
Notice to Contractors

Prefinal Design Review
meet at University, review previous meeting, summarize action on follow-up needs
present current status, seek review comments, present issues to be resolved
write minutes of meetings, include follow-up requirements (who, what, when)
within two days, submit minutes to University for approval

Final Design – Submit:
final design drawings, 1 full-size and 5 half-size paper copies
drawings represent 100% design completion
30”x42” with Shippensburg University title block
final specifications, 5 paper copies & Microsoft Word compatible electronic files (CD)
use CSI format
provide Section 01010 and Notice to Contractors on Microsoft Word compatible
electronic files (CD)
updated project schedule, as required
cost estimate, 5 paper copies & Microsoft Excel compatible electronic files (CD)
updated pre-final estimate, as required
updated estimated payout schedule, as required
updated special operations and maintenance procedures report, as required
provide listing of materials requiring steel certification forms

Bid phase
assemble and distribute bidding documents
provide bid evaluation report

Construction and Start-Up Phases
review and approve submittals
attend construction progress meetings as required, usually every two weeks
provide inspections and punch lists as required
provide “as-built” AutoCAD drawings in addition to contractor’s mark-up, 1 paper copy
and on CD
provide life cycle maintenance plan
provide preventive maintenance plan
provide estimate of operating costs

Warranty Inspection
10 months after substantial completion – provide inspection and punch list as required.