

### 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.