Designer's Responsibilities

There are certain aspects of all projects we consider to be the Designer's responsibility, including those listed below. The following are descriptions of some of the items. The descriptions are what the Owners would expect if the project were rather large scale, and the Owner is aware that the descriptions do not apply in total for each project. How much of the description applies in what specific manner will be outlined in the Scope or by written communication from the Project Manager (PM). The responsibilities listed in this section are not inclusive and do not remove the obligation for both the Owner and the Designer to adhere to the terms of the contract.

1. Establishment of Lead Designer:

   One individual from Designer's firm should be designated as Lead Designer. The Owner expects the Lead Designer to be fully cognizant of the requirements of the Owner/Architect (O/A) Agreement, performance schedule, the Campus Master Plan document, and contents of this publication. The Lead Designer will work directly with the PM.

2. Project Communication:

   The Owner expects the Designer to take the lead in communicating the project status, questions, problematic situations, etc. The Program and/or contract may delineate a minimum communication frequency and means (e-mail, telephone, etc.). Bear in mind that this is only a minimum frequency. Additional communication, when needed, is encouraged.

   All communication will go through the PM or as directed by the PM. Instructions or requests from a University faculty or staff member not directly approved by the Project Manager will not be valid. When the Designer receives a verbal direction from a member of the PM team, it is always best to follow it up with e-mail to the PM. To avoid confusion, reduce all verbal communication to written format within 10 business days from verbal correspondence.

3. Master Plan and Design Guidelines:

   The Designer shall review and be familiar with the current UAH Campus Master Plan and UAH Design Guidelines. Compliance with these standards will be required of the Designer for the project's design.

4. Pre-Design Conference:

   A pre-design conference chaired by the PM will be held at the University to introduce all team members and to familiarize the team with the design process and project. The meeting will include:

   a. Outlining the design process
   b. Team Introductions
   c. Discussing team objectives
   d. Discussing project goals and objectives
   e. Developing the schedule of events
   f. Gathering available organizational, site, and other existing information; discussing the unique aspects of the project.
   g. Familiarizing the team with the site

5. Building Area Measurement

   Please reference the IES National Center for Education Statistics Postsecondary Education Facilities Inventory and Classification Manual Chapter 3. Building Area Measurement. See Chapter 3.2.1 for full description. Calculate Gross Square Feet (GSF) to include all areas on all floor within the outside faces of exterior walls, including all porches, canopies, and mechanical rooms.

6. Meeting Minutes and Transcripts:

   The Owner expects the Designer to prepare minutes of all conferences, meetings, and telephone conversations in connection with the project. The Designer needs to distribute copies of the minutes to all parties in attendance and the PM.

7. Professional Quality Work in Preparing the Deliverables:

   The Owner will review the Designer's work to the extent necessary to assure compliance with University standards and applicable codes. The Owner will not undertake a detailed technical review of the Designer's work. It is the Designer's responsibility to ensure code compliance, completeness, and correctness of the design, cost estimate, and all engineering concepts and details of the work. This responsibility includes the coordination of the various architectural, civil, structural, mechanical, electrical, and other subdivisions with each other and with the specifications.

8. Maintenance of Project Scope, Schedule, and Budget:

   a. Scope:

      The Owner expects the Designer to design the project in line with the Scope, Limitations, and Project Description in the Program. In general, the Scope may not be exceeded without written approval of the PM; however, minor deviations in the Scope of supporting items may be made to suit field conditions. The Designer's responsibility is directly to the PM and any deviation from the Scope must be brought to the attention of the PM. During the progress of the work, the Designer may expect minor changes in criteria within the general Scope of the Project and should make necessary adjustments accordingly. Major changes in the Scope will necessitate appropriate modification to the O/A Agreement.

   b. Schedule:

      The schedule for, and required number of, design submissions will be established either in the Program, or at the pre-design meeting. *Meeting established submittal schedules is essential* since late submissions may jeopardize project funding, construction contract award, or user need dates. Please submit the required number of copies directly to the PM.

   c. Budget:

      The Designer is responsible for designing the project so the Owner can award a construction contract within the Budget using customary contracting procedures. The Designer may need to structure the construction contract documents with a base bid and additive alternates so as to have a base bid low enough to maximize changes of awarding the construction contract. That being said, the design still needs to include all essential features necessary to satisfy the project requirements and to provide a complete and usable facility.

   It should be stressed that University construction budgets are a fixed maximum. For this reason, it is imperative that throughout the design process attempts are made to keep the developing design within budget. At the completion of each phase of design, an estimate will be prepared and, in the event the estimate exceeds the budget, modifications to the design will be made prior to authorization to proceed to the next phase of design. In addition, projects estimated to be within budget, but also within a reasonable margin of error, will be expected to have additive alternate proposals defined to assure the bidding process will yield an acceptable bid. The Owner and the Designer shall work together to rank the priority of the additive alternates.

9. State Plan Review Submittal:

   Capital projects require submittal to the Department of Construction Management (DCM) for drawing review/approval. The Designer will need to become familiar with DCM's process and adhere to their submittal procedure in order to not delay the project. UAH will pay design review fees to DCM for schematic design and the final review set. A/E will be responsible for cost of any additional reviews if documents do not receive final approval from DCM.

10. Contractor Submittal Review:

    In general, the Designer will handle construction contract administration inspection throughout construction. Designer is expected to review and process shop drawings and attend the pre-bid meeting and regularly scheduled construction meetings so as to quickly resolve questions and conflicts when needed.

    Contractor submittals are sent to the Owner after the Designer has completed their review. The Owner will review the submittals and send their comments to the Designer. The Designer will incorporate all comments into the submittals and return them to the Contractor, with a copy to the Owner. The returned submittals should include the following:

    a. Cover Letter:

       A transmittal or cover letter referencing the appropriate Division and Sections should accompany each submittal. The transmittal letter should include:

       1) Project title/UAH Project Number
       2) Quantity of each Submittal item
       3) Division/Section number of each Submittal item
       4) Description of each Submittal item
       5) Status of each Submittal item; Approved, Approved as Noted, or Reject and Resubmit 6) Notes area identifying the reason for Approved as Noted, or Reject and Resubmit

    b. Shop Drawings with the same Division/Section number can be submitted at one time under the same cover letter.

       Shop Drawings with the same Division, but different Section, need to be submitted separately with separate cover letters.

    c. Submittal Log:

       A submittal log shall be issued shortly before Construction to facilitate processing. The Designer shall coordinate with the Contractor to create a collaborative submittal log that is to be updated bi-weekly, at a minimum.

11. Endorsement Stamp:

    The Designer is required to endorse the Contractor's submittals as being in compliance, or not in compliance by means of a notation on the face of the submission. The signature should be that of a registered architect or engineer as appropriate for the item being reviewed. No particular format is prescribed, but a notation similar to one of the following should be noted on each copy:

    a. NO EXCEPTIONS TAKEN – Recommend Acceptance
    b. RECOMMEND ACCEPTANCE WITH CORRECTIONS NOTED
    c. RESUBMITTAL REQUIRED – Returned For Noted Corrections
    d. REJECTED – See Remarks

    Rejected Shop Drawings are to be sent directly back to the Contractor. A record copy of the transmittal letter concerning the Rejected Shop Drawings is to be sent to the Owner.

12. Attend Pre and Post Bid Meetings:

    In general, the Designer handles construction contract administration and construction inspections. The Owner expects the Designer to attend the pre-bid meeting and regularly scheduled construction progress meetings, to review and process shop drawings, to quickly resolve questions and conflicts, and to be available for consultation when needed.

13. Change Order Reviews:

    The Designer shall use a "Root Cause Analysis" approach in evaluating change order requests. The Designer shall attach to each change order a signed statement containing the following:

    a. What the change order covers and who instituted the change order and why it is necessary or desired.

    b. The reasons for using the change order method rather than competitive bids.

    c. All prices have been reviewed and found reasonable, fair, and equitable and recommending approval of same.

Room and Door Numbering System

In order to facilitate locating rooms and doors within campus buildings, the Designer shall number spaces and doors following the numbering system used by the Space Management System to report space inventories. The following guidelines apply:

New Buildings

1. The system shall be alpha-numeric consisting of no more than 4 characters-an alpha prefix, 3 integers and an alpha suffix for small closets (50 sf or less) only.
2. The first integer represents the floor the room is located on (e.g. 1 indicated "First Floor", 10 indicated "Tenth Floor", etc.)
3. The second, third and fourth integers designate room number.
4. Generally, start numbering rooms at the main, front entrance to the building, beginning with the first room on the left when facing the interior from the main, front entrance doors.
5. Proceed with numbering the rooms sequentially (e.g. 101, 102, 103, etc.) by following a clockwise route along the main corridors, ending at the main, front entrance doors.

   The important idea is to assist a person unfamiliar with the building to locate a specific room as easily as possible.

6. Restrooms, Electrical, Data, Telephone, Mechanical, Housekeeping and any spaces that are not usually accessed by the general public should also be numbered sequentially.
7. Room number shall be as follows:

100	Typical spaces not for circulation
100A	Small closet spaces

Building Renovations and Additions

1. For existing buildings that are involved in renovations or additions, the new numbers shall match the same room numbering system that is present in that building at the time of the renovation/addition work.

Circulation Areas

1. Circulation areas required for public access, such as public corridors or walkways, whether walled or not, provided they are either within the outside face lines of the buildings to the extent of the roof drip line or, if covered, to the extent of their cover's drip line, shall be prefixed with the letter "C" (e.g. C101, C102, C103, etc.)
2. Circulation areas shall also include fire towers, elevator lobbies, tunnels, bridges, and each floor's footprint of elevator shafts, escalators, stairways and receiving areas, such as loading docks.
3. Circulation areas may follow as separate numerical sequence from other room numbers.
4. Restricted access private circulation aisles used only for circulation within an organizational unit's suite of rooms, auditoria, or other working areas should not be included. These restricted access private circulation areas shall follow the alpha-numerical sequencing of the suite of room they belong.
5. Number stair spaces for clarity. (e.g. Stair #1 S101)

Doors

1. Door(s) shall be labeled the same as the room number into which the door accesses. (Example: Door into Room 1110 shall be labeled 1110, etc.)

Submittal Requirement

1. The Designer shall submit one (1) hard copy of floor plan(s) with spaces numbered at the 30% submittal to UAH.

File & Folder Naming Conventions (FNC)

A File Naming Convention is a framework for naming files and folders in a way that describes and identifies what they contain and how they relate to other files. Files and folders should be consistent and descriptive in naming and organization so that it is clear where to find specific data and what the files contain. This section includes various guidelines and concepts for naming and organizing project documents at the University of Alabama in Huntsville.

General File Name Concepts

1. Create names that will allow useful sorting.
2. File names cannot be longer than 128 characters. Avoid extra-long file and folder names and complex hierarchical structures but use information rich file names instead.
3. Put sufficient elements in the structure for easy retrieval and identification.
4. Use the capital letters and/or underscores (_) as a separator or file delimiter.
5. Do not use spaces or other characters such as: !~@$%^&*(){}[]+=?><|*+,-#,/'":;
6. Do not use the period character at the beginning or end of a file name or consecutively in the middle of a file name. For example, "file..name.docx" is invalid.
7. If using a date in the file name always stat the date back to front and in this format:
   YYYY or YYYYMM or YYYYMMDD
8. When using a number in a file name always give it as a two-digit number rather than one.
9. Avoid unnecessary repetition and redundancy in file names and file paths.
10. Avoid using initials, abbreviations or codes.
11. Avoid using spaces.

PDF Documents

1. PDF files must be generated directly from the native file when possible (not scanned).
2. All PDF files must be set to the original size format.
3. All pages in a PDF file must be properly rotated and in the correct order.
4. All pages should have the Optical Character Recognition (OCR) enabled.
5. Disable any security features that prevent full use of the PDF file.
6. If a transmittal is included, it shall be in a single pdf file along with the document being transmitted.
7. Pages of different sizes (11x17 prints, shop drawings, etc.) shall be included in a single pdf file if they are part of the same information being submitted.

Specifications

1. The table of contents shall be a single PDF file; the title of the file shall be “Table of Contents”.
2. Each specification division shall be a single pdf file
3. Files larger than 50 pages and containing multiple products shall be tabbed by product name.
4. The name of each specification set file shall be the project name (abbreviated), “Specifications”, and type of set, i.e., “Specs - Rose Admin Tenant Improvements - Phase B – 60%”

Drawings – Review Sets, Bid Documents, Conformance and As-Builts

1. Drawings for each discipline shall be a single pdf file
2. Each file shall be tabbed by discipline (sheet #?)
3. Line types and weights must be the same as the original document
4. The name of each drawing set file shall be the discipline, project name (abbreviated) and type of set, i.e., “Electrical – Rose Admin Tenant Improvements – 60%”
5. Conformance and As-built drawings – in addition to the above, provide an individual pdf file for each drawing. The name of each file shall be the number designation and the name of the sheet, i.e., “M101 – Mechanical Legend”.

Material Submittals

1. The name of each submittal file shall be the project number, project name (abbreviated), project number, and type of submittal, i.e., “005-12-006 Rose Admin Tenant Improvements – Door Hardware”
2. Submittal files should be tabbed by current CSI divisions.
3. The name of each submittal file shall be the project number, project name (abbreviated), project number, and type of submittal, i.e., “005-12-006 Rose Admin Tenant Improvements – Door Hardware”

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