

Owner's Responsibilities

The following list includes items for which the Owner typically assumes responsibility. The responsibilities listed in this section are not inclusive and do not remove the obligation for both the University and the Designer to adhere to the terms of the contract.

1. Owner Designer (O/D) Agreement: Once the Designer's proposal has been accepted the Owner will develop and send to the Designer an O/D Agreement covering the Designer's work on this project.
2. Boiler Plate Documents: These documents can be accessed through the SharePoint portal of Facilities. Contact the Project Manager for obtaining access. In general the Boiler Plate Documents will include all Bidding Documents and Contract Forms.
3. Architectural Program
4. Scope of Design Services
5. Establishing project budget and schedule (if not included in the Program)
6. Site Survey: When the Designer begins design the Owner will furnish to the Designer, if applicable, electronic and paper copies of the most recent site plan and utility maps for the projected building location. Once the extent of construction is clearly established, the Owner will arrange for a soil boring survey based on suggested boring locations provided by the Designer. This survey will be supplied to the Designer for use in the design process and inclusion in the Construction Documents (CD's).
7. Soils Borings and Construction Testing: All testing of soil, backfill, compaction, asphalt, concrete, steel and masonry will be contracted by the Owners.
8. UA Landscape Guidelines: When landscaping materials are part of a project the Owner's Landscape Architect will provide the design of the irrigation and select the plant materials. The Landscape Architect's drawings will be given to the Designer for inclusion into the Contract Documents. Site furnishings (benches, bicycle racks, etc.) will be furnished and installed by the Owner. The Landscape Architect will show any required topsoil and sleeves under sidewalks and roadways for irrigation.
9. UA Design Guidelines
10. Hazardous materials testing and coordination for removal: The Owner typically conducts a thorough survey of the project area prior to development of the CD's. The Owner's Project Manager (PM) will review this survey with the Designer. The Owner expects the Designer to make the Owner aware of any questionable materials that the Designer suspect the Owner may have missed. Removal of lead, asbestos and other hazardous materials will typically be the responsibility of the General Contractor.
11. The coordination of distribution of drawings for in-house reviews
12. Coordination of in-house reviews
13. Coordination of Use/Occupant reviews
14. Coordination of Interior Design related needs
15. Coordination of User/Occupant moves

16. Coordination of University Approval Committee reviews
17. Loose furniture and equipment: In general, loose equipment, furniture and window coverings, will be furnished and installed by the Owner for each project. Equipment and furniture is considered loose when it has no permanent connection to a utility or the structure. The PM will review with you the specific equipment so appropriate notes can be made on the drawings. Equipment is considered fixed when it is permanently attached to the structure or 'hard' connected to a utility. Fixed equipment will usually be furnished and installed by the Contractor. In the event that equipment is to be Owner furnished, it will need to be specifically noted in the contract documents. The Designer will be responsible to see that all utility requirements for the equipment are included in the contract documents.
18. Building information access – all design phases
19. Access to existing building systems information archive (blueprints, specifications, etc.)
20. Interior Room Signage: The Owner will supply all interior signs to the Contractor for installation. The designer shall supply the Owner a copy of final floor plans with final room numbers for preparation of interior sign schedule.
21. Interior Room Numbering: The Owner will review and approve all room numbers for projects. The Designer shall supply the Facilities Department with a copy of the floor plan(s) during the Design Development phase for the room number approval.

- End -