Capital Projects Management

Designer Initial Agreement

02/19/2018

Initial Agreement

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SBC Project Manager

1) Informs **Designer** of being selected by **SBC**
2) Emails **Designer Agreement Information Form**
3) Emails **Pre-Design Conference Outline** and **Handout**
4) Attach information package
   Contract check list
   SBC-1
   Program statement document Project master schedule
   Example**SBC-7**
   Designer fee attachment

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Designer

1) Fills out **Designer Agreement Information** and sends back to **Project Manager**
2) Reviews other information

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Project Manager

1) Receives and reviews **Designer Agreement Form** from **Designer**
2) Updates out world in **PITS** as needed inputs contract data in **PITS**
3) Prepares **Designer Agreement (SBC-6)**
4) Completes **Designer Agreement Checklist**
5) Approval of **Director**
6) Transmits to Contract Officer

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Contract Officer

- Transmits **Designer Agreement** and **Instructions**
- Enters offered date in **PITS**

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Designer

1) Reviews and signs counterparts
2) Sends to **Contract Officer:**
   · 2 Signed counterparts
   · **ACH**- vendor.maint@tn.gov
   · **W-9**
   · **Certificate of Insurance**

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Contract Officer

1) Receives counterparts & attachments
2) Checks for errors and omissions
3) Enters received date in to **PITS**
4) Creates **Routing Memo**
5) Adds **SBC-1** form
6) **Routing Memo**, and 2 counterparts, to **Project Manager**

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Cont...

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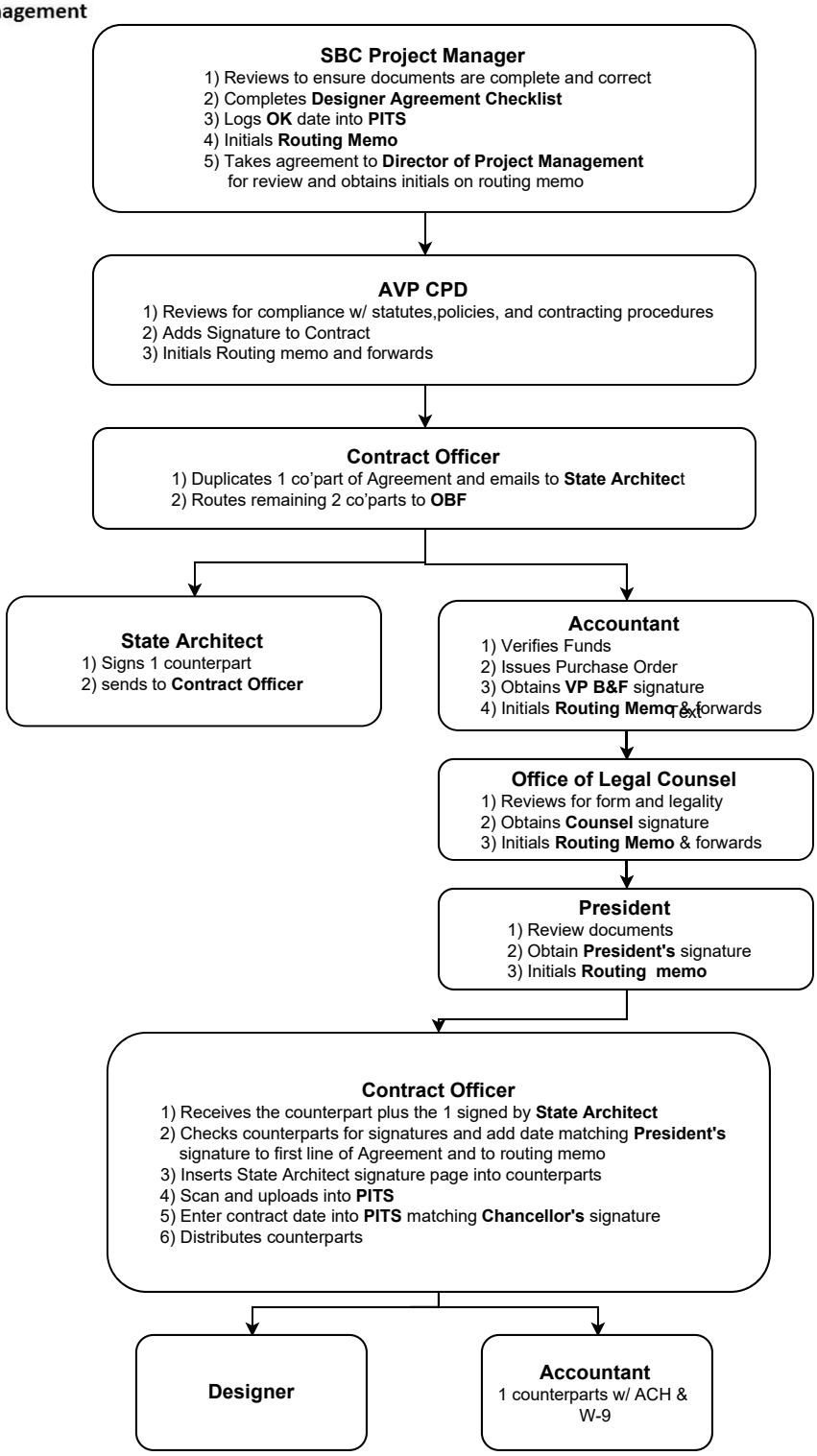
Capital Projects Management

Designer Initial Agreement (Cont...)

02/20/2018