

## A31 Pre-Design Meeting Agenda

Refer to the **SBC-6a Standard Terms and Conditions**, available on the Office of the State Architect (OSA) website and provided with the Designer Agreement, for specific contract requirements.

1. **Introduction and Communication** – Identify Owner and Owner’s contacts and other groups attending. Identify roles and responsibilities of the Owner, the Designer, and the user. The Designer is responsible for a project contact list and all meeting minutes. All correspondence is to include the project title and SBC number. The party initiating correspondence is to copy other appropriate parties (Owner, Designer).
2. **Procedural Guidance of the Designers' Manual** – Review its purpose to guide the administration of the project and design services.
3. **Budget and Funding** – Review the SBC1 form and the project scope and budget requirements established by the form including definition of key terms. The Maximum Allowable Construction Cost (MACC) includes all costs related to construction of the project. The Bid Target is the target bid price for construction, not including the contingency. Projects have a funded contingency, which is based on projects of similar scope and size. The Total Project Cost is the amount budgeted for the entire project. This total includes all design fees, equipment and expenses for the project.
4. **Owner Authorizations and Conflicting Instructions.** – The Designer is instructed not to proceed on next phase or with additional services without written authorization from the Owner. Contact the Owner for resolution of conflicting instructions.
5. **Program and Budget Changes** – Changes to the MACC or program scope will require SBC approval and a supplement to the contract, including authorization to proceed with phases beyond those stated in the original contract or current supplement. The Designer is instructed not to proceed on these changes without an executed supplement.
6. **Code Compliance** – The Designer is responsible for all regulatory code compliance including but not limited to building, fire, accessibility, and EPA (storm water permitting).
7. **Additional Services** – Additional services require prior written approval.  
**No consideration for additional services will be accepted after the fact.**
8. **Program/Scope of Work Confirmation** – Where appropriate, the Owner will have a sufficiently well-developed program for the project or may authorize the Designer to provide additional services in the development of the program. The project specific Scope of Work is defined in the SBC1 form. After programming has been completed, the Designer will be required to provide verification as defined in the Terms and Conditions.
9. **Project Schedule** – Set an overall project schedule as soon as possible. The schedule shall be coordinated with the Owner and catered to the institution’s needs. This should include realistic durations for programming (if required), design, producing contract documents, bidding, construction, close-out and move-in. Discuss campus or facility constraints that could affect construction time, including normal work hours and location of staging and storage areas.
10. **Design Schedule** – Once the overall project schedule is in place, set the design schedule. This shall include completion dates for all design phases. Allow time for Owner reviews. Prepare a preliminary meeting date schedule.
11. **Site Investigation** – The design team is to visit the site and inspect the facilities. For additions and renovations, include verification of roof type(s), semi-concealed spaces above

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lay-in ceilings, chases, etc. The Owner will provide available information relative to the project including existing utilities, plans, or hazardous materials test reports.

- 12. Surveys and Geotechnical Investigations** – This includes testing laboratory services and special consultants provided under the Owner-Designer Agreement such as soil testing and consultants for special features or systems. Solicit three proposals from firms qualified to provide the service. Submit proposals to the Owner with a recommendation from the Designer in accordance with Designers' Manual Chapter 3 instructions. When the final structural layout is determined review the location of soil borings to determine if additional borings and associated engineering reports are required.
- 13. Hazardous Materials** – If available, a hazardous materials test report will be provided to the Designer. If a report is not available and testing is required it may be handled through the State contract with Terracon or a solicitation for services with a process similar to the process for procuring surveys and geotechnical investigations. If test results are positive, then the Designer shall engage an environmental consultant to provide specifications and/or drawings for the abatement. The environmental consultant's work product for the abatement may be considered basic services if incidental to the project.
- 14. Storm Water Permits** – All projects involving site disturbance of one acre or greater require a State storm water permit. Coordinate with EPA regulations. This is to be prepared by a civil engineer and submitted for the Owners' review or Owners third party consultant for review. After approval, the Designer shall submit the package to the Owner for signature execution. The approved Storm Water Pollution Prevention Plan (SWPPP) shall be inserted into the Project Manual as required by Designers' Manual Chapter 4.
- 15. High Performance Building Requirements (HPBr)** – The HPBr will be utilized on all phases of appropriate projects in accordance with the HPBr documents provided on the web site of the Office of the State Architect.
- 16. Maintenance Concerns** – Special consideration will be given to the selection and placement of materials and products. All materials and products will be as maintenance free as possible and located in easily accessible locations. Proper location and clearances to access, service and replace all equipment or products is required. Light fixtures and mechanical equipment should be accessible for replacement of lamps and filters preferably without the use of a lift. Common sizes and types of lamps, filters, and other products will be specified. Avoid costly, unusual and non-stock items. Lighting fixtures should not be "bug catchers". All roofs shall have direct access through a hatch or door. Roof access ladders are to be included at all inaccessible roof areas. Ships ladders are preferred.
- 17. Designer Invoices** – All basic services, reimbursables, and additional services are to be submitted by the Designer on separate invoices with appropriate support. Invoice for the correct phase percentage of the contract. Design phase payments will not be made without receipt of all required deliverables. Submit invoices in accordance with Designers' Manual Chapter 2. Inspection reports from the Designer and all consultants are required with invoices during construction or payment will not be approved.
- 18. Phone, Data and A/V** – The Designer is required to provide basic phone, data and A/V design. Other areas requiring specialized A/V design services may require the use of a specialty consultant with written approval of the Owner.
- 19. Security Systems** – As part of Basic Services, the Designer is required to locate and specify the infrastructure (conduit, pull-string and back boxes) to be installed by the Contractor as necessary for the installation of the campus security system.

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- 20. Moveable Equipment** – Includes furniture and equipment which is not built-in. Campus usually procures and installs (plugs in) the equipment. Supporting structure and/or infrastructure (wiring, conduit, etc.) is usually provided by the Contractor through the project. Furniture and equipment is usually specified and procured separately. The Designer is required to provide furniture layouts as part of basic services in order to locate outlets, data and communication services, and verify ADA compliance.
- 21. Product Specifications** – It is the intent of the SBC to promote competition. Consequently, the Owner requires that for all products specified three manufacturers should be listed or that a performance specification is to be used. Propriety or sole source products require approval by the OSA.
- 22. Design Phase Meetings and Reviews** – Utilize the meeting agendas and document checklists for each design phase provided in the Designers' Manual.
- 23. Owner Concept Review** – For a new building or major expansion, the Designer will meet with Owner to present site analysis and alternative approaches of the SDP Phase. The Designer will also be asked to show progress to date, confirm the remainder of the schedule, and obtain written approval of the selected Schematic Design concept prior to completing the SDP Phase.
- 24. Budget reconciliation** – To proceed into the next design phase, the project shall be within budget. If the project is over budget, the Designer after consultation with the Owner will revise the documents and update the cost estimate. Adding money to the project requires action by the SBC.
- 25. SBC – Early Design Phase Presentation** – For new construction, the Designer shall make a presentation of the Early Design Phase to the State Building Commission during one of its regular meetings. This is usually done at the completion of the Design Development phase.
- 26. Review by Owner Consultants**
- a) Verify with the Owner if use of Owner consultants is applicable to your project prior to contacting consultant.
  - b) Plan and specification submittal to Owner, ADA, building envelope, storm water and commissioning consultants may be required for review and approval. Designer responses to all consultant comments are required at each review. Submit responses to consultant and Owner.
  - c) Cost of services provided by Owners' consultants is paid by Owner.
- 27. Bidding** – Upon approval of documents, the Owner's bid coordinator will set the bid date and post the advertisement on the Owner's website. Pre-bid meetings are usually required and are to be scheduled by the Designer a minimum of ten days prior to the bid opening. Attendance by bidders at this meeting is not mandatory but encouraged. Final addenda are to be issued three working days prior to the bid opening. The Designer is not to respond to inquiries after this time. The Designer is to conduct the bid opening and use the Owners Bid Tab. A bid award recommendation letter from the Designer will be required as soon as practical after the bid opening. It shall designate the apparent low bidder, the amount of the base bid and each alternate to be included, the total contract price, and unit prices with their associated descriptions, quantities, and dollar amounts.
- 28. Construction Testing & Permits** – All construction testing and permits are the responsibility of the Contractor except for testing required by code to be paid for by the Owner.

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- 29. Designer Evaluations** – Designer evaluations will be sent to the Designer at the completion of the design and construction phases.
- 30. Close-Out Documents** – Submit closeout documents with the final application for payment. Designer's final payment will not be reviewed until all closeout documents are submitted.
- 31. Needed clarification of requirements.**