

CHAPTER 2: DESIGN MANAGEMENT

A. University Departments & Divisions

Introduction

Four of the University of Delaware's large and diverse group of administrative departments supports the physical needs of the University's educational mission. They plan, design and care for the buildings and grounds, Network Systems and Services/Media Services, and generate the energy that heats, cools and powers our buildings. Within the Facilities, Real Estate and Auxiliary Services Unit, the majority of design team interaction occurs with the Office of the University Architect, Facilities Planning and Construction and Maintenance and Operations. These are most actively involved in development of plant and facility design, construction and preservation.

Although design consultants form a contractual relationship with Facilities, Real Estate and Auxiliary Services, it is often necessary to incorporate standards from related university administrative clients and stakeholders in the course of a project. Environmental Health and Safety, Public Safety, Network Systems and Services and Media Services represent the balance of administrative departments and maintain design standards in this document. These departments are equal stakeholders in the planning of each construction or renovation project, although additional administrative departments may contribute programming needs on an individual basis.

Facilities, Real Estate and Auxiliary Services Unit Organization and Function

Office of the Vice President

The Office of the Vice President provides leadership to the numerous departments that comprise the entire FREAS organization. The OVP coordinates efforts across those departments to ensure that the skills and resources of FREAS support the University's academic mission.

Office of the University Architect

The Office of the University Architect provides long-range planning support, coordination of the campus architectural development, space management, and project management from concept through design development phases for major capital and selected mid-size projects.

Facilities Planning and Construction

Facilities Planning and Construction manages major capital projects from construction document through occupancy phases and cradle to grave management of selected mid-size and the majority of small projects. Other services include coordination of interior design and furniture planning.

Maintenance and Operations

Maintenance and Operations maintains the buildings and utility distribution systems.

Energy and Engineering Group

The energy and engineering group is responsible for ...

Custodial and Grounds Services

Financial and Administrative Services

B. Project Manager

A project manager is assigned as the single University representative for each project. The Designer is required to work through the project manager, and must turn to this person for authoritative information on all matters and questions involving the University. The University representative is the sole point of contact for the Designer and all project correspondence and decisions shall be coordinated through this representative. The nature of that representative will shift according to the design phase, thus

The University's Project Manager is the Designer's contact person from the project's advertisement through bidding. The Project Manager is an employee of either the University Architect's office or the University's Facilities Planning Department.

C. Designer's Representative

The Designer shall designate an individual within the Designer's firm who is directly responsible for the project, and who can be contacted directly on any matter pertaining to the project.

D. Project Types

In general, there are three types of projects – major, mid-size and small. *Major projects* are those that consume the most university resources and consequently require the greatest oversight. Because these projects require the most intensive planning and design, they must go through every step of each phase and therefore take the longest to complete. Projects with budgets of more than \$10 million are considered to be major projects. *Mid-size projects* are less complex and can bypass some steps, which will vary from project to project. Mid-size projects typically have budgets above \$1 million up to \$5 million. *Small projects* may move fastest through the process, bypassing some steps and tasks within each phase. The planning phase can often be significantly condensed without sacrificing quality. These projects have budgets less than \$1 million. All building projects over \$1 million require Board of Trustee's approval at both the Planning and Design and (the beginning of) Construction phases.

E. Payment Approval

During the course of the project the A/E is to submit invoices for payment to the Project Manager not more often than monthly, as described in the Agreement. All applications for payment of additional services or reimbursable expenses are to be identified by the Purchase Order number and a unique Invoice Number. The Invoice should be mailed electronically to the Payment office at accountspayable@udel.edu and copied to the Project Manager.

F. Design & Construction Agreements

The University of Delaware Professional Services Agreement will be used to define the general requirements and govern the relationship between the University and its hired consultants for professional services generally valued at \$100,000 or less. Services over \$100,000 will be governed by either the AIA B104-2007 (Standard Form of Agreement between Owner and Architect for a Project of Limited Scope) and the University of Delaware Supplement to the Standard Form of Agreement, Document AIA B104-2007 or the AIA B101-2007(Standard Form of Agreement between Owner and Architect) and the University of Delaware Supplement to the Standard Form of Agreement, Document AIA B101-2007.