

SECTION 01 WORKING RELATIONSHIPS

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Unless stated otherwise, the standards in this Facilities Design Manual (FDM) are directed to the Design Professional to incorporate into the Project.

*Changes to this Section since the last issuance are indicated with **yellow highlighted text**.*

Links to Support Documents, external webpages and other FDM sections are shown in underlined text.

01.01 GENERAL

A. REFERENCE ABBREVIATIONS

1. O-DP Sample Agreement Between Owner and Design Professional or executed Agreement

01.02 PROJECT DESIGN TEAM

A. OWNER

1. The Owner is the Board of Regents, State of Iowa.
2. For all operational procedures, work with the Iowa State University (ISU) entity designated in the executed Agreement.

B. OWNER'S REPRESENTATIVE

1. At ISU Facilities Planning and Management (FP&M), the Owner's Representative is the Associate Vice President for Facilities, who designates the Assistant Director of FP&M Design and Construction Services to act as the Owner's Representative.
2. A team comprised of a Project Manager and a Construction Manager is then assigned by the designated Owner's Representative to handle the daily responsibilities required by the Project.
3. For actions required by the executed Agreement, the Project Manager will act as the Owner's Representative.
4. For actions required by the executed Contract, the Construction Manager will act as the Owner's Representative.
5. Direct all communication to the Owner through the Owner's Representative.

C. DESIGN PROFESSIONAL

1. The Design Professional is an entity engaged by the Owner to provide professional design services for the Project.
2. The executed Agreement establishes the basic terms and conditions which exist between the Owner and the Design Professional.
3. The Design Professional is responsible for the entire project and for full coordination of services required under the executed Agreement, whether the work is performed by the Design Professional or by 1 or more Professional Consultants contracted by the Design Professional.

D. DESIGN PROFESSIONAL'S REPRESENTATIVE

1. The Design Professional's Representative is a principal or an authorized representative of the Design Professional's firm who is professionally licensed in the state of Iowa and is designated by the Design Professional to represent the firm in all communications and at all meetings with the Owner's Representative.
2. Any change of the Design Professional's Representative during the life of the executed Agreement must be approved in writing by the Owner's Representative before the change takes place.

E. PROFESSIONAL CONSULTANT

1. A Professional Consultant is an Owner-approved entity contracted by the Design Professional to provide specified services for the Project.
2. Professional Consultants may be named in the executed Agreement or added subsequently by written approval of the Owner's Representative.
3. Any change of Professional Consultant must be approved in writing by the Owner's Representative before the change takes place.
4. Require Professional Consultants to be active on the Project through all phases as appropriate, and to attend meetings when their work will be discussed.

5. Require the Professional Consultant to seal the portion(s) of the Contract Documents attributed to the work of the Professional Consultant, whether this work was done by the Design Professional's staff or by the Professional Consultant.

F. PROFESSIONAL CONSULTANT'S REPRESENTATIVE

1. The Professional Consultant's Representative is a principal or an authorized representative of the Professional Consultant's firm who is designated by the Professional Consultant to represent the firm at all applicable meetings with the Owner's Representative.
2. Any change of the Professional Consultant's Representative during the life of the executed Agreement must be approved in writing by the Owner's Representative before the change takes place.

G. PLANNING COMMITTEE

1. A Planning Committee is composed of representatives of the college, user departments, Facilities Planning and Management and other representatives as appropriate.
2. The Planning Committee provides information and feedback to the Owner's Representative and the Design Professional to establish the goals and requirements of the Project.
3. Expect to meet with the Planning Committee approximately every 2 weeks during the design phases of the Project to confirm the Project is complying with Owner requirements.

01.03 GENERAL DESIGN PROFESSIONAL RESPONSIBILITIES – ADMINISTRATIVE

A. GENERAL

1. For responsibilities of the Design Professional, including those described under 01.02, consult the sample Agreement for Architectural, Engineering or Special Services projects at <http://www.fpm.iastate.edu/planning/professionalconsultants/> or, if the Project is active, the executed Agreement.
2. For phase-specific responsibilities, see FDM Part 1/Sections 06-09.

B. FACILITIES DESIGN MANUAL

1. Incorporate the standards in this Facilities Design Manual into the Project.
2. Deviation from these standards requires a written justification from the Design Professional and written approval from the Owner's Representative before completion of Design Development Documents.

C. INTERNET BASED PROJECT COMMUNICATIONS

1. Use the Owner's internet based project communication and management system to conduct and track all Project communications and to collaborate between project team members as follows.
 - a. Viewing correspondence and information published by other project team members.
 - b. Publishing correspondence and information for viewing by other project team members.
 - c. Logging and/or responding to items such as Requests For Information and Project Submittals.
2. The Owner will provide project team members with password protected access privileges to the project web site at no cost to team members.
3. Minimum hardware and software requirements are as follows.
 - a. Operating Systems: Windows XP or Windows Vista
 - b. Minimum Random Access Memory: 512MB
 - c. Processor: PC Compatible 1 GHz Pentium III or better
 - d. Minimum free hard disk space for application: 60 MB
 - e. Minimum temporary free hard disk space used during installation: 120 MB
 - f. Video Card and display capable of True Color (24-bit)
 - g. Internet connection: high speed, 512KB/Sec or better
 - h. Internet Explorer 6.0 or higher

- i. Software to create and read Adobe Portable Document Format (PDF) files
 - j. Scanner
 - k. Microsoft Word and Microsoft Excel
4. Access general project information and login page at <http://www.fpm.iastate.edu/planning/projects/projectwebs.asp>.
 5. To become familiar with the features and navigation of the Owner's project web site, click on the Overview tab > Project Web Site User Guide.
 6. When publishing to the Owners project web site, verify current file bundling and location requirements with the Owner's Representative.
 7. When naming files, conform to the [attached standard](#).
 8. If desired at the end of the Project, request the Owner's Representative to provide a copy of project information archived on the Owner's project web site.

D. DESIGN PROFESSIONAL'S SCHEDULE

1. Develop with the Owner's Representative a detailed written time schedule of Design Professional services and maintain the mutually agreed schedule through all phases of the Project.
2. Any change of the mutually agreed Schedule of Design Professional Services must be approved in writing by the Owner's Representative before the change takes place.

E. PROJECT CORRESPONDENCE AND DOCUMENTS

1. Identify all Project correspondence and documents with the Owner's Official Project Title and Project Number defined in the executed Agreement.
2. Email Topics:
 - a. For email topics, utilize the project name or abbreviation followed by a short description. This allows easier email "searching" in Outlook:
 - i. In Subject Line: [PROJECT NAME OR ABBREVIATION] | [Email Topic Description]
 1. Examples:
 - a. Veterinary Medicine - Exterior Caulking Replacement | South Façade Photos
 - b. Vet Med - Exterior Caulking Replacement | South Façade Photos
3. When identifying Iowa State University in documents (title blocks and cover sheets for drawings, reports, etc) use official ISU Nameplates available for downloading at <http://www.print.iastate.edu/newnameplates.shtml>.
4. Publish all Project correspondence and documents in Adobe Portable Document Format (PDF) to the Owner's project web site.
 - b. Use standard fonts that will view and print accurately when converted to Adobe PDF.

F. INVOICES

1. The payment process will be conducted utilizing the eznetpay® system. Eznetpay® is an online application to manage and transmit invoices from the Design Professional to the Owner for approval. No hardware or software purchase is required to operate eznetpay®. eznetpay® can be operated with access to the internet and a standard email account. Owner will provide training as needed.

G. MONTHLY PROGRESS REPORTS

1. Summarize the current status of the Project using the Design Professional Monthly Progress Report located at <http://www.fpm.iastate.edu/planning/professionalconsultants/> under "Forms"
 - a. Update the report before submitting a Pay Application via eznetpay®
 - b. Before publishing to the Project website under Design > Monthly Progress Report, change the file name to include the current month and year.

H. MEETING MINUTES

1. Attend meetings with the Owner's Representative, Owner's personnel, Contractor and other team members as may be necessary for the timely performance of all services.
2. Take notes of all meetings and phone conversation between the Design Professional and the Owner's personnel for all phases of services covered in the executed Agreement.
3. Compose written minutes of meetings and phone conversations and publish them in Adobe PDF to the Owner's project website no later than the third working day following the meeting or telephone conversation.

I. PARKING/PERMIT

1. Limited pay-per-hour visitor parking is available for project meetings at Iowa State University, Ames, as shown in green on the linked map <http://www.fpm.iastate.edu/maps/closeup.asp?left=886&top=1498&width=800&height=600&layer=parking&size=large>.
2. If much time is spent at Iowa State University throughout the year, consider purchasing an annual vendor permit from the Department of Public Safety, Parking Division, Room 27 at the SW corner of the Armory (<http://www.fpm.iastate.edu/maps/closeup.asp?left=180&top=1338&width=800&height=600&layer=parking>).
3. Ample visitor parking is available for project meetings at the following Board of Regents, State of Iowa, institutions where ISU Facilities Planning and Management manages capital projects.
 - a. Iowa Braille and Sight Saving School, Vinton
 - b. Iowa School for the Deaf, Council Bluffs
 - c. Iowa Lakeside Laboratory, Milford

01.04 GENERAL DESIGN PROFESSIONAL RESPONSIBILITIES – DESIGN PHASES

A. GENERAL

1. For responsibilities of the Design Professional, including those described under 01.03, consult the sample Agreement for Architectural or Engineering projects at <http://www.fpm.iastate.edu/planning/professionalconsultants/> or, if the Project is active, the executed Agreement.
2. Engage all members of the design team in an integrated design process that addresses the programmatic, environmental, sustainable and energy conservation issues applicable to the Project.
3. For phase-specific responsibilities, see FDM Part 1/Sections 06 to 09.

B. CODES AND REGULATIONS

1. Create Construction Documents that comply with state and federal laws and regulations applicable to the Project.
 - a. See FDM Part 1/[Sec 02 Codes and Regulations.pdf](#).

C. EXISTING CONDITIONS AND CODES RESEARCH

1. Analyze and document the location and capacities of existing site utilities and building systems and the resulting impact on the Project.
2. Review existing building and campus planning documents and document the impact on the Project.
3. Research codes and regulations applicable to the project and resolve any conflicting code interpretations with authorities having jurisdiction over the Project.
4. On behalf of the Owner, provide required documents for code reviews and obtain required approvals from authorities having jurisdiction over the project.

D. BUDGET

1. Design the Project so that actual construction costs do not exceed the budgeted cost for construction as defined in the executed Agreement.

2. Promptly notify the Owner's Representative in writing when the budgeted construction cost might be exceeded.

E. OWNER'S CONSTRUCTION MANAGEMENT AND COST CONTROL CONSULTANTS

1. Work closely with consultants retained by the Owner for construction management and cost control.
 - a. Consulting services may include value engineering, cost estimating and project scheduling during both Design and Construction phases.
 - b. This arrangement has only minor effect on procedures in this Facilities Design Manual and does not relieve the Design Professional from being responsible for designing the Project within the budget.

F. ART ON CAMPUS (AOC) PROJECT ADVISORY COMMITTEE

1. For projects with a total estimated cost of \$1 million or more and **meeting other criteria**, participate as a member of the AOC Project Advisory Committee when appointed by the Director of University Museums.
2. Participating as a member of the AOC Project Advisory Committee is included in Basic Services as defined in the executed Agreement.
3. For additional information on the Art on Campus Program, see paragraphs under 02.05 in FDM Part 1/[Sec 02 Codes and Regulations.pdf](#).

01.05 GENERAL OWNER RESPONSIBILITIES – ADMINISTRATIVE

A. GENERAL

1. For responsibilities of the Owner, including those described under 01.04, consult the following documents.
 - a. Sample Agreement for Architectural, Engineering or Special Services projects at <http://www.fpm.iastate.edu/planning/professionalconsultants/> or, if the Project is active, the executed Agreement.
 - b. Sample Division 00 Document at <http://www.fpm.iastate.edu/planning/construction/docs/Bidding%20and%20Contract%20Requirements.pdf>
2. For phase-specific responsibilities, see FDM Part 1/Sections 06-09.

B. DESIGN AGREEMENT ADMINISTRATION

1. The Owner will exercise the Owner's rights and administer the requirements defined in the executed Agreement as governed by the laws of the State of Iowa.
2. The Owner will furnish required information as expeditiously as necessary for the orderly progress of the Work.
3. The Owner will administer the process for payment to the Design Professional as described in the executed Agreement.
4. Except for a Special Services project (where program requirements are normally determined), the Owner will provide written program/requirements to the Design Professional, including budgeted Total Project and Construction Costs that normally do not change.
 - a. The Owner will engage the Design Professional and Professional Consultants to ensure their complete understanding of the program requirements and will notify the Design Professional in writing of any change.
5. The Owner will attend all meetings with the Design Professional and other institutional personnel.
6. The Owner will assist the Design Professional to develop the detailed written time schedule of Design Professional services and approve any modifications to the schedule.

C. CONSTRUCTION CONTRACT ADMINISTRATION

1. See paragraphs under 09.03D in FDM Part 1/[Sec 09 Bidding And Construction Phases.pdf](#).

01.06 PROJECT DOCUMENT OWNERSHIP

A. GENERAL

1. All hard copy documents, electronic files, finish sample boards and other deliverables required by the executed Agreement as instruments of service are the property of the Owner to reuse at the Owner's sole risk and without liability or legal exposure to the Design Professional.
2. The Owner will allow the Design Professional to retain, without copyright, hard copies, reproducible hard copies and electronic files of Drawings, Specifications and other Project-related documents.

END OF SECTION 01 WORKING RELATIONSHIPS