DELIVERABLES

At Programming, Design and Construction Document Phases

Document Format
Number all pages of each document. Preferred sheet size is 24” X 36”, maximum is 40” X 50”. Preferred north is top of sheet or to the left. Include graphic scales on all plan sheets.

Review Sets
Major capital construction projects
Have review plans and bid set prints delivered to UT Austin directly to the departments required: (3) copies to Physical Plant/Campus Planning at 1800 Manor Road Rm 3.102, (1) copy to U&EM at Services Building 100 W. 24th St Room 223, (1) copy to Telecommunications at Services Building 100 W. 24th St Room 232A (1) copy to EH&S at Service Building 304 E. 24th St Room 202, (1) copy to adhoc building chairman.

A&E Services Projects
A&E Services will coordinate making copies.

Digital File Submittal

Project Architect shall utilize a CADD drawing-layering standard comparable to the current AIA standard and shall review proposed standard with the Owner prior to commencing drawing preparation.

Project Architect shall provide the Owner, at between one month and three months prior to Substantial Completion, with a complete current electronic set of the architectural floor plan drawings with room names, room numbers, and room square footages indicated. Project Architect shall provide 2 copies of electronic media on zip drives and/or CD readable/writable. Project Architect shall not be relieved of responsibility when files are delivered if the files do not meet established requirements or are defective. Owner shall verify all files and Project Architect will be notified of acceptance.

Room data information is needed for each project so that the University can keep its facility inventory current and the Department of Institutional Studies can fulfill its obligation to notify The Texas Higher Education Coordinating Board of facility inventory changes. Room names, Room numbers, and square footage shall be linked to data fields using appropriate attributes for text and number fields. Microsoft Access 2000 or newer shall be used as the database. Project Architect shall provide data layering proposal for approval.

Provide floor plans in electronic format using AutoCAD 14 or 2000 or newer. MicroStation J or SE or newer shall also be accepted, but Microstation users shall be required to save to Autocad format. Verify database for correctness prior to delivering data files.

At Construction Phase:

Project Architect:
Project Architect shall revise the drawings and specifications upon Final Completion of the construction, to incorporate all Addenda, all Change Orders for the Work and any modifications recorded by the Contractor/Construction Manager on the As-Built Drawings and Specifications maintained at the job site. The Project Architect shall label the revised drawings and specifications as “Record Drawings” and “Record Specifications” and shall deliver copies to the Owner for record purposes, as follows:

All project drawings: provide 2 copies of electronic media on zip drives and/or CD readable/writable using AutoCAD 14 or 2000 or newer. MicroStation J or SE or newer shall
also be accepted for the deliverables, but Microstation users shall be required to save to Autocad format.
All project specifications in electronic format on CD readable/writable by MSWord.

Contractor (Construction Manager, or Design Builder):
Contractor shall provide the Owner, at between one month and three months prior to Substantial Completion, with a complete set of the as-built Telecommunication Drawings and Telecommunication Port Log for the Owner’s use in coordinating selection and procurement of telephone/data equipment.

As a requirement for acceptance of Substantial Completion, Contractor/Construction Manager shall reproduce two (2) copies of the current As-Built Drawings and Specifications maintained at the job site and provide these copies to the Owner. These documents shall be labeled “Interim Record Drawings and Specifications”, and are required to assist the Owner in the operation of the facility until Final Completion is accomplished and the final As-Built Drawings and Specifications are provided to the Project Architect to prepare the final “Record Drawings” and “Record Specifications”.
A& E Services Projects
Provide Institutional Studies with room information and a copy of final design package. Update with any changes made during construction.

Site Utilities
Major capital construction projects
Design professional team shall review UT supplied survey and utility plans and obtain additional information on utilities from the City, Southwestern Bell, Southern Union Gas, etc. Request verification excavations at any potential utility conflict points. Coordinate all required utility tie-ins. Review utility infrastructure and tie-in proposals with OFPC & UT Austin project representative. Obtain clearances for all utility tie-ins and City street/easement crossings prior to going to bid. Identify projected cost for permits, meters, etc., and include in budget. If a project requires that UT Austin utilities cross a City street, the consultant shall investigate and submit to UT Austin all City of Austin requirements for any license agreement(s) that may be required.

Site Usage
Design professional shall specify that Contractor observe UT Austin EHS requirements per Section 02070 of this standard and obtain any required permits and comply with City regulations for work within City easements or right-of-way. Documents shall note that parking is not available on campus except in public parking garages at posted rates, if space available. Therefore, contractor shall park offsite and shuttle workers to the job or park within the construction fencing.

1. Storm Water Pollution Prevention Plan (SWP3)
Design professional shall submit the SWP3 meeting all EPA requirements to UT Austin EH&S at least two weeks prior to the submission of final construction documents (bid set) plans and specifications to UT Austin which reference storm water controls.

Tree Protection
Conform to City of Austin guidelines for tree protection during construction. In general, fence off areas within tree driplines and prohibit all construction activity within fence. Cover dripline with 4” of shredded mulch and maintain ground moisture sufficiently to keep trees in a healthy growing condition throughout construction. Where the above is not possible an arborist shall be hired to provide an appropriate tree protection plan and monitor tree health during construction.

Closeout Submittals
Major capital construction projects
Construction documents shall clearly require contractor to provide 1 copy of the marked-up field set of as-builts and 1 copy of the draft O&M Manuals to UT Austin for use by building maintenance during user training/inspection. No later than two weeks prior to substantial completion, contractor shall deliver all required closeout submittals, including, O&M manuals, test reports, warranties, keys, and spare parts. Contractor shall submit one copy of final as-builts in digital form, one copy printed on mylar and two blueline prints as soon after substantial completion as is possible, but no later than 90 days after substantial completion.

Contractor shall maintain separate as-built drawings of water and sewer lines, not on the same drawing.