

Professional Service Provider Specification Manual Standards

Professional Service Provider Responsibilities

- PSP check list filled out and returned to Project Manager (*coming soon on the Web*).
- Front-End Checklist (provided on Web) in Word – information to be provided to the Project Manager with the technical specifications Table of Content at various phases from 50% – 90% emailed to Project Manager.
- Provide sealed original Drawings and loose single sided technical specifications at 100% CD for printing purposes unless otherwise noted.
- UT PSP information page and/or UT Bid Document TOC signed, sealed, and dated prior to Notice to Proposers.
- Any responses to project related questions in the solicitation process whether answered at the pre-proposal conference, site visits, or submitted in writing by the Contractors, must be answered and included in an addendum for all plan holders and pre-proposal conference attendees.
- Addendum item responses must be approved and provided to the PM and Contract Manager/Specialist by the due date given at the Pre-Proposal Conference.

Project Team Responsibilities

- Provide all technical specifications and drawing updates at 100% CD to Contract Specialist.

University of Texas at Austin Format

- Font : Times New Roman (UT Wide Standard)
- Font Size; 12 pt.
- PMCS Required Footer: (sample provided on Web) margins-left to right; left tab-UT Building Initials (XXX) -tab 1.5, Capital Project Number-tab 2.5, Date (*ex.* 043008), Right Indent-CSI Specification Section number - Page Number of Pages.
- CSI Master Format 2004 Edition.

Samples and Templates Provided on Web page

Contract Documents

- Table of Content sample in Word for a Competitive Sealed Proposal project.
- Technical specification section sample Summary of Work Section 01 11 00.
- Addendum sample with fictional items for format.