**PSP Contracts – Basic vs. Additional Services**

Services provided on PSP contracts are broken down into two types of tasks – PSPs must provide their proposals in this same format. The following information summarizes the services for each task - detailed information is included afterwards. Click links to go to specific sections of the detailed information.

The tasks are:

[**Basic Services**](#BasicServices) **including the following services provided by a PSP including architects, landscape architects, civil engineers, structural engineers, mechanical engineers, electrical engineers, plumbing engineers and other PSPs providing relevant services as required on individual project assignments:**

* Schematic Design Phase (if required, general 15% of Task II costs)
* Design Development Phase (generally 20% of Task II costs)
* Construction Documents Phase (generally 40-55% of Task II costs depending on whether or not there was a Schematic Design Phase)
* Bidding or Negotiation Phase (generally 5% of Task II costs)
* Construction Phase (generally 20% of Task II costs)

NOTE: Basic Services are subject to [limits set by the UT System Board of Regents](#BORcalculation)

**Additional Services:**

 **Supplemental Services including:**

* [Programming Services](#ProgrammingServices)
* [Constructability Services](#ConstructabilityServices)
* [Hazardous Material Abatement Services](#HazMatlAbatemtServices)
* [Commissioning Services](#CommissioningServices)
* [TPDES Consultant](#TPDESConsultant)
* [Registered Accessibility Specialist](#RegAccessSpec)
* [As-Built Drawings and Specifications](#Asbltdrawingsspecs)
* [Specialized Consultants](#SpecConsultants)

**Additional Services including:**

* [Financial feasibility or other special studies](#financialfeasibility)
* [Planning surveys, site evaluations, environmental studies or comparative studies of prospective sites](#Planningsurveys)
* [Services relative to future facilities, systems and equipment](#futurefacilities)
* [Detailed investigation of existing conditions or facilities](#existingconditions)
* [Coordination of, or services in connection with, work performed by Owner’s separate contractors or consultants](#Wkofownerscontractorconsultant)
* [Services for planning tenant or rental spaces](#tenantrentalspace)
* [Revisions to drawings, specifications or other documents as required by codes, laws or regulations subsequent to the preparation of such documents](#revdrawings)
* [Extensive investigations, surveys, valuations, inventories or detailed appraisals of existing facilities](#extensiveinvestigations)
* [Consultation concerning replacement of any work damaged by fire or other causes](#Workdamagedbyfire)
* [Services made necessary by default, failure or deficiency of the contractor](#Contractordefault)
* [Equipment or systems start up or testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance, and consultation during operation](#Equipstartup)
* [Services more than 60 days past the final payment to the contractor](#sixtydaysaftercontractorends)
* [Expert witness services](#expertwitness)
* [Services not customarily furnished in accordance with generally accepted PSP, engineering or other functional discipline practices](#svcnotcustomarilyfurnished)

**The following Article 20 is excerpted from the PSP Master Agreement for Ongoing Professional Services on Projects of Limited Scope, and provides details of the Tasks:**

**Article 20** **GENERAL CONDITIONS FOR BASIC, SUPPLEMENTAL AND ADDITIONAL SERVICES**

The Owner and PSProvider hereby agree to the full performance of the covenants contained herein.

20.1 **Basic Services.** The PSP’s Basic Services are those services inclusive of: Schematic Design Phase; (if required), Design Development Phase; Construction Documents Phase; Bidding or Negotiation Phase; and Construction Phase for which compensation is provided as Basic Compensation in this Agreement and shall include some or all of the following disciplines:

a. PSP Services

b. Landscape PSP Services

c. Civil Engineering Services

d. Structural Engineering Services

e. Mechanical Engineering Services

f. Electrical Engineering Services

g. Plumbing Engineering Services

h. Other relevant services as the Individual Project Assignment may require

20.1.1 Final discipline services required will be reviewed based on the requirements of each individual “Project Assignment.”

20.1.2 The PSP shall assist the Owner in obtaining and evaluating bids or proposals, and assist in awarding contracts for construction, including preparation for and attendance at Pre-bid or Pre-proposal Conferences and contractor qualification meetings*.* PSP shall answer inquiries from bidders and proposers at Owner’s request, and shall prepare any necessary addenda to the bidding or proposal documents, to be issued by the Owner.

20.1.3 The Construction Phase shall commence with the award of the Contract for Construction and issuance of (i) a Notice to Commence On-Site Work or (ii) a Notice to Proceed with Construction Services, and shall terminate sixty (60) days after Final Payment to the Contractor is made, or when all of PSP’s services have been satisfactorily performed, whichever occurs later.

20.1.4 PSP shall provide administration of the Contract for Construction as set forth below and in the edition of the Owner’s Design Guidelines current as of the date of project-specific assignments as well as the current Uniform General Conditions (UGC).

20.1.5 The PSP shall establish and maintain a numbering and tracking system for all Project records, including changes, requests for information, submittals, and supplementary instructions and shall provide updated records at each Owner’s progress meeting and when requested.

20.1.6 The PSP or Owner shall chair all meetings scheduled by the Owner or PSP and shall promptly provide meeting minutes to all parties. The PSP shall attend Contractor’s regularly scheduled planning meetings.

20.1.7 The PSP shall review the Contractor’s list of proposed subcontractors for the work, initial administrative submittals for Project Schedule, Schedule of Values, Submittal Schedule, and Equipment Matrix to establish appropriate bases for construction monitoring, payment processing, and system commissioning. The PSProvider shall identify necessary revisions to the documents in writing to the Contractor and recommend acceptance of the documents by the Owner when appropriate. The PSP shall review periodic updates of all schedules with Owner and Contractor to evaluate appropriateness.

20.1.8 The PSP shall be a representative of the Owner during the Construction Phase, and shall advise and consult with the Owner. Instructions to the Contractor shall be forwarded to the PSP. The PSP shall have authority to act on behalf of the Owner to the extent provided in the Contract Documents. Duties, responsibilities and limitations of authority of the PSP shall not be restricted, modified or extended without written acceptance of the Owner.

20.1.9The PSP shall visit the site at intervals appropriate for the project during the entire construction period to observe the progress and quality of the Work and to determine in general if the Work is proceeding in accordance with the Contract Documents. Each of PSP’s consultants shall visit the site at intervals appropriate for the progress of the work during construction activities related to the consultant’s discipline to observe the progress and quality of the Work and to determine in general if the Work is proceeding in accordance with the Contract Documents. PSP and its consultants shall submit written reports of their site visits and meetings. The PSProvider shall not be required to make exhaustive or continuous onsite visits to inspect the quality or quantity of the Work.

20.1.10 On the basis of the onsite observations, the PSP shall keep the Owner informed of the progress and quality of the Work, and shall endeavor to guard the Owner against defects and deficiencies in the Work of the Contractor. PSP shall notify Owner and the Contractor in writing of any portions of the work that PSP has observed as not being in conformity with the Construction Documents and make recommendations as to correction of the deficiencies or defects. PSP shall make its site representative available and shall consult with Owner and the Contractor on the occasion of all circumstances arising during the course of construction, which would make such consultation in Owner’s interests.

20.1.11 In addition to site visits for general observation, the PSP and its consultants shall visit the site for specific purposes related to certification of progress payments, start-up or mock-up reviews for significant work activities and for formal observations of the Work. The PSP and its consultants shall provide written reports of all site visits to the Owner and Contractor.

20.1.12 The PSP shall prepare an agenda for, and conduct with the Owner, weekly job conferences for attendance by representatives of the Contractor, major subcontractors, the PSP and the Owner, and prepare and distribute meeting minutes.

20.1.13 The PSP shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, for the acts or omissions of the Contractor, Subcontractors or any other persons performing any of the Work, or for the failure of any of them to carry out the Work in accordance with the Contract Documents.

20.1.14 The PSP shall determine the amounts owing to the Contractor based on observations of Work placed at the site and on evaluations of the Contractor’s Application for Payment, and shall coordinate its review and evaluation with the Owner’s representatives, and shall certify Contractor’s Application for Payment in an appropriate amount.

* + 1. The PSP shall be the interpreter of the technical requirements of the Contract Documents and the judge of the performance of the work of the Contractor. The PSP shall render interpretations necessary for the proper execution or progress of the Work with reasonable promptness on written request of either the Owner or the Contractor, and shall render written recommendations within a reasonable time, on all claims, disputes and other matters in question between the Owner and the Contractor relating to the execution or progress of the Work or the interpretation of the Contract Documents.
		2. Subject to approval of the Owner, the PSP’s decisions in matters relating to artistic effect shall be final if consistent with and reasonably inferable from the intent of the Contract Documents. The PSP shall review interior designs and/or furniture selections proposed by the Owner and advise the Owner on their aesthetic compatibility with the PSP’s design.
		3. The PSP shall have the responsibility and the authority, with appropriate notification to the parties, to reject Work that does not conform to the Contract Documents. Whenever, in the PSP’s reasonable opinion, it is necessary or advisable for the implementation of the intent of the Contract Documents, the PSP will have authority to require special inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work will then be fabricated, installed or completed. The PSP shall review construction materials testing and any special testing required, and shall provide recommendations for retesting, actions, or any appropriate corrective measures as may be necessary or appropriate based on the results of such tests.
		4. The PSP and its consultants shall review and approve or take other appropriate action upon the Contractor’s submittals such as Shop Drawings, Product Data and Samples, but only for conformance with the design concept of the Work set forth in the Contract Documents, and shall respond to Contractor’s inquiries and questions and provide supplemental information as appropriate*.* Action on submittals shall be taken with reasonable promptness so as to cause no delay to the Contractor’s scheduled progress, but in any event no more than seven (7) calendar days after receipt. The PSP’s approval of a specific item shall not indicate approval of an assembly of which the item is a component. The PSP’s review shall not constitute approval of any construction means or methods.
		5. PSP shall provide assistance in the review of the Contractor’s requests for change orders or claims for additional time or costs, and make recommendations to Owner as to such requests or claims.
		6. The PSP shall prepare Change Order documents (RFPs) if applicable and necessary for the Contractor to prepare a proposal, for the Owner’s approval and execution in accordance with the Contract Documents, and shall have authority to order minor changes in the Work not involving an adjustment in the Contract Sum or an extension of the Contract Time which are not inconsistent with the intent of the Contract Documents. In conjunction with each Change, the PSP shall prepare an independent cost and time estimate for comparison with the Contractor’s proposal and recommend to the Owner whether the proposal is acceptable.
		7. PSP shall prepare revised Contract Drawings, where appropriate, to illustrate and document the work required by approved Change Orders. All proposed changes to drawings, plans and specifications, regardless of how initiated, shall be totally defined in the document, depicting them as to scope of work added, removed, or changed. The original copies of the Construction Documents may be revised to show such changes, provided that all such revisions shall be separately recorded on the media acceptable to Owner, including, without limitation, CADD, as required in Article 16.8. Such revisions shall be clearly indicated and a current revision date shall be included on the reproducible copy. Changes to the specifications shall be made by consecutively numbered and dated addenda. All changes to design documents or specifications will be identified with date of change, revision number and other customary identification references. Areas changed on drawings will be “clouded” to show each change. Clouds designating previous changes will be removed so that only the most recent changes will be clouded.
		8. PSP and its consultants shall conduct and participate in concealed space observations, systems start-up observations, systems integration/operational demonstrations, Substantial Completion or pre-Final work observations to determine the Dates of Substantial Completion, and Final work observation. In association with each observation, PSP and its consultants shall prepare a list of items which PSP and its consultants have observed as deficiencies in the Work, requiring remedial work or replacement, assemble and distribute the official punch list(s) to all affected parties, and thereafter review the corrected and/or replaced work and assist in verification of correction of all items.
		9. The PSP and its consultants shall assist the Owner in checking as-built drawings during the course of the Work in association with certifying progress payments and shall review as-built documents for completeness and compliance with Contract requirements at Substantial Completion and at Final Completion of the Project.
		10. PSP shall receive and review Contractor’s submission of record drawings, operating and maintenance instructions, and all manuals, brochures, drawings, and other close-out documentation furnished by the Contractor; shall require necessary revisions to same, and when acceptable under the terms of the Contract between Owner and Contractor, shall forward to Owner. The PSP shall certify final payment to the Contractor when the requirements of the Contract between Owner and Contractor have been met.

20.2 **Additional Services.** The PSP’s Additional Services are those services not identified or reasonably inferable as Basic services for which compensation is provided and may include services described below, if included in a Project Assignment and specifically requested by the Owner. All services will be contracted in accordance with the Texas Professional Services Procurement Act. Services may be requested during any or all phases of the project (Facility Program, Schematic Design, Design Development, Construction Document and Construction Administration). Cost for all additional services must be itemized separately from the Basic Services in all proposals, and must include all costs for PSP to coordinate subcontractor/subconsultant services. PSP shall be compensated for Additional Services on an hourly basis or a per service fee, up to the maximum not to exceed amount in a Project Assignment. All services must be set forth as a maximum amount of fees and all reimbursables must be in accordance with this Agreement, itemized and back up documentation provided. The schedule for providing all Additional Services must be included in all proposals.

20.2.1 PROGRAMMING SERVICES. Before proceeding into the Schematic Design Phase (or the Design Development Phase, as may be relevant), the PSProvider and his entire consultant team, including Civil Engineer, Laboratory Design Consultant, Hazardous Material Abatement Consultant, Commissioning Consultant and Constructability Contractors, working with the Owner shall prepare a comprehensive Facility Program for the project. This Facility Program shall be prepared in a format approved by the Owner’s requirements. The PSProvider shall provide the Owner with a written itemized cost proposal to provide the designated programming services. Such compensation shall be in addition to the percentage-based fee for Basic Services. The PSP shall plan to meet with representatives of the Owner as required during the development of the Facility Program and shall revise the Program as necessary to achieve approval of the Owner. In accordance with the Professional Services Procurement Act, the Owner will review the PSP’s proposal for programming services and attempt to negotiate a fair and reasonable fee for these services. If the Owner and PSP are unable to do so, the Owner will formally end negotiations with the PSP, select the next most highly qualified PSP, and attempt to negotiate a fair and reasonable fee for these services.

20.2.2 CONSTRUCTABILITY SERVICES. If requested by the Owner, the PSP shall employ a Constructability Consultant or Contractor, to provide outside constructability consultation, cost estimating services and construction expertise through the Facility Program, Schematic Design, Design Development and Construction Document Phases. The Constructability Consultant or Contractor, working with a Mechanical/Electrical/Plumbing Subcontractor, will provide review input related Project objectives, methods and concepts of “constructability.” In addition, the Constructability Consultant or Contractor will submit for review a Cost Quantity

 Survey to coincide with the PSP’s Basic Services submission requirements. Following selection, the PSP shall provide the Owner with a written itemized cost proposal to provide the “constructability” services identified in the Constructability Implementation Program. The Owner will review the PSP’s proposal for “constructability” services in accordance with the Professional Services Procurement Act.

20.2.3 HAZARDOUS MATERIAL ABATEMENT SERVICES. If the scope of the individual project assignment requires, the PSP shall employ a Hazardous Material Abatement consultant, as shall be approved by the OWNER, to provide hazardous material abatement expertise (including, but not limited to, asbestos and lead) through the Facility Program, Schematic Design, Design Development, Construction Document and Construction Administration Phases. This shall include reviewing Owner provided surveys, making recommendations for any additional surveys required, providing design and cost alternatives regarding hazardous material abatement, preparing plans and specifications to include abatement in the general construction scope of work, providing a licensed individual to monitor hazardous material removal as required by State and EPA guidelines, and preparing a final abatement report. Compensation for these services shall be in addition to the percentage-based fee for Basic Services. Therefore, the construction cost of the abatement work will not be included in the basis for the PSP’s Basic Services fee. Following selection, the PSP shall provide the Owner with a written itemized cost proposal to provide the above Hazardous Material Abatement Consulting services, including coordination of the PSP. The Owner will review the PSP’s proposal for these services in accordance with the Professional Services Procurement Act.

20.2.4 COMMISSIONING SERVICES. The PSP shall employ a Commissioning consultant to provide commissioning expertise through the Facility Program, Schematic Design, Design Development, Construction Document and Construction Administration Phases. The Commissioning Consultant will provide review input related project objectives, methods and concepts of commissioning. If requested, the PSP shall provide the Owner with a written itemized cost proposal to provide the commissioning. The Owner will review the PSP’s proposal for commissioning services in accordance with the Professional Services Procurement Act. Commissioning fees shall be Supplemental Services.

20.2.5 TPDES CONSULTANT. If the scope of the individual project assignment requires, the PSP shall employ a qualified Consultant (the “TPDES Consultant”), experienced in the Texas Pollutant Discharge Elimination System (TPDES) requirements and in the best management practices used at construction sites to control erosion and sediment, to prevent the discharge of pollutants and to prevent or mitigate the impacts of storm water runoff on water quality (collectively “BMPs”), which TPDES Consultant shall be approved in writing in advance by Owner, to provide expertise with respect to Texas Commission on Environmental Quality regulations and BMPs through all phases of the Project. The TPDES Consultant’s services shall include, without limitation, (1) recommending structural and non-structural BMPs to PSP or other subcontractors under this Contract for civil and landscape site coordination, (2) preparing of Storm Water Pollution Prevention Plans (SWPPPs) including any BMP drawings and details (3) as requested in writing by Owner, assisting in the updating of SWPPPs and all other permit documentation required by the TCEQ for the Project, and (4) the drafting of technical specifications governing the Contractor/Contractor’s obligations under the applicable TPDES regulations and the TCEQ General Permit for Storm Water Discharges From Construction Sites (“General Permit”) No. TXR 150000 and governing the Contractor/Contractor’s recommended courses of action under BMPs. The TPDES Consultant shall ensure that the storm water pollution prevention plan has been prepared for the site in accordance with the General Permit and that such plan complies with approved State and/or local sediment and erosion plans or permits and/or storm water management plans or permits, including, without limitation, any TPDES permit issued to The University of Texas component on which the site is located. The TPDES Consultant, through PSP, shall determine whether General Permit coverage is required, and, if so, shall advise Owner of Owner’s obligations under the General Permit and shall advise Owner of the Contractor/Contractor’s obligations under the General Permit. If there are multiple projects proposed to be conducted concurrently in contiguous areas and general permit coverage is required, the TPDES Consultant shall advise Owner of Owner’s obligations and prepare one SWPPP for the entire area encompassing all projects and shall amend such SWPPP at the request of Owner to ensure that the Contractor/Contractor’s of each project can comply with TPDES requirements and BMPs. PSP hereby indemnifies and holds harmless Owner from any and all liability, loss, damage, cost, and expense arising out of a violation of the applicable TCEQ TPDES regulations, BMPS, this paragraph of this agreement, or the terms and conditions of the general permit to the extent attributable to a willful, negligent or accidental act or omission of PSP or its consultants.

20.2.6 Registered Accessibility Specialist. *Note:* these services shall be provided by the Owner unless otherwise requested.

20.2.7 AS-BUILT DRAWINGS AND SPECIFICATIONS (if required by the Owner). PSP 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 on the As-Built Drawings and Specifications maintained at the job site. The PSP 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 1 copy of electronic readable media as required in Article 16.8.
* All project specifications in electronic format on CD readable by MSWord.
* “Record Drawings” – 1 paper cop

20.2.8 SPECIALIZED CONSULTANTS. The specialized consultant services identified in the following list are included in Supplemental Basic Services:

1. Audio Visual/Data & Telecommunications Engineering
2. Materials Handling Services
3. Furniture and Equipment Purchasing Services
4. Major Medical Equipment Purchasing Services
5. Security Planning Services
6. Personnel and Material Transport Planning Services
7. Hazardous Materials Handling Services
8. Hazardous Materials Surveying and Abatement documents and monitoring
9. Integrated Scheduling Services
10. Radiation Control Services
11. Graphics/Wayfinding Planning Services
12. Safety Engineering Services
13. Traffic Control Planning Services
14. Wind Tunnel Testing/Emissions Control/Wind Pressure Analysis
15. Art Procurement Consulting Services (not PSProvider renderings or models)
16. Surveying Services
17. Geotechnical Services
18. Code Check for project related building areas outside the defined limits of the project assignment.
19. Plan Check
20. Forensic Consultant
21. Construction Auditing Consultant
22. Existing Facility Surveys
23. Integrated Scheduling
24. Testing and Balancing
25. Laboratory Testing (Soils, Materials, Environmental, Welding, Steel Construction)
26. Exhaust Stack Testing
27. Vibration Analysis
28. Radio Frequency Interference Testing

20.2.9 Other services such as:

* Providing financial feasibility or other special studies.
1. Providing planning surveys, site evaluations, environmental studies or comparative studies of prospective sites.
2. Providing services relative to future facilities, systems and equipment which are not intended to be constructed during the Construction Phase.
3. Providing services to make detailed investigation of existing conditions or facilities or to make measured drawings thereof, other than to verify the accuracy of drawings or other information furnished by the Owner.
4. Providing coordination of Work performed by Owner’s separate Contractors or by the Owner’s own forces.
5. Providing services in connection with the Work of a Contractor or separate consultants retained by the Owner.
6. Providing services for planning tenant or rental spaces.
7. Making revisions in Drawings, Specifications or other documents when such revisions are inconsistent with written approvals or instructions previously given are required by the enactment or revision of codes, laws of regulations subsequent to the preparation of such documents or are due to other causes not solely within the control of the PSP.
8. Making extensive investigations, surveys, valuations, inventories or detailed appraisals of existing facilities, except as otherwise required by the Agreement, and ser­vices required in connec­tion with construction performed by the Owner.
9. Providing consultation concerning replacement of any Work damaged by fire or other cause during construction, and furnishing services as may be required in connection with the replacement of such Work.
10. Providing services made necessary by the default of the Contractor, or by major defects or deficiencies in the Work of the Contractor, or by failure of performance of the Contractor under the Contract for Construction.
11. Providing extensive assistance in the utilization of any equipment or system such as initial start-up or testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance, and consultation during operation.
12. Providing services after the expiration of sixty (60) days following final payment to the Contractor, excluding any services necessary during the warranty period inspections and provided that all of PSP’s services as required under this Agreement have been satisfactorily completed.
13. Preparing to serve or serving as an expert witness at the request of the Owner in connection with any public hearing, arbitration proceeding or legal proceeding.
14. Providing any other services not otherwise customarily furnished in accordance with generally accepted PSP, engineering, or other functional discipline practice.

20.3 **Basis of Compensation**

20.3.1 Basic Services. (Task II in the Individual Project Assignment shall be based on current BOR Fee Schedule). The initial Construction Cost Limitation (CCL) shall be established for each Project Assignment. Therefore, the Basic Services Fee for the Project shall be

 **X = $**

**Construction Cost Limitation Fee % Basic Services Fee**

20.3.1.1 Refer to Attachment 1, the Board of Regents Fee Schedule dated December 1987 (or as may be subsequently revised by the BOR). The type of project shall dictate which part of the fee schedule shall be applicable.

20.3.1.2 In the absence of an initial CCL, a not to exceed amount may be agreed to in order to get an initial estimate of cost based on the projected scope of work, after which it will become the CCL for determining the Basic Services Fee.

20.3.1.3 If the Construction Cost Limitation is revised by the Owner at any time, the Basic Services Fee will be adjusted based on interpolation of the BOR schedule.

20.3.1.4 The Owner may amend the CCL after the PSP completes the Facilities Program and the Owner authorizes the commencement of Basic Services. If the CCL is amended by Owner, and PSP has been notified in writing of such CCL, then this paragraph of this Agreement shall be deemed to be amended by including such CCL amount as the cost referenced to in the first sentence of this paragraph of this Agreement. The CCL will be confirmed or re-established at the completion of the Design Development Phase.

20.4 **Review Stages.** The PSP shall submit documents to the Owner for review at completion of the Schematic Design Phase (if applicable), Design Development Phase and at the following stages of completion of the Construction Documents Phase as follows:

 60%, 90%, 100% unstamped and 100% stamped

20.4.1 The PSP shall have ten (10) University of Texas at Austin working days to submit responses to Owner’s review comments.

20.4.2 The Owner shall determine the submission process required for review of documents.

20.5 **Construction Cost Estimates.** The PSP shall submit construction cost estimates as at completion of the Schematic Design Phase (if applicable), Design Development Phase and at the following stages of completion of the Construction Documents Phase: 60%, 100%.

20.6 **Review Documents.** The PSP shall, at its expense, furnish and deliver to the Owner for Owner’s review, the following number of sets of review documents at the required review stages:

 Schematic Design: \_\_3\_\_\_ sets

 Design Development: \_\_3\_\_\_ sets

 Construction Documents: \_\_3\_\_\_ sets for each stage of % complete

20.7 **Building Document Standards**

 The following building documents are required at milestones listed:

* At 100% Signed/Sealed Construction Documents (CDs) at review/submission. REVIT (CADD accepted only if preapproved by the Project Manager).
* All required drawings must be submitted using the most current University REVIT (or CADD if approved in advance) templates provided by the Project Manager.
* .PDF files of the REVIT or CADD.
* .PDF files of any three-dimensional drawings.
* At the completion of the project, or within three (3) months of the completion of the project – files must incorporate ALL field changes during construction.
* The full integration of as-built information as a REVIT model containing all elements deleted during demolition and added during design and construction.
* .PDF of all sheets within the as-built final set.

20.8 **Space Planning Documents** (if required by the Owner).PSP, as a supplemental service, shall provide the Owner, at approximately one month prior to Substantial Completion, with a complete current electronic set, including all current changes, of the PSP floor plan drawings with room names, room numbers, and room square footages indicated. PSP 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 PSP will be notified of acceptance.