

## SECTION 00910

### ARCHITECT / ENGINEER DESIGNER OF RECORD ROLES AND RESPONSIBILITIES

06/02

#### PART 1 - GENERAL

##### 1.1 Technical Supporting Documentation and References:

This Request for Proposals (RFP) makes specific reference to technical supporting documentation that may be accessed via the Internet. Those referenced documents form a part of this Contract as if fully incorporated herein. Electronic links to those referenced supporting documents appear throughout this RFP.

##### 1.1.1 Southwest Division Design-Build Technical Guides:

The Southwest Division Design-Build Technical Guides are included as a part of this Contract by reference. The Southwest Division Technical Guides may be viewed at the following Internet address:

[SWDIV Technical Guides](#)

##### 1.1.2 Southwest Division A-E Guide

In addition, there may be selected references to the Southwest Division A-E Guide for the purpose of establishing Government expectations with regard to minimum acceptable quality and content of coordinated Design Drawings, Specifications, Calculations, Basis of Design, Shop Drawings and other documentation prepared or reviewed by the Design-Build Contractor's Architect / Engineer Designer of Record (AEDOR). The AE Guide may be viewed at the following Internet address:

[AE Guide](#)

1.1.3 Where specific reference is made to the Southwest Division Design-Build Technical Guides and/or the Southwest Division A-E Guide, those references shall be considered to be documenting mandatory minimum requirements under this Contract.

##### 1.2 DESIGN RESPONSIBILITY

##### 1.2.1 Chain of Responsibility for Design and Construction:

The Design-Build Contractor and the Design-Build Contractor's AEDOR are responsible for all design and engineering needed to support the design, construction and completion of a project that complies with the requirements of the Contract. This responsibility shall be discharged through the application of the architectural and engineering expertise of the AEDOR led design team staffed with registered professional architects and engineers representing all applicable disciplines.

**1.2.1.1 Responsibility during Design:** All Drawings, Specifications, Basis of Designs and Calculations shall bear the seal of an architect or engineer registered in the specific technical discipline involved. This will normally include the disciplines of architecture, interior design, civil engineering, structural engineering, mechanical engineering, electrical engineering, fire protection engineering, landscape architecture and, as applicable, land surveying, geotechnical engineering and geology. Construction documents at a minimum generally consist of design drawings and specifications, although some projects may require additional documentation. Design and engineering provided by the AEDOR under the Contract shall include, but shall not be limited to, Drawings, Specifications, Basis of Design and Calculations supported by the AEDOR's field research, planning and consultation effort, although these products and services must often be supplemented with additional design processes. Construction incorporating materials, components and assemblies into the Work shall not commence at the construction site until at least three days after design documentation stamped, sealed and signed by a registered architect or engineer operating under the supervision of the AEDOR and describing the work to be constructed has been delivered to the Resident Officer in Charge of Construction.

**1.2.1.2 Responsibility during Construction:** All Shop Drawings, Samples and Manufacturer's Cut Sheet Information shall bear a "stamp" applied to, dated by and initialed by the AEDOR indicating that the Shop Drawing, Sample or Manufacturer's Cut Sheet identifies materials, components and assemblies that are in compliance with the design documentation prepared by the AEDOR. No substitutions in lieu of materials, components or assemblies previously accepted by the AEDOR may be incorporated into the work until those substitutions have been scrutinized and accepted by the AEDOR. Evidence of acceptance of any submittal by the AEDOR shall be delivered to the Resident Officer in Charge of Construction not less than three working days prior to the actual incorporation of the material, component or assembly into the work. The AEDOR shall be responsible for certifying at least monthly that the construction is in compliance with the AEDOR's Design Documentation.

**1.2.2 Architect/Engineer of Record Coordination of the Design:**

The Design-Build Contractor's AEDOR shall be responsible for coordination of all design related elements of this project, from the start of design through completion of construction. The AEDOR shall also be responsible for project design quality assurance as defined in this RFP. Quality assurance shall include assurance that the work of all architectural and engineering disciplines is compatible with all other architectural and engineering disciplines and with the overall design concept, and that the completed facility and sitework are in compliance with the project design documents produced under the direction and coordination of the AEDOR. The AEDOR is also responsible for producing a design that meets the needs of the customer (user). The completed design and construction must comply with all provisions of standards and criteria referenced in this Contract, including, but not limited to, the Southwest Division Technical Guides, designated portions of the Southwest Division A-E Guide, and with all other applicable codes, criteria and standards identified in this RFP.

### **1.2.3 Periodic Over-the-Shoulder Design Oversight Meetings:**

During the design phase of the Contract, the contractor shall conduct weekly over-the-shoulder project design-development meetings. These weekly meetings shall be facilitated by a designated AEDOR "design manager", who shall function as the lead professional member of the AEDOR design team. The design manager must be an employee of the AEDOR. Attendees at design phase meetings shall include the AEDOR as well as one or more representatives of the Design-Build Contractor, representatives of the Resident Officer in Charge of Construction (including the Contracting Officer), representatives of the Activity Public Works Office, the Southwest Division Project Leader and the Facility User. The Government reserves the right to have representation at all weekly design phase meetings.

### **1.2.4 Design Progress Schedule:**

The Design-Build Contractor, in conjunction with the AEDOR design team, shall establish a design submittal schedule, a detailed scope of design team services and a roster of design team members. This team member roster is to include discipline registration numbers and insurance certifications for each team member. This schedule, scope of services and team roster shall be submitted to the Government prior to the start of the design phase.

### **1.2.5 Minimum Formal Design Submittal Presentations:**

Refer to Section 00911 of this RFP for design development and design submittal requirements.

### **1.2.6 Alternate Design-Build Team Arrangements:**

While the requirements of this RFP are stated in the context of a general contractor having primary contractual responsibility for execution of the contract, with the AEDOR team as sub-consultants, there is no intent to prohibit alternate construction team arrangements. Some examples of alternate arrangements may include architect/engineer entities as prime contractors or use of multiple design teams or joint ventures.

## **1.3 CONSTRUCTION RESPONSIBILITY**

### **1.3.1 Relationship Between AEDOR and Construction Quality Control:**

The AEDOR shall be responsible for all aspects of design quality assurance throughout the life of the Project. This responsibility shall be exercised in concert with the Design-Build Contractor's Construction Quality Control (CQC) staff and processes, and shall include review and acceptance of all shop drawings samples and manufacturer's cut sheets, all construction certifications, all field test reports, all field inspection reports, all field verification reports, all material certifications, all product data sheets and all vendor prepared calculations and design documentation. These submittals, bearing a stamp of acceptance from both the CQC and the AEDOR, shall be provided to the Government for information only and for record purposes. Only final submittals bearing an approval stamp signed by both the CQC and

the AEDOR need be provided to the Government. The AEDOR shall have no responsibility for, or exercise control over, contractor means and methods. If contractor means and methods prevent or inhibit proper execution of the design in accordance with the design documentation prepared by and stamped, sealed and signed by the AEDOR, the Government expects that the Design-Build Contractor will resolve such discrepancies to the benefit of the Government and at no additional cost to the Government.

**1.3.2 AEDOR Field Visitation and Construction Oversight:**

The Government expects that the Design-Build Contractor's AEDOR (or a designated qualified representatives under the direct employ and supervision of the AEDOR) shall perform periodic construction field observation to assure conformance with the design documents. The scope of field observation shall be as defined in individual sections of this RFP. AEDOR field observation reports shall be submitted to the Government by the Design-Build Contractor for information and for record purposes only. While designated representatives of the AEDOR may perform regular field observation, the A/E DOR shall, as a minimum, be present at the construction site [monthly][biweekly][weekly][\_\_\_\_] each month while work related to the particular discipline is in progress.

**1.3.3** Refer to Section 01330 of this RFP for construction submittal requirements.

**PART 2**

Not Used.

**PART 3**

Not Used.

**--END OF SECTION--**