

Supplemental Conditions to the Performance and Document Requirements

Construction Documents

Performance and Document Requirements Section

4.6 Delete paragraph and replace with the following:

The Architect/Engineer shall assist the Owner in filing the required documents for the approval of governmental authorities having interest in the Project. The Owner may request the Architect/Engineer to pay the plan review fee to the building code jurisdiction. The Owner shall then compensate the Architect/Engineer for the plan review fee **for direct cost only** through an addendum or as a supplemental service.

The Consultant shall submit these documents to the authority having jurisdiction on the Owner's behalf. Every sheet of the drawing set shall bear the seal and signature of the Consultant or sub-consultant responsible for its preparation. The cover of the Project Manual shall bear the seal and signature of the Consultant.

4.7 Delete paragraph and replace with the following:

The Architect/Engineer shall request the "Boiler Plate" and essential bidding information from the Owner upon submission of the 95% Plans and Specifications for final review by the Owner. The Architect/Engineer shall provide and then coordinate the Division One specifications with the General Conditions of the Contract for Construction. ***Unless otherwise instructed Owner will collate and coordinate Division 00 and Division 01 with technical specifications.***

4.8 Delete paragraph and replace with the following:

Prior to bidding, the Architect/Engineer shall provide Construction Documents including the Estimate of Construction for review and approval to the Agency point of contact and ***one (1) paper set and electronic pdf copies*** the Owner. This review shall constitute the 95% submission of the design effort where the remaining 5% consists of incorporation of final review comments and the Owner's "boiler plate" information.

Bidding

5.2 Delete paragraph and replace with the following:

Unless otherwise instructed the Owner shall procure and administer the reproduction of Bidding Documents and distribution to prospective bidders and plans exchanges. If the number of sets for bidding purposes is not established in this Agreement, the Owner shall reimburse the Architect/Engineer for the direct costs of reproduction and distribution for all sets determined to be necessary for bidding. However, the Architect/Engineer and Owner shall agree on the number sets necessary at the time of bidding and the Architect/Engineer shall not exceed that number without approval of the Owner.

5.5.1. Delete paragraph 5.5.1 and replace with the following:

Unless otherwise instructed by Owner, Owner will organize, coordinate, publish, handle and distribute all bidding documents including addenda and receipt and return of deposits;

Construction Administration

6.1.17.2 Page 12

Delete paragraph 6.1.17.2 and replace with the following:

Record Documentation: The Architect/Engineer shall furnish to the owner final as-built Record Drawings that have incorporated changes (red-lines, informational items, accepted alternates, etc.) made during the construction process which reflect the as-built conditions as follows:

1. The Architect/Engineer shall furnish to the owner the Owner **one (1) paper set**.
2. The Architect/Engineer shall furnish the Owner with electronic files labeled with the Project name and the Owner's project number, including the following formats:
 - a. Complete set of all Record Drawings in PDF format;
 - b. Project Manuals (Specifications) in PDF format
 - c. AutoCAD DWG format using for FM Systems required layers
 - d. Revit BIM model (including all linked rvts, dwgs and images).
 - e. A Microsoft Excel spreadsheet (format provided by MSU) containing project warranty information and supporting warranty documents
 - f. A Microsoft Excel spreadsheet (format provided by MSU) with project room finish information

All items shall be provided not more than **thirty (30) calendar days** after the date of Final Acceptance.

All electronic format documents shall be provided to MSU without any form of copy protection.

6.1.17.3. Delete paragraph and replace with the following:

O&M Manuals - Processing, reviewing and taking appropriate action on Operations and Maintenance Manuals provided by the Contractor. Approved O&M Manuals are to be provided with proper bookmarks for each section to the Owner as follows:

1. **Draft Copy** of electronic O&M (PDF) to be provided to Owner and Consultant for review prior to request for Substantial Completion. Do NOT provide hard copy of draft O&M.
2. **Final Copy** of O&M manuals to include updated control sequences, TAB reports, and other information for systems changed near the end of the project, after all commissioning and testing has been completed.
3. **One (1) electronic** PDF of approved and final O&M to be provided as indicated.
4. **One (1) paper copy** of approved and final O&M to be provided as indicated.

All items shall be provided not more than **thirty (30) calendar days** after the date of Final Acceptance.

All electronic format documents shall be provided to MSU without any form of copy protection.