

West Virginia University (“WVU”)

WVU One Waterfront Place Chillers & Cooling Tower Renovation - Architectural & Engineering Design Services

EXHIBIT B: SERVICES RELATED TO BASIC SERVICES

1. Design Disciplines to be included in Basic Services: Architecture, Mechanical, Electrical, Plumbing, & HVAC Engineering.
2. Design schedule shall generally follow the proposed schedule outlined in the Project Description Exhibit.
3. Design shall conform to WVU Design Guidelines and Construction Standards located on the internet. Design Deliverables at Schematic Design (“SD”) and Construction Documents (“CD”) shall be in accordance with WVU requirements for deliverables.
 - 3.1. <https://facilitiesmanagement.wvu.edu/d-c-guidelines-standards#ae-and-professional-services>
4. Design Deliverables shall include: Conformed Construction Documents and As-constructed Record Drawings in PDF format and CAD Format.
5. Delivery Method: Design/Bid/Build.
6. And “delegated design” must be approved by Owner in advance of starting design
7. Detailed Cost Estimating: Estimating Services shall be provided at SD phase of design and will coincide with design submissions. Cost estimates should be done in accordance with WVU Design Guidelines. Estimates shall be reviewed at all design phase reviews. Suggestions for Value Management/Engineering should be provided with each estimate and if estimates are over budget.
8. All Design meetings with Owner-stakeholders will be held bi-weekly, using a videoconferencing platform (e.g. Teams, Zoom, or Go-to meeting). These meetings include design input meetings and design review meetings.
9. The Design Professional shall prepare all Meeting Minutes during the design phase.
10. Design Professional shall work in the Owner’s project management system – Primavera Unifier. All licensing fees will be covered by the Owner. The Owner will provide training and licenses for users. This system will be used for Document management, RFI review, submittal review and pay applications.
11. The Owner intends to use PlanGrid for document sharing. The Design Professional may purchase subscriptions for its team to utilize.

12. Construction progress meetings will be held every two (2) weeks.
13. The Design Professional shall prepare meeting minutes during the construction phase: Meeting Minutes with progress status on outstanding items with responsible party for each outstanding item (3 day turn around on minutes).
14. Design Meetings with Project Stakeholders:

Design Meetings will be held with various project stakeholders to obtain input on the project design, schedule and phasing of the project.

Meetings held remotely using a videoconferencing platform with both programmatic and operational stakeholders. Owner will provide a list of Project Stakeholders (defined below).

The Design Professional shall prepare meeting minutes.
15. Design Phase Progress Meetings:

Design Phase Progress Meetings will be held every two (2) weeks, at a minimum.

The Design Professional shall prepare and distribute meeting minutes for design phase progress meetings.

The meetings will be held remotely using a videoconferencing platform.
16. Design Phase Milestones:

The Design Professional will prepare design deliverables associated with the following milestones for each phase of the project in accordance with WVU Design Guidelines for Design Deliverables.

Schematic Design (SD)

95% Construction Documents (CD)
17. Design Phase Milestone Reviews and Activities:

Design Phase Reviews will be conducted at each Design Phase milestone (SD, 95 % CD) and will include design document review with Project Stakeholders (Owner, External and Regulatory parties, including the WV State Fire Marshal), and various WVU entities/groups.