

1. GENERAL REQUIREMENTS: It is the nature of University Design & Construction projects to involve the full range of project activities.
 - 1.1 *Campus Master Plan* - Project start up can involve programming and conceptual design studies as well as coordination and resolution with the campus master plans. As appropriate to the size and scale of the project, the Architect shall work with the University's Project Manager to familiarize themselves with those master plan documents to which their project must respond. Master plan documents that may be maintained by the University include, but are not limited to:
 - 1.1.1 Comprehensive Campus Master Plan
 - 1.1.2 Campus Landscape Master Plan
 - 1.1.3 Campus Parking Master Plan
 - 1.1.4 Campus Signage Master Plan
 - 1.1.5 Infrastructure Master Plan
 - 1.2 *Space Standards* – Architect and design consultants shall coordinate with the University's Project Manager to identify the applicable space standards to be used for their project. Area calculations shall be done in accordance with the current University methods and criteria. See the attached area calculation standards in Appendix A – Rice University Space Standards.
 - 1.3 *Collaborative Input* – In order to achieve a project that best responds to the University's overall needs and interests, the University's Project Manager will regularly solicit input from various University departments, and occasionally independent consultants, will include department representatives in project meetings and will organize formal document reviews. Architect and design consultants shall cooperate and coordinate with the Project Manager to respond to and integrate this input into the project. The University's Project Manager will have final authority to resolve any conflicting issues or requirements.
 - 1.4 *Room Numbers* – It is the desire of the University to have the construction room numbering and room numbering after occupancy be the same. Architect shall review numbering scheme options with the University's Project Manager, develop draft numbering based on the selected option and coordinate final scheme in response to review comments by the University.
 - 1.5 *Storm Water Detention* – The University, in response to the City's storm water detention requirements, has built a master storm water Detention System to meet the current obligations and some additional capacity to cover the future obligations as the Campus grows. The Architect and his civil consultant will work with the University's Project Manager to assess the detention requirements generated by their project and the impact it has on the Detention System's current excess capacity.

2. RELATED WORK

2.1 *Consultant Related Work* – The University reserves the right to establish separate contracts for various portions of the work associated with the overall project. The Architect shall review with the University’s Project Manager the scopes of work for all contract requirements needed for delivery of the project, and coordinate appropriate interface activities within their scope of services to support and coordinate with those contractors in the delivery of their services. Such services include, but are not limited to: Architectural Signage, Landscape Services, Move Coordinators and Furniture.

2.2 *Contractor Related Work* – The University reserves the right to establish separate contracts for various portions of the project that serves the best interests of the University for which the General Contractor will be responsible for the coordination and accommodation on site. These contracts include, but are not limited to: Air Balance Testing, Signage Fabrication, and Installation, Furniture and Furnishings, Information Systems Cabling and Equipment, Audio Visual Systems, Telephone, Geotechnical Services and various construction testing services.

The Architect shall review and establish with the University’s Project Manager the list of contracts that the General Contractor will be required to accommodate and coordinate and shall incorporate appropriate requirements within the contract documents.

3. ICONOGRAPHY – The University has a longstanding tradition of including custom project specific architectural ornament (Iconography) permanently incorporated within the building construction. Projects may also include specific design requirements to accommodate artwork. The Architect shall review and define all project requirements for iconography and art accommodation with the University’s Project Manager.

4. EXISTING CONDITION DOCUMENTATION

4.1 *Utilities* – The University maintains documents of underground campus utilities. These documents are available for use by the design team and may be requested through the University’s Project Manager. The design consultants shall work with the University’s Project Manager to determine which utilities need to be documented in a project specific site survey, including requirements for probing or digging for location verifications.

4.2 *Utilities* – Design consultant shall include in construction documents a requirement that the General Contractor use all appropriate resources, including utility companies, utility company sponsored facilitating organizations such as Texas One Call at 1-800-245-4545 or the Utility Coordination Committee at 1-800-669-8344 and University resources when constructing near or connecting to underground campus utilities.

**DIVISION 1
SUMMARY OF WORK**

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- 4.3 *Utilities* – The Architect will work with the University’s Project Manager to initiate requests to appropriate University departments to identify and mark locations and tie-in points for University utility infrastructure including telecom, network, video or security cabling, irrigation water mains, and other underground utilities or services.
- 4.4 *Record Drawings* – The University maintains “record” and “as-built” documentation on the majority of its buildings. The design consultants shall review the available resources as they relate to their project with the University’s Project Manager to identify and request copies of appropriate documents.
5. WORK SEQUENCE – Development of an appropriate work sequence for a project is important for cost considerations and/or can facilitate project’s implementation and minimize or eliminate negative impacts. The Architect shall work with the University’s Project Manager and the General Contractor (if available) to identify, resolve and coordinate work sequence issues important to the project.
6. CONTRACTOR’S USE OF PREMISES – The Architect shall work with the University’s Project Manager and the General Contractor (when available) to define appropriate limits and requirements for the Contractor’s use of the project site. Where appropriate, the Architect shall include such requirements within the contract documents.