

General Project Requirements

C1.1. General

- a. Facilities Management and Construction is responsible for the planning, design, construction and/or renovation of all facilities at the University. These standards and procedures have been developed in support of successful project delivery on ODU's campuses.
- b. The ODU Project Manager will hold a pre-kick off management meeting with the Architectural and Engineering project managers to review the project specific management plan and the Design Standards. Refer to **APPENDIX A – PROJECT MANAGEMENT TEAM KICK OFF AGENDA** for a discussion guide.

C1.2. Design Standards Compliance

The University Architect oversees and maintains the Old Dominion University Design Standards. The Design Standards have been established to communicate the base building and process requirements for new construction and/or renovations on all campuses of the university. While all projects shall adhere to its content, it is not the intent of these standards to be restrictive and as such it is our expectation that the A/E participating in the development of a project from programming through occupancy submit **Ahe Director, Operations**

University Architect within weeks of submission at which point the A/E will
n review or request for additional information, prior to the conclusion of those
fer that the A/E submit variance groups prior to a design phase
y. It is the responsibility of the ODU Project Manager to inform the Planning
ders of any approved variances in this way there is clear communication
r and the University regarding project details.

from the Design Standards without prior written approval, the variance will
a claim may be processed against the A/E's professional liability insurance
ost to meet the Design Standards. If the Contractor is responsible for design /
ects of the project, and varies from the Design Standards without prior written
variance will be considered an error and a claim may be processed against
If the Contractor makes a change or substitution during the shop drawing
is a variance from the Standards, it is the burden of the Contractor, not the
approval. Inclusion of a Design Standards variance in either drawings or
esign phase submittal reviews or construction shop drawing and submittal
a Standards Variance approval. It is the A/E and / or Contractor's burden to
DDU Project Manager and to specifically request written variance approval
Project. The University is not responsible for identifying any deviations from

ject team will vary depending on the size and complexity of the project. At
Project Manager, working with the end user, will identify who should be
execution of the project and who within the planning committee are the key

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- iv. Audio Visual & Technology – The University has its own internal design team that handles all audio visual design and technology design through implementation working directly with the A/E. The A/E shall document the infrastructure required to support the AV design as part of their basic services.

C1.4. Project Vision | Goals | Expectations

For Capital projects, and others as appropriate, prior to the start of Design the A/E will meet with the Executive Committee for a university leadership project kick off to listen to any university leadership project specific goals or requirements.; this is a separate discussion which should be followed by a Planning Committee design kick off meeting at which the A/E will facilitate a visioning session. The visioning session will look at what are considered key success factors for the project by the Users, Administration, and Facilities Management & Construction. Project Goals will be identified and all Planning Committee members will have an opportunity to indicate what their expectations are of the A/E and/or the University.

A one page Project Vision Statement and bulleted project goals, should be documented by the A/E and confirmed by the Planning Committee. The vision should include comments on both the exterior and interior aesthetics. This will be used as a litmus test for decisions moving forward. The Project Vision statement can include diagrams, photo examples or other items that best communicate the vision for the project.

C1.5. Communications

Old Dominion University's designated Project Manager is the central point of contact for the project. All communication between the A/E and the University shall be routed through the Project Manager. Clear, concise, consistent and timely communication is key to the success of any project. Larger more complicated projects rely on established communication protocols which should be adhered to at all times. The ODU Project Manager along with the Management Team shall establish mutually acceptable lines and methods of communication at the project kick off. The ODU Project Manager will be copied on all correspondence and will maintain the university's project f5(tain)9-3.4i88(oje.5(8n7o.5(ojec)-5.1.8(n)1.5(ta

- i. The A/E working with the ODU Project Manager will flush out **APPENDIX ? – PROJECT DIRECTORY** Template for each project which will be used as the meeting sign-in sheet. It is the A/E's responsibility to keep the project directory updated.

Meeting Minutes

- i. At the project kick-off the A/E shall propose a meeting schedule including presentations and reviews. The university understands that the initial meeting schedule will not cover all topics that may come up during the process, but having the majority of the meetings loaded into personal calendars will ease the number of conflicts.
- ii. Complete meeting minutes include the Sign-in Sheet, Meeting Notes, **copy of presentation materials**. Meeting Minutes shall be in Adobe PDF format.
- iii. ODU's Project Manager shall post and/or distribute all meeting minutes to planning committee members, stakeholders and management team.

C1.6. Design Schedule

The A/E shall provide a total project schedule during the Schematic Design Phase. This initial schedule shall be the baseline schedule for the project and shall contain sufficient detail to allow tracking the schedule throughout the project and shall include **specific dates** for the following (at a minimum):

- i. Kick-Off Meeting
- ii. Design Meetings
- iii. AARB Submissions, when required
- iv. DEB Design Phase Submissions
- v. DEB Review Durations

The ODU Project Manager shall provide the design schedule to the ITS department, who shall be considered a consultant to the project team and included in A/E communications as appropriate. Specifically it is important that any design schedule updates or shifts be communicated to ITS as soon as possible for their planning purposes.

The Design schedule shall be updated at each submittal phase, at a minimum and provided to the ODU project manager.

C1.7. Project Scope and Budget

Because the Planning Committee is composed of people who may not be aware of the impact their direction can have on project scope, budget and schedule, **it is the A/E and Contractor's responsibility to clearly articulate the impact of design direction on the project in a timely fashion.**

"Do not show us what we can't afford," is a statement often repeated on campuses across the country, but which is worthy of repeating here. At the same time the design must always reflect the identity of the Old Dominion University within the project specific budget.

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YYYY MMDD_MM Kick Off – The first part of the file is the date of the document

- 13 Data
- 14 Food Service
- 15 Laboratory
- 16 Specialty Consultant

Exterior / Roof Detail Drawing Scale: Due to the high level of importance on the building envelop, in its entirety, the A/E shall draw details at a minimum scale of 3" = 1'-0" but a 6" = 1'-0" scale is preferred to clearly see the extent of the water, air, vapor and thermal systems barriers.

C1.20. Specifications

Headers shall include the current date of the section issued. For example if the section was issued and then revised and reissued, the section should have two dates in the upper right corner.

The header shall indicate, as a minimum, the following:

| | |
|-----------------------------------------|-------------------|
| Project Name | Issued 12/12/2016 |
| OLD DOMINION UNIVERSITY | ADD 01 1/10/2017 |
| Campus Location; i.e. Norfolk, Virginia | |
| Project Code: | |

Specifications shall be developed selecting three specific products. DEB does not accept a basis of design plus two manufacturers. Alternately a basis of design and a performance specification can be used, being careful that the performance specification does not then exclude the basis of design.

The CPSM does not allow the specifications to require a specific number of years of experience or time in business as a basis of award.

The A/E shall include a list of submittals as part of the specifications.

Sole Source Specifications:

- i. The following systems have received approval from the Director, Division of Engineering & Buildings to use in a sole source specification. ODU can provide the relevant CO-18 form when requested. Refer to [CPSM 5.3.9.3 SOLE Project droject FEE](#)

C1.21. Materials Samples

- a. Specifications: The A/E shall convey, through the contract documents, that submittals involving finishes will only be approved by ODU when all exterior samples are submitted. Exterior materials will not be approved independent of each other. With regards to the exterior mock up, materials can be selected independently if necessary, based on the basis of design selection, but the University Architect reserves the right to reject or alter a finish based on the completed mock-up. Brick sample panels are a prudent way of confirming brick and mortar colors ahead of mock-up fabrication.
- b. Exterior Finishes
 - i. Prior to GMP and/or issued for bid documents the A/E shall have a final finishes meeting with the University Architect to review the full selection of all exterior materials (physical samples) on the project.
 - ii. The A/E shall provide a box of the Basis of Design materials for the exterior finishes, to include all elements visible to the public on the exterior of t

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- i. The A/E shall require, as part of the specifications for close out, an as-built valve directory (laminated and secured to a visible wall in the mechanical room.
- j. All underground sanitary piping shall be GPS located and those coordinates shall be reflected on as-built drawings.
- k. All piping systems shall be reviewed using cameras at the end of the project to determine no debris is blocking pipes. Videos shall be submitted to FM for verification of clean pipes.

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