

STATE UNIVERSITY CONSTRUCTION FUND

PROGRAM DIRECTIVES

DIRECTIVE 1A-2

Issue date: March 2012

PROGRAM VERIFICATION PHASE

The Consultant shall obtain and review all documents as follows:

1. Agreement: Become familiar with all contractual requirements and be prepared to perform all services required. Direct all questions regarding the requirements to the Project Coordinator.
2. Project Schedule: Review the design schedule and the milestones, comparing the time allowed for the deliverables and approvals required at each milestone. Confirm the design schedule and confirm that the consultant team is prepared to commit the resources necessary to meet the schedule. No accelerations to construction schedules will be entertained at this phase. Direct all questions regarding the schedule requirements to the Project Coordinator.
3. Project Program: The specific scope of construction and program requirements for the project should be reviewed in detail and questioned if there are any perceived inadequacies, discrepancies, contradictions, unrealistic requirements, etc. with special attention paid to each of the factors in the Agreement and as follows:
 - a. Field-review the general locations where work is proposed, and become familiar with factors and restrictions that may affect the project.
 - b. Review the adequacy of the Budget; submit a letter to the Fund confirming that the budget is adequate to complete the scope of work. Describe approach to value engineering when scope appears to costly for the Budget.
 - c. Review the equipment, if any, proposed for the project and confirm that the space available or proposed appears adequate.
 - d. Review all available drawings and documentation that pertain to the project area by the prime consultant and all approved sub-consultants.
 - e. Perform a thorough walk-through of the project area (by the consultant for all work areas and all approved sub-consultants, as applicable to their work).
 - f. Provide a list of the deficiencies, if any, in the existing drawings and documentation.
 - g. Provide a list of all testing required to adequately design the project (i.e. test

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borings, asbestos and hazardous material testing, hydrant flow tests, etc.).

- h. Become familiar with Campus requirements.
4. Fund Program Directives: Review the Directives and become familiar with their requirements. Review the specific Directives applicable to this project and be prepared to comply with their requirements throughout the life of the Project. Direct all questions regarding the requirements to the Project Coordinator. Provide written confirmation from/by a senior member of the firm that the Program Directives were reviewed and understood.
 5. The format of the Program Verification Phase Report shall be reviewed with the Campus and the Fund and may be as follows:
 - a. Provide a written report required by the Agreement, either as a point by review and discussion of each factor and submit it for approval, or
 - b. Discuss each factor with the campus and the Fund, agree on its applicability to the project and provide meeting minutes clearly documenting each point and the results of the discussion, or
 6. In addition to verifying the program components and the scope of work, demonstrate the intent and compliance with the Uniform Fire Prevention and Building Code; there are minimum submission requirements for this phase. With Program Verification Phase Report or meeting minutes, provide the following items:
 - a. For existing buildings, provide a narrative articulating the code history for the building. As an example, *'Academic Hall was built in 1985 under the 1984 NYS Uniform Fire Prevention and Building Code and the west wing addition was added in 2005 under the 2003 NYS Uniform Fire Prevention and Building Code. Academic Hall is used predominantly as a classroom building (Group B) with many administrative offices (Group B) and a 200-fixed-seat auditorium (A-1). The main 1985 building is a 2-story 20,000 sq. ft. steel-framed building, construction type matching IIB. The 1-story 3,000 sq. ft. addition housing the auditorium also has a construction type matching IIB. There is no separation between the 1985 and 2005 construction. Only the auditorium has a sprinkler system.'*
 - b. To address the renovations effort, provide a narrative articulating the code intentions for the renovation work. As an example, *'The renovation work within the existing building will comply with the 2010 Existing Building Code of NYS and the 2010 Energy Conservation Construction Code of NYS.'*

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- c. For additions, provide a narrative articulating the code intentions for the new addition. As an example, *'The proposed elevator addition will comply with the 2010 NYS Uniform Fire Prevention and Building Code, in particular, the 2010 Existing Building Code of NYS, and the 2010 Energy Conservation Construction Code of NYS.'*
- d. For additions, provide a site plan / diagram at an appropriate scale, showing the existing building and the proposed site(s) for the addition and the surrounding area (up to 100 ft in all directions). The site plan / diagram shall include dimensions to all buildings, property lines, pavements and extreme topography.

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