

STATE UNIVERSITY CONSTRUCTION FUND

PROGRAM DIRECTIVES

DIRECTIVE 1D-3

Issue date: August 2012

GOVERNING AGENCY SUBMISSIONS

1. The NYS Department of Health, NYS Department of Environmental Conservation, Army Corps of Engineers, NYS Labor/Management Child Care Advisory Committee, County and Municipal Water and Sewer Departments, NYS Department of Transportation, and similar governing agencies are charged with broad legal responsibilities. These responsibilities include, but are not limited to, oversight on new projects involving water supply, stormwater discharge (including construction activities), sewage and industrial waste, refuse disposal, roadway and traffic signal work, wetlands, air permits, radiological health, food service, swimming pools, child care, and various other items.
2. After obtaining concurrence from the Fund Coordinator, Consultants are to confer with such governing agencies, make site surveys, and endeavor to arrive at agreement in principle as to the requirements and the relation of the project to local conditions.
3. Questions concerning submittals to these governing agencies should be directed to the Fund Project Coordinator.
4. To ensure compliance with the requirements of these governing agencies, the State University Construction Fund hereby authorizes its Consultants to sign and file on its behalf the necessary application forms, plans, details, and permits with the applicable governing agencies at the appropriate design phases.
 - a. Exception: Permits that must be obtained by the Contractor in order to perform the work. In the latter case, the Consultant should meet with the governing agency and obtain approval of the design and its documents so that the permit to the Contractor can be issued.
 - b. All applications shall be submitted in draft and final form to the Fund for review and approval, prior to forwarding by the Consultant to the designated agency.
 - c. Unless included in the lump sum fee or the Schedule B of the Consultant's Agreement, the services and fees related to obtaining governing agency approval may be provided through extra compensation when approved by the Fund.
5. Final acceptance, permits or licenses shall be made out in the name of the Campus and submitted to the Fund for forwarding to the Campus.

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6. Consultants are to send copies of all correspondence to and from the governing agencies to the Project Coordinator as a matter of record.
7. Permits and plan approval required to construct an aspect of the project must be obtained prior to bidding. The permit and its applicable conditions must be included in the Project Manual. The design documents shall reflect all applicable conditions of the permit.
8. Permits and as-built approval required for beneficial occupancy of the project shall be obtained by the Consultant with the full cooperation of the Contractor. Specify all anticipated Contractor effort required to obtain permits.

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