

# PROGRAM DIRECTIVES



State University  
**CONSTRUCTION FUND**

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## PREFACE

The Fund's "*Program Directives*" are incorporated into the Consultant's Agreement by reference and are a general part of the Program documents for all Fund projects. The specific application of each Directive shall be reviewed as part of the Program Verification phase of the Project and be used throughout the progression of the design and construction process.

## DISTRIBUTION

1. General: This Introduction outlines the policy and procedures for updating and maintaining the "Fund Program Directives".
2. Policy
  - a. Mandatory Requirement: Directives are mandatory requirements as set forth in the Fund's standard Consultant Agreement (see Article I, Section B, Paragraph (1)a) and must be incorporated into the design and construction administration process. The Consultant is responsible to ensure that their entire project team has read, understands and complies with all the requirements of the Directives.
  - b. Issue Date: All Directives are effective as of the issue date as indicated on the heading of each Directive.
3. Procedures
  - a. Distribution: Directives are available through the link on the Fund's website [www.sucf.suny.edu](http://www.sucf.suny.edu).
  - b. Updates: Directives are periodically revised as part of a continual improvement process as procedures and requirements change. Consultants should check the website periodically to verify that all Directives are current. Periodically, the index will be revised to reflect the latest changes.
  - c. Impact of updates: The Consultant notifies the Fund Project Coordinator in writing if they feel an update results in a significant program and/or technical change to their services. Prior to proceeding with change, the Fund will issue its determination to the Consultant.
  - d. The basic fee covers the design and construction administration services related to the providing all the services described in the Directives. Unless included in the lump sum fee or the Schedule B of the Consultant's Agreement, some services and fees described in some Directives may be provided through extra compensation when approved by the Fund. If applicable, a Directive identifies the services that may be provided through extra compensation.

#### 4. Organizational Structure

- a. The Directives are organized into the following major sections or categories.

- 1) 1A Series - Design Phase Guides
- 2) 1B Series - Code Requirement Guides
- 3) 1C Series - General Procedures
- 4) 1D Series - General Guides
- 5) Division 2 through 27 - Technical Section Guides

- b. 1A Design Phase Guides

The Design Phase Guides are sequentially subdivided into Project design phases and consecutive order of milestone submissions. The Concept Phase, Schematic Design Phase and Design Manual Phases have phase checklists that are to be completed and submitted as part of the required submission.

- c. 1B Code Requirement Guides

This section is provided to assist Consultants in navigating to specific Code requirements such as Special Inspections and Executive Order No. 88. However, additional Code information is also contained within the 1A Design Phase Guidelines for specific submission requirements. It is the Consultant's responsibility to ensure that their Project conforms to the requirements of the Code.

- d. 1C General Procedures

This section provides Directives on procedures (indicated by the title of the Directive) to follow when performing certain design and construction administration services.

- e. 1D General Guides

This section provides Directives related to CSI Division 01 – General Requirements.

- f. Division 2 through 27 - Technical Section Guides

For convenience, the Technical Section Guides for the most part are subdivided into the CSI MasterFormat 95 edition - Divisions 02 through 16. However, Consultants are encouraged to use the CSI MasterFormat 2004.

5. Exemptions: Exemptions from Directives may be requested. The Consultant shall notify the Fund Project Coordinator in writing if they wish to request an exemption

to a Directive or any of its parts. The Consultant should have written approval by the Fund prior to proceeding with any deviation or change.

6. Questions: Any questions regarding the Directives should be discussed with the Fund Project Coordinator.

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