RESPONSIBILITES OF THE PROJECT TEAM

PART 1 - OWNER

1. Provide a Campus Facility Committee for decision-making including the following. An executive committee from this group can be put in place to make it more functional:

    A. Facility Committee

        1. Campus Chancellor (Chairperson)

            a. As chairperson, he/she will define decision authority for the committee

        2. Vice Chancellor of Academics

            a. To provide the avenue for Department Chair interaction. Department Chair is the avenue for teacher/staff input.

            b. To provide statewide curriculum direction and potential project impact.

        3. Finance Director

        4. Facility Director (will be the day to day contact during construction)

        5. Dean of Student Services

        6. Head of Workforce Economic and Development

        7. Executive Dean or Campus Dean (for multi-campus Campus)

        8. Campus Trustee (optional)

        9. Student Representative

        10. Faculty Representative

        11. Computer/IT staff (Campus assignment)

    B. The Facility Committee will be created at the on-set of the project and remain in place until post occupancy. They are responsible to:

        1. Assign a committee chair who is recommended to be the Chancellor, Executive Dean, or a designee.

            a. If someone other than the Chancellor is assigned as Chair, their responsibilities for decision-making should be made clear at the beginning of the project.

        2. Identify value statements for the project, including but not limited to:

a. Value Statements are intended to ensure that there is agreement on the "key concepts" or "values of the project." Each project should identify what is important to achieve with this project. This will allow all project decisions to be "checked back" to fulfilling the goals of the project.

b. We are Ivy Tech, Indiana's Community College. We serve the people of our state through accessible and affordable world-class education and adaptive learning. We empower our students to achieve their career and transfer aspirations. We embrace our vision of economic transformation inspired by the education and earnings attainment of our citizens, the vitality of our workforce, and the prosperity of our unique and diverse communities.

   i. *Mission:* As a statewide, open-access, community college, Ivy Tech Community College provides residents of Indiana with professional, technical, transfer, and lifelong education for successful careers, personal development, and citizenship. Through its affordable, quality educational programs and services, the College strengthens Indiana's economy and enhances its cultural development.

   ii. *Vision:* Ivy Tech Community College students will earn 50,000 high-quality certifications, certificates, and degrees per year aligned with the needs of our workforce. *Current Goals of the Strategic Plan: Review the current year goals*

3. Ivy Tech is always changing. Design for flexibility.

4. Ivy Tech is focused on continuous improvement. Ensure the design supports.

5. Ivy Tech is committed to a sustainable future.

6. Identify Campus expectations.

7. Define a priority or hierarchy of spaces.

8. Balance the need for labs and classrooms with faculty spaces.

9. Ensure at least two one-on-one meetings (1st meeting = gather input, 2nd meeting = review solutions) with each relevant Department Chair. Department Chairs are expected to seek faculty input. The A/E may request user group meetings or all faculty meetings, but not without the Department Chair's approval.

10. Provide the architect (for use in programming) with the number of both full-time and part-time faculty members.

11. Provide direction for the use in programming site selection process:

    a. Led by the Campus Chancellor to identify needs and potential sites.

    b. Campus Chancellors will work with Systems Office Facilities Planning Department for coordination.

    c. A Community Advisory Committee may be appointed.

12. Evaluate the site against the following criteria:

a. Safety

    i. Site free of potentially harmful materials or environment.

    ii. Phase I environmental (and phase II if needed) study.

    iii. No sub-surface structures, natural or man-made, to undermine safety of a building.

    iv. Safe traffic access.

    v. Signal controlled for as many of the access points as possible.

    vi. Minimal, but preferably no, turning across heavy traffic without a signal control to get to the site.

    vii. Ingress/egress

    viii. Crime rates

b. Access

    i. To highways to serve populations in and outside the community

    ii. Direct as possible (driving time from the nearest major highway exit or major population centers)

    iii. Bus access (how many blocks from site/how many transfers from population centers most likely to need bus transportation)

    iv. Controlled

    v. Multiple points

c. Acreage

    i. Appropriate acreage for projected enrollments but a minimum of 15 buildable acres for a new site (assumes 40,000 sf building)

    ii. Ability to expand

d. Cost

    i. What will be the purchase price?

    ii. Should take into consideration any unusual site costs

e. Availability of utilities

    i. Water and sewer, electricity, gas, telecommunications, and roadsCompatibility of neighbors at site

f. Benefit to community

g. Site related linkages to other institutions

    i. Educational institutions

    ii. Businesses (retail low/industry high)

h. For land to be considered for the community support measure the land must (as determined through a feasibility study):

    i. Contain sufficient buildable acreage for the projected enrollment at the site (however, for a site at which the proposed project is the first new construction project, at least 15 buildable acres, the amount needed for a terminal 40,000 gross square foot building and associated site development, must be given to be counted), and

    ii. Be buildable on the land (no wetlands within the needed amount of acreage, no zoning restrictions detrimental to College use, clear title, clean Phase 1 environmental study, etc.), and

    iii. Be relatively flat to the extent that fill will not need to be exported or imported (i.e., all fill needed is available on site or excess fill can be used at the site).

i. Coordinating the following services:

    i. Services:

- Land Survey / ALTA Survey

- Asbestos Survey

- Geotechnical

- Traffic Study

- Environmental Studies and Reports (Phases I & II)

- Construction Testing

- Confirm any underground storage tanks or other existing conditions.

j. Committees can seek three independent quotes from vendors who provide these services or engage their architect to seek these services on their behalf. Architects would also seek three independent quotes and bill it as reimbursable.

k. Ensuring the advertisement for bidding is publicly noticed properly. The CM will take the lead on getting the information to the committee chair.

l. Ensure the common construction wage requirements are met.

m. Select designer of telecommunications systems at the time of A/E selection. This may even be provided by the A/E. The telecom infrastructure design must be completed

consistent with the overall design schedule. The cabling infrastructure should be bid with the main construction work. The telecom equipment such as LAN, phone system, etc. may be bid at a later date if the construction duration is greater than one year.

2. Assign a representative from the Systems Office Planning Department who will be involved at the initial meeting for each project where expectations are outlined and at all key decision-making meetings.

   A. They will also be responsible for:

      1. Assisting with the development of value statements for each project.

      2. Approving standards deviations.

      3. Recommending best practices from other projects.

3. Owner review and approve all project allowances and allowance use prior to authorization.

4. All will participate in a project de-briefing (after construction is completed) with the Architect and Construction Manager to document lessons learned and how the process can be improved.

5. Owner may contract with an independent third-party construction documentation service (Multi Vista).

6. Refer to the Project Budget Responsibilities.

PART 2 - CONTRACTS

1. All contracts shall be based on AIA Documents.

2. Litigation/Arbitration: All litigation/arbitration, regardless of the location of the project, must be done in Marion County.

3. Escrow Agreement

   A. In construction contracts in excess of $200,000.00 or as required by Indiana Code 5-16-5, an Escrow Agreement is required. The College will hold the Escrow up to $2,000,000.00. Any contract over the $2,000,000 threshold will require the Contractor to hold their Escrow at a separate banking institution.

   B. All retainage must be held in the Escrow Account.

   C. All fees associated with the Escrow Agreement shall be paid by the Contractor.

4. Include "Additional Bidding and Contract Requirements for Ivy Tech Community College" in the bid specifications to address Resolution 2017-4. Work with your architect to develop processes to measure contractors' compliance with the additional requirements. The latest version of the document is available from the Facilities and Capital Planning Department.

PART 3 – ARCHITECT/ ENGINEER

1. Architect/Engineer (A/E) will lead all activities during the design phase.

   A. They will actively participate in all design and construction meetings, initiate all Owner/user meetings, and act as primary contact with the Facility Committee. They will manage all Owner expectations regarding the scope, schedule, and budget.

   B. They will participate in an initial meeting with Systems Office to ensure full understanding of the Ivy Tech standards, as they will be responsible for ensuring designs are developed in alignment with the standards.

   C. Host room by room reviews of each space in comparison to Ivy Tech Standards. This will include the Owner and should be completed during Construction Documents Phase.

   D. Participate in a project de-briefing with the Owner and Construction Manager to document lessons learned and how the process can be improved.

   E. Secure permits for State Design Release and Board of Health Approvals in a timely fashion so as to not delay the construction start.

   F. Design for Sustainability. Ivy Tech is interested in pursuing energy efficiency which should be a key component of any design of building and its system. LEED (Leadership in Energy and Environmental Design) Certification should be pursued on a case-by-case basis. See Sustainability Matrix.

   G. LEED Standards. Even though LEED certification may not be pursued on every project, every building should be designed to meet LEED Silver Standards based on the priorities below. Sustainability is important to the College and as such, Ivy Tech wants to focus on four key areas of sustainability help to reduce operational costs and improve overall staff and student productivity:

      1. Priority 1: Energy Efficiency Strategies include:

         a. Efficient HVAC systems. Better than current ASHRAE 90.1 by 20% new construction, 10% existing building minimum, as measured by Appendix G or ASHRAE 90.1.

         b. Use of LED light fixtures.

         c. Gas fired High Efficiency Boiler.

      2. Priority 2: Water Use Reduction Strategies include:

         a. No irrigation – use of native plantings

         b. Use of low-flow fixtures

      3. Priority 3: Alternative Transportation Strategies include:

         a. Bike parking for 5% of FTE and shower facilities

         b. Connect to public transportation if available

4. Priority 4: Improve Indoor Environment Strategies include:

   a. No smoking on campus

   b. Provide daylighting and views to at least 75% of occupied spaces

   c. Use of low emitting materials

H. Investigate multiple mechanical systems, providing life cycle cost analysis, with consideration for the owner's long-term maintenance and operating costs.

I. Coordination with Commissioning Agent

   1. A third-party commissioning agent should be hired prior to the Design Development phase completion.

   2. A/E to assist Owner with selection of commissioning agent as required per project. Owner will typically hold the contract with the Commissioning Agent.

   3. Agent must commission a minimum of HVAC systems. This may be increased to meet LEED requirements if required. Other systems may include plumbing, electrical, and building envelope.

   4. For their scope of services, ensure the following are provided:

      a. Review of Owners Project Requirements (OPR) and Designer's Basis of Design (BOD).

      b. Develop and incorporate commissioning requirements into the construction documents and specifications.

      c. Develop and implement a commissioning plan.

      d. Review all applicable contractor submittals for coordination with commissioning process.

      e. Verify the installation and performance of the system being commissioned.

      f. Complete a commissioning report.

      g. Participate in 11-month warranty walkthrough.

J. Compliance with Standards:

   1. Utilize Ivy Tech's color standards where applicable (Ivy Tech green, etc.)

   2. Deviations from the standards must be documented during each design phase and must be clearly identified on the Space and Systems Standards Sheets.

K. Review of Drawings:

   1. Review all CM submittals as basis for project budget and schedule. Also, provide a

constructability review and suggest alternatives for consideration to meet project's budget and schedule.

L. Cost Estimating:

1. Communicate a complete scope of work at each phase of the design.

2. Provide the construction manager with adequate drawings and specifications to allow them to properly estimate the work. Information should be provided based on the predetermined schedule so as to allow the CM sufficient time to provide the best estimate possible to the owner.

M. Electronic Drawings

1. Reference BIM Standards.

N. Refer to the Project Budget Responsibilities.

O. Design the room numbers to match the owner's final room numbering system and ensure the contract documents match the owner's approved room numbering system. If additional numbers are needed for the completion of CD's, those numbers can be added at the discretion of the designer.

P. Provide required information to assist the Owner obtain builder's risk insurance. Provide response to questionnaire prior to start of Construction Documents. Coordinate with Owner the information required by insurance. Confirm budget allocation for builder's risk on all preliminary project cost estimates (assume 0.1%).

Q. The A/E shall furnish or provide the following services when applicable to project scope:

1. Programming - Include analyses of the Owner's needs and program the requirements of each building based on the identified Ivy Tech Standards and the needs of each campus.

   a. The A/E is expected to seek information through the Academic Dean on the direction of statewide curricula during the programming stage.

2. Site Analysis and Selection including evaluating sites against the criteria listed above. Architects will be responsible to determine if the site is buildable including but not limited to the utilities, zoning, soils, wetlands, etc. (if applicable).

3. Owner Supplied Data Coordination: Be the central point of coordination for all owner supplied data.

4. Schedule Development and Monitoring including the design and construction schedule. They will understand and develop resolutions for the project constraints, issues, and impacts on the building's daily activities. They will also assist the CM in planning and strategizing on construction logistics and design the project to minimize disruptions.

5. Civil Design including all design required for complete bidding documents.

6. Landscape Design including all design required for complete bidding documents.

7. Interior Design includes design and material finish selections, and coordination of necessary furniture and related equipment. Additional scope for furniture selection shall be made on a project-by-project basis with the following options:

Furniture Needs Assessment (new vs. refurbishment vs. reuse)	
Furniture Selection Recommendation	
Procurement and Bidding	
Oversight of Installation	
Furniture Training	
Signage (Interior and Exterior)	
Artwork	
Window Treatments	
Phone System	
Other	

8. Start-up Assistance including but not limited to the presence of the design engineer on-site during the start-up of all major equipment.

9. Record Drawings including incorporating all contractor changes that have been documented on the submitted record documents from each contractor and providing electronic floor plans for all building levels.

10. 11-month Warranty Walk through. The CM will schedule this walk-through with the attendance of the facility director and A/E.

11. Technology equipment bidding responsibilities and scheduling including 2-way video equipment, LAN equipment in MDF/IDF, wireless network electronics, computers, printers, phone equipment, etc.

R. Provide all necessary services to submit for pre-construction plan reviews and permits.

S. Provide timely punch lists for all completed construction, including various construction phases if required, so as not to delay completion and occupancy.

T. Investigate existing conditions to identify potential problematic areas. Identify areas that may need special design attention and clearly define the scope on the bidding documents.

U. Allowance Use: Use of project allowances must be reviewed and approved by Ivy Tech prior to authorization.

V. Complete infrastructure worksheet – Included in Exhibits.

PART 4 – CONSTRUCTION MANAGER

1. Construction Manager (CM) will lead all activities during the construction and bidding phases.

A. They will actively participate in all Facility Committee design and construction meetings. They will manage all Owner expectations regarding the scope, schedule, and budget. They will take the lead on the overall design and construction schedule preparation and seek input from the owner and architect.

B. They will participate in an initial meeting with Systems Office to ensure full understanding of the Ivy Tech Building Standards, as they will be responsible for ensuring designs are developed as close to the standards as possible.

C. Participate in room by room reviews of each space in comparison to Ivy Tech Standards. This will include the owner and should be completed during the Construction Documents Phase.

D. Participate in a project de-briefing with the Architect and Owner to document lessons learned and how the process can be improved. CM to document notes for the Systems Office.

E. They will coordinate bidding document distribution and schedule all pre-bid activities.

2. Lead and track the overall project schedule for both design and construction activities, seeking input from the A/E and owner where needed.

3. Compliance with Standards

   a. Maintain working knowledge of the Owner's standards in order to identify variations from the standard and potential project impacts (i.e. scope creep, etc.).

4. Assist with implementation of sustainable design measures. If LEED Certification is pursued, complete documentation of construction credits.

5. Coordinate with Owner's Third party Construction Documentation Firm (as applicable)

6. Coordinate with Commissioning Agent (as applicable)

   a. During construction, ensure identified commissioning issues are resolved by contractors

7. Refer to the Project Budget Responsibilities

8. Investigate existing conditions with the Architect / Engineer (A/E) to identify potential problematic areas. Identify areas that may need special design attention from the A/E to ensure good documentation and clear scope on the bidding documents.

9. Site Analysis and Selection including working with the architect to evaluate a site's constructability and the cost impact (as applicable)

10. Provide Construction Phasing strategies congruent with daily on-site operations and the most economical means to deliver Projects, including but not limited to contractor parking, trailer locations, material staging, access, etc.

11. Prepare Construction Procedures Manual for all parties involved in construction. Identify procedures relating to communication, security, site/building access, parking, way finding, etc. Identify all construction requirements. Ensure procedures are enforced during construction.

12. Provide detailed cost estimate at each phase of the work. Work with A/E throughout the process to

anticipate costs that may not be clear on early design drawings to ensure early understanding of the project budget. Anticipate costs based on existing condition investigations. It is suggested that a design contingency be carried throughout the duration of the design process. For example, 15% at the completion of programming, 10% at the completion of SD, 5% at the completion of DD, and 0% at the completion of CD. The CM is expected to manage the budget, scope, and quality.

13. Provide required information to assist the Owner in obtaining builder's risk insurance. Provide response to questionnaire prior to start of Construction Documents. Coordinate with Owner the information required by insurance. Confirm budget allocation for builder's risk on all preliminary project cost estimates (assume 0.1%).

14. Schedule:

    a. Based on the outlined timeframe, develop realistic and achievable construction schedule that identifies a critical path for success. Take into consideration school activities that will affect construction activities and the schedule. The CM is expected to offer for the Owner's consideration, creative, alternative approaches and solutions for scheduling.

15. Review of Drawings:

    a. Review all A/E submittals as basis for project budget and schedule. Also, provide a constructability review and suggest alternatives for consideration to meet project's budget and schedule.

16. Construction Logistics:

    a. Understand and develop resolutions for the project constraints, issues, and impacts on the building's daily activities. Plan and strategize solutions that can be designed into the project documents to minimize school disruptions.

17. Identify requirements for all state, city, county permits and who has jurisdiction. Work in conjunction with the Architect/Engineer.

18. Bidding:

    a. Incorporate by reference all special Ivy Tech bidding requirements and applicable trustee resolutions. Coordinate with Systems Office to ensure compliance.

    b. Provide Pre-award interviews and Bid Recommendations.

    c. Pre-construction meeting.

19. Allowance Use: Use of project allowances must be reviewed and approved by Ivy Tech prior to authorization.

20. Other Construction Phase responsibilities:

    a. Construction Contract Administration.

    b. Regular construction meetings. Document each meeting with meeting notes and schedule updates.

    c. Acquire Permits and Licenses, except where certifications are required (i.e. State Design Release, Board of Health are the responsibility of the architect).

d. Coordinate start-up and training.

e. Submittals

f. Communications

g. Field Orders

h. Shut-downs/ Utility tie-ins Coordination

i. Safety Programs

j. Job site records

k. Field coordination

l. Construction Sequences/ Phasing

m. Temporary Facilities

n. Change order process

o. Owner's receipt of all as-built documentation and final project records including indexing of all close-out documents, drawings, shops, equipment manuals, warranties, etc.