

**University of North Carolina at Charlotte Design and Construction Manual**  
**SECTION 1. DESIGN GUIDELINES**

PART 3 - PROJECT DEVELOPMENT SEQUENCE

3.1 PRECONSTRUCTION CONFERENCE

The Designer shall conduct a preconstruction conference according to SCO requirements. A standard agenda is provided at the NC State Construction Website: <http://www.nc-sco.com/forms.aspx>

3.2 MONTHLY PROGRESS MEETINGS

A. The Designer shall conduct monthly progress meetings as described in the NCDOA/SCO Blue Book. The meetings shall be conducted by the Designer's Project Manager.

B. The agenda shall include the following elements (at a minimum):

1. Distribution of a written agenda
2. Recognition of new personnel assigned to project
3. Confirm attendance by all contractors (circulate attendance sheet)
4. Review minutes of previous meeting for corrections or omissions
5. Changes in Project personnel telephone numbers or pager numbers
6. Short Term Schedule Projections (by each contractor)
7. Progress Report (percentage complete by each contractor)
8. Report on HUB percentage participation on the project; calculated by dividing the contractor's HUB commitment (value) by the contractor's total contract
9. Long Term Schedule Projections (by each contractor)
10. Review of weather-related delays for previous month
11. RFI's in progress
12. Review of Bulletin Drawing Log
13. Change Orders in Progress (Execution)
14. Potential Change Orders
15. Accidents
16. UNC Charlotte Project Manager's Comments
17. State Construction Office Representative's Comments
18. Schedule Next Monthly Progress Meeting

3.3 BIDDING/CONTRACTING

The Designer will administer the bidding and construction phase unless specified otherwise in the Design Contract.

3.4 REQUIRED BID ALTERNATES

If the following types of materials are specified for the project, the product brands listed below shall be included in the bid document as bid alternates as authorized by NC General Statute 133-3. A public meeting is required for submission of proprietary materials:

1. Schlage Locksets (see UNCC Std. Spec S08710)
2. Simplex Fire Detection Systems
3. Lenel Card Access System
4. Boren Brick "Special Morrocroft" #02-79-1
5. Brick Pavers – English Edge by Pinehall Brick
6. Door Hardware (see Section 2.8)
  - a. Interior cylinders are to be Schlage 6 Pin Everest D

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- b. Exterior cylinders are to be Schlage Primus
- c. Locks are to be Schlage Lever D Series RHO 626; Best; or Sargent Lever 10Line LNL 260.
- d. Exterior cylinders are to be Schlage Primus
- e. Locks are to be Schlage Lever D Series RHO 626; Best; or Sargent Lever 10Line LNL 260.
- d. Exit/Panic devices are to be Von Duprin 99-98-55-STC; Sargent 80 Series; or Precision.
- e. Smoke Activated Closers are to be LCN; Morton; Corbin-Ruswin; or Rixson Firemark.
- f. Overhead Closers are to be LCN 4011, Sargent 281; or Corbin-Ruswin

3.5 CHANGE ORDERS (C.O.)

All change orders will use the change order form obtained from the NC State Construction Website. The change order "Requesting Party" will be determined by the State Construction Office Representative or UPM (for informal projects). The change order "Title" should be six words or less.

3.6 24 HOUR EMERGENCY CELL PHONE

The Designer shall provide the University Project Manager (or his/her designee) with a continuously operable cell phone which may be called by the University at any time there is an emergency at the Project. The person carrying the cell phone shall be knowledgeable of the Project and have the ability to immediately contact the contractor's key personnel. The University may occasionally make test calls to ensure the cell phone is operational.

3.7 CONSTRUCTION SIGNS

Construction signs are required on all capital construction projects unless exempted by the University Project Manager. No other signs or contractor logos are authorized on construction sites at UNC Charlotte.

3.8 SCHEDULING OF SERVICE OUTAGES

Required outages of existing service shall be scheduled by the University at dates and times least disruptive to the University community. Requests shall be submitted in writing to the Designer's Project Manager and the UPM at least thirty days prior to the planned outage. The Designer shall review the outage plan to assist in determining the plan with the least disruption to the University.