

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

PART 2 - PROJECT DEVELOPMENT PROCESS

2.1 GENERAL

A. INFORMATION AVAILABLE FROM THE UNIVERSITY

1. Campus Map in AutoCAD format
2. Master Plan
3. Signage Standards (Section 2, Annex D)
4. Designer access to University Facilities Drawings & Records File

2.2 UNIVERSITY PROJECT MANAGER (UPM)

- A. Design contracts are with the State of North Carolina through the University of North Carolina at Charlotte, to be administered by the Facilities Management Department. The University will appoint a single University Project Manager (UPM) for each design effort. The UPM is the primary contact for the Designer. The University Project Manager may rely on other University personnel for support. The University may change the project manager during any phase of a project.
- B. All official correspondence and coordination will be with the UPM. Direct communication with other University officials may be necessary to execute design and construction responsibilities; however, such involvement shall be orchestrated by the UPM. During the construction phase a construction manager will also be assigned by the University to monitor the quality and schedule of the project.
- C. All invoices are to be mailed to the attention of the UPM. Failure to do so will unnecessarily delay the processing of an invoice. All matters pertaining to the Designer's Contract shall be directed to the UPM as well.

2.3 DESIGNER'S PROJECT MANAGER AND CONSTRUCTION ADMINISTRATOR

The Designer shall designate in writing a Design Project Manager and a Construction Administrator for all formal communications with the University.

2.4 DRAWING REQUIREMENTS

Designers shall follow the drawing requirements as detailed in Section 3, Annex G.

2.5 PREPARATION OF MEETING MINUTES

Minutes of each design and construction meeting shall be prepared by the Designer. Copies of the minutes will be made available for all officials at the meetings. The Designer can deliver copies to each official's office or deliver a set to the University Project Manager who will then distribute them on campus. Minutes should be provided to the UPM for review within five working days after the meeting.

2.6 NORTH CAROLINA CONSTRUCTION MANUAL

All design work shall comply with the procedures outlined in the North Carolina State Construction Manual prepared by the North Carolina Department of Administration's State Construction Office (NCDOA/SCO). Designers should familiarize themselves with the NC State Construction Office's policies. The intent of the UNC Charlotte manual is to help designers understand the particular needs and desires of the University. This manual does not supersede

any requirement in the North Carolina State Construction Manual.