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structural sub-consultants, and any other major sub-consultants as applicable) shall each provide a summary presentation pertaining to their portion of the submittal. Approval of the design development submittal shall be condition of final payment for that phase of design.

**3.11 Design Development Checklist**

Project Name: \_\_\_\_\_  
 Project Number: \_\_\_\_\_  
 File Code: \_\_\_\_\_  
 Date Prepared: \_\_\_\_\_  
 Prepared by: \_\_\_\_\_

		A/E Initials	P & C Initials
1	Meet with UNLV project Steering Committee to present Schematic Design Submittal.	_____	_____
2	Meet with UNLV President and/or VP of Business Affairs (if applicable).	_____	_____
3	Architectural documents to establish final scope, relationships, form, size and appearance including:		
	a Title sheet.	_____	_____
	b Refined site plan;	_____	_____
	c Construction site plan (refer to Standards Manual - Consultants);	_____	_____
	d Representative site details;	_____	_____
	e Refined floor plans, dimensioned and annotated;	_____	_____
	f Floor plans with furniture and equipment layout;	_____	_____
	g Floor finish plans;	_____	_____
	h Enlarged plans, dimensioned and annotated;	_____	_____
	i Refined building elevations;	_____	_____
	j Refined building sections;	_____	_____
	k Wall sections	_____	_____
	l Refined reflected ceiling plans coordinated with MPE elements;	_____	_____
	m Interior elevations, indicating Architectural elements and finish materials;	_____	_____
	n Wall assemblies;	_____	_____
	o Door, window and hardware schedules;	_____	_____
	p Typical construction details;	_____	_____
	q Finish schedules;	_____	_____
	r Final presentation boards that display exterior and interior finishes with finishes properly labeled regarding location and application (2 sets);	_____	_____
	s Equipment layouts;	_____	_____
	t Refined exiting plan and code analysis;	_____	_____
	u Project Manual that includes a preliminary version of all specifications sections to be included in the Construction Documents;	_____	_____
	v Narrative including:		
	i General project scope (refer to Standards Manual - Consultants);	_____	_____
	ii Describe the impact of the project on the existing buildings and site elements.	_____	_____

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iii	Program summary (refer to Standards Manual - Consultants);	_____	_____
iv	Identification and resolution of code issues;	_____	_____
v	Evaluation of cost estimate including suggestions for cost reduction and value engineering if necessary. Identify bid alternates so that base bid is between 90% and 95% of the construction budget	_____	_____
vi	Project schedule (refer to Standards Manual - Consultants);	_____	_____
vii	Description of major building systems;	_____	_____
viii	List of regulatory agencies contacted and written summary of meetings including:	_____	_____
1	Date of meeting;		
2	List of attendees;		
3	Summary of results.		
xi	List of all Utilities contacted and written summary of meetings including:	_____	_____
1	Date of meeting;		
2	List of attendees;		
3	Summary of results;		
4	Current status of project submittal;		
5	Connection and/or permit fees.		
x	Description of how the Consultant has applied their Quality Control procedures to the Design Development submittal including coordination with sub-consultants and Owner consultants.	_____	_____
4	Civil Engineering Deliverables:		
a	Final site plans indicating drainage, paving, curbs, gutters & sidewalks and fire lanes;	_____	_____
b	Final utility plan including connections, coordinated with MEP;	_____	_____
c	Final grading plan;	_____	_____
d	Final site plan indicating all existing conditions and the impact of the work;	_____	_____
e	Representative details.	_____	_____
5	Structural design deliverables:		
a	Final structural design criteria and loads;	_____	_____
b	Updated plans including dimensions;	_____	_____
c	Preliminary sizing of major structural components;	_____	_____
d	Floor and roof framing plans;	_____	_____
e	Major building sections/elevations;	_____	_____
f	Representative details;	_____	_____
g	Preliminary structural specifications;	_____	_____
6	Mechanical Engineering deliverables:		
a	Mechanical plans indicating:		
i	HVAC equipment locations;	_____	_____
ii	Main HVAC ductwork and piping systems layouts with sizes and one-line diagrams;	_____	_____
iii	Required chases for ductwork and piping;	_____	_____
iv	Each thermal zone identified.	_____	_____
v	Coordination of mechanical systems with other disciplines for space requirements, duct/line	_____	_____

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	routing, access and other mechanic coordination issues.		
b	HVAC equipment schedule, including sizes and capacities;	_____	_____
c	Temperature control system schematic diagrams;	_____	_____
d	Plumbing plans indicating:		
	i Plumbing fixture/equipment locations;	_____	_____
	ii Main plumbing piping systems layouts with sizes and invert elevations.	_____	_____
e	Plumbing fixture schedule:	_____	_____
f	Preliminary technical specifications for all materials, systems and equipment;	_____	_____
g	Preliminary HVAC load calculations;	_____	_____
h	Locations of fire sprinkler system components;	_____	_____
i	Narrative including:		
	i Identification of energy conservation methods;	_____	_____
	ii Catalogue cuts on all HVAC equipment and plumbing fixtures.	_____	_____
7	Electrical Engineering deliverables:		
a	Lighting, power and communications systems plans;	_____	_____
b	Sizes, capacities and locations of major system components;	_____	_____
c	Cut sheets for all equipment;	_____	_____
d	Light fixture schedule;	_____	_____
e	Catalogue cuts on all light fixtures;	_____	_____
f	Required chases and clearances for conduit and cabling;	_____	_____
g	Model Energy Code compliance calculations;	_____	_____
h	One-line diagrams illustrating power distribution, with separate riser diagrams for different power systems (i.e. house power, controls power other power);	_____	_____
i	Life safety system components identified and located;	_____	_____
j	Preliminary technical specifications for all materials, systems and equipment;	_____	_____
k	Provide data port counts and cable number counts.	_____	_____
8	Landscape design documents, to establish final scope for landscape work.	_____	_____
9	Interior Design deliverables to include preliminary furniture specifications including photos/cut sheets and dimensions, and estimate quantities. (if applicable)	_____	_____
10	Updated detail line item construction cost estimate to include all sixteen Master Specification Divisions.	_____	_____
11	Provide updated schedule.	_____	_____
12	Furniture and Equipment Plan has been updated, submitted to Owner, and review comments have been received and addressed.	_____	_____
13	LEED/Sustainability		
a	Review and update LEED Checklist and provide a list of sustainability measures and their relationship to the Owner's Design Standards.	_____	_____
14	The documents comply with UNLV Design Standards.	_____	_____
15	UNLV comments received and addressed in documents.	_____	_____
16	The consultant has received a copy of the UNLV General Conditions to coordinate with consultant's Supplemental General Conditions.	_____	_____
17	University approval of Design Development.	_____	_____

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- 18 Provide a data copy to the Owner in a data format acceptable to the Owner of the approved complete Schematic Design submittal. \_\_\_\_\_

**3.12 Construction Documents**

**General Requirements**

- 3.12.1 From approved design development documents, prepare and satisfactorily complete within the time allowed, construction documents and a detailed construction cost estimate.
- 3.12.2 The Construction Documents submittal shall be stamped and signed by each of the responsible disciplines, and sets noted as '100% Construction Documents.'
- 3.12.3 Fast Track Option: The Owner must be in agreement with the fast track plan check/permit and construction plan. Any fast track approach is undertaken at the risk of the construction vendor. Any fast track delivery approach must limit risk on non-compliant work, changes, plan check/permit risk or other associated fast track delivery risks. The Owner will not agree to fast track delivery methods where structural design is approved in multiple packages (i.e. a foundation package separate from a superstructure package). All structural items in a fast track delivery approach must be plan checked and permitted within one submittal package to the Building Official and plan check/ approval entities. On fast track projects, such as for a Design-Build or CMAR project, the Consultant and team shall be prepared to do phased or multiple bid packages. These may include but are not necessarily limited to:
- a. Bid Package 1: Site, Foundation/ Structure Bid Package
  - b. Bid Package 2: Tenant Improvements, Interiors Bid Package
- 3.12.4 Bid Alternates, as approved by the Owner, shall be clearly identified on the drawings and in the specifications.

**3.13 Required Review and Approvals**

- 3.13.1 The Consultant shall obtain and address review comments from the State agencies listed below (as applicable). This may include submitting applications for plan reviews and inspections and provisions for inspections to be coordinated with the constructor of the project.
- a. State Public Works Board (including issuance of building permit)
  - b. State Fire Marshal
  - c. Clark County or City Fire Department (depending on which campus the project resides on) for sprinkler and alarm review and approval.
  - d. State Health Department
  - e. State Department of Transportation
  - f. State Environmental Protection Division
  - g. Clark County Health Department
  - h. Clark County Department of Air Quality (Coordinate with Owner and its Risk Management and Safety Department, including BACT Analysis for Generators, Cooling Towers, Boilers and other emission producing equipment)
  - i. State Elevator Inspector
  - j. State Boiler Inspector

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- k. Other agencies as may be applicable
- 3.13.2 The Consultant shall obtain and address review comments as applicable from county and/or local government agencies, including, but not limited to, those listed below.
- 3.12.3 Review comments that either conflict with State requirements or which substantially affect the project cost shall be brought to the attention of the State for resolution.
  - a. Local Utility and Public Works Departments (City, County, etc... as applicable)
  - b. Local Fire Department (City, County, etc... as applicable)
  - c. Community Development and/or Zoning and Planning Department, as required and with advance Owner approval for coordination purposes.
- 3.13.4 Owner's Facility Management & Planning and Construction shall sign off on all equipment specified for the project prior to approval for bidding. Consultant shall review all equipment in specifications with Owner.

**3.14 Construction Documents Checklist**

Project Name: \_\_\_\_\_  
 Project Number: \_\_\_\_\_  
 File Code: \_\_\_\_\_  
 Date Prepared: \_\_\_\_\_  
 Prepared by: \_\_\_\_\_

	A/E Initials	P & C Initials
1 Line item construction cost estimate submitted at 50%. Evaluation of cost estimate including identifying areas for cost reductions, if necessary. Identify bid alternates so that base bid is between 90% and 95% of the construction budget.	_____	_____
2 Line item construction cost estimate submitted at 95%. Evaluation of cost estimate including identifying areas for cost reductions, if necessary. Identify bid alternates so that base bid is between 90% and 95% of the construction budget.	_____	_____
3 100% construction document approval by the University including:		
a Supplemental General Conditions (coordinated with UNLV General Conditions);	_____	_____
b Bid alternates;	_____	_____
c Bid Proposal Form;	_____	_____
d Narrative including the following:		
i General project scope (Refer to Standards Manual - Consultants);	_____	_____
ii Describe the impact of the project on the existing buildings and site elements;	_____	_____
iii Program summary (Refer to Standards Manual - Consultants);	_____	_____
iv Identification and resolution of code issues;	_____	_____
v Project schedule (Refer to Standards Manual - Consultants)	_____	_____
e Minimum calculations required		
i Structural Calculations		
1 Complete vertical and lateral loads	_____	_____
2 Programs used shall be identified and results documented.	_____	_____
ii Mechanical Calculations (Note – all mechanical calculations to confirm compliance with ASHRAE and other standards per UNLV Design Guidelines.	_____	_____



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1	Heating, Ventilating, and Air Conditioning Calculations	_____	_____
2	HVAC load calculations.	_____	_____
3	Building envelope compliance calculations.	_____	_____
4	Air handler/fan e.s.p. calculations.	_____	_____
5	Duct static regain calculations.	_____	_____
6	Pump head calculations.	_____	_____
7	Expansion tank sizing calculations.	_____	_____
8	General summary of central plant equipment selection criteria.	_____	_____
iii	Plumbing Calculations		
1	CW pipe sizing calculations.	_____	_____
2	HW pipe sizing calculations.	_____	_____
3	Gas pipe sizing calculations.	_____	_____
4	Roof drain pipe sizing calculations.	_____	_____
5	Miscellaneous pipe sizing calculations.	_____	_____
6	Water heater sizing calculations.	_____	_____
7	Sand/oil and/or grease interceptor sizing calculations.	_____	_____
8	Special equipment calculations.	_____	_____
iv	Electrical Calculations		
1	Model energy code compliance calculations.	_____	_____
2	Lighting calculations.	_____	_____
3	Feeder voltage drop calculations.	_____	_____
4	Short circuit calculations.	_____	_____
5	Service load calculation.	_____	_____
4	The consultant has performed a quality control review of the 100% construction documents all disciplines	_____	_____
5	Provide a narrative description of how the consultant has applied their quality control procedures to the Construction Documents submittal.	_____	_____
6	The UNLV General Conditions have been coordinated with the Consultant's Supplemental General Conditions.	_____	_____
7	All applicable sections of the technical specifications are consistent with the requirements of the General Conditions and the Supplementary General Conditions of the contract.	_____	_____
8	As certain utility company connection permit fees, and fees for work by the utility company.	_____	_____
9	All applicable utility companies have reviewed and approved the relevant construction documents. (Provide a list of all relevant utility companies and the approval date.)	_____	_____
10	The approved utility documents are incorporated in the 100% set.	_____	_____
11	The construction documents have been submitted to all regulating agencies. List agencies and submittal dates. Provide written confirmation that approval was obtained from the following:		
a	State Public Works Board (or designated plans checker)	_____	_____
b	State Fire Marshal	_____	_____
c	State Health Depart.	_____	_____
d	State Department of Transportation	_____	_____
e	State Environmental Protection Division	_____	_____

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f	Clark County Health Department	_____	_____
g	Clark County Department of Air Quality	_____	_____
	Clark County Water Reclamation District	_____	_____
h.	State Elevator Inspector	_____	_____
i.	State Boiler Inspector	_____	_____
j	Other agencies as may be required	_____	_____
12	Revise construction documents as required in response to plan checking comments and revise cost estimate (if applicable).	_____	_____
13	Provide updated schedule.		
14	Verify and update from DD phase - data port counts and cable number counts.	_____	_____
14	Update finish/materials boards as required.	_____	_____
15	LEED/Sustainability		
a	Review and update LEED Checklist and provide a list of sustainability measures and their relationship to the Owner's Design Standards.	_____	_____
16	The documents comply with UNLV Design Standards.	_____	_____
17	UNLV comments received and addressed in documents.	_____	_____
18	Meet with the University to present and review the Construction Documents after all plan check comments have been incorporated.	_____	_____
19	Provide a data copy to the Owner in a data format acceptable to the Owner of the approved complete Schematic Design submittal.	_____	_____

**3.15 Bid Documents Phase**

- 3.15.1 From approved construction documents, the Consultant shall prepare and satisfactorily complete the bid documents within the time allowed. Consultant shall coordinate all front end documents and Division 1 requirements with Owner's standards.
- 3.15.2 This section applies primarily to Design-Bid-Build and CMAR projects (for CMAR projects this section relates to the bid/buyout phase).
- 3.15.3 Bid documents prepared by the Consultant shall include the drawings, specifications and addenda. The Owner will provide one copy of the following documents for duplication and incorporation into the project manual:
  - a. Invitation to Bid.
  - b. Instructions to Bidders.
  - c. Wage Scales.
  - d. Bid Proposal Form.
  - e. Owner-Contractor Agreement.
  - f. General Conditions of the Contract.
- 3.15.4 The intent of the bid documents and the Consultant's construction cost estimate shall be to provide a project that can be completed within the construction budget, not including contingency.
- 3.15.5 The Consultant shall assemble, print and bind the required number of sets of bid documents, and shall distribute the sets as directed by the Owner.
- 3.15.6 Provide assistance in soliciting and obtaining bids from properly licensed contractors.
- 3.15.7 Issue all required addenda to contractors bidding the project. No addenda shall be issued less than seventy-two (72) hours before the bid time established in the Invitation to Bid.
- 3.15.8 Attend the bid opening and any pre-bid conferences

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- 3.15.9 Review all bids received and provide the Owner with a recommendation for the award of the construction contract.
  - 3.15.10 In accordance with the Owner's Agreement with the Architect, if the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall
    - a. give written approval of an increase in the budget for the Cost of the Work;
    - b. authorize rebidding or renegotiating of the Project within a reasonable time;
    - c. terminate in accordance with the Agreement;
    - d. in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
    - e. implement any other mutually acceptable alternative.
  - 3.15.11 If the Owner chooses to proceed under the Owner's Agreement with the Architect, the Architect, without additional compensation, shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted per the Agreement.
- 3.16 **Substitutions**
- 3.16.1 Substitutions will not be permitted at the Bid Phase for Design-Bid-Build projects. This shall be clearly delineated in the Division 1 Bid Documents.
  - 3.16.2 For Design-Build projects, any and all substitution requests shall be submitted with the proposal response to the RFP.
  - 3.16.3 CMAR projects: All substitutions must be submitted and approved prior to the Bid/buyout phase.
- 3.17 **Construction Administration Phase**
- 3.17.1 The Consultant shall provide construction administration services as described in the Agreement between the Owner and Architect/Consultant.
  - 3.17.2 The Construction Administration Phase shall commence with the issuance of the Notice to Proceed, and terminate when the Owner issues a Notice of Completion.
  - 3.17.3 The Consultant shall provide administration of the Contract between the Owner and the Contractor as set forth in the Owner's Agreement with the Architect and the General Conditions of the Contract for Construction.
  - 3.17.4 The Consultant shall attend the preconstruction conference. The Consultant shall prepare and submit a list of significant issues to be addressed at the preconstruction conference.
  - 3.17.5 Site Visits
    - a. The number of site visits shall per the Owner's Agreement with the Architect. At a minimum the consultant shall make weekly site visits with appropriate sub-consultants in attendance based on the scope of work being performed in the construction process.
    - b. Site visits shall be coordinated with the Owner's Project Manager.
    - c. The Consultant and appropriate sub-consultants shall attend all regularly scheduled job-site meetings.
  - 3.17.6 Interpretations
    - a. The Consultant will be the interpreter of the Drawings and Specifications. The Consultant shall, within a reasonable time, render such written interpretations as

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may be necessary for proper execution of the Work. All interpretations and decisions by the Consultant shall be consistent with the intent of the Contract Documents. Notwithstanding any other terms of this Agreement, it shall be the responsibility of the Consultant to notify the Owner of any installation, practice, method, means or material contrary to or not in accordance with the Construction Documents, which is discovered by the Consultant through the proper exercise of its responsibilities as defined by this Agreement.

3.17.7 Change Orders

- a. Change orders are modifications of the construction documents during the construction phase of the Project. The Consultant shall prepare Change Orders and Construction Change Directives for review and approval by the Owner. All change orders must have prior approval of the Owner, in accordance with Owner policy in order to process payment. The Consultant shall prepare drawings, specifications and other supporting documentation as required to facilitate changes in the Work. The Consultant shall review and evaluate proposals from the Contractor regarding changes in the Work.
- b. The Consultant shall have authority to order minor changes in the Work that do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Such minor changes shall be consistent with the intent of the Contract Documents and shall be implemented only through written order.

3.17.8 Submittals: Submission / Reviews

- a. One of the most important tasks of the Consultant in the construction administration phase is review of submittals. Consequently, submittal requirements must be clearly identified in the contract documents. The Consultant shall review shop drawings and submittals for conformance with the Contract Documents. Shop drawings and submittals shall be reviewed and returned to the General Contractor within 14 days of receipt thereof, or as stipulated in the Owner's Agreement with the Architect and the General Conditions of the Contract for Construction. All submittals shall have Owner review prior to any orders being placed or items released for fabrication, unless Owner waives this requirement.
- b. Based upon site observations and the Contractor's Requests for Payment, the Consultant shall review and evaluate the amounts claimed by the Contractor. Requests for payment shall be reviewed each month at the project site with the Contractor and the Owner's Project Manager.
- c. Contractor/constructor shall submit equipment lists as a part of their bid or buyout phase, and all equipment shall be in compliance with the design and specifications for the project. If the contractor/constructor submits any equipment not compliant with the design and specifications, the contractor/constructor shall provide equipment in compliance with the design and specifications.
- d. Submittals for license, software or other agreements/contracts that are required to be signed by Owner must be submitted as a formal submittal with adequate time for Owner review, negotiation and approval (i.e. 90-120 days in advance of signature).

3.17.9 Contractor's As-Builts

- a. The Consultant and sub-consultants shall continually monitor and evaluate the progress and quality of the Contractor's as-built drawings being maintained on site, which shall indicate the complete project as constructed, including dimensioned locations and sizes of buried utility lines. At a minimum, the Consultant and his consultants shall review the as-built drawings each month, prior to evaluating the Contractor's Request for Payment.

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3.17.10 Close-Out/Commissioning

- a. Project closeout and commissioning is a joint activity, which the Consultant must participate in and coordinate to ensure that the project is completed in a timely manner, and ready to be used and operated by the Owner. The contract documents must clearly indicate the requirements imposed on the Contractor so those claims for extra work or time delays do not result from the process. Accordingly, the Consultant and his sub-consultants are advised to note the responsibilities of all parties in the contract documents, at the pre-construction meeting, and at the final phase of the project.
- b. The Consultant and its applicable sub-consultants shall attend and participate in the commissioning of all systems, in coordination with the third-party commissioning consultant.
- c. At such time that the Contractor states that the Project is complete the Consultant shall conduct a review (or reviews) of the Project and shall prepare a punch-list identifying all noted deficiencies. Consultant shall follow-up on punchlist items for ongoing status until punchlist items are complete and resolved.
- d. The Consultant shall conduct observations to determine the date of Substantial Completion and the date of final completion. Upon completion the Consultant shall receive and forward to the Owner all records, written warranties and related documents required by the Contract Documents and assembled by the Contractor.
- e. The Consultant shall review all Operating & Maintenance manuals for compliance with the project specifications, prior to submitting to the Owner. All Operating & Maintenance manuals shall be provided to the Owner in hardcopy and .pdf format.

3.17.11 Record Drawings

- a. The Consultant shall prepare a set of reproducible record drawings showing changes in the Work made during construction based on the as-built drawings and other data furnished by the Contractor to the Consultant. This responsibility may not be assigned to the Contractor.
- b. Reproducible record drawings shall be 3 mil mylar with matt finish on both sides, unless Owner approves another reproducible record drawing hard format. The drawings shall incorporate all pertinent revisions and changes that occurred during the course of construction. All revisions and changes shall be properly drawn and noted by a qualified CAD person. Each transparency sheet shall be prominently noted "Record Drawing" and shall be signed and dated by the Consultant or Engineer of record. The reproducible transparencies shall all be of the same standard size and furnished at no added cost to the Owner.
- c. In addition to the record drawings, the Consultant shall furnish the Owner a record set of reproducible computer compact disks in Revit .rvt and AutoCad .dwg and Acrobat .pdf formats acceptable to the Owner. The drawings on the compact disks shall not include the Consultant's stamp and each drawing shall be identified in the lower right hand corner as "Record Drawing". Each computer disk shall include a copy of all externally referenced drawings.
- d. In a case where the record drawings have been prepared utilizing a software program other than Revit .rvt and AutoCAD to create the drawings, the drawing files shall be converted to Revit .evt and AutoCAD .dwg files prior to submitting them to the Owner.

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**3.18 Post Construction Services**

- 3.18.1 The Consultant and his consultants shall attend a nine-month (9 month) warranty inspection at the Project site and shall prepare a list of any warranty issues observed during the inspection.
- 3.18.2 The Consultant shall provide written opinions or interpretations regarding warranty items for the duration of the warranty period.
- 3.18.3 Approval by the Owner of any of the documents associated with this project shall in no way affect or limit the responsibilities of the Consultant.

**3.19 Variance Procedures**

- 3.19.1 Should the Consultant determine that any of the requirements contained here-in for the project are not practically attainable, the Consultant may request in writing, to the Owner's Project Manager, a variance from that requirement. The request shall identify the requirement, the hardship that requirement places upon the project, and a proposed alternative recommendation and/or solution. The proposed alternative shall be clearly explained in terms of how it will be of equivalent or greater value to the project without adversely affecting the usability of the project for its intended purpose, the health and safety of occupants and visitors, or the overall quality of the construction.
  - a. Variances requests shall be submitted by the completion of the Schematic Design Phase for design-bid-build projects. No variance requests from the Owner's Standard and Design Guidelines will be accepted after this phase.
  - b. Projects being performed as design-build shall have any and all variance requests submitted as part of the GMP submittal at the proposal response to the RFP. For CMAR projects, the variance requests shall be submitted during the phase of design at which the item for which a variance request is applicable, and in no case later than the submittal of the GMP. Any deviation from the Owner's technical and design standards must be submitted and approved as part of the initial submittal.

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**UNLV DESIGN CONSTRUCTION AND SUSTAINABILITY STANDARDS**  
**REQUEST FOR VARIANCE FORM**

Instructions:

1. Complete form in type written text.
2. Be sure to include your name, firm, and telephone number.
3. Provide as much justification for request as possible. Attach additional sheets if necessary and reference the on this form.
4. Please limit requests to one item or subject per form.
5. Return form via email to Owner's Project Manager for Owner's review.

Date: \_\_\_\_\_

Name of Submitter: \_\_\_\_\_

Telephone: \_\_\_\_\_

Company: \_\_\_\_\_

Email: \_\_\_\_\_

Please consider the following revision/variance to the UNLV Design Guidelines and Technical Standards. The nature of this request (circle one):

Addition

Revision

Deletion

Section Number or Other Reference Code: \_\_\_\_\_

Revision Requested (attach additional sheets if necessary):

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Reason or Justification for Revision (attach additional sheets if necessary):

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