

UNIVERSITY OF THE DISTRICT OF COLUMBIA
CAPITAL PROCUREMENT DIVISION



APPENDIX “D”

REVIEW OF SHOP DRAWINGS AND SAMPLES

1. SERVICES TO BE FURNISHED BY ARCHITECT-ENGINEER.

1.1. Review and Check Shop Drawings and Samples:

- 1.1.1. In order to provide these services, the Contract and or the Task Order shall include such a requirement. The COTR may require the A-E to attend the pre-construction meeting with the contractor. COTR will require the Construction Contractor to submit seven (7) copies of all contract required submittals utilizing the Transmittal Form (provided by the District) to the A-E with a copy of the Transmittal Form to him.
- 1.1.2. A-E shall review all submittals that are related to the design he has performed for the contract and recommend to the COTR to approval them if they are in compliance to his design requirements. These submittals shall be from the Construction Contractor and they may be for materials, equipment, shop drawings, samples etc.
- 1.1.3. If the A-E recommends approval as noted or recommend rejection, he shall provide written justification for such an action. A-E shall maintain a complete log of all submittals. This shall have the date of receipt of the submittals, action taken and the date of action.
- 1.1.4. The Architect-Engineer shall perform his review and submit his recommendations to the COTR on all submittals he has received from the Contractor. He shall retain on file one copy of all the submittals.
- 1.1.5. The Architect-Engineer shall attach to each shop drawing submittal a completed approved form suitable for the record. He shall stamp all approvals with his stamp of approval. He shall mark all submittals as compliance with contract documents only.
- 1.1.6. A-E may advise the COTR of any construction changes deemed necessary, but he shall not to make changes in plans and specifications or other contract requirements; nor waive any contract requirements. However, he shall submit to the COTR, all the required changes if the changes are due to errors and / or omission on the part of the Architect-Engineer, or is otherwise required to effect non-elective revisions of a generally minor nature.

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- 1.1.7. The Architect-Engineer shall communicate with the COTR and with the contractor as authorized in writing by the Contracting Officer. The procedure for receiving all shop and related drawings and samples, submitted by the Construction Contractor and returning them to the COTR shall be as directed by the Contracting Officer.
- 1.1.8. A-E shall notify the COTR in writing if he anticipates questions and or disputes in connection with shop and /or related drawings submitted by the construction contractor.
- 1.1.9. A-E shall perform all required services in a professional and timely manner and promptly notify the COTR of any anticipated or actual delays resulting from Construction Contractor submissions, which may delay or adversely affect the progress of construction.
- 1.1.10. A-E shall submit to the COTR a Final Report containing his narrative evaluation of the performance of the construction contractor and a chronological log of all submittals which shall contain, but not be limited to dates received and returned, identification of items, and Architect-Engineer recommended disposition.

2. PERIOD OF SERVICE:

The services by the Architect-Engineer shall be performed concurrently during the entire period of construction resulting from the Title I design and through acceptance of construction contract by the District. When the Architect-Engineer contract is terminated prior to completion of construction, payment shall be made for only that portion of the acceptable work performed.

3. PAYMENT:

Work performed under this Appendix shall be paid in accordance with the terms of the contract. The amount shall constitute complete payment for all services required to be performed under this Appendix 'D' and for all expenditures which may be made and expenses incurred except as are otherwise expressly provided herein. Expenses for such Laboratory Work or Testing Services as required by the Contracting Officer are excluded.