



Facilities Planning

Policy & Procedure #34

TITLE: **DESIGN KICK-OFF MEETINGS – MAJOR PROJECTS**

OBJECTIVE AND PURPOSE: To set up a standard agenda for Design Kick-off meetings to assure Architects/Engineers and Construction Managers comply with all related Division policies throughout the project Design process.

RESPONSIBILITY: **ACTION**

FACILITIES PLANNING DIRECTOR

- ◆ Upon notification from the Office of the University Architect & Vice President for Facilities (UAVP) that the AE contract has been fully executed, Director of Facilities Planning notifies Facilities Planning Project Coordinator that the Kick-off meeting should be scheduled.

FP PROJECT COORDINATOR

- ◆ Schedules the Kick-off meeting with the AE, CM and the following FAU departments: EH&S, EU, including BCA, IRM, Police and Parking, PP, USER and any affected user groups.
- ◆ Follows the Designs Kick-off Agenda (***Attachment “A”***) with representatives of the appropriate FAU departments and covers all the material therein.

ATTACHMENTS ***Design Kick-off Agenda – Attachment “A”***

Issued By: Richman	Date Issued: 5/2008	Date Revised:	Effective Date: 5/2008
APPROVED:	Vice President	Assistant Vice President	Director

DESIGN KICK-OFF AGENDA

DATE: _____

PROJECT: _____

BT: _____

1. Introductions and sign-in sheet.
2. FAU Project Coordinator, Name, Telephone, Fax and Email - Acts as coordinator and expeditor, with prime function being the achievement of University goals within budget and schedule.
3. Review & discussion of the respective responsibilities of participants, from various departments. ie: EH&S, EU, including BCA, IRM, Police and Parking, PP, USER
4. Review of the design process/phases/submittals/comments/stand-up review meetings.
 - Master Planning study
 - Conceptual Schematic design
 - Advanced Schematic design
 - Design Development
 - 50% Construction Documents
 - 100% Construction Documents
5. Review Project Construction Budget is \$_____. The design produced by the architect is not to exceed this amount. All construction estimates provided by the architect and the construction manager during the design phases must be at or below this amount in order for the project to proceed to the next design phase.
6. Review of Program Summary, including net and gross areas, special features, specific program areas to be confirmed or expanded by AE and USER. Restate the program areas:_____ net square feet /_____ gross square feet.
7. Review Site Area Maps showing nearby buildings, Infrastructure
8. Architect is required by Article 3.1.4 to record the minutes of all meetings.
9. Architect to prepare and distribute roster of all designated contact individuals from various parties for the design phase.
10. Distribute Professional Service Guide and FAU Cost Containment Guidelines (Available on FAU Website (<http://www.fau.edu/facilities/fp/>), and FAU Project Manual.
11. Review the essence of the following Policies and Procedures:
 - FP - P&P #1, Distribution of Correspondence.
 - FP - P&P #2, Document Receipt, Distribution and Review.
 - FP - P&P #7, Receipt and Approval of Invoices.
 - FP - P&P #8, A/E Additional Service Authorization.
 - FP - P&P #16, Code Compliance
 - FP – P&P #36, Green Building
 - Refer to all FAU Policies and Procedures (P&P) (available on website)
12. Kick-off the design process – AE team.
13. Conclude with review of Budget, Project Schedule and schedule next meeting and tasks.

ATTACHMENT “A”