DESIGN GUIDELINE 2.3 OWNER'S REVIEW

Scope

Submit the project's design documents for University of Michigan (Owner) reviews at the conclusion of each major stage of design (generally at the end of SD, DD, and CD phases). The Owner's reviewers may include (but are not limited to) the U-M Project Director, U-M Design Manager, U-M Project Manager, external construction manager, U-M Planner's Office, U-M User groups, U-M Dept. of Public Safety and Security, U-M OSEH, U-M Architecture and Engineering, U-M Interior Design, U-M ADA Coordinator, U-M Commissioning and Plan Review, U-M Code Inspection, U-M Utilities and Plant Engineering, U-M Plant Operations Shops, U-M Key Office, U-M Building Services, U-M Maintenance, U-M Grounds and Waste Management, U-M Parking and Transportation, U-M ITSComm (telecommunications), U-M Risk Management, and Factory Mutual. The project's Design Manager will coordinate the Owner's review activities.

An Owner's review is a comprehensive examination of a project's design documents to evaluate if the design meets the Owner's intent. However, the Owner's reviews shall not serve as the A/E's design, drafting, or coordination checks. Coordinate and check the design documents before submitting them to the University for Owner's review.

Related Sections

U-M Design Guidelines:

2.1 Owner's Project Requirements (OPR) and Basis of Design (BOD)
2.2 Design Deliverables
3.2 Energy and Water Conservation

Execution

When the design documents are submitted to the University for review, include a Design Deliverables checklist which is marked to indicate the completeness of the design documents. Include an updated OPR and BOD in accordance with Design Guideline SID-B. Also include an updated Energy and Water Conservation Report and an Energy Impact Statement when required by Design Guideline SID-D.

When the design documents are received, the Design Manager will distribute them for review. Comments received by the Design Manager will be assigned action codes and sent to the A/E for resolution. On large or complex projects, the Design Manager may hold meetings with the A/E and reviewers to discuss the comments before action codes are assigned.

Upon receipt of the Owner's review comments:

- Incorporate all comments coded "A" (approved), or contest the comment in writing to the Design Manager.
- Provide the Design Manager with a written response to each comment coded "R" (A/E to review and reply) or "O" (other action required). Each response shall describe how the associated comment is being resolved.
- Request clarification of any comment that is not fully understood. A response similar to "Comment not understood" is unacceptable.
- Discuss with the Design Manager any comments that will significantly affect the project's schedule or budget and document these in a written summary of the review.

The Owner's reviewers will spot check the A/E's written responses to verify their review comments were understood. The reviewers will then spot check the next revision of the design documents to verify their comments were resolved. Comments that were ignored or not adequately resolved may be resubmitted as often as necessary until they are completely and acceptably resolved.

While the Owner's reviewers strive to provide appropriate comments as early in the design as possible, specifics of the design often do not appear in sufficient detail for the reviewers to comment on until the final review. Therefore, the lack of comments on a vague or incomplete aspect of the design during the earlier reviews shall not be construed as Owner approval of any iteration of the design.