

RESPONSIBILITY MATRIX
Non-CM Version

This Matrix highlights and summarizes some of the responsibilities of the Owner and the Architect as denoted in the Owner Architect Agreement. This Matrix is not comprehensive, and not intended to supersede the Owner-Architect Agreement. If there is a discrepancy between this Exhibit and the Owner-Architect Agreement, the Agreement shall prevail.

DESIGN AND DOCUMENT PHASES

Activity	Owner	Architect
Design Schedule	Review and Approve	Develop and Present
Building Program	Develop and Approve	Consult and Assist
Project Budget	Develop and Update	Review and Comment
Construction Estimates	Review and Approve	Develop and Present
Value Engineering	Review and Approve	Develop and Present
Environmental Design Alternatives	Review and Approve	Develop and Present
Design Phase Approvals	Review and Approve	Develop and Present
Land Surveys	Furnish and pay for	Provide technical assistance
Geotechnical Services	Furnish and pay for	Provide technical assistance
Environmental Testing (if necessary)	Furnish and pay for	Provide technical assistance
Design Review Meetings	Attend	Present and prepare minutes
Technical Specifications	Review and Approve	Develop and Present
Bidding Alternates	Review and Approve	Develop and Present
Authorization to Bid	Approve	Develop and Present

BIDDING AND AWARD PHASE

Activity	Owner	Architect
Builders Risk Insurance	Obtain and pay for	Assist if requested
Insurance required of the Contractor	Identify requirements	Confirm and file
Temporary Utilities	Review and Approve	Develop and Present
General Conditions for Construction	Review and Approve	Develop and Present
Instructions to Bidders	Assist, Review, and Approve	Prepare
Bidding Forms	Review and Approve	Develop and Present
Form of the Contract for Construction	Prepare	Consult and Assist
Bond Forms	Prepare	Consult and Assist
Affidavits	Prepare	Consult and Assist
Advertisement for Bids	Arrange for publication and pay for	Prepare
Document Printing and Distribution	Pay for	Coordinate with printer
Pre-Bid Meeting	Attend	Schedule and Conduct
Addenda	Review and Approve	Prepare and Distribute
Receive Bids	Receive and time stamp	None
Bid Opening(s)	Conduct, open, and read	Attend, participate, and record
Post Bid Interviews	Attend	Conduct and prepare minutes
Recommendation to Award	Review and Approve	Develop and Present
Owner-Contractor Agreement	Authorize and execute	Prepare and Coordinate
Notice to Proceed	Authorize and execute	Develop and Present
State Approvals	Authorize, execute, and pay for	Develop and Present
Other Permits (if necessary)	Authorize, execute, and pay for	Determine need and Advise
Building Permits	Paid by the Contractor	Assist if requested

CONSTRUCTION PHASE

Activity	Owner	Architect
Construction Schedule	Review, Comment, and Approve	Coordinate with Contractor
Schedule Adherence	Review and Comment	Observe, Monitor, and Report
Construction Testing	Pay for and review	Specify, review, and distribute reports
Shop Drawings	May review upon request	Process, review, and log
Samples	May review upon request	Process, review, and log
Weekly Contractor Meetings	May attend	Schedule, Attend, and Prepare minutes
Construction Progress Meetings	Attend	Schedule, Attend, and Prepare minutes
Requests for Interpretation	Assist	Process, review, and log
Field Orders	Review and Approve	Prepare and Issue
Change Orders	Review and Approve	Prepare and Issue
Requests for Payment	Review, Authorize and issue checks	Collect, Review, Comment, and Approve
Waivers of Lien	Review and Approve	Obtain, Review, and File
Field Observation Reports	Review and Comment	Observe, Monitor, and Report
Final Punch list	Participate and Comment	Prepare and Monitor
Certificate of Substantial Completion	Review and Approve	Prepare
Certificate of Final Payment	Review, Authorize and issue checks	Prepare
Operating and Maintenance Manuals	Receive, Review and File	Collect, Review, and Approve
Warranty Period Claims	Originate	Assist