CHAPTER 5 – DESIGN SERVICES: GENERAL TERMS AND CONDITIONS

SECTION 5.1 GENERAL TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

The W&M general terms and conditions for a professional services (design) contract is the HECO-3a which is a modified version of the DGS-30-018 CO-3a. The modifications tailor the CO-3a to align with the processes outlined in this manual as well as special requirements for working with the university. The HECO-3a should be reviewed for revision whenever the CO-3a is revised. The HECO-3a document is contained in Appendix I. Additional Terms and Conditions are included in Appendix I, as well.

The Contract between the university and the A/E for Professional Services (HECO-3, HECO-3.1, or HECO-3.2) and any documents expressly incorporated therein, may include but not be limited to: the Terms and Conditions of the A/E Contract (HECO-3a); Supplemental General Conditions; the provisions of the DCM and the Technical Standards; the MOU; all addenda; and all modifications, including subsequent A/E Change Orders.

SECTION 5.2 INTERIOR DESIGN SERVICES

5.2.1 Basic Services

The Basic Services of the A/E for a project require the A/E to provide informational floor plans which use basic template outlines to show that the required furniture will fit in the rooms or spaces. The A/E is also required to specify all building materials and finishes and to select the colors for all building components which the building Contractor is required to provide and/or install.

5.2.2 Additional Services

Additional services or separate contract for Interior design services for the selection, specification, and procurement of furniture and furnishings that are not a part of the A/E's Basic Services as defined by this Manual shall be determined and a fee negotiated for the interior design services.

Examples of the scope of work for interior design services for furniture, furnishings and decorations when procured as an A/E additional service or as a separate contract are listed below. The person providing these services is referred to herein as the Interior Designer. Selection of furniture, furnishings, and accessories including but not limited to sofas, chairs, tables, screens, planters, artwork, carpets, draperies, etc. Most items are available on and should, if possible, be selected through contracts available for university use.

5.2.3 Overtime for Changes in Work

No overtime requiring rates higher than regular rates shall be considered for payment for additional services.