

NOTICE

May 2025

Effective immediately for all architects, engineers, and other consultants engaged in design and construction projects with the University of Connecticut's Facility Services & University Planning, and pending incorporation into the University's Design Guidelines and Performance Standards, please note the following requirements:

Design Services provided by the Architect and Engineer of Record

The list of design services required by the project is reflected in the fee matrix provided in the RFP for the Consultant to propose a total fee for the collective services. The Architect(s) and/or Engineer(s) proposing are hereby notified the University of Connecticut now requires the Architect and/or Engineer of Record to formally request authorization to delegate design services. The Architect and/or Engineer shall not assume services will be authorized to delegate outside of their proposed team and fee.

Design Delegation Limitations

The University of Connecticut allows for design delegation as long as it is done in accordance with certain conditions and requirements.

The Architect and/or Engineer of Record is responsible for the complete design of the project requirements. Design delegation by the Architect and/or Engineer of Record (including their sub-tier consultants) shall not occur without prior written authorization from the Vice President of Facility Services & University Planning, or their delegate.

Authorization may be granted only when the work is ancillary to the main components of the project and other conditions.

END OF NOTICE