

## Wright State University (WSU) Written Review Process for Construction Documents

WSU will engage in a written review process for major construction projects on campus. This process is in place to insure the best bid set of construction documents possible. The process will take place for Schematic, Design Development and Construction Document phases of the design. At completion of each of the phases, the associate architect will submit drawings and specifications for review by the university. The review for each phase will include review of the documents and written comments (in "Word" format) from various reviewers (see WSU Possible Reviewers). Planning-Engineering and Construction will edit the comments as to appropriateness within the program parameters and submit them to the consultant for incorporation into the design documents. The associate shall respond in writing, within 10 working days, to each of the comments as to what action was taken for each comment. It is the responsibility of each reviewer to verify that all of the comments that were made have been answered to the reviewer's satisfaction. If the consultant takes exception to any comment, the reasons shall be stated in writing for further discussion and resolution.

After written responses from the associate are returned to the university at the Construction Document Phase and comments have been incorporated into the documents, separate meetings will be held with each reviewer to discuss any questions or responses from this final review phase. All changes from this meeting will be incorporated into the final construction documents.

### WSU Possible Reviewers

Fairborn Fire Department  
Environmental Health and Safety (EH&S)  
Parking Services  
Public Safety  
Center for Teaching and Learning (CTL)  
Telecommunications (CaTS)  
Disability Services  
WSU College or Department  
Insurance Company  
Physical Plant (Administration, Grounds, HVAC and Zones)  
WSU Electrical Engineer  
WSU Mechanical Engineer  
WSU Architect  
University Engineer  
WSU Project Manager