

## **FOREWORD**

This Procedure Manual has been prepared to serve as a guide for providing professional services during all phases of design and the preparation of contract documents for the construction, alteration or renovation of University buildings. It is intended that the procedures outlined herein shall be followed to the fullest extent practicable for other University improvements such as special structures, roads, utilities, site improvements, etc.

It is further intended to include all professional services. The term "architect/engineer" (A/E) includes architects, engineers, landscape architects, and other qualified professionals who may furnish such services in the development of state public improvements.