Designer Initial Agreement 2018-12-26

Initial Agreement Project Manager 1) Informs Designer of being selected by SBC 2) Emails Designer Agreement Information Form 3) Emails Pre-Design Conference Outline and Handout 4) Attach information package Contract check list SBC-1 Program statement document Project master schedule ExampleSBC-7 Designer fee attachment Designer 1) Fills out Designer Agreement Information and sends back to Project Manager 2) Reviews other information **Project Manager** 1) Receives and reviews **Designer Agreement Form** from 2) Updates out world in PITS as needed inputs contract data in PITS 3) Prepares Designer Agreement (SBC-6) 4) Completes Designer Agreement Checklist 5) Approval of Director **Procurement** Transmits Designer Agreement and Instructions Enters offered date in PITS Designer 1) Reviews and signs counterparts 2) Sends to Procurement: · 2 Signed counterparts · ACH- vendor.maint@tn.gov · W-9 Certificate of Insurance **Compliance coordinator** 1) Receives counterparts & attachments 2) Checks for errors and omissions 3) Enters received date in to PITS 4) Creates Routing Memo 5) Adds SBC-1 form 6) Routing Memo, and 2 counterparts, to Project

Manager