APPENDIX FORMS:

Note: All forms to be completed by project Architect/Engineer in conjunction with Illinois State University.

APPENDIX B1: PROJECT INFORMATION

1. **Project Owner:** Illinois State University

2. **Project Name:**

3. **Project Location and Address:**

4. **Contract Type / Delivery Method:**

5. **Brief Project Description:**

6. **Existing Conditions:**

7. **Additional Project Information:**

Project Information	Number
ISU FP&C Project Number:	
ISU Project Number:	
AE Project Number:	
GC Project Number:	
Autodesk Software Version	Current

8. **General Project Schedule:**

Include BIM milestones, pre-design activities, major design reviews, stakeholder reviews, and any other major events which occur during the project lifecycle. **See Professional Services Agreement for official project schedule.**

PROJECT PHASE/ MILESTONE	ESTIMATED START DATE	ESTIMATED COMPLETION DATE	PROJECT STAKEHOLDERS INVOLVED
PROGRAMING			
SCHEMATIC DESIGN			
DESIGN DEVELOPMENT			
CONSTRUCTION DOCUMENTS			
CONSTRUCTION			
CLOSEOUT			
LIFECYCLE			

13.11.01 BIM V.1 Tables

APPENDIX B2: KEY PROJECT CONTACTS

Project Contacts for this Project

Role	Organization	Contact Name	Location	E-Mail	Phone
Project Manager	AE Firm				
Project Manager	Contractor				
Project Manager	ISU				
BIM Coordinator					
Discipline Lead ARCH					
Discipline Lead MEP					
Discipline Lead Structure					
Owners Representative					
Commissioning					

APPENDIX D1: PROJECT GOALS / BIM USES

Major BIM Goals & Objectives:

Priority High/Med /Low	Goal Description	Project Phase
H	Provide ISU a LOD 300 model including Arch, MEP, and Structure for construction	Construction
H	Coordinate all disciplines through the design/construction process to reduce RFI's	Construction
M	Reference all building components per the Illinois State University BIM guideline	Lifecycle
H	Deliver an As-constructed model for integration into future Lifecycle management	Lifecycle
H	Improve visualization of design intent using BIM design principles	Design

13.11.01 BIM V.1 Tables

APPENDIX D2:

Mandatory Uses of BIM Model for this project:

X	Plan	X	Design	X	Construct	X	Operate
X	Programming	X	Design Authoring		Site Utilization Planning	X	Building Maintenance Schedule
	Site Analysis	X	Design Reviews	X	Construction System		Building System Analysis
			3D Coordination		3D Coordination		Asset Management
			Structural Analysis		Digital Fabrication		Space Management/Tracking
			Lighting Analysis		3D Control and Planning		Disaster Planning
			Energy Analysis	X	Record Modeling		Record Modeling
			Mechanical Analysis				
			Sustainability (LEED)				
			Code Validation				
	Phase Planning (4D Modeling)		Phase Planning (4D Modeling)		Phase Planning (4D Modeling)		Phase Planning (4D Modeling)
X	Cost Estimation	X	Cost Estimating	X	Cost Estimating		Cost Estimating

Project Scope and objectives should determine the proper application of modeling and weigh all factors including time, cost, and effort vs. net benefit.

APPENDIX G1:

BIM Coordination Meeting Procedures:

MEETING TYPE	PROJECT STAGE	FREQUENCY	PARTICIPANTS	LOCATION
BIM Requirements Kick-Off	Programming	Once	ISU/AE/CONST	ISU
BIM Execution Plan Demonstration	Programming	Once	Responsible Party	ISU
Design Coordination	DD/SD/CD	Bi-Weekly	Responsible Party	ISU
Constructability Coordination	Construction	Bi-Weekly	Responsible Party	ISU

13.11.01 BIM V.1 Tables

APPENDIX G2: COLLABORATION PROCEDURES

Model & Document Delivery Schedule of Information Exchange for Review, Coordination, Submission and Approval:

INFORMATION EXCHNAGE	FILE SENDER	FILE RECEIVER	ONE-TIME or FREQUENCY	DUE DATE or START DATE	MODEL FILE	MODEL SOFTWARE	FILE TYPE	2D FILE TYPE
Design Intent	AE Firm	https://sendto.illinoisstate.edu	Bi-Weekly		ARCH	Revit	.NWC/ .DWF	.PDF
MEP Coordination	MEP Consultant	https://sendto.illinoisstate.edu	Bi-Weekly		MEP	Revit	.NWC/ .DWF	.PDF
MEP Coordination	MEP Consultant	https://sendto.illinoisstate.edu	Bi-Weekly		MEP	Revit	.DWF	.PDF
Structure Coordination	Structure Consultant	https://sendto.illinoisstate.edu	Bi-Weekly		STRUC	Revit	.NWC/ .DWF	.PDF
Coordination*	GM/GC	https://sendto.illinoisstate.edu	Bi-Weekly		CONST	Navisworks	.NWD	.PDF
Bid Distribution	Construction	https://sendto.illinoisstate.edu	Bid	Bid	CONST	Revit	.NWC	.PDF
Shop Drawings	Construction	https://sendto.illinoisstate.edu	As Required	CONST	ARCH	Revit	.RVT	.PDF
Shop Drawings	Construction	https://sendto.illinoisstate.edu	As Required	CONST	MEP	Revit	.RVT	.PDF
Shop Drawings	Construction	https://sendto.illinoisstate.edu	As Required	CONST	STRUC	Revit	.RVT	.PDF
Submittals	Construction	https://sendto.illinoisstate.edu	As Required	CONST	NA	NA	.PDF	.PDF

* In addition to the BIM model file types, documents will be issued in 2D in PDF format.

APPENDIX N1

Model Element Author Table:
1. The Model Element Table indicates the LOD to which each Model Element shall be developed at each identified Project milestone and the Model Element Author.
2. Identify (1) the LOD required for each Model Element at each Project milestone, (2) the Model Element Author (MEA), and (3) references to any applicable notes.
3. Insert abbreviations for each MEA identified in the table below, such as "A-Architect" or "C- Contractor.

Model Element Author (MEA)Table	Project Milestone 1			Project Milestone 2			Project Milestone 3			Project Milestone 4			Project Milestone 5			Project Milestone 6			Notes:
Model Elements:	LOD	MEA	Notes	LOD	MEA	Notes	LOD	MEA	Notes	LOD	MEA	Notes	LOD	MEA	Notes	LOD	MEA	Notes	