

# Chapter 1, Introduction

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### 1.1 THE DESIGNERS' MANUAL

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A. Purpose: This Designers' Manual is provided for procedural guidance in the provision of design services for The University of Tennessee's capital projects.

B. Contents:

Chapters

- Chapter 1, Introduction
- Chapter 2, Designer Agreements and Payments
- Chapter 3, Design
- Chapter 4, Project Manual Guide
- Chapter 5, Bidding
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Appendices

- Appendix 1, Administrative Forms for Designer Services
- Appendix 2, Sustainable Design Guidelines
- Appendix 3, Standard Bidding and Construction Documents
- Appendix 4, Mechanical Design Criteria

### 1.2 THE DIVISION OF FACILITIES PLANNING WITH THE OFFICE OF CAPITAL PROJECTS

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The University of Tennessee Division of Facilities Planning with the Office of Capital Projects administers the University's Capital Improvement Program including the following services:

- Development of facilities programs and capital project budgets.
- Development of capital funding requests.
- Administration of the design and construction of capital projects.
- Administration of special projects and initiatives relative to capital improvements.

### 1.3 THE UNIVERSITY AS OWNER

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- A. The Owner: Throughout this Designers' Manual, the Owner is The University of Tennessee (UT). The University of Tennessee is a statewide, multi-campus, land grant, corporate agency of the State of Tennessee offering extensive education, research, and service capabilities. In support of its many functions, the University maintains a Capital Improvement Program, which is accomplished in part through contractual agreements with Designers and construction contractors.
- B. Owner Agency: The Office of Capital Projects Division of Facilities Planning is the Owner Agency and the Contracting Agency for all Designer and Construction Agreements for UT's Capital Improvements Program. The Division of Facilities Planning serves in this role under the authority of the University President and the State Building Commission (SBC). The contact information for The Division of Facilities Planning is below.

Division of Facilities Planning  
 University of Tennessee  
 5723 Middlebrook Pike, Suite 119  
 Knoxville, TN 37996-0040  
 Telephone (865) 974-2231  
<http://facilitiesplanning.tennessee.edu/>

### 1.4 CAPITAL IMPROVEMENTS DELIVERY METHODS

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The Owner's standard method of construction procurement for delivery of capital improvements is Design/Bid/Build in accordance with State Building Commission By-Laws, Policy and Procedure. The Owner may utilize other delivery methods defined in the SBC By-Laws, Policy and Procedure. The Designer's involvement in other delivery methods are further outlined in Chapter 5.

### 1.5 OVERVIEW OF DESIGNER INVOLVEMENT FOR CAPITAL PROJECTS

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- A. Project Approval and Designer Selection:
1. UT initiates planning, funding, and Board of Trustee approval for each capital project.
  2. After approval, the project is brought to the State Building Commission for approval and selection of a Designer.
- B. Design:
1. The Facilities Program Statement is developed with the campus/institution and provided by Facilities Planning to the Designer.
  2. The Designer proceeds with the Schematic Design Phase.
  3. Upon written approval by the Owner of the Schematic Design Phase, the Designer proceeds with the Design Development Phase.

4. Upon written approval by the Owner of the Design Development Phase, the Designer proceeds with the Construction Document Phase.
5. For a new building or major addition, the Designer makes a presentation of the design to the State Building Commission.
6. The Designer completes the Construction Document Phase and submits to the Owner for review and approval.
7. The Designer submits the Owner approved Construction Document Phase documents to the State Fire Marshal's Office (SFMO) for review and approval. See Note below.

Note: The Owner may request the Designer to initiate communication and technical coordination with the SFMO in prior phases to facilitate the SFMO's review of Construction Documents.

C. Bidding:

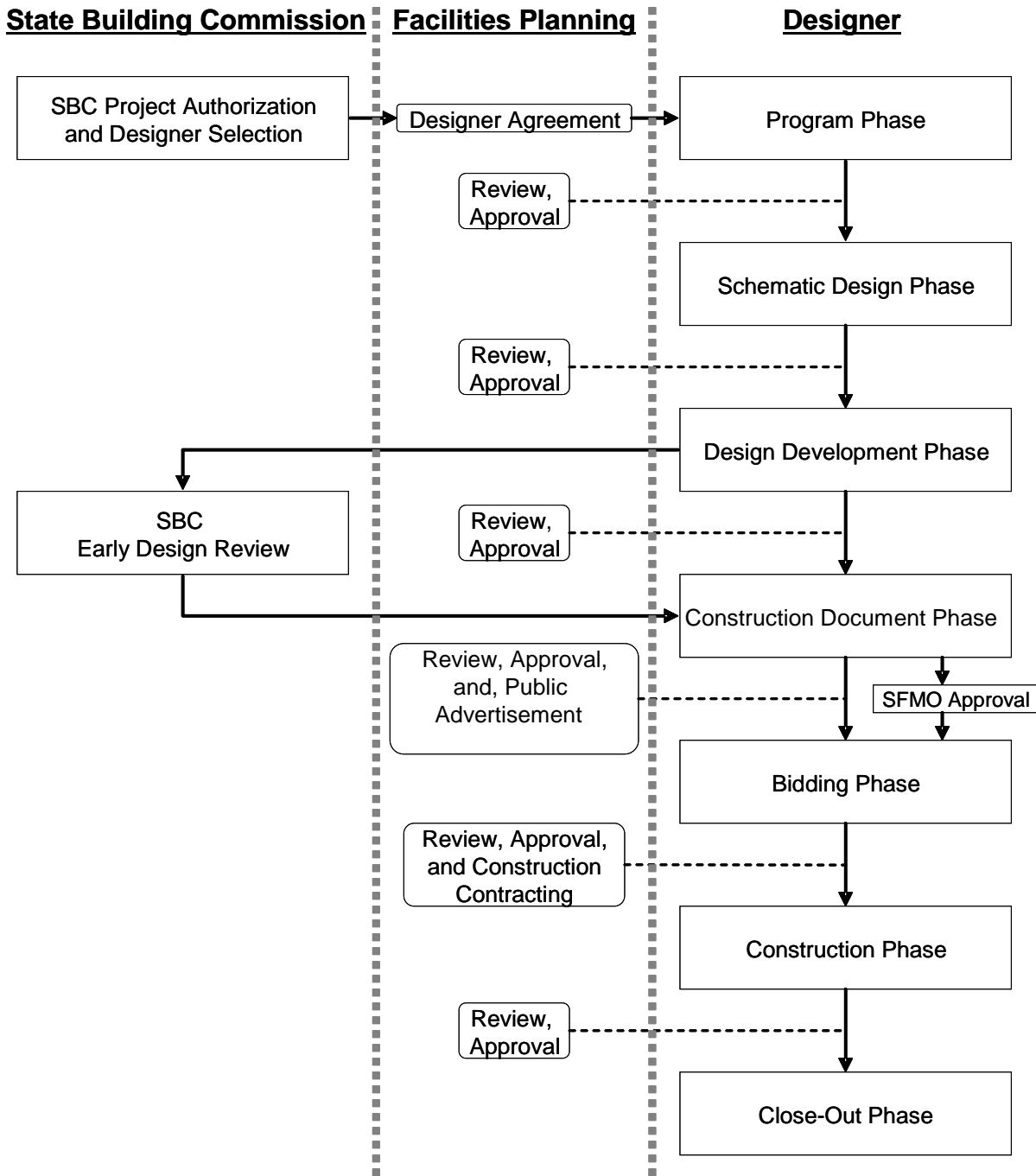
1. Upon approval of the Construction Document Phase and, in accordance with the direction of the Owner, the Designer proceeds with the Bidding or Procurement Phase.
2. The Designer conducts the Pre-Bid Conference.
3. The Designer issues any required addenda to the Bidding Documents.
4. The Designer administers the bidding phases including serving as the co-presiding official at the bid opening, preparing the Bid Tab, and making a recommendation of award of an Agreement to the Owner.

D. Construction:

1. The Designer will be given instruction from the Owner regarding the preparation of the Agreement after the bid opening.
2. The Designer arranges for a Pre-Construction Conference. The Department of Labor needs to be notified of this Conference. The Designer can then issue a Notice to Proceed after the Agreement has been fully signed.
3. The Designer provides professional "in office" services to administer the construction contract that include the following:
  - Review and certification of pay requests.
  - Review of submittals.
  - Revision, correction, or clarification of the contract documents.
  - Serve as the point-of-contact between the Owner and the Contractor and provide correspondence for Owner-Contractor communications.
4. The Designer provides professional "in field" services to administer the construction contract that include the following:
  - On-site project observations during construction by the Designer and/or the Designer's consultants at a minimum of twice a month and the writing of a field report to the Owner
  - Progress meeting attendance by Designer and appropriate consultants and submittal of a written report to the Owner containing a summary of each meeting.

- Monitoring of the Contractor's development of Construction Record Documents.
5. The Designer makes a Substantial Completion inspection, identifies incomplete items, and issues a Certificate of Substantial Completion.
- E. Close-Out:
1. Where a Certificate of Occupancy (or Project Completion Form) from the SFMO is required, the SFMO, the Contractor, the Designer, and appropriate consultants, with a representative of the Owner present, conduct a final inspection of features subject to SFMO review and any deficiencies corrected as required for issuance.
  2. The Designer and its consultants, with a representative of the Owner and the Contractor present, conduct a final inspection, verify that all items required are complete, and process a Final Certificate of Payment.
  3. The Designer prepares and submits Record Documents to the Owner.
- F. One-Year Period for Correction of Work:
1. During the one-year period after Substantial Completion of the Work, the Designer works with the Owner to secure remedy of any work found not to be in accordance with the requirements of the Contract Documents.
  2. The Designer makes a one-year inspection of the project and reports observed nonconforming work to the Contractor for correction and to the Owner for information.

1.6 OVERVIEW FLOW CHART FOR CAPITAL PROJECTS



END OF CHAPTER