Chapter 1, Introduction

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1.1 THE DESIGNERS' MANUAL

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
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   Chapter 5, Bidding
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   Appendices
   Appendix 1, Administrative Forms for Designer Services
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1.2 THE DIVISION OF FACILITIES PLANNING

The University of Tennessee Division of Facilities Planning 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

A. **The Owner:** Throughout this Designers’ Manual the Owner is The University of Tennessee. The University of Tennessee is a State-wide, 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:** In regard to UT’s Capital Improvements Program and the contractual agreements with Designers and construction contractors associated with that program, the Division of Facilities Planning is the Owner Agency and the Contracting Agency for UT institutions. Facilities Planning serves in this role under the authority of the University President and the State Building Commission. The contact information for 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

The Owner’s standard method of construction procurement for delivery of capital improvements is Design/Bid/Build in accordance with State Building Commission (SBC) By-Laws, Policy and Procedure. Other delivery methods the Owner may utilize are defined in the SBC By-Laws, Policy and Procedure.

1.5 OVERVIEW OF DESIGNER INVOLVEMENT FOR DESIGN/BID/BUILD PROJECTS

A. **Project Approval and Designer Selection:**

1. UT initiates planning, funding, and 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. In the case of a new building or major addition, the Designer makes a presentation of the design to the State Building Commission.

6. The Construction Document Phase is completed and submitted to the Owner for review and approval.

7. The Construction Document Phase documents are submitted 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 issues any required addenda to the Bidding Documents.

3. 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 prepares and submits the Agreement to the Owner for execution.

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.

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, conducts a final inspection, verifies that all items required are complete, and processes 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.
OVERVIEW FLOW CHART FOR DESIGN/BID/BUILD PROJECTS

State Building Commission
SBC Project Authorization and Designer Selection
SBC Early Design Review

Facilities Planning
Designer Agreement

Designer
Program Phase
Schematic Design Phase
Design Development Phase
Construction Documents Phase

Review, Approval
Review, Approval
Review, Approval
Review, Approval, and Public Advertisement
Review, Approval, and Construction Contracting

Review, Approval

SFMO Approval
Bidding Phase
Construction Phase
Close-Out Phase

State Building Commission
Facilities Planning
Designer