

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
- Chapter 3: Design
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- 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.

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 incorporates Owner-provided documents (e.g. Wage Rate Determination) into Bidding Documents that are publicly advertised.
3. The Designer issues any required addenda to the Bidding Documents.
4. The Designer administers the bidding phases including serving as the presiding official at the bid opening, preparing the Bid Tab, and making a recommendation of award of a construction contract to the Owner.

D. Construction:

1. The Designer prepares and submits the construction contract to the Owner for execution.
2. The Designer arranges for a Pre-Construction Conference and issues 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:
 - On-site project observations during construction by the Designer and the Designer's consultants at a minimum of twice a month and the writing of a field report to the Owner
 - Performance of Substantial Completion inspections
 - Monitoring of the Contractor's development of Construction Record Documents.
5. A principal of the Designer's firm and/or of each consultant firm or a qualified employee of each firm makes Project observations. The Designer and appropriate

consultants attend all progress meetings and the Designer submits a written report to the Owner containing a summary of each meeting.

6. The Designer makes a Substantial Completion inspection, identifies incomplete items, and issues a Certificate of Substantial Completion.

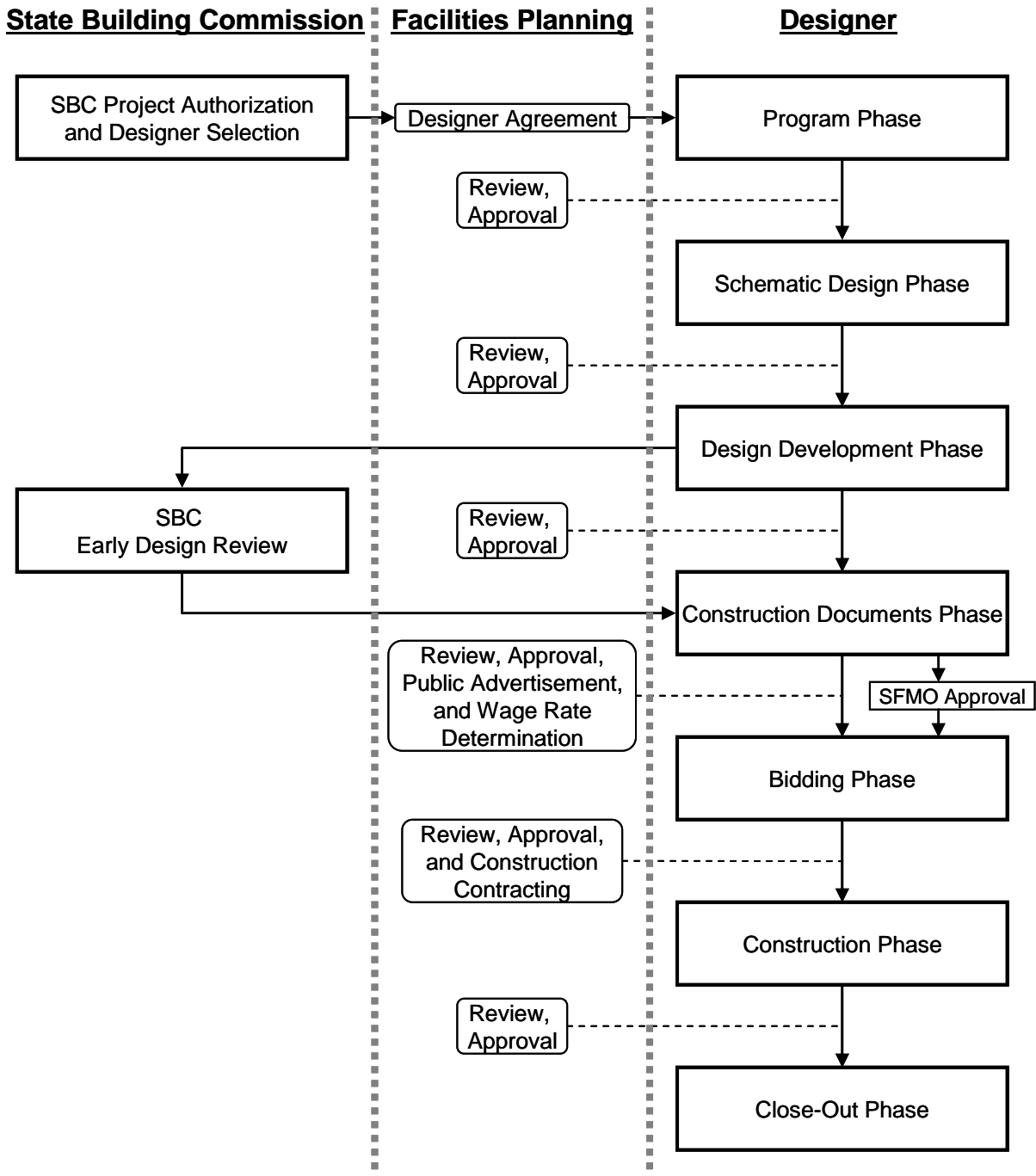
E. Close-Out:

1. Where a Certificate of Occupancy from the SFMO is required, the SFMO, the Contractor, the Designer, appropriate consultants, with a representative of the Owner present, conduct a final inspection of fire protection systems and any deficiencies corrected as required for the issuance of a Certificate of Occupancy.
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.

1.6 OVERVIEW FLOW CHART FOR DESIGN/BID/BUILD PROJECTS



END OF CHAPTER