Chapter One

1.01 THE DESIGNERS' MANUAL

- A. Purpose and intent: The State of Tennessee Real Estate Asset Management (STREAM) Designers' Manual augments but does not replace the provisions of the <u>SBC-6 Standard Form of Agreement Between Owner and Designer</u>. The <u>SBC-6</u>, <u>SBC-6a</u> and Designers' Manual are analogous to Construction Agreement, Conditions & Specifications. Repetition of provisions of the <u>SBC-6</u> and <u>SBC-6a</u> has been avoided as much as possible and the Designer should not overlook the rights, obligations, and procedures contained in them.
- B. The manual is organized as follows:
 - Administrative Procedures eight chapters: provides guidance as to the procedures the Designer is expected to follow in administration of projects. The Chapters are: (1) Introduction; (2) <u>Designer Agreement and Payments</u>; (3) <u>Project Design</u>; (4) <u>Project Manual Guide</u>; (5) <u>Procurement / Bidding / Negotiations</u>; (6) <u>Project Construction</u>; (7) <u>Project Close-Out</u>; and (8) Warranty Period.
 - **2.** Administrative Forms (Appendix 1): provides several forms for information and use by the Designer during the project based on instructions in the Administrative Procedures.
 - 3. Procurement Documents (Appendix 2): provides standardized documents used in compiling Procurement / Bidding / Negotiations Requirements, Contract Forms, Conditions, and Division 1 specifications of a Project Manual. Some require editing; most can be used as is. Options to consider are explained in Chapter 4 Project Manual Guide.
- C. Revisions to the Designers' Manual are suitable for incorporation in current projects as soon as they are issued. Generally, projects already in the Construction Documents Phase before an issue are not required to adopt changes; however, Designers are encouraged to convert, and may be required to convert on specific projects.
- **D.** Other similar Designers' Manual versions for use on State Building Commission projects are published by:
 - 1. Tennessee Board of Regents, Office of Facilities Development, and
 - 2. University of Tennessee, Office of Facilities Planning.

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Each version is written to conform to that State Procurement Agency's (SPA's) specific internal management system; and is for use only on projects under their administration.



- A. Entities identified as the "Owner", as used throughout this Designers' Manual and associated documents, are defined as follows:
 - 1. **OWNER** is the State of Tennessee operating through the 'Contracting Agency' identified in the Owner / Designer Agreement. When the term "Owner" is used in this Designers' Manual, it refers to the 'Contracting Agency'.
 - 2. STATE PROCUREMENT AGENCY is the agency responsible for administration of the project on behalf of the State Building Commission.
 - **3. USER AGENCY** is the agency that will be owner of the finished Work.
- **B.** Owner project administration duties for many projects using this Designers' Manual are consolidated under the Department of General Services (DGS), State of Tennessee Real Estate Asset Management (STREAM) as the Contracting Agency. This internal process for consolidation of project administration is termed 'Centralization'. The following chart summarizes both types of Owner roles, and STREAM's responsibilities with regard to each:

"OWNER" is DGS/STREAM if CENTRALIZED Project:	"OWNER" is User Agency if NON-CENTRALIZED Project:
CONTRACTING AGENCY	
is DGS, of which STREAM is a part.	is the User Agency.
<u>STREAM</u>	
has primary responsibility and authority over the project and the approval of Design Phases, construction completion, contracts, contract modifications, and payments.	provides technical and managerial assistance and oversight in carrying out the project, is copied on all correspondence, and is included in all substantive discussions and meetings.
USER AGENCY	
is a client of STREAM, and the eventual owner of the finished product.	shall have concurrence by STREAM in approving design phases, contracts, modifications, construction completion, and payments.



Introduction

List of references below is for informational purposes only. All official contract and correspondence with these agencies are to be done through the STREAM representative.

User Agency (or agencies) will be represented by an individual or team assigned to the project. Information about the agency, its function in the particular project, and its representatives, will be provided in the Pre-Design Conference.

Office of the State Architect (OSA)

Tel: (615) 741-2388

Andrew Jackson Building, 13th Floor 502 Deadrick Street Nashville, Tennessee 37243-1102

Website Address (URL): https://www.tn.gov/content/tn/osa.html

State of Tennessee Real Estate Asset Management William R. Snodgrass Tennessee Tower Tel: (615) 741-2262

24th Floor, 312 Rosa L. Parks Avenue Nashville, Tennessee 37243-1102

Website Address (URL): https://www.tn.gov/generalservices/real-estate-.html

- 1. STREAM is responsible for the direct oversight and implementation of the State's capital building program and assists in other projects in accordance with legislative and executive policies, and judicial and federal mandates under authority of the Commissioner of General Services and the State Building Commission.
- 2. An individual or team will be assigned to each project, and more information about STREAM, its function in the particular project, and its staff, will be provided in the Pre-Design Conference (See page 3.02) and the Pre-Construction Conference (See page 6.03). For all project delivery methods, the STREAM Bidding and Contract Officer will be involved.
- 3. The STREAM Bidding and Contract Officer (Tel: (615) 741-6111) oversees the bidding and award of all projects under the administration and oversight of STREAM. The Bidding and Contract Officer gives final approval to bid a project and assigns the bid date and assures that SBC policies and procedures are followed throughout the bidding and award process.
- 4. Other DGS entities may be involved with the project team, as determined by STREAM, depending on the project scope. Primary entities, including each website address, if applicable, (URL), include the following:
 - a) Real Estate Management

https://www.tn.gov/generalservices/real-estate-.html

- b) Environmental Management and Safety Program
- c) Interior Design
- Department of Finance and Administration, Office of Business and Finance (OBF)

Tel: (615) 741-4892

William R. Snodgrass Tennessee Tower 20th Floor, 312 Rosa L. Parks Avenue Nashville, Tennessee 37243-1102

Website Address (URL): https://www.tn.gov/content/tn/finance.html

OBF provides financial management of the State's capital building program by authority of the Commissioner of Finance & Administration and State Building Commission.

E. Department of Finance and Administration, Strategic Technology Solutions

Tel: (615) 741-1001

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William R. Snodgrass Tennessee Tower 16th Floor, 312 Rosa L. Parks Avenue Nashville, Tennessee 37243-1102

Website Address (URL): https://www.tn.gov/finance/strategic-technology-solutions.html

STS provides planning, resources, execution and coordination in managing the information systems needs of the State of Tennessee.



F. Department of Treasury, Division of Risk Management

E-Mail: Risk.Management@tn.gov

Tel: (615) 741-2734 Andrew Jackson Office Bldg.

15th Floor, 502 Deaderick Street Nashville, Tennessee 37243-0248

Website Address (URL): https://treasury.tn.gov/Services/Claims-and-Risk-Management/Risk-

Management

Department of Treasury, Division of Risk Management, manages insurance claims of the State's capital building program by authority of the State Treasurer and State Building Commission.

State Fire Marshal's Office (SFM)

10th Floor, 500 James Robertson Parkway Tel: (615) 741-7190

Nashville, Tennessee 37243-1162

Davy Crockett Tower

Website Address (URL): https://www.tn.gov/commerce/fire-prevention.html

SFM, of the Dept. of Commerce & Insurance, will be involved in the design review for all projects that involve the construction, renovation, or remodeling of public space.

Jurisdictional Codes Administration Offices

For jurisdictional information visit

https://www.tn.gov/content/dam/tn/commerce/documents/fire prevention/posts/FirePlansExemptJ urisdictions.pdf

1. Chattanooga (Hamilton County) 1250 Market Street

> Tel: (423) 209-7860 1020 Development Resource Center Chattanooga, Tennessee 37402-2713

Website Address (URL): http://www.hamiltontn.gov/inspect/

2. Knoxville (Knox County) City County Building, Suite 547

Tel: (865) 215-2325 400 Main Street

Knoxville. Tennessee 37902

Website Address (URL): http://www.knoxcounty.org/codes/index.php

3. Memphis (Shelby County) 6465 Mullins Station Road Tel: (901) 222-8300 Memphis, Tennessee 38134

Website Address (URL): https://shelbycountytn.gov/390/Construction-Code-Enforcement

4. Nashville (Davidson County)

800 Second Avenue South (excluding: City of Oak Hill, City of Bell Nashville, Tennessee 37210 Meade, City of Forest Hill, City of Berry Hill) Mailing: P.O. Box 196350 (37219)

Tel: (615) 862-6500

Website Address (URL): https://www.nashville.gov/Codes-Administration/Codes-

Administration.aspx

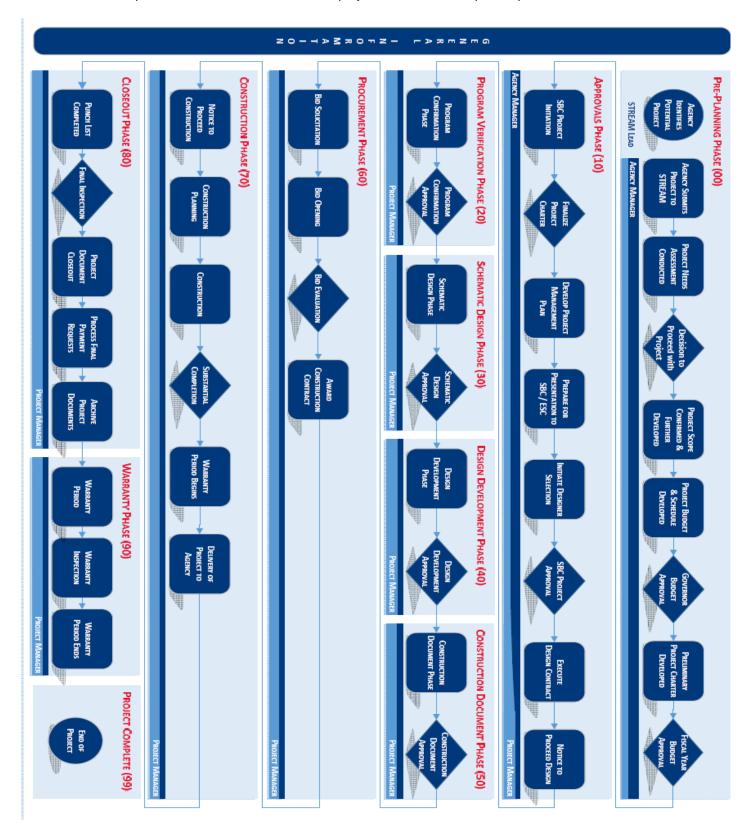
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The information provided herein is for the major cities within Tennessee. However, it is the Designer's responsibility to verify all local code requirements for the project being designed.



1.03b

This flowchart provides an overview of the entire project creation-to-completion process:



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