

Chapter One

INTRODUCTION

1.01 THE DESIGNERS' MANUAL

- A. Purpose and intent:** The Designers' Manual augments but does not replace the provisions of the SBC-6 *Standard Form of Agreement Between Owner and Designer*. The SBC-6, SBC-6a & Designers' Manual is analogous to Construction Agreement, Conditions & Specifications. Repetition of provisions of the SBC-6 and SBC-6a 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:**
- 1. Administrative Procedures - seven chapters:** provides guidance as to the procedures the Designer is expected to follow in administration of projects. The Chapters are: (1) Introduction; (2) Designer Agreements and Payments; (3) Project Design; (4) Project Manual Guide; (5) Bidding; (6) Project Construction; and (7) Close Out and Record Documents.
 - 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. Sustainable Design Guidelines (Appendix 2):** provides standards and guidelines for Designer's to insure that the principles of good sustainable design are being implemented on projects.
 - 4. Bidding Documents (Appendix 3):** provides standardized documents used in compiling Bidding 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. This Version of the Designers' Manual** contains procedures appropriate for a typical State Building Commission project involving general construction work, and with administration or oversight by Real Property Administration (RPA), and utilizing RPA standard bidding documents found in Appendix 2.
- 1.** A supplementary companion document titled "*Designers' Manual Supplement for Minor Work and Procurement*" is available, which is used for small scope projects and procurement of equipment, furnishings, or services.
 - 2.** Very few RPA projects involve the use of the above Designers' Manual supplement; however, it may be used if appropriate to the project.
- D. Revisions to the Designers' Manual** is 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 if practical, and may be required to convert on specific projects even if untimely.
- E. 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.

Each version is written to conform to that office's specific internal management system; and is for use only on projects under their administration.



1.02 THE STATE AS OWNER

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. **CONTRACTING 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 Dept. of Finance & Administration (F&A), Real Property Administration (RPA) 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 RPA’s responsibilities with each:

“OWNER” is F&A/RPA <i>if CENTRALIZED Project:</i>	“OWNER” is User Agency <i>if NON-Centralized Project:</i>
<u>CONTRACTING AGENCY</u>	
is F&A, of which RPA is a part.	is the User Agency.
<u>REAL PROPERTY ADMINISTRATION</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, included in all substantive discussions and meetings.
<u>USER AGENCY</u>	
is a client of RPA, and the eventual owner of the finished product.	shall have concurrence by RPA in approving design phases, contracts, modifications, construction completion, and payments.

D. List of Agencies that have projects incorporating this Designers’ Manual:

INSTITUTIONAL SERVICES AGENCIES
Correction Children’s Services Mental Health and Developmental Disabilities Human Services Health Education Veterans’ Affairs

CENTRAL SERVICES AGENCIES
General Services Finance & Administration Military Safety Bureau of Investigation Labor and Workforce Development Revenue Employment Security

DEVELOPMENTAL SERVICES AGENCIES
Transportation Environment & Conservation Historic Commission Agriculture Tn Wildlife Resources Tourism River Basin Authorities Economic and Community Development



1.03 OWNER TEAM LIST

A. 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.

B. Real Property Administration (RPA)

Tel: 615-741-2315

Fax: 615-741-2335

Website Address (URL): <http://www.tn.gov/finance/rpa>

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Suite 2200, [312 Rosa L. Parks Avenue](#)

Nashville, Tennessee 37243-1102

1. RPA 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 Finance and Administration and the State Building Commission.
2. An individual or team will be assigned to each project, and more information about RPA, 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 6.02). For all projects, the RPA Bidding Administrator will be involved.
3. **The RPA Bidding Administrator** (Tel: 741-6111) oversees the bidding and award of all projects under the administration and oversight of RPA. The Bidding Administrator 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 F&A entities may be involved** with the project team, as determined by RPA, depending on the project scope. Primary entities include the following:
 - a. Office of Real Estate Management Tel: 741-6303
 - b. State Building Energy Management Program Tel: 741-6130
 - c. State Environmental Management Program Tel: 741-1563
 - d. Office of Interior Design (Space Planning) Tel: 741-6138
 - e. Office of Information Resources (Telecommunications) Tel: 532-1145

C. Office of Business and Finance (OBF)

Tel: 615-741-2590

Fax: 615-741-1789

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

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D. Division of Risk Management (TRM)

Tel: 615-741-2314

Fax: 615-734-6471

TRM, of the Dept. of Treasury, manages insurance claims of the State's capital building program by authority of the State Treasurer and State Building Commission.

Andrew Jackson Office Bldg.

9th Floor, 500 Deaderick Street

Nashville, Tennessee 37243-0248

E. State Fire Marshal's Office (SFM)

Tel: 615-741-7190

Fax: 615-253-3267

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.

Davy Crockett Tower

3rd Floor, 500 James Robertson Parkway

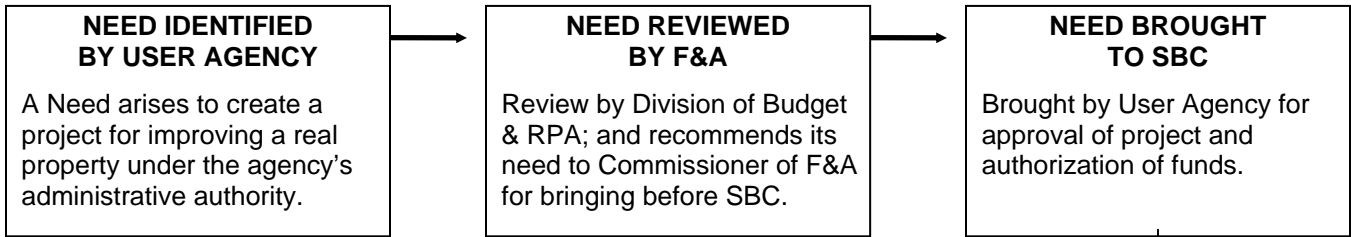
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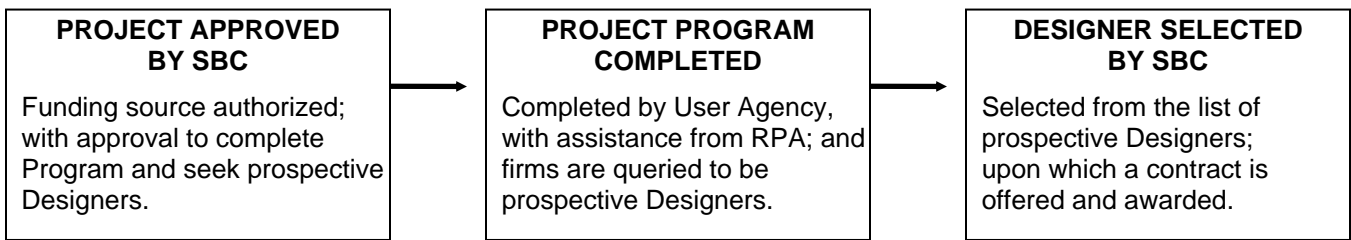
1.04 TYPICAL PROJECT FLOWCHART

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

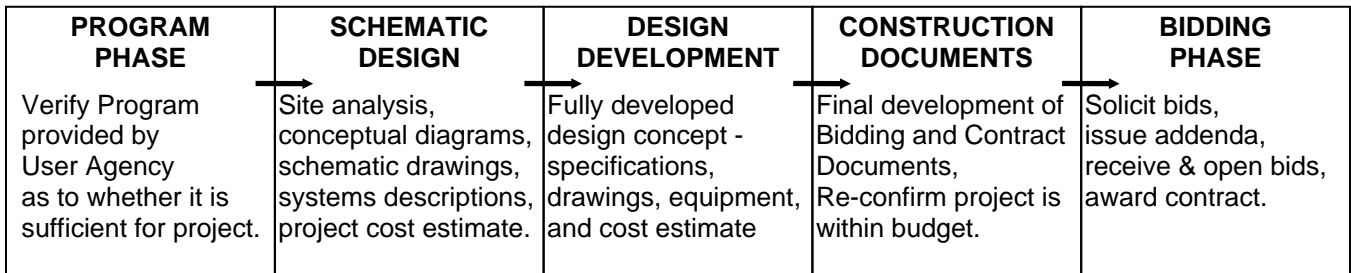
A. Initiation



B. Approval



C. Design



D. Construction

