



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF THE STATE ARCHITECT
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DAVE GOETZ
COMMISSIONER

MICHAEL A. FITTS, FAIA
STATE ARCHITECT

DESIGNER SELECTION PROCEDURE

The general procedure for designer selection on State of Tennessee construction projects is as follows:

1. The Department or Agency involved submits the names of three design firms for recommendation to the Executive Sub-Committee of the State Building Commission.
 - a) Regional designers are considered for regional projects (i.e., West Tennessee firms to do West Tennessee projects; Middle Tennessee firms for Middle Tennessee projects, etc.)
 - b) Only Tennessee firms are normally considered *unless* there is a specific need for expertise not available within the State.
 - c) Tennessee licensure is required
2. The Executive Sub-Committee then makes a single recommendation to the full Commission.
3. The State Building Commission acts on the Sub-Committee's recommendation.

Enclosed are the following to assist you in your marketing efforts:

1. A listing of the Departmental contact persons involved in the submission of recommendations to the State Building Commission
2. A listing of the State Building Commission membership
3. A timeline to assist you with your marketing efforts

If you would like to discuss this matter with me further, please call my assistant, Georgia Martin at (615) 741-2388 to schedule a time.

--Mike Fitts

STATE AGENCY CONTACTS

DEPARTMENT / AGENCY	CONTACT	PHONE (615 area)	E-MAIL
Agriculture	Larry Maxwell	837.5175	Larry.Maxwell@tn.gov
TN Board of Regents	Jerry Preston	366.4434	Jerry.Preston@tbr.edu
Children's Services	Joe Holzmer	741.7269	Joe.Holzmer@tn.gov
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Education	Deborah Davis	532-1681	Deborah.Davis@tn.gov
Environment & Conservation	Murray Crow	532-0044	Murray.Crow@tn.gov
Finance & Administration	Dottie Hagood	741-7865	Dottie.Hagood@tn.gov
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Military	LTC Barry Buntin	313-2609	Barry.Buntin@us.army.mil
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TN Historical Commission	Jerry Wooten	532.1550 x107	Jerry.Wooten@tn.gov
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Veterans (Affairs & TSVHB)	Chuck Taylor Polly Darnall	253-8969 898.1181	Chuck.Taylor@tn.gov Pdarnall@tsvh.gov

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**Executive Sub-Committee members

DESIGNER MARKETING TIMELINE

TIME PERIOD	ACTIVITY
October – December	<ul style="list-style-type: none"> • Departments and Agencies recommend capital projects to the State’s Budget Office for inclusion in the Governor’s budget request to the State Legislature for the next fiscal year (“Wish List”)
January	<ul style="list-style-type: none"> • The Governor and the Budget Office review the submitted requests and develop a list of recommended projects that are included in the budget request to the Legislature.
February	<ul style="list-style-type: none"> • The list of projects recommended by the Governor is forwarded by the State Treasurer to all designers who have indicated an interest in providing design services for State projects (“First Cut”) • Designers can begin their marketing for specific projects.
March – June	<ul style="list-style-type: none"> • Department and Agencies begin their consideration of designers for specific projects identified in the budget request. • Designers continue marketing. • The Legislature considers the Governor’s budget request and approves as presented or with modifications (“Final Cut”)
June – August	<ul style="list-style-type: none"> • The majority of line-item projects in the capital budget are normally brought to the June, July and August State Building Commission meetings for project approval and designer selection (“Final Selection”)