

## CHAPTER 1: INTRODUCTION

### 1.01 PURPOSE

The Designers' Manual provides standards, criteria, and guides for the development and execution of capital projects pursued under State Building Commission Authority. This Designers' Manual augments but does not replace the provisions of the SBC-6 Standard Form of Agreement between Owner and Designer.

### 1.02 ORGANIZATION

- A. Owner Information provides the Owner's organization and contact personnel information.
- B. Designers' Manual chapters, as listed below, provide guidance for procedures to follow in administration of projects.

Chapter 1: Introduction

Chapter 2: Designer Agreement and Payments

Chapter 3: Design

Chapter 4: Project Manual Guide

Chapter 5: Procurement

Chapter 6: Construction

Chapter 7: Closeout and Record Documents

- C. Designers' Manual appendices, as listed below, provide standard forms and documents, and institution-specific information. Guidance on use of Appendix 1 and Appendix 2 documents is provided in the Designers' Manual chapters.

Appendix 1: Administrative Forms

Appendix 2: Standard Bidding and Construction Documents

Appendix 3: System or Campus Specific Guidelines and Requirements

### 1.03 REVISIONS

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 documents and may be required to do so on specific projects.

### 1.04 THE STATE AS OWNER

- A. Entities identified as the "Owner" throughout this Designers' Manual and associated documents are defined herein.
- B. The Owner is the State of Tennessee operating through the State Procurement Agency (SPA) identified in the SBC-6 Standard Form of Agreement between Owner and Designer. When the term "Owner" is used in this Designers' Manual, it refers to the SPA.
- C. The SPA is the agency responsible for administration of the project on behalf of the State Building Commission (SBC).

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### 1.05 STATE ORGANIZATION REFERENCE LIST

- A. Office of the State Architect (OSA): The State Architect is selected and approved by the SBC, serves as Chief Staff Officer of the SBC and serves as the operating manager of the affairs of the SBC in accordance with the SBC By-Laws, Policy and Procedure. The By-Laws, Policy and Procedure and other policies, forms, and contracts of the SBC and OSA are provided on the OSA web site. OSA contact information is as follows.

State of Tennessee  
Office of the State Architect  
Andrew Jackson Building, 13th Floor  
502 Deaderick Street  
Nashville, Tennessee 37243  
State.Architect@tn.gov  
(615) 741-2388

- B. Department of Treasury, Division of Risk Management: The division manages insurance claims of the State's capital building program by authority of the State Treasurer and State Building Commission. Division contact information is as follows.

Department of Treasury, Division of Risk Management,  
Andrew Jackson Building, 15th Floor  
502 Deaderick Street  
Nashville, TN 37243-0248  
Risk.Management@tn.gov  
(615) 741-2734

- C. State Fire Marshal's Office (SFMO): The SFMO, within the Department of Commerce & Insurance, will be involved in the design review for all projects that involve the construction, renovation, or remodeling of public space. SFMO contact information is as follows.

State of Tennessee - Department of Commerce and Insurance  
Division of Fire Prevention - Administrative Services Section  
500 James Robertson Parkway  
Nashville, Tennessee 37243-0577  
Fire.Prevention@tn.gov  
(615) 741-2981

- D. Tennessee Department of Environment & Conservation (TDEC): TDEC regulates permits for discharges of storm water related to construction activities.

Department of Environment & Conservation  
312 Rosa L. Parks Ave  
Nashville, TN 37243  
(888) 891-8332

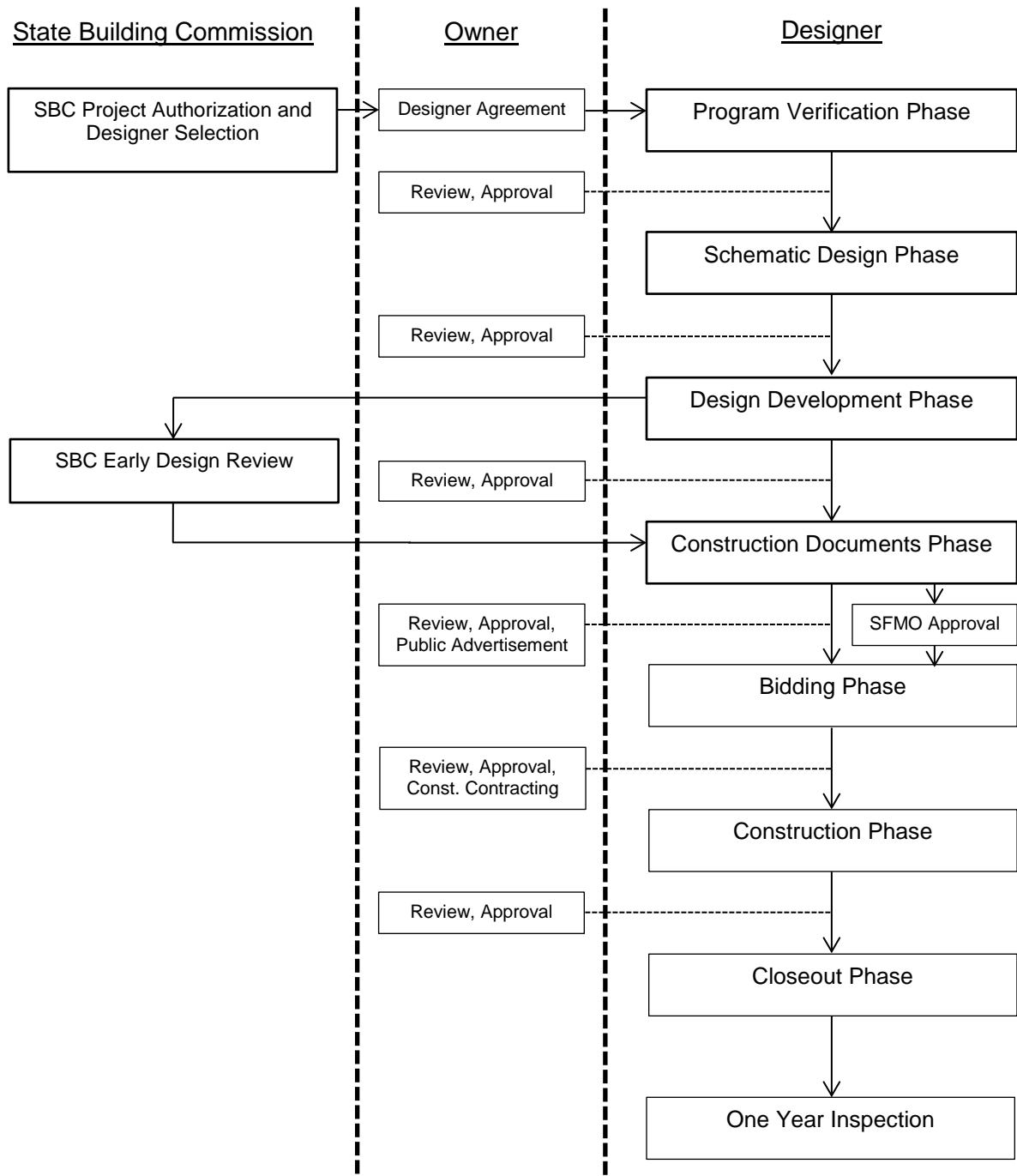
### 1.06 SELECTION OF DESIGNER

Refer to the Office of the State Architect web site for information regarding Designer selection processes and standard Designer agreement forms. The web page is under Capital and Real Estate, Capital Projects, Designer Information.

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## 1.07 OVERVIEW FLOW CHART FOR DESIGN/BID/BUILD PROJECTS

The Owner's standard method of construction procurement for delivery of capital improvements is Design/Bid/Build which is shown in the flow chart. The Owner may utilize other construction delivery methods that may vary from the flow chart.



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### 1.08 ELECTRONIC SIGNATURES, COUNTERPARTS, AND PHOTOCOPIES

- A. At the Owner's discretion documents and forms referred to in the Designers' Manual and requiring signatures may be executed by electronic means, or signature may be transmitted by electronic means, including e-mail, facsimile, or other means, and such execution shall have full effect. Documents may be executed in multiple counterparts, each of which shall be considered an original but all of which shall constitute one document. Any photocopy, facsimile, reproduction, or electronic version of the document shall have the same effect as an original, signed document.
- B. Designers should contact the Owner to identify the documents and forms that may be executed electronically.

END OF CHAPTER