

Department of General Services
**STATE OF TENNESSEE REAL ESTATE ASSET
MANAGEMENT (STREAM)**



***DESIGNERS'
MANUAL***

for projects with oversight by State of Tennessee Real Estate Asset Management for the
STATE BUILDING COMMISSION
of Tennessee



TABLE OF CONTENTS

| | |
|-------------------------|---|
| <u>CHAPTER 1</u> | INTRODUCTION |
| 1.01 | The Designers' Manual |
| 1.02 | The State as Owner |
| 1.03 | Owner Team List |
| 1.04 | Typical Design/Bid/Build Project Flowchart |
| <u>CHAPTER 2</u> | DESIGNER AGREEMENT AND PAYMENTS |
| 2.01 | Agreement Forms |
| 2.02 | Standard Form of Agreement (SBC-6) |
| 2.03 | Standard Form of Supplement to Agreement (SBC-6s) |
| 2.04 | Payments |
| <u>CHAPTER 3</u> | PROJECT DESIGN |
| 3.01 | Initiating Design |
| 3.02 | Program Verification Phase |
| 3.03 | Schematic Design Phase |
| 3.04 | Early Design Stage Presentation |
| 3.05 | Design Development Phase |
| 3.06 | Construction Documents Phase |
| <u>CHAPTER 4</u> | PROJECT MANUAL GUIDE |
| | See REFERENCE TABLE at beginning of Chapter 4 |
| <u>CHAPTER 5</u> | PROCUREMENT / BIDDING |
| 5.01 | Initiating Bid Phase |
| 5.02 | Soliciting Bids |
| 5.03 | Duties Proceeding to Bid Day |
| 5.04 | Bid Tabulation Preparation |
| 5.05 | Bid Opening Preliminaries |
| 5.06 | Conducting a Bid Opening |
| 5.07 | Completing the Bid Tab |
| 5.08 | Illustration of Completed Bid Tab |
| 5.09 | Disposition of Bids |
| 5.10 | Map of Bidding Regions |
| "City" | Bidding Location Maps (6 maps) |



CHAPTER 6

PROJECT CONSTRUCTION

- 6.01 Initiating Construction
- 6.02-.03 Construction Phase
- 6.02-.03 Pre-Construction Conference
- 6.04-.05 Notice to Proceed and Contract Time
- 6.04-.05 Site Observations
- 6.06 Progress Meetings
- 6.07 Contractor Applications for Payment
- 6.08-.09 Claims
- 6.08-.09 Minor Changes and Directives
- 6.10 Initiating Change
- 6.11 Executing Change Orders
- 6.12 Substantial Completion
- 6.13 Construction Close-Out

CHAPTER 7

CLOSE-OUT AND RECORD DOCUMENTS

- 7.01 Record Drawings, Information, and Instructions
- 7.02 Record Documents on Special Media

CHAPTER 8

WARRANTY PERIOD

- 8.01 Final Completion
- 8.02 One-Year Correction Period

APPENDIX 1

ADMINISTRATIVE FORMS

See REFERENCE TABLE at beginning of Appendix 1

APPENDIX 2

STREAM STANDARD BIDDING DOCUMENTS

See REFERENCE TABLE at beginning of Appendix 2

STATE OF TENNESSEE SUSTAINABLE DESIGN GUIDELINES, HIGH PERFORMANCE BUILDING REQUIREMENTS, AND BUILDING INFORMATION MODELING

These documents are within the oversight of the Office of the State Architect's website: <http://tn.gov/finance/article/fa-osa-capital-projects>



State of Tennessee System for Authorization and Administration of Projects using this Designers' Manual

