Chapter One
INTRODUCTION

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 SBC-6 Standard Form of Agreement Between Owner and Designer. The SBC-6, SBC-6a and Designers’ Manual are 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 - eight chapters**: provides guidance as to the procedures the Designer is expected to follow in administration of projects. The Chapters are: (1) Introduction; (2) Designer Agreement and Payments; (3) Project Design; (4) Project Manual Guide; (5) Procurement / Bidding; (6) Project Construction; (7) Project Close-Out; 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 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.

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.
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. **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:

<table>
<thead>
<tr>
<th>“OWNER” is DGS/STREAM</th>
<th>“OWNER” is User Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>if CENTRALIZED Project:</strong></td>
<td><strong>if NON-Centralized Project:</strong></td>
</tr>
<tr>
<td>CONTRACTING AGENCY</td>
<td></td>
</tr>
<tr>
<td>is DGS, of which STREAM is a part.</td>
<td>is the User Agency.</td>
</tr>
<tr>
<td>STREAM</td>
<td></td>
</tr>
<tr>
<td>has primary responsibility and authority over the project and the approval of Design Phases, construction completion, contracts, contract modifications, and payments.</td>
<td>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.</td>
</tr>
<tr>
<td>USER AGENCY</td>
<td></td>
</tr>
<tr>
<td>is a client of STREAM, and the eventual owner of the finished product.</td>
<td>shall have concurrence by STREAM in approving design phases, contracts, modifications, construction completion, and payments.</td>
</tr>
</tbody>
</table>
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. **Office of the State Architect (OSA)**
   - William R. Snodgrass Tennessee Tower
   - Tel: (615) 741-2388
   - Suite 1800, 312 Rosa L. Parks Avenue
   - Nashville, Tennessee 37243-1102
   - Website Address (URL): [http://tn.gov/finance/section/fa-osa](http://tn.gov/finance/section/fa-osa)

C. **State of Tennessee Real Estate Asset Management**
   - William R. Snodgrass Tennessee Tower
   - Tel: (615) 741-2315
   - Suite 2400, 312 Rosa L. Parks Avenue
   - Nashville, Tennessee 37243-1102
   - Website Address (URL): [http://tn.gov/generalservices/section/real-estate](http://tn.gov/generalservices/section/real-estate)

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 (URL), include the following:
   - d. Interior Design (Space Planning) [http://tn.gov/generalservices/section/real-estate](http://tn.gov/generalservices/section/real-estate)

D. **Department of Finance and Administration, Office of Business and Finance (OBF)**
   - Tel: (615) 741-2590
   - William R. Snodgrass Tennessee Tower
   - Suite 2000, 312 Rosa L. Parks Avenue
   - Nashville, Tennessee 37243-1102

   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, Telecommunications**
   - Tel: (615) 741-7395
   - William R. Snodgrass Tennessee Tower
   - Suite 1600, 312 Rosa L. Parks Avenue
   - Nashville, Tennessee 37243-1102
F. Department of Treasury, Division of Risk Management

Tel: (615) 741-2314
E-Mail: Risk.Management@tn.gov
Nashville, Tennessee 37243-0248

Website Address (URL): http://treasury.tn.gov/risk/

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.

G. State Fire Marshal's Office (SFM)

Tel: (615) 741-7190
E-Mail: Fire.Prevention@tn.gov
Nashville, Tennessee 37243-1162

Website Address (URL): http://www.tn.gov/fire/fpcesect.shtml

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.

H. Jurisdictional Codes Administration Offices

1. Chattanooga (Hamilton County)
Tel: (423) 209-7860
1250 Market Street
1020 Development Resource Center
Chattanooga, Tennessee 37402-2713

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

2. Knoxville (Knox County)
Tel: (865) 215-2325
City County Building, Suite 547
400 Main Street
Knoxville, Tennessee 37902

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

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


4. Nashville (Davidson County)
Tel: (615) 862-6500
800 Second Avenue South
Nashville, Tennessee 37210
Mailing: P.O. Box 196300 (37219)

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

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.

For jurisdictional information visit
http://www.tn.gov/assets/entities/commerce/attachments/FirePlansWhenSubmittalRequired.pdf
This flowchart provides an overview of the entire project creation-to-completion process:

### Closeout Phase
- Purchased completed
- Final inspection
- Closeout
- Proceed to process documents
- Warrant periodic inspection
- Warranty period begins
- Warranty period ends
- End of project

### Construction Phase
- Notice to Proceed to Construction
- Construction Planning
- Construction Management
- Schedule
- Substantial Completion
- Construction documents approved
- Construction documents executed

### Procurement Phase
- Bid Solicitation
- Bid Evaluation
- Award Contract

### Design Phase
- Design Development
- Design documents executed
- Construction documents executed

### Approvals Phase
- Project approval by SBC committee
- Project approval by SBC committee
- Budget approval
- Legislative approval

### Pre Planning Phase
- Project needs assessment
- Project charter development
- Project charter approval
- Project charter execution

The flowchart outlines the following stages:

- **State of Tennessee Capital Project Design-Bid-Build Process Standard**

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**1.04 TYPICAL DESIGN/BID/BUILD PROJECT FLOWCHART**

**Introduction**