

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:

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



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)

Tel: (615) 741-2388

William R. Snodgrass Tennessee Tower
Suite 1800, 312 Rosa L. Parks Avenue
Nashville, Tennessee 37243-1102

Website Address (URL): <http://tn.gov/finance/section/fa-osa>

C. State of Tennessee Real Estate Asset Management

Tel: (615) 741-2315

William R. Snodgrass Tennessee Tower
Suite 2400, 312 Rosa L. Parks Avenue
Nashville, Tennessee 37243-1102

Website Address (URL): <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:
 - a. Real Estate Management <http://tn.gov/generalservices/topic/surplus-real-estate>
 - b. Energy Management Program <http://tn.gov/generalservices/topic/energy-dashboard>
 - c. Environmental Management and Safety Program <http://tn.gov/generalservices/section/real-estate>
 - d. Interior Design (Space Planning) <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

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

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

Website Address (URL): <http://tn.gov/finance/section/strategic-technology-solutions>



F. Department of Treasury, Division of Risk Management

Tel: (615) 741-2314

Andrew Jackson Office Bldg.
15th Floor, 502 Deaderick Street
Nashville, Tennessee 37243-0248

E-Mail: Risk.Management@tn.gov

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

Davy Crockett Tower
500 James Robertson Parkway
Nashville, Tennessee 37243-1162

E-Mail: Fire.Prevention@tn.gov

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

Website Address (URL): <http://shelbycountyttn.gov/index.aspx?NID=390>

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>



1.04 TYPICAL DESIGN/BID/BUILD PROJECT FLOWCHART

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

