INTRODUCTION

1.01 THE TENNESSEE BOARD OF REGENTS (TBR) AS OWNER

A. OWNER is the State of Tennessee operating through the Tennessee Board of Regents (TBR). The TBR is the Owner Agency and the Contracting Agency for the institutions under its aegis, which constitute the State University and Community College System of Tennessee. The facilities development functions of the TBR are administered in its Office of Facilities Development.

B. Office of Facilities Development (OFD) Suite 664 Genesco Building
   Tel: 615-366-4431 1415 Murfreesboro Road
   Fax: 615-366-3992 Nashville, Tennessee 37217-2833
   OFD Website is http://ofd.tbr.edu/
   
1. OFD manages the TBR’s facilities development program under the authority of the Chancellor and the State Building Commission. OFD staff organizational charts and contact information are posted on the OFD website.

2. An individual or team will be assigned to each project, and more information about OFD, its function in the particular project, and its staff, will be provided in the Pre-Design meeting and the Pre-Construction Conference. As anywhere, personnel are subject to change or absence; so, if in doubt, ask for staff by title or function rather than by name.

3. The principal OFD contact persons for a project typically will be:

   a. **Project Manager (OFD-PM)** will typically work closely through the design process with the Designer and the client institution, and may take a less active role once construction begins, but will remain actively involved in decisions regarding some changes to the Work, issues affecting the budget, and Designer billings and closeout.
   
   b. **Procurement Coordinator** shepherds construction procurement processes, setting bid dates, posting advertisements for bids and notices of RFP’s for alternative delivery, receiving final bidding documents, and pursuing award of construction contracts.
   
   c. **Construction Representative (OFD-CR)** will become the Designer’s main point of contact with the Owner during construction. The individual’s specific title may vary. They make regular site visits, attend meetings and inspections, confer with the Facility Coordinator and the Designer on matters of concern, and facilitate construction payments and modifications. Their role is not one of "inspectors", but of observers and conferees. They report to the Owner regarding the performance of the Contractor and the Designer in relation to the contractual obligations of each.
   
   d. Other OFD staff are involved in supporting the lead of those above, including approving contracts, modifications, payments, and completions, and in major issues.
C. The Institution:

1. **The Institution** operates under the aegis of TBR, and does not have authority to act unilaterally as Owner of the Project; however, the Project is derived at the request of the Institution, and often funded in whole or in part by the Institution, and ultimately will be turned over to the Institution for continuing management, operation, and use. By most measures, the Institution is the client of TBR, which is the developer.

2. The principal institutional contact persons for a project typically will be:

   a. **Facility Coordinator**: a senior member of the institution’s planning or physical plant staff will normally play an active role in planning, coordination of site and surroundings, progress, and ongoing changes, and may be accompanied by or delegate their role to a department head or other institutional staff.

   b. **Site Audit Representative**: at institutions with MS4 storm water designation, such as the TBR universities, if the project involves a Storm Water Pollution Prevention Plan (SWPPP), a staff member at the institution will serve in this regulatory capacity.

   c. **Construction Representative (OFD-CR)**, further described above, is sometimes a member of the staff of the Institution.

D. The **State Building Commission (SBC) and the Office of the State Architect (OSA)** have authority over most projects undertaken by OFD, and OFD will involve them when and as required by their policies and procedures. The most common points of their involvement are in project and budget approval, scope and budget revisions, approval to use alternative delivery methods, selection of designers and construction managers, approval of contracts and amendments, early design review, and change orders that exceed a threshold. These points are identified in their context throughout this Designers’ Manual.

E. **Treasury Division of Risk Management (TRM)**

   10th Floor Andrew Jackson State Office Building  
   Tel: 615-741-2314  
   Fax: 615-734-6471  
   500 Deaderick  
   Nashville, Tennessee 37243-0248

TRM manages the insurance claims of the State's property and capital outlay building program under authority of the State Treasurer and the State Building Commission. On some older projects, generally started before the Summer of 2012, they serve as administrators of the Owner-provided Builder’s Risk Insurance; however, the State phased out this program in Summer 2012.

1.02 **THE DESIGNERS’ MANUAL**

A. **Purpose and intent**: The Designers' Manual provides standards, criteria, and memoranda of policy to augment, but 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 the construction Agreement, Conditions, and 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 therein.

B. **Adoption of revisions**: All published revisions 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 if practical, and may be required to convert on specific projects even if untimely.
C. **Other versions:** The Office of the State Architect (OSA), the Department of General Services Division of (State of Tennessee) Real Estate Asset Management (STREAM), and the University of Tennessee Office of Facilities Planning also independently publish documents similar to this Designers’ Manual, but tailored to their own internal management systems and intended for use on projects they administer.

D. **Organization** of this version:

<table>
<thead>
<tr>
<th>Administrative Procedures</th>
<th>Administrative Forms</th>
<th>Bidding Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructions to the Designer on how to do the job</td>
<td>Forms and reference lists to help the Designer</td>
<td>Complete, partially complete, and example documents for the Designer to use in creating the Project Manual</td>
</tr>
</tbody>
</table>

E. **Availability:**

1. The TBR Designers’ Manual is available for viewing and printing at the TBR OFD website. Most of its documents, such as each chapter of the Administrative Procedures, each form of the Administrative Forms, and each section of the Bidding Documents, are posted individually as a distinct file ready to be downloaded.

2. Most of the documents that make up the Designers’ Manual are posted in Adobe™ portable document format for view and print only.

3. Several of the Administrative Forms and the editable Bidding Documents are posted on the website in their native formats as MicroSoft Word™ or Excel™ files.

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CHAPTER 1 END