

OFD - Designers' Manual

Last Updated 08-22-2017

Administrative Procedures

Chapters

| | | |
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| Jan 13 | Chapter 1 | Introduction |
| Jly 11 | Chapter 2 | Designer Agreements and Payments |
| Jan 13 | Chapter 3 | Design |
| Feb 16 | Chapter 4 | Project Manual Guide |
| Jly 15 | Chapter 5 | Procurement |
| May 16 | Chapter 6 | Construction |
| Feb 16 | Chapter 7 | Closeout and Record Documents |

Appendix 1: Administrative Forms for Design Services

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| Jly 16 | F 202 | SBC-6 Owner / Designer Agreement |
| Jly 16 | F 205 | SBC-6a Terms and Conditions for Owner / Designer Agreement |
| Jly 16 | F 208 | SBC-6s Supplemental Owner / Designer Agreement |
| Jan 07 | F 226 | Attestation for Personnel |
| Jly 16 | | Designer Project Information Form (coming soon) |
| Jly 16 | | Designer Hourly Compensation Form (coming soon) |

Appendix 2: Tennessee High Performance Building Requirements

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| Feb 17 | | Tennessee High Performance Building Requirements Manual |
| Feb 17 | | Sustainable Design Guidelines - December 2012 (for reference only) |
| Feb 17 | | SDG Checklist and Calculators - July 2012 (for reference only) |

Appendix 3: General Design Guidelines

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| Oct 14 | | Building Envelope Design Guideline |
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Administrative Forms

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| Sep 10 | F 388 | Designer's Cost Estimate |
| Aug 17 | F 475 | Project Manual Front-End Review Checklist |
| Jan 13 | F 486 | Stormwater Review Plan Checklist |
| Mar 13 | F 490 | Bid Documents Submittal Form |
| Mar 13 | F 517 | Plan Rooms |
| Jly 09 | F 545 | Map of Bidding Regions |
| Jly 15 | F 551 | Bidder Licensing Expectations Report |
| May 17 | F 555 | Bid Tab |
| Jly 09 | F 566 | Designer Evaluation for Design Phase |
| Feb 16 | F 612 | Pre-Construction Conference Discussion Guide |
| May 16 | F 615 | Pre-Construction Data Sheet |
| Mar 00 | F 632 | Field Report |
| Jun 11 | F 637 | Commissioning Progress Observation |
| Mar 00 | F 641 | Action Item Log |
| Jly 03 | F 642 | Request for Information Log |
| Jan 14 | F 643 | Minor Orders Log |
| Jan 13 | F 644 | Request for Proposal Log |

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| Mar 04 | F 654 | Request for Proposal |
| Jan 13 | F 686 | Stormwater Site Audit Checklist |
| Feb 16 | F 691 | Property Report T-100 |
| Apr 13 | F 695 | Closeout Checklist |
| Mar 14 | F 704 | Certificate of Substantial Completion |
| Jan 13 | F 723 | Storm Water As-Built Certification |
| Oct 11 | F 754 | Project Data Binder Transmittal |
| Feb 16 | F 764 | Report of Final Inspection |
| Apr 98 | F 780 | Advertisement of Final Payment |
| Jan 97 | F 825 | Project Information Data Form (Substitute SBC-25) |
| Jly 09 | F 866 | Contractor Evaluation after Construction |
| Jly 09 | F 966 | Designer Evaluation after Construction |
| Jan 13 | F 984 | Report of One-Year Corrective Inspection |

Bidding & Contracting Requirements

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|---------------|-----------|--|
| Jly 15 | 00 11 16 | Invitation to Bid |
| Feb 16 | 00 11 19 | Request for GMP |
| Oct 14 | 00 11 66 | Invitation to Bid (Non-Construction) |
| Jly 15 | 00 21 13 | Instructions to Bidders |
| Apr 16 | 00 21 19 | Instructions to CM/GC for Producing the GMP |
| Oct 14 | 00 21 63 | Instructions to Bidders (Non-Construction) |
| Mar 12 | 00 22 16 | Supplementary Instructions to Proposers |
| Jly 09 | 00 22 20C | Map to bid opening location in Chattanooga |
| May 15 | 00 22 20J | Map to bid opening location in Jackson |
| Mar 12 | 00 22 20K | Map to bid opening location in Knoxville |
| Apr 17 | 00 22 20M | Map to bid opening location in Memphis |
| Aug 17 | 00 22 20N | Map to bid opening location in Nashville |
| Mar 12 | 00 22 20T | Map to bid opening location in Tri-Cities |
| Jun 05 | 00 31 26 | Asbestos Survey Information Available to Bidders |
| Jun 05 | 00 31 32 | Geotechnical Information Available to Bidders |
| Aug 17 | 00 36 66 | Owner's System Office Accessibility |
| Jly 14 | 00 38 60 | Disqualified Contractors and Subcontractors |
| Oct 11 | 00 41 13 | Bid Form |
| Apr 16 | 00 41 63 | Bid and Agreement Form (Non-Construction) |
| Feb 16 | 00 42 23 | GMP Summary |
| Feb 16 | 00 42 71 | GMP List of Trade Subcontracts |
| Feb 16 | 00 42 75 | GMP Disclosure of General Conditions |
| Jly 15 | 00 47 13 | Construction Bid Envelope |
| Aug 15 | 00 47 63 | Non-Construction Bid Envelope |
| Apr 12 | 00 52 13 | Agreement (General Work) |
| Jan 15 | 00 54 33 | ACH Form |
| Jun 05 | 00 61 13 | Contract Bond |
| Jun 05 | 00 61 43 | Three Year Roof Bond |
| Jly 09 | 00 72 03 | General Conditions marker for AIA A201 |
| Jun 09 | 00 72 13 | General Conditions (General Work, modified A201) |
| Feb 16 | 00 73 16 | Supplementary Conditions |

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| Jly 07 | 00 72 63 | General Conditions (Non-Construction) |
| Jan 14 | 00 73 43 | Supplementary Conditions : State Wages |
| Jan 14 | 00 73 45 | Supplementary Conditions : Federal Wages |

Specifications

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|--------|-----------|--|
| Nov 13 | 01 21 13 | Allowances |
| Jan 06 | 01 21 15 | List of Allowances |
| Nov 13 | 01 22 13 | Unit Prices |
| Jan 06 | 01 22 15 | List of Unit Prices |
| Jun 05 | 01 23 00 | Alternates |
| Jly 12 | 01 25 13 | Product Substitution Procedures |
| Sep 15 | 01 25 33 | Product Substitution Request Form |
| Sep 12 | 01 26 00 | Contract Modification Procedures |
| Jly 15 | 01 26 20 | Weather Delays |
| Jly 15 | 01 26 25 | Weather Delay Report |
| Jun 05 | 01 26 40 | Form for Amendment, Change Order, or Directive |
| Jly 12 | 01 26 54 | Form for Price Summary |
| Jly 12 | 01 26 55 | Form for Price of Work |
| Jly 12 | 01 26 56 | Form for Price of Time |
| Apr 16 | 01 29 16 | CM/GC-GMP Contingency and Reserve |
| Mar 12 | 01 29 17 | CM/GC-GMP Contingency Log |
| Jly 15 | 01 29 18 | Form for CM/GC-GMP Reserve Fund Log |
| Mar 14 | 01 29 54 | Retainage Escrow Initiation |
| Feb 16 | 01 29 73 | Schedule of Values |
| Feb 16 | 01 29 76 | Applications and Certificates for Payment |
| Jly 12 | 01 31 19 | Project Meetings |
| Jly 15 | 01 31 90 | Administrative Logs |
| Jly 15 | 01 31 93 | Visitor Log |
| Mar 14 | 01 32 15 | Progress Schedules and Reports |
| Aug 16 | 01 41 15 | Basic Regulatory Requirements |
| Jun 05 | 01 43 25 | Testing Laboratory Services |
| Jun 05 | 01 52 25 | Owner's Field Office |
| Jan 13 | 01 57 23 | Temporary Storm Water Pollution Control |
| Jly 12 | 01 62 25 | Product Options |
| Jan 13 | 01 77 70 | Closeout Procedures |
| Mar 14 | 01 78 21 | Closeout Submittals (basic) |
| Mar 14 | 01 78 21E | Closeout Submittals (detailed Example) |
| Jun 11 | 01 78 25 | Data Binder Receipt |
| Jun 05 | 01 78 88 | Report of Subcontractors and Suppliers |
| Jly 09 | 01 79 21 | Demonstration and Training |
| Jun 05 | 01 79 25 | Demonstration and Training Verification |
| Mar 12 | 01 91 13 | Commissioning |
| Jun 11 | 01 91 23 | Performance Testing Identification Form |
| Jun 11 | 01 91 26 | Performance Testing Procedures Form |
| Jun 11 | 01 91 29 | Functional Performance Test Certification |
| Jly 15 | 07 50 35 | Total Roofing System Warranty Instructions |

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| Jly 15 | 07 50 36 | Total Roofing System Warranty |
| Sep 14 | 23 08 00 | Mechanical & Control Systems Commissioning |
| Jun 11 | 23 08 13 | Sensor Point Calibration Check Sheet |
| Jun 11 | 23 08 16 | Terminal Box Point Calibration Check Sheet |
| Jun 11 | 26 08 00 | Electrical & Lighting Systems Commissioning |
| Jun 11 | 26 08 06 | Panelboard Check Sheet |
| Jun 11 | 26 08 13 | Power Circuit Check Sheet |
| Jun 11 | 26 08 30 | Generator Testing Procedures Form |
| Jun 11 | 26 08 32 | Generator Testing Findings Form |
| Jun 11 | 26 08 50 | Lighting Check Sheet |