

# OFD - Designers' Manual

Last Updated 03-20-2018

## Administrative Procedures

### Chapters

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

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

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

Oct 14		Building Envelope Design Guideline
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## Administrative Forms

Sep 10	F 388	Designer's Cost Estimate
Feb 18	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
<b>Mar 18</b>	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

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**

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
Feb 18	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)
<b>Mar 18</b>	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

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

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

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