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OWNER'S DESIGN GUIDELINES

AGREEMENT BETWEEN THE BOARD OF REGENTS,
THE UNIVERSITY OF TEXAS SYSTEM, OWNER,
AND THE PROJECT ARCHITECT/ENGINEER

Original – September 1, 1997
Revision – February 5, 2018

Foreword

The Office of Facilities Planning and Construction (OFPC) maintains the Owner's Design Guidelines referred to in the Agreement Between the Board of Regents, The University of Texas System, Owner, and the Project Architect/Engineer.

The Project Architect/Engineer shall comply with the Owner's Design Guidelines in the design of UT System construction projects. The Owner's Design Guidelines is generic in nature and applies to all UT System construction projects. In addition, the UT System may provide supplementary information for specific projects.

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A List of Guidelines and Requirements

1. Agreement Between the Board of Regents, The University of Texas System, Owner, and the Project Architect/Engineer

The Office of Facilities Planning and Construction (OFPC) will transmit to the Project Architect/Engineer the Agreement for the Project Architect/Engineer to execute in accordance with the instructions accompanying the transmittal.

The instructions accompanying the Agreement include the Good Faith Effort Program Guidelines for Professional Services Contract which incorporates the Historically Underutilized Business (HUB) program requirements, the Statement for Architectural/Engineering Services (See 2., below), and the Good Faith Effort Program Guidelines.

The Project Architect/Engineer shall designate a single representative to act on its behalf under the Agreement Between the Board of Regents, The University of Texas System, Owner, and the Project Architect/Engineer.

2. Architect/Engineer Fee Statement (Also see 1.)

The Project Architect/Engineer shall use the OPFC format for the Statement for Architectural/Engineering Services, including Exhibits A and B, for all fee statements submitted to OFPC. The format is included in the Good Faith Effort Program Guidelines for Professional Services Contract referred to in 1, above.

The Project Architect/Engineer shall enter the format, including Exhibits A and B, on a word processor for submission under the Project Architect/Engineer's letterhead stationery. The format, except for Exhibits A and B, may be modified only with the Project Manager's approval.

3. Building Areas

The Project Architect/Engineer shall submit an estimate with the Schematic Design Phase submission and shall submit calculations with the Design Development Phase and the Construction Document Phase submissions for the project GROSS AREA and ASSIGNABLE AREA in accordance with the criteria shown in Appendix A. The Project Architect/Engineer shall design the project so that the *assignable square foot* to *gross square foot* ratio for the project exceeds 60% to the maximum extent possible.

See **APPENDIX A**, Definitions of Building Areas.

4. Civil Engineering Criteria

The Project Architect/Engineer shall design UT System projects to comply with the OFPC Civil Engineering Criteria.

See **APPENDIX B**, Civil Engineering Criteria

5. Codes and Standards

OFPC has adopted codes and standards that the Project Architect/Engineer shall observe in the design and construction of UT System construction projects. OFPC will review the project for compliance.

See **APPENDIX C**, Codes and Standards.

6. Computer Aided Design and Drafting (CADD) Guidelines

The Agreement requires the Project Architect to produce Construction Documents on a CADD system as a part of Basic Services. The Project Architect/Engineer shall comply with the CADD layer guidelines as provided by the Institution. (See the Agreement)

7. Constructability

The Agreement requires the Project Architect to employ a General Contractor or Construction Manager acceptable to the Owner to provide outside construction expertise through the Schematic Design, Design Development and Construction Document Phases. The General Contractor or Construction Manager will provide review input related to Project Objectives, methods and concepts of "constructability." In addition, the General Contractor or Construction Manager will submit for review a "constructability report" and Cost Quantity Survey to coincide with the Project Architect's Basic Services submission requirements. (See the Agreement).

8. Construction Cost Limitation

The Agreement Between the Board of Regents, The University of Texas System, Owner, and the Project Architect/Engineer, sets forth the Construction Cost Limitation (CCL) for the project. The Project Architect/Engineer is responsible for managing the design to stay within the CCL. (See the Agreement, Article 1.3.5).

9. Construction Phase Criteria

Upon the issuance of the Notice to Proceed to the construction contractor, the OFPC Project Manager (PM) assumes management responsibility for the Agreement Between the

Board of Regents, The University of Texas System, Owner, and the Project Architect/Engineer, and the construction contract.

See **APPENDIX D**, Construction Phase Criteria

10. Consultants

The Project Architect/Engineer shall provide OFPC a list of its proposed consultants. The Owner reserves the right to reject any person or firm which the Owner may deem to be not qualified or competent to render the Project Architect/Engineer's Basic Services. (See the Agreement, Article 1)

11. Consultant Agreements

Provide OFPC with a copy of each contract or agreement, which the Project Architect/Engineer enters into with any consultant. (See the Agreement)

12. Cost Quantity Surveys

The Agreement requires the Project Architect/Engineer to provide a full scope and detailed Cost Quantity Survey of the project in a form acceptable to the Owner for the Design Development and Construction Document Phases. See **APPENDIX L,** Submittal Requirements for Design Documents, for an example of a form for a Cost Quantity Survey acceptable to the Owner.

13. Easements

The University of Texas System Board of Regents grants, receives and modifies easements for UT System and its institutions. THE GRANTING, RECEIVING AND MODIFICATION OF EASEMENTS SHALL BE COMPLETED BEFORE THE START OF CONSTRUCTION. The Project Architect/Engineer shall notify the OFPC Project Manager of the need for UT System to grant, receive or modify an easement as soon as the need is identified. The Project Manager will obtain from a registered professional land surveyor (RPLS) the field notes and drawing for the easement requirements, and the UT System Office of General Counsel will administer the work necessary for UT System to grant, receive or modify an existing easement.
In addition, the UT Board of Regents Minutes, item 5, dated December 7, 1973, states:

> All utility easements shall be put underground; in case it is absolutely necessary to have an overhead line, the easement will contain a provision that upon the University's request the grantee will relocate the line underground.

14. Electrical Criteria

The Project Architect/Engineer shall design UT System projects to comply with OFPC Electrical Criteria, including the OFPC Guideline Specifications for Electrical Criteria. The Guideline Specifications are available on the UT System OFPC website. The OFPC Project Manager will provide the Project Architect/Engineer the diskettes by separate correspondence. The Guideline Specifications may be supplemented by exhibits which illustrate preferred design details.

See **APPENDIX E**, Electrical Criteria.

15. Energy Conservation Design

The Project Architect/Engineer shall design UT System new construction and major renovation projects to comply with the Energy Conservation Design Standard for New State Buildings as issued by the State Energy Conservation Office. The Project Architect/Engineer shall submit certifications and the project to the OFPC Project Manager for submission to the State Energy Conservation Office as required.

The Energy Conservation Design Standard for New State Buildings may be obtained from the following address:

State Energy Conservation Office
111 East 17th Street
Austin, TX 78701
Telephone 512/463-1931

16. Texas Commission on Environmental Quality (TCEQ) - TPDES General Permit Requirements

OFPC will provide the Project Architect/Engineer with OFPC Guidelines regarding the preparation of a Storm Water Pollution Prevention Plan in accordance with TCEQ TPDES regulations. A SWPPP is required on all projects where construction activity is 1 acre or greater. The SWPPP shall follow all OFPC requirements and shall be submitted to OFPC for review and comment. Once approved, OFPC will submit all necessary forms and/or applications to the TCEQ for UT System and the Contractor.

17. Facility Program

Normally the Chancellor of The University of Texas System appoints the Project Architect/Engineer to prepare a Facility Program with an option to continue into Basic Design services. The Project Architect/Engineer so appointed shall prepare the Facility Program following the OFPC Facilities Programming Guidelines. The Owner will approve the Facility Program following its completion, and may exercise its option to continue into Basic Design Services. The OFPC Project Manager will issue the OFPC Facilities Programming Guidelines to the Project Architect/Engineer by separate correspondence. (See the Agreement, Article 14)

18. Geotechnical Services

OFPC will furnish the services of geotechnical consultants when OFPC agrees that such services are necessary. In order to assist OFPC in providing the most constructive information from the geotechnical consultant, the Project Manager will request the Project Architect/Engineer to recommend the scope of work for the geotechnical services by separate correspondence. (See the Agreement, Article 2.)

19. Internet Communications

The Project Architect/Engineer may communicate with individuals at OFPC using the individual's Internet e-mail address. The address follows the convention *username@utsystem.edu* with *username* the individual's first initial followed by the last name without spaces, e.g. John Doe will be *jdoe@utsystem.edu*. Also, the Project Architect/Engineer will find additional UT System, Institution and OFPC information located on the OFPC World Wide Web page found at *http://www.utsystem.edu*

20. Land Survey

OFPC will furnish a land survey of the site. In order to assist OFPC in providing the most comprehensive information from the registered professional land surveyor (RPLS) firm, the Project Manager will request the Project Architect/Engineer to recommend the scope of work for the land survey by separate correspondence. (See the Agreement, Article 2.)

21. Landscape Architecture - Site Development Criteria

The Project Architect/Engineer shall design UT System projects to comply with the OFPC Landscape - Site Development Criteria. The A/E will be required to submit to the OFPC Project Manager a letter with the design development documents stating compliance with the Texas Facilities Commission's guidelines for the required use of xeriscape.

See **APPENDIX F**, Landscape Architecture - Site Development Criteria.

22. Mechanical Criteria

The Project Architect/Engineer shall design UT System projects to comply with OFPC Mechanical Criteria, including the OFPC Guideline Specifications for Mechanical Criteria. The Guideline Specifications are available in Microsoft Word format from the UT System OFPC web site at http://www.utsystem.edu/fpc. If requested, the Project Manager will provide the Project Architect/Engineer the diskettes by separate correspondence. The Guideline Specifications may be supplemented by exhibits that illustrate preferred design details.

See **APPENDIX G**, Mechanical Criteria.

23. Meetings/Workshops

The OFPC Project Manager will schedule meetings among the Design Team (sometimes referred to as "workshops") about every two weeks throughout the Schematic Design, Design Development and Construction Document Phases, although they may be scheduled more or less frequently depending upon project requirements. The purpose is to provide a regularly scheduled forum for the design team to communicate on a regular basis and to proactively manage the project scope, schedule and budget.

The Project Architect/Engineer shall prepare and submit written minutes of each meeting as explained under Meeting Minutes, below.

24. Meeting Minutes (Including Pending Issues Report)

OFPC has determined that a written record of major decisions and minutes for each meeting attended by the Project Architect/Engineer is necessary for recording the progress of the project. The Project Architect/Engineer is requested to provide OFPC with minutes within ten calendar days of any event where minutes are advised. All project related communications between the Project Architect/Engineer including consultants, if any, and the Owner's representatives shall be transmitted via the OFPC Project Manager.

Also, the Project Architect/Engineer shall maintain a Pending Issues Report for the project to record outstanding decisions for the design team. An example is located in **APPENDIX L,** Submittal Requirements for Design Documents. The example indicates data that should be maintained and documented for pending issues.

25. Interior Finishes & Furniture, Furnishings and Equipment

The Project Architect/Engineer shall design UT System projects to comply with the OFPC Interior Group's criteria for movable furnishings.

See **APPENDIX H**, Interior Finishes & Furniture, Furnishings and Equipment.

26. Owner's Representatives

The Associate Vice Chancellor for Facilities Planning and Construction is the Owner's representative for administration of the Agreement Between the Board of Regents, The University of Texas System, Owner, and the Project Architect/Engineer (See the Agreement, Article 2.3). The Associate Vice Chancellor for Facilities Planning and Construction will designate as his representatives a Project Manager during the design and construction phases. The Project Architect/Engineer shall direct all project related communications to the Project Manager during design and construction.

The Chief Administrative Officer of each Institution will appoint an Ad Hoc Project Building Committee to represent the Institution and the departments or divisions that will occupy the building. The Institution may also designate a representative to act on its behalf in consultation with the Ad Hoc Project Building Committee.

27. Partnering

OFPC may conduct partnering sessions during design (for Owner and Project Architect/Engineer representatives) and during construction (for Owner, Project Architect/Engineer, and Construction Contractor representatives). OFPC expects the Project Architect/Engineer to participate in all partnering exercises for UT System construction projects.

28. Prevailing Wage Rates

OFPC will provide the UT System prevailing wage rates to be used for the project. The Project Architect/Engineer shall include the prevailing wage rates in the Project Manual where instructed in **Appendix J**, Guidelines for Architects/Engineers - Preparation of Project Manuals.

29. Professional Liability Insurance

The Project Architect/Engineer shall provide OFPC with professional liability and errors and omissions (malpractice) insurance, covering the services provided by the Project Architect/Engineer and any and all consultants, as is acceptable to and approved by the Owner. (See the Agreement, Article 1.)

30. Project Value Analyses

The Project Architect/Engineer and the Owner's representatives will participate in project value analyses during design and construction for constructability, construction cost estimating, life cycle costs, and value engineering. The analyses will be emphasized during scheduled reviews upon completion of the schematic design and design development phases, during periodic construction document reviews, and upon completion of the 95% complete construction documents. (See "Agreement Between the Board of Regents, The University of Texas System, Owner, and the Project Architect/Engineer" and "Project Planning Schedule")

The project value analyses will emphasize:

- Constructability through consultation with a Constructability Consultant
- Construction cost estimating for cost control
- Life cycle costs of operation, maintenance and repair
- Value engineering to minimize cost and maximize performance without reducing quality below required levels.

31. Project Directory

The Project Architect/Engineer shall provide OFPC with the names of its representatives, the names of its consultants, the names of its consultants' representatives, and the names of the Owner's representatives, in the form of a project directory. Include titles for the various representatives and/or their project responsibility, with mailing addresses, telephone and FAX numbers, and e-mail addresses.

32. Project Information Form - Project Schedule

The Project Manager will develop and maintain a Project Schedule establishing certain milestones in consultation with the Project Architect/Engineer and the Institution. The Project Architect/Engineer shall maintain a detailed project schedule following the Project Manager's Project Schedule using computerized scheduling software.

See **APPENDIX I**, Project Information Form - Project Schedule

33. Project Manuals

The Architect/Engineer shall prepare the Project Manual(s) for the project in accordance with the current edition of the manual titled The University of Texas System, Guidelines for Architects/Engineers, Preparation of Project Manuals.

Due to the statutory nature of its content, the document is subject to revision at any time. Therefore, the Project Architect/Engineer shall request a current edition of the document from OFPC immediately before advertising for bids and include the current statutory documents in the bidding documents.

See **APPENDIX J**, Guidelines for Architect/Engineer Services - Preparation of Project Manuals.

34. Project Name and Number

The Owner's approved project name and number shall be included on the Project Architect/Engineer's correspondence, reports, specification covers and drawings, and all correspondence.

The names for construction documents, which are also the names used for construction contracts, have two components: 1.) The PROJECT NAME, as authorized by the Board of Regents, and 2.) The STAGE NAME, as placed on the construction documents with the project manager's approval.

Normally the PROJECT NAME and the STAGE NAME are the same, except when a project is constructed in stages using multiple construction contracts, under one project number. Then, the STAGE NAME to be placed on each set of construction documents is different from and in addition to the PROJECT NAME. An example of a name for staged construction placed on construction documents, under the project number, is:

(Project Name)	Better Building
(Stage Name)	Site Adaptation
(Institution Name)	UT Institution
(Project Number)	Project No. 000-000

35. Proprietary Equipment

Proprietary equipment may be specified for UT System projects when appropriately justified. The Office of General Counsel has requested that OFPC obtain the institution's written request and justification when an institution asks that proprietary equipment be specified.

The following text shall be included in the specifications for each justified proprietary item in capitalized letters:

NO SUBSTITUTIONS ALLOWED. THE UNIFORM GENERAL CONDITIONS FOR UNIVERSITY OF TEXAS SYSTEM BUILDING CONSTRUCTION CONTRACTS ARTICLE 8.3.5 IS NOT APPLICABLE.

36. Purchase of Additional Sets of Plans and Specifications

OFPC has a procedure for the purchase of additional sets of plans and specifications that permits OFPC to purchase reimbursable expense products directly from a reprographics vendor without sacrifice of the Owner's sales tax exemption. However, the Project Architect/Engineer may request payment as a reimbursable expense under the Agreement, excluding sales tax. Either procedure is applicable under the Agreement, Article 5 for "Expense of reproductions, postage and handling of

Drawings, Specifications and other documents, over and above those required under Basic Services" a part of Article 5, Paragraph 5.1 Reimbursable Expenses.

The OFPC Project Manager will provide the procedure for OFPC's purchase of additional sets of plans and specifications directly from a reprographics vendor by separate correspondence.

37. Software Compatibility

OFPC uses Microsoft Office software.

38. Alternative Energy Feasibility

The A/E will be required to submit to the OFPC Project Manager a letter with the design development documents a detailed written evaluation stating the economic feasibility of incorporating alternative energy devices into the building's design.

As defined in Government Code, Section 2166.403, Building Construction and Acquisition:

(a) This section applies to the construction of a new state building, including a building construction project otherwise exempt from this chapter under Section 2166.003.

(c-1) For a project constructed by and for a state institution of higher education, the institution shall, during the planning phase of the proposed construction for the project, verify the economic feasibility of incorporating into the building's design and proposed energy system alternative energy devices for space heating and cooling functions, water heating functions, electrical load functions, and interior lighting functions. The institution shall determine the economic feasibility of each function listed in this subsection by comparing the estimated cost of providing energy for the function, based on the use of conventional design practices and energy systems, with the estimated cost of providing energy for the function, based on the use of alternative energy devices, during the economic life of the building.

(c-2) If the use of alternative energy devices for a specific function is determined to be economically feasible under Subsection (c-1), the governing body shall include the use of alternative energy devices for that function in the construction plans for the project.

(d) In this section:

(1) "Alternative energy" means a renewable energy resource. The term includes solar energy, biomass energy, and wind energy.

(2) "Alternative energy collector" means an assembly, structure, or design, including passive elements, used to absorb, concentrate, convert, reflect, or otherwise capture or redirect alternative energy for later use as thermal, mechanical, or electrical energy.

(3) "Alternative energy device" means an alternative energy collector or alternative energy storage mechanism that collects, stores, or distributes alternative energy.

(4) "Alternative energy storage mechanism" means equipment, components, or elements designed and used to store for later use alternative energy captured by an alternative energy collector in the form in which the energy will eventually be used or in an intermediate form. The term includes thermal, electrochemical, chemical, electrical, and mechanical storage mechanisms.

(5) "Biomass energy" means energy that is created in living plants through photosynthesis.

(6) "Solar energy" means energy from the sun that may be collected and converted into useful thermal, mechanical, or electrical energy.

39. Structural Criteria

The Project Architect/Engineer shall design UT System projects to comply with the OFPC Structural Criteria.

See **APPENDIX K**, Structural Criteria.

40. Submittal Requirements for Design Documents

OFPC has certain minimum requirements for the submission of the Schematic Design Documents, Design Development Documents and Construction Documents for review. The Project Architect/Engineer shall comply with the submittal requirements unless the Project Manager approves modifications for specific project requirements.

Appendix L also includes the format for the Cost Quantity Survey that the Project Architect/Engineer shall provide during the Design Development and Construction Document Phases.

See **APPENDIX L**, Submittal Requirements for Design Documents.

41. Texas Accessibility Standards

The Project Architect/Engineer shall comply with the Texas Accessibility Standards as adopted by the Texas Commission on Licensing and Regulation for purposes of administering the state Architectural Barriers Act, Government Code, Section 469.

The Project Architect/Engineer may request the Project Manager to reimburse the Project Architect/Engineer for fees required by the Texas Department of Licensing and Regulation in administration of Section 469 as a reimbursable expense under the Agreement Between the Board of Regents, The University of Texas System, Owner, and the Project Architect/Engineer.

42. Appendix M and N not used

43. Audio/Visual Technologies

Institutional learning spaces should support diverse learning styles, be versatile and configurable, comfortable, attractive and provide appropriate audio/visual and learning technology. The use of

institutional standard AV technology should be balanced with a faculty-friendly control system that is consistently deployed throughout the institution.

See **APPENDIX O**, Recommended Guidelines for Audio/Visual Technologies (AV Technology).

44. APPENDIX P is not used.

45. Life Cycle Cost Analysis

Cost effectiveness is a key component of a building design, and Life Cycle Cost Analysis (LCCA) is an essential design process for controlling the initial and future cost of building ownership.

See APPENDIX Q, Guidelines for Life Cycle Cost Analysis (LCCA).

46. Rainwater Harvesting Feasibility

For projects entering design development after September 1, 2009, the Architect/Engineer will design into the project on-site reclaimed system technologies or submit to the Owner a written determination as to the impracticality of installing on-site reclaimed system technologies as defined in Government Code Section 447.004 paragraph c-1 & c-2 Design Standards. The A/E will be required to submit to the OFPC Project Manager a letter with the design development documents stating any impracticality determinations along with supporting economic calculations or site impracticality rational. The Owner will notify the state energy conservation office of any impracticality determinations and provide to the office the A/E's documentation supporting the determination.

Government Code Section 447.004 paragraph c-1 & c-2:

(c-1) The procedural standards adopted under this section must require that on-site reclaimed system technologies, including rainwater harvesting, condensate collection, or cooling tower blow down, or a combination of those system technologies, for non-potable indoor use and landscape watering, be incorporated into the design and construction of:

(1) Each new state building with a roof measuring at least 10,000 square feet; and
(2) Any other new state building for which the incorporation of such system is feasible.

(c-2) The procedural standards required by Subsection (c-1) do not apply to buildings if the state agency or institution of higher education constructing the building:

(1) determines that compliance with those standards is impractical; and
(2) notifies the state energy conservation office of the determination and provides to the office documentation supporting the determination.

47. Security Systems Criteria *(UT Austin Standard)*

The Project Architect/Engineer shall design UT System projects to comply with OFPC/UT Austin Security Systems Criteria. See **APPENDIX S**, Security Systems Criteria

Revision Log
Owners Design Guidelines

Rev. Date	Remarks
10/1/10	Added A/E requirement to submit letter for alternative energy, rainwater harvesting and xeriscape.
11/17/15	Deleted Appendix M Texas Accessibility Standard and Appendix N UT System Capital Improvement Process; removed “open meeting requirement” Alternative Energy Feasibility

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APPENDIX A

Definitions of Building Areas

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Civil Engineering Criteria

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Interior Finishes Criteria

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APPENDIX J

Guidelines for Architect/Engineer Services
Preparation of Project Manuals

OFPC Project Manager: Do not insert the "Front End to the Specifications" in this Appendix or the Owner's Design Guidelines. Due to the statutory nature of the "Front End to the Specifications" the content is subject to change at any time. Issue a current edition to the Project Architect/Engineer prior to completion of the Construction Documents to include in the Bidding Documents.

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APPENDIX K

Structural Criteria

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APPENDIX L

Submittal Requirements for Design Documents

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APPENDIX M

Not Used

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APPENDIX N

Not Used

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APPENDIX O

Audio/Visual Technologies (AV Technology)

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APPENDIX P

Not Used

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APPENDIX Q

Guidelines for Life Cycle Cost Analysis (LCCA)

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APPENDIX S

Security Systems Criteria
(UT Austin Standard)