

SECTION 00 INTRODUCTION

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Unless stated otherwise, the standards in this Facilities Design Manual (FDM) are directed to the Design Professional to incorporate into the Project.

*Changes to this Section since the last issuance are indicated with **yellow highlighted text**.*

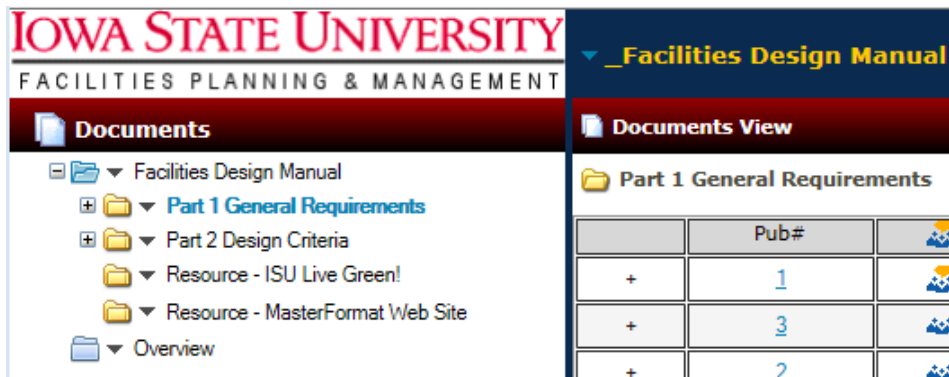
Links to Support Documents, external webpages and other FDM sections are shown in underlined text.

A. ORIGIN AND PURPOSE

1. This Facilities Design Manual (FDM) has been prepared by experienced Facilities Planning and Management personnel who are responsible for the planning, construction and maintenance of facilities at Iowa State University.
2. The standards in the FDM are required to be incorporated (not copied) into the Project by the Design Professional and Professional Consultants to provide the Owner with quality systems, structures and landscapes that meet Building Program requirements and require minimal maintenance and operating expense.
3. The processes and standards in the FDM apply to renovations, additions and new construction located at the following institutions governed by the Board of Regents, State of Iowa.
 - a. Iowa State University, Ames IA 50011
 - b. Iowa School for the Deaf, 3501 Harry Langdon Boulevard, Council Bluffs IA 51503
 - c. Iowa Lakeside Laboratory (at West Lake Okoboji), 1838 Highway 86, Milford IA 51351-7267
 - d. Iowa Braille and Sight Saving School, 1002 G Avenue, Vinton IA 52349-1341
4. A thorough understanding of the content of the FDM is required for Design Professionals involved in projects.

B. USING THE FACILITIES DESIGN MANUAL IN CENTRIC PROJECT

1. The FDM is a set of linked electronic documents and web sites published and periodically updated on the Owner's project web site located at: (http://www.fpm.iastate.edu/planning/projects/apquestlogin_to_FDM.asp)
 - a. For reading parts of the FDM in printed form, ensure that relevant linked documents are also printed.
2. The upper left corner of the screen shows the Facilities Design Manual tab with sub folders "Part 1 General Requirements" and "Part 2 Design Criteria" (screenshot below)



3. Expanding the "Part 1 General Requirements" folder allows access to Sections 00-03 containing core information and Sections 05-09 describing phases of the Capital Planning Process:
 - a. Sec 00 Introduction (this section)
 - b. Sec 01 Working Relationships
 - c. Sec 02 Codes And Regulations
 - d. Sec 03 Space And Site Design
 - e. Sec 04 [Reserved for Future Expansion]
 - f. Sec 05 Pre-Planning And Building Programming
 - g. Sec 06 Schematic Design Phase
 - h. Sec 07 Design Development Phase
 - i. Sec 08 Construction Document Phase
 - j. Sec 09 Bidding And Construction Phases

4. Under Part 1 General Requirements, clicking on Support Docs will show a list of individual files that are linked from sections in FDM Part 1.
5. Expanding the "Part 2 General Requirements" folder allows access to the following Divisions:
 - a. Div 01 General Requirements
 - b. Div 02 Existing Conditions
 - c. Div 03 Concrete
 - d. Div 04 Masonry
 - e. Div 05 Metals
 - f. Div 06 Wood, Plastics And Composites
 - g. Div 07 Thermal and Moisture Protection
 - h. Div 08 Openings
 - i. Div 09 Finishes
 - j. Div 10 Specialties
 - k. Div 11 Equipment
 - l. Div 12 Furnishings
 - m. Div 13 Special Construction
 - n. Div 14 Conveying Equipment
 - o. Div 21 Fire Suppression
 - p. Div 22 Plumbing
 - q. Div 23 Heating, Ventilating And Air Conditioning (HVAC)
 - r. Div 25 Building Automation
 - s. Div 26 Electrical
 - t. Div 27 Communications
 - u. Div 28 Electronic Safety And Security
 - v. Div 31 Earthwork
 - w. Div 32 Exterior Improvements
 - x. Div 33 Utilities
6. Under Part 2 Design Criteria, clicking on Support Docs for Div ## will show a list of individual files that are linked from divisions in FDM Part 2 and from sections in FDM Part 1.

C. FACILITIES DESIGN MANUAL UPDATING

1. Updated Sections and Divisions of the Facilities Design Manual are published to Centric Project periodically. For a project in process, updates to the FDM are effective immediately unless otherwise approved in writing by the Owner's Representative.

00.01 AGREEMENT BETWEEN OWNER AND DESIGN PROFESSIONAL

A. SAMPLE AGREEMENTS

1. As used in the FDM, "sample Agreement" refers to the form of Agreement Between Owner and Design Professional (O-DP) which has not been edited for a specific project and is located at the Professional Consultant Information link (<http://www.fpm.iastate.edu/planning/professionalconsultants/>) on the Owner's web page
2. The following sample project agreements are authored by the Board of Regents, State of Iowa (abbreviations used for reference in the FDM are shown in parentheses).
 - a. Agreement Between Owner and Design Professional – (O-DP)
 - b. Standard Form of Agreement Between Owner and Consultant – Special Services

3. The requirements of the Capital Project Process discussed in FDM Part 1 Sec 06 – 09 are based on the **Agreement Between Owner and Design Professional (O-DP)** version of the sample Agreement because it is the most frequently used.

B. SAMPLE AGREEMENT COMPARISON

1. The sample **Agreement Between Owner and Design Professional (O-DP)** is used as the basis for comparison and is described as follows.
 - a. Basic Services may include the following design disciplines.
 - 1) Architectural
 - 2) **Civil engineering**
 - 3) Structural engineering
 - 4) Mechanical engineering
 - 5) Electrical engineering
 - 6) Registered communication distribution designer
 - 7) Estimating services
 - 8) Other services identified in the Design Professional's proposal letter
 - b. Required deliverables may include the following.
 - 1) Building Program
 - 2) Schematic Design Concepts
 - 3) Selected Schematic Design Documents
 - 4) Schematic Design Booklets
 - 5) Drawings
 - 6) Specifications
 - 7) Tabulation of Areas
 - 8) Statement of Probable Construction Cost
 - 9) Life Cycle Cost Analysis
2. Compared with the **sample Agreement Between Owner and Design Professional (O-DP)**, the sample **Standard Form of Agreement Between Owner and Consultant – Special Services** has the following major differences.
 - a. The Design professional may be a registered architect, professional engineer or other professional consultant.
 - b. The project focus is on pre-design services such as feasibility studies and programming.
 - c. There are normally no design or construction phases.
 - d. Deliverables are normally a feasibility study report or a building program.

C. EXECUTED AGREEMENT

1. As used in the FDM, "executed Agreement" is the actual signed Agreement for the Project.
2. Consult the executed Agreement instead the sample Agreement whenever the Project is active.

00.02 BIDDING AND CONTRACTING REQUIREMENTS

A. SAMPLE DOCUMENT

1. As used in the FDM, "sample Division 00 Document" refers to the form of Division 00 Bidding and Contracting Requirements which has not been edited for a specific project. A sample of this document is located on the Owner's web page at:
<http://www.fpm.iastate.edu/planning/construction/docs/Bidding%20and%20Contract%20Requirements.pdf>

2. The sample Division 00 Document contains the following sections provided by the Owner:
 - a. Section 00 11 13 – Advertisement for Bids
 - b. Section 00 21 13 – Instructions to Bidders
 - c. Section 00 43 13 – Bid Bond
 - d. Section 00 52 13 – Form of Agreement Between Constructor and Owner
 - i. For Construction Management Delivery, refer to the Agreement Between Owner and Construction manager located on the Owner's webpage at:
[http://www.fpm.iastate.edu/planning/professionalconsultants/forms/Agreement%20Samples/Construction%20Manager%20Agreement%20\(08-16\).pdf](http://www.fpm.iastate.edu/planning/professionalconsultants/forms/Agreement%20Samples/Construction%20Manager%20Agreement%20(08-16).pdf)
 - e. Section 00 61 13 – Contract Performance and Payment Bond Form
 - f. Section 00 72 13 – General Conditions: Board of Regents, State of Iowa
 - g. Section 00 73 13 – Institution Requirements: Iowa State University
 - h. Section 00 74 13 – Project Requirements

B. EXECUTED CONTRACT

1. As used in the FDM, "executed Contract" is the actual signed Division 00 Document for the Project.
2. Consult the executed Contract instead of the sample Division 00 Document whenever the Project is active.

END OF SECTION 00 INTRODUCTION