

# Instructions to Designers

This document is to provide Designers instructions as to what is expected by The University of Alabama throughout the design process. These instructions shall be strictly followed.

The Designer shall review and be familiar with the current UA Campus Master Plan and UA Design Guidelines. Compliance with these standards will be required of the Designer for the project’s design.

Quick Web Links:  
[UA Campus Master Plan](#)  
[UA Design Guidelines](#)

The Construction Administration Department in The University of Alabama’s Facilities Division provides and updates the Boiler Plate for use in all projects. It is the Designer’s responsibility to include the latest documents for each step in the review and bidding process. Some of these documents may be edited by the Designer as need to meet the intent of the project.

Guidance provided to Designers fall into the Construction Specification Institute (CSI) 2016 format. Guidance on those items will be found in each respective section. Below are general descriptions of items that do not fall in a CSI numbering system. They have been divided into drawing and specification sections.

## Drawing Guidelines

### Drawing Size

Standard sizes for construction drawings for the University and 18” x 24”, 24”x36”, and 30”x42”. Larger drawing sizes shall not be used without a compelling reason to do so and must be specifically authorized by the Project Manager.

### Text Size

All text shall be 1/8” minimum height for drawings on 24” x 36” sheet size or larger.

### Existing drawings

The Construction Administration Department maintains record drawings for the University, including site drawings, utility drawings, and building drawings. The Designer shall arrange in advance, through the Project Manager, to review the available drawings.

### Space standards

| <u>OFFICE TYPE</u>   | <u>NASF</u> |
|----------------------|-------------|
| Vice President       | 370-390     |
| Dean                 | 260-280     |
| Department Head      | 170-190     |
| Single Faculty       | 120-140     |
| Double Faculty       | 160-180     |
| Graduate Instructors | 80-100      |
| Secretary            | 80-100      |

### Maintaining daily campus activities

Care shall be taken to maintain or to designate rerouting of primary pedestrian circulation channels around the construction site limits and related barriers. Barriers are to display appropriate signage conveying detour routes. Site lighting should illuminate peripheral areas adequately for safe pedestrian passage along detours at night.

### Handicap accessibility

All construction projects on The University of Alabama's campus shall comply with the latest edition of The Americans with Disabilities Act.

In the event that compliance cannot be met or needs to be modified, a written explanation (which specifies the recommendation and the difficulty meeting it) must be submitted through the Project Manager to appropriate channels for approval prior to any work on the project taking place.

### Access roads

The Designer shall determine with the Project Manager the acceptable access routes to and from a project. These routes shall be noted in the Contract Documents.

### Fences

All major renovation or new construction projects that require outdoor staging, excavation, or disturbance to any existing exterior conditions must be enclosed with chain link fencing six (6) feet high and use pipe-frame gates covered in chain link. Metal posts must be firmly secured and driven into the ground. It is the responsibility of the designer to show on the design documents construction fencing. Gates on construction projects will be padlocked with all locks keyed alike on each project. Two keys will be given to The University of Alabama Department of Public Safety (UAPDS).

Excavations and open trenches that cannot be completed within one normal working day are required to be enclosed with field fencing on driven metal posts.

### Room Numbering

The Designer shall coordinate room numbering with the Building Information Services at (205) 348-6418 during the Design Development phase. Refer to Section 1 (9) "Room and Door Numbering" for more information.

### Surplus Materials Room

The Designer shall provide a room of approximately 120 square feet or larger to store surplus materials that are specified to be furnished by the Contractor at the end of the construction project. This room shall be lockable, and furnished with full height, 12" deep, adjustable shelving on 3 walls. The size of the room will vary with the size of the project and the quantity of surplus material specified.

### Recycling Area

The Designer should provide an area for gathering recycled materials. Normally a recessed alcove for 2-3 recycle cans off a major corridor is acceptable.

### Utilities

The University provides most of the utilities for buildings on campus. This requires that the Designer verify who is to provide utility services and provide metering and service connections. Contact UA's Staff Civil Engineer at (205) 348-1392 for further guidance.

## Specification Guidelines

### Surveys and Testing

Surveying and site investigations required for project shall be furnished by the Owner.

Hazardous materials survey for the project shall be furnished by Owner.

Construction testing required for concrete, engineered fill, and welding shall be provided by the Owner.

### Allowances

The Designer may include a Schedule of Allowances in Project Specifications, if needed, in which all Allowances contained in Contract Documents, are listed. Each Allowance shall be identified as to type (Lump Sum or Unit Cost), dollar amount, brief description, and specification Section wherein Allowance is described in detail.

### Alternates

The Designer may include a Schedule of Alternates in Project Specifications, if needed in which all Alternates contained in Contract Documents, are numbered and listed. Each Alternate shall be identified by a brief description and referenced Section(s) and/or Drawing(s) wherein Alternates are described in greater detail. Alternates should be clearly identified in the Contract Documents for prospective Bidders. Alternates shall be listed on Bid Proposal Form also the order of the alternates shall be reviewed with and approved by the Project Manager and user. **USE ONLY ADDITIVE ALTERNATES.**

### Submittals

The Universities standard General Conditions contain information regarding Contractor, and Designer responsibilities with respect to Submittals. The Designer shall review and approve, or reject all Submittals required by Specifications. The Designer shall specify that the Contractor copy the Project Manager on all submittals that are requested by the Owner. The Designer shall copy the Project Manager on all approved submittals when returning them to the Contractor.

The Contractor shall receive, review, stamp, and sign all shop drawings before they are forwarded simultaneously to the Designer and Project Manager. The Project Manager shall advise the Designer within seven (7) days of any University concerns regarding the shop drawings. The Designer shall review, stamp and sign all shop drawings before they are returned simultaneously to the Contractor and Project Manager.

### Field Drawings

Specifications shall include instructions for the Contractors to maintain a set of Contract Documents on site in clean, undamaged condition, with notations of installations which vary from the work as originally shown. Particular attention should be paid to concealed work. The Designer shall be responsible for reviewing these documents periodically to assure the documents are being kept correct.

### Protection to Streets, Walks, Lawns, Vegetation, Drainage, Irrigation Systems, Etc.

Contract Documents must include Specifications that will insure that access routes to and from the project, and the project premises are protected from mud, sand, litter, and debris of any form, and that this protection be made the responsibility of the Contractor(s).

All damage of an area or misuse of property within, or exterior to, a construction site shall be corrected promptly and shall match the original condition to the satisfaction of the University. Corrective measures that must be taken by outside parties at the University's direction, upon failure of the Contractor(s) to make the mutually agreed upon corrections, are the financial responsibility of the Contractor(s).

### Noise and Scheduling of Construction Activity

Efforts must be made to minimize all construction-related noise, particularly when near residence halls and classrooms. Daily site activity may begin at 7:00 a.m. but loud, repetitive noise (jackhammers, backhoes, etc.) shall not start prior to 8:00 a.m. Construction activity on special events is to be coordinated with Project Manager.

## Waste Disposal and Recycling

On all large renovation or new construction projects, the Contractor is responsible for providing their own dumpsters and disposal of all waste materials. Contractors are encouraged to recycle materials, where feasible.

## Key Access to Facilities

The Contractor will coordinate with the Project Manager temporary keying and all related issues of access into a facility during construction.

## Ground Repair During and After Construction

Any rutted or surface irregularities created by construction traffic will be tilled, smoothed, and re-sodded with the Bermuda turf grass. Areas redone will blend symmetrically with surrounding sod or sidewalks and may not project above grade.

## Utility Shutdowns

All utility shutdowns affecting University facilities outside the construction project, or inside, if the Building is occupied, shall be scheduled through the Project Manager. A ten (10) day notice is required. Utility interruptions should generally be scheduled to occur during non-business hours.

## Temporary Lighting

The Contractor shall provide temporary lighting for construction projects to ensure that all areas affected by construction shall be lit to a level commensurate with the surrounding campus environment.

## Utility Cost Recovery

The Contractor is expected to include in the construction the applicable cost of all utilities. The Designer shall edit Section 01500 to include the following:

1. MAJOR CONSTRUCTION
  - a. The Contractor shall include utilities for temporary electricity, heat, and water for turning and the closing-in of the building in the construction cost. It is the Contractor's responsibility to obtain the metered services from the appropriate utility company and pay all costs associated with these temporary services.
  - b. After the building is closed-in, it is generally in the best interests of the University to provide steam and electricity from the Steam Plant and/or University substation if these are the permanent sources. Permanent metering acceptable to Plant Operations needs to be provided by the Contractor before connecting to the University's steam or electric system. Charges will be made for actual usage at current rates. The University of Alabama's Energy Management staff will be responsible for reading the steam and/or electric meter. Payments will be coordinated through the Project Manager.
2. RENOVATION PROJECTS
  - a. Where work is performed in existing buildings and is directly metered, the procedures outlined above will apply. Where utility costs cannot be isolated or independently metered, the Project Manager will advise the Contractor on how utility costs are to be recovered. When temporary utilities are necessary for a renovation project, no electrical wires will be attached to trees in the area.

## Spare Parts

Spare parts should not be specified without approval of the Project Manager. Exceptions to this include mechanical or electrical parts to be installed adjacent to building equipment for emergency repairs or safety.



## Permit for Cutting and Welding with Portable Gas or Arc Equipment

The Contractor is responsible to the University Project Manager for assuring that all cutting, soldering, or welding with portable gas or arc equipment is performed safely and in accordance with NFPA 51B. All such work in occupied buildings must be scheduled in advance with the Project Manager. The Contractor shall contract Janie Fowler with the Environmental Health and Safety (EHS) in advance at 348-5905 for daily fire alarm local disabling, to be restored by end of day. Contractors not notifying EHS and incurring a fire department call are responsible for any costs due to a false alarm fire call. Upon discovery of violations they are empowered to temporarily close the jobsite until corrective measures are taken.

## Project Closeout

Successful Closeout of a major project requires close cooperation of the Designer, Contractor, and the University. It is the responsibility of the Designer to take a leading role in the process to ensure that appropriate requirements are included in the Contract Documents; that submittals and record documents are transmitted and organized.

## ADA Pre-Installation Meeting

For new building projects or significant renovation projects, the Designer shall schedule an “ADA Pre-Installation Meeting” with the UA ADA Consultant (contact UA Project Manager for ADA Consultant contact information). Also in attendance shall be representatives of the Contractor, and the relevant subcontractors. The meeting shall be scheduled prior to interior framing with the purpose being to avoid any potential issues with mounting heights, door swings, or special blocking/framing needs.

## 95% Closeout Meeting

The Designer shall schedule a conference with the Project Manager and Contractor to review the Project Closeout requirements. This conference shall be scheduled when the project is 95% complete.

## Record Document Submittals

The Designer and Contractor shall share responsibility for production of the following record documents: AS-BUILT MARKED-UP DRAWINGS: The Contractor shall provide a legible set of marked-up blue-line prints of Contractor Drawings in a clean, undamaged condition. The Contractor shall certify that the marked-up prints reflect actual installations that vary from the work originally shown. The Contractor shall give particular attention to concealed work, which would be difficult to measure and record at a later date. Change Order number(s) shall be noted where applicable. The Contractor shall provide these marked-up drawings to the Designer, who shall convert to CD or USB flash drive format.

## Record As-built Electronic Drawing Files and Polyester Film Drawings

The Designer shall be responsible for preparing a set of reproducible record drawings on compact disc or USB flash drive in both Portable Document Format (PDF File) and AutoCAD File Format (DWG File). Designers are to use the latest version of AutoCAD and assure all external reference files are bound to the record drawing file. Also provide a set of records drawings printed on polyester film (mylar sheets) of minimum 3 ml thickness, incorporating all changes in the work made during construction based on the certified marked-up prints, drawings, or other data furnished by the Contractor.

Projects designed in Autodesk Revit, in addition to providing record PDF files and polyester film drawings, will need to provide UA with a final model element that meets the Level of Development (LOD) 300 definition as modified per UA Standards. See UA’s Building Information Modeling (BIM) Guidelines and Standards for Architects, Engineers and Contractors for more information.

## Record As-Built Specifications

The Designer shall provide a compact disc or USB flash drive containing as-built specifications in PDF format.

**OPERATING & MAINTENANCE MANUALS:** Provide organized and comprehensive Operating and Maintenance Manuals. Include emergency instructions, spare parts listing, wiring diagrams, recommended “turn-around” cycles, inspection procedures, shop drawings, product data and similar applicable information. Bind each manual of each set in a heavy-duty 3-ring vinyl covered binder, and include pocket folders for folded sheet information. Mark Identification on both front and spine of each binder.

The manual shall include copies of all warranties, bonds, final certificates, and other similar documents. Furnish an index which outlines all work covered by specific warranties identifying the item, the length of the warranty, and the contractor responsible for the warranty.

### Final Clean-Up

The Contractor shall, at completion of each contract prior to final inspection, thoroughly clean the project leaving interior spaces broom clean, and exterior areas clean and free of all debris, papers, discarded or broken glass, materials, tools, and equipment. Refer to the Custodial Standards for more information on cleaning requirements.

### Project Sign Policy

Project signs shall be provided only for Capital Projects that affect the visual appearance of the campus. This project sign will have the building rendering on it. No other projects get project signs (i.e. utility projects, road projects, etc.), unless the project is a state funded project.

Quick Web Link:

[Project Sign Detail Link](#)

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