Division 1 – General Requirements

Design and Construction Quality
The Texas Tech University System’s (TTUS) Facilities Planning & Construction (FP&C) office has created the TTUS Design and Building Standards as a guideline for Design Professionals (DP), and General Contractors (GC) to assist in the design and construction phases for all Texas Tech University System projects. The guidelines in this document are the basic minimum requirements and are included for reference only and are not intended to replace all applicable local, state, and federal codes.

FP&C is committed to the highest quality of design and construction for each project in our system, and we recognize that it takes teamwork from all segments of the construction process to meet or exceed the TTUS building standards.

Operating Policies and procedures (OPs) for using professional services to carry out the business of the TTUS are outlined in Texas Tech University (TTU) OP 54.10.

In the event of a conflict between this document and required design codes and regulations, the Design Professional will contact the FP&C Project Manager (PM) for clarification.

Where there is no reference or specific requirement listed, the Design Professionals and Contractors will use competent professional judgment.

All design and construction of TTUS projects must comply with the standards herein. However, there are instances when an exception to the university standards may be considered. This standard is not intended to prohibit the use of alternative methods, systems, or products not listed in this document. If a project team would like an exception to the standards to be considered, the request must be submitted in written form to the FP&C Project Team.

The Texas Tech University System property is insured by FM Global. All design and materials incorporated into TTUS Projects should comply with FM Global recommendations. The use of any combustible construction material is prohibited unless approved by the FP&C Project Team.

Refer to FM Global Data Sheet 5-32 “Electronic Data Processing Systems” for the protection of mainframe electronic computer/information systems and major equipment or process control computer systems. The general concepts and many of the specific recommendations may also be applied to minicomputer systems, equipment and process control centers, and distributed control systems whose loss would create a business interruption or which have a relatively high value, as well as to high value electronic equipment not covered by other data sheets. However, considerable judgement should be used in applying recommendations to ensure that they are cost effective for the specific case under study.
Systems provided for under the contract shall be compatible and integrate with existing TTUS components and shall be provided for at the Contractor’s expense.

For projects at Texas Tech University, the TTU Physical Plant and Engineering Services construction standards can be referenced on their website at [http://www.physicalplant.ttu.edu](http://www.physicalplant.ttu.edu). In the event there is a conflict between this document and the TTU Physical Plant’s construction standards, the design professional will contact the FP&C Project Team for clarification.

Reference the Texas Tech University Operating Policies and Procedures website at [http://www.depts.ttu.edu/opmanual/contents.php#61](http://www.depts.ttu.edu/opmanual/contents.php#61) for further policies.

TTUS Project Manager will provide DP with the TTU Physical Plant Standard Custodial Room design plan.

**Campus Master Plans**

The Texas Tech University System has been challenged with two goals: (1) Support the growth to 40,000 students by the year 2020; and (2) Support Tier 1 achievement. All building design shall follow the guidelines established in the Campus Master Plan’s Architectural and Site Design Guidelines located on the FP&C website. In the event of a conflict between this document and the Architectural and Site Design Guidelines, please contact the Project Manager for clarification.

**Texas Tech University System**

The Texas Tech University System is comprised of three institutions in the following locations:

<table>
<thead>
<tr>
<th>Texas Tech University</th>
<th>Health Sciences Center (HSC)</th>
<th>Angelo State University</th>
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<tr>
<td>Abilene</td>
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<td>Amarillo</td>
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<td>Highland Lakes</td>
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<td>Quedlinburg, Germany</td>
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<td>Seville, Spain</td>
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**Operating and Building Maintenance**

The design of all buildings and the systems and materials incorporated into all buildings should be selected on the basis of aesthetics, long term operations, compliance with TTU standards where applicable, and deferred maintenance cost.
Project Administration

Per the Rules and Regulations of the Board of Regents (BOR) of the Texas Tech University System, all major construction projects that have received BOR approval shall be managed by the office of the TTUS FP&C. Major construction projects include: new construction projects with a total project budget of $1,000,000 or more; and repair and rehabilitation projects with a total project budget of $2,000,000 or more. Projects below the FP&C minimum project dollar limits will be managed by TTU Physical Plant, ASU Physical Plant, or the Texas Tech University Health Science Center (TTUHSC).

Historically Underutilized Business (HUB) Program

In accordance with Texas Government Code (TGC) §2161.252 and Texas Administrative Code (TAC) Title 1, Part 5, Chapter 111, Subchapter B, Rule §111.14, each state agency (including institutions of higher education) as defined by TGC §2151.002 that considers entering into a contract with an expected value of $100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract.

If subcontracting opportunities are probable, each state agency’s invitation for bids or other purchase solicitation documents for construction, professional services, other services, and commodities with an expected value of $100,000 or more shall state that probability and require a HUB Subcontracting Plan (HSP).

Texas Tech actively seeks the involvement of Historically Underutilized Businesses (minority-owned and woman-owned businesses) in its construction projects as providers of Professional Services, Construction Services, Supplies, Services and Materials.

Building Codes and Standards

Design, materials, and construction shall conform to applicable requirements of the most current adopted editions by the local municipality (unless noted otherwise) of the following published documents:

- International Building Code (IBC);
- International Energy Conservation Code (IECC);
- International Fire Code (IFC) (edition adopted by State Fire Marshall);
- International Plumbing Code (IPC);
- International Electrical Code Administration Provisions (IECAP);
- National Electric Code (NEC);
- National Fire Protection Association Codes and Standards (edition adopted by State Fire Marshall);
- ANSI/ASME A17.1 & 17.3 Safety Code for Elevators and Escalators (edition adopted by TDLR);
- ANSI A136.1 Standards for Safe Use of Lasers;
- United States Environmental Protection Agency regulations;
- ASHRAE Standard 90A, B, & C-Energy Conservation in New Building and Design; and
United States Department of Health, Public Health Service regulations and guidelines.
Sheet Metal and Air Conditioning Contractor’s National Association (SMACNA);
State Energy Conservation Office (SECO); and
Biosafety in Microbiological and Biomedical Laboratories (BMBL), HHS Publication No. (CDC)21-112.
State statues adopted by the Texas Department of Licensing and Regulation, but not limited to the following:
Asbestos;
Boilers;
Control of Radiation;
Energy Consumption;
Fire Escapes;
Fire Alarms;
Plumbing Fixtures;
Texas Accessibility Standards of the Architectural Barriers Act;
Americans with Disabilities Act (ADA);
Accessibility Guidelines for Buildings and Facilities;
United States Department of Labor Occupational Safety and Health Administration (OSHA) regulations;
and Texas Commission on Environmental Quality (TCEQ).

Texas Tech University Systems requirements for:
FM Global Standards for roof systems and fire protection systems; and
TTUS Operating Policies and Procedures.

Public Art Program
One percent of the total project budget of each new major construction project will be allocated for the acquisition of works of public art, unless an exception is approved by the board. These works of public art shall be located at or near the site of the construction project or, insofar as is permissible under the laws and applicable to the source of funds, the funds may be aggregated and expended pursuant to a comprehensive art and aesthetic improvement plan, as approved by the board.

Landscape Enhancement Program
One percent of the total project budget of each new major construction project will be allocated to the enhancement of exterior landscape, hardscape, and waterscape features unless an exception is granted by the board. These enhancements shall be located either at or near the site of the construction project or, insofar as is permissible under Texas Tech policies and applicable to the source of funds, the funds may be aggregated and expended pursuant to a comprehensive art and aesthetic improvement plan, as approved by the board.
Pre-Installation Meetings
The Contractor will conduct and document pre-installation meetings for all specification divisions. Texas Tech FP&C will participate in the pre-installation meetings and shall be given (1) week advance notice of intent to start installation of any building component. Texas Tech representatives must be permitted to perform a pre-installation inspection of materials and equipment, to be present throughout the installation process, observe installation techniques for compliance with plans and specifications, and to participate in the final inspection. The Contractor shall provide the Project team documentation from the pre-installation meeting, including but not limited to: thorough understanding of Project plans and specifications, review of addendums and RFI’s, submittal approvals, mock –up requirements, testing requirements, owner training requirements, safety concerns and precautions, warranty requirements, TTU OPP’s, and SWPPP requirements.

Interior Design (ID)
The Interior Design package will be included in the Design Professional’s services. The Interior Design firm will work cooperatively with TTU FP&C’s Interior Designers and other Project team members to successfully provide the Interior Design services requested and complete the full scope of the Project within budget and on schedule.

The Interior Design should include but not be limited to:
1. Specification of appropriate interior finishes
2. Selection/Presentation of specific interior finishes
3. Production of detailed material schedule and room finish schedule
4. Drawings such as Elevations and Floor Plans showing and special pattern details, accent walls, etc.
5. Interior Finish sample boards, if required by FP&C and/or the client
6. Space planning of furniture, fixtures and equipment (FFE)
7. Preparation of preliminary and final FFE budget
8. Selection/Presentation of FFE items
9. Preparation of documents required by TTU FP&C for procurement of FFE
10. Selection of general artwork and accessories for public areas (this is not to be confused with Texas Tech’s Public Art Program).
11. Preparation of documents required by TTU FP&C for procurement of art and accessories
12. Management of FFE (provide order status updates, schedule and coordinate delivery and installation, inspect FFE and onsite supervision of FFE furniture installation)
13. Design of Donor Signage, if required, including preparation of drawings and specifications and documents required for procurement
14. Move management/relocation services
15. Interior punch lists and inspections

This process is a collaborative effort between the DP’s Interior Designer, TTUS FP&C Interior Designer, the Project Design Team, and the Client. Design concepts should be agreed upon prior to proceeding
with interior finish selections. The ID will present ideas, interior finishes, and FFE products to the FP&C ID for approval prior to presenting to the Client, FP&C and the Project Design Team.

It is FP&C’s intent that the ID be an integral part of the team, involved from the very beginning of the project. As the project progresses into Schematic Design Phase and Design Development, the ID should be attending the project meetings with the Client, FP&C and the Project Design Team.

During the Schematic Design Phase, the Interior Design firm shall include development of the Project elevations, floor plans and selection of all building systems. Schematic Design documents shall completely describe and depict Project requirements in sufficient detail to allow approval by the Board of Regents and the Texas Higher Education Coordinating Board. The Design Professional shall update the preliminary project budget and schedule and prepare a preliminary LEED Checklist reflecting certification.

FP&C will provide an Interior Design manual with more detailed information and examples of specific forms to use as our contracted DP partner. The manual will also include photographs which depict the level of quality and types of finishes TTUS expects on projects. The manual will also be transmitted electronically.

The Interior Designer shall be licensed to practice in the State of Texas by passage of the National Council for Interior Design Qualification (NCIDQ exam).

**Accessibility Guidelines**

It is Texas Tech’s intent to design and construct a fully accessible facility. All elements of this project are required to comply with the applicable Texas Accessible Standards (TAS). Specifically, all sidewalks, walkways, gradients, etc. in the project as well as those connecting to surrounding facilities are required to be an accessible route. Additionally, accessible routes shall be provided throughout the buildings to provide access to the entire facility. Accessible routes shall be designed so as to provide seamless access to all individuals and shall not separate handicapped individuals and their companions. See the Texas Accessibility Standards for complete requirements. The facility must contain the required number of rooms for physically challenged students. These rooms shall be located on the first floor and distributed throughout the facility. The facility shall also contain the required number of rooms for visually and hearing impaired students, also distributed throughout the facility. These rooms may be located on any floor. In the design of the project, steps shall be avoided to the maximum extent possible. Ramps with handrails and stairs, other than fire egress stairs, shall also be avoided. All accessible parking spaces and access aisles shall be the universal type and have a slope in any direction no greater than 2%. Use laydown curbs at accessible parking areas with in-line curb ramps away from the parking spaces. The in-line curb ramps shall have a slope of 5% or less in the direction of travel. Use parking bumpers, as needed, to hold the vehicles back for pedestrian access to the sidewalks. The accessible parking symbol is not required to be painted on each accessible space. Standard accessible parking signs are to be used.
with the universal type accessible parking spaces. Van accessible parking signs are not required when universal parking is utilized.

Construction Documents shall contain statements that require adherence to these directives not withstanding any other information contained in the plans and specifications.

Alternates
The Design Professionals shall clearly define within the contract documents all work to be added, deleted or modified by alternates, and shall consider all effects that the alternate will have on the project, including to other systems and scheduling.

Addenda
Any addenda issued in writing by the Design Professional prior to the proposal closing time shall be covered by the proposal and acknowledged therein. In closing the Contract, such addenda will become a part thereof and modify the Specifications and/or the Drawings accordingly. Verbal changes in the work as shown or described, will not be binding.

Drawings and Specifications
The drawings and specifications are intended to describe and provide for a finished and complete piece of work, and all work must meet the requirements of all the applicable and governing laws, ordinances, rules and regulations of the locality. No extra compensation will be allowed for oversight of any such requirements, except by written order issued by Texas Tech.

Contingency Allowance
Contingency allowance shall be used only as directed for Texas Tech's purposes, and only by prior written approval which designates amount to be charged to contingency allowance. Contractor's related costs are not included in the contract sum (other than allowance itself) for work so ordered to be charged to contingency allowance. Texas Tech will NOT pay CM/GC a mark-up for Overhead/Profit for changes from the Contingency Allowance. At time of project close-out, unused amounts remaining in the contingency allowance shall be credited, in total, to the Owner by change order.

Delays and Extension of Time
The number of weather days for the following months shall be considered average lost weather days. No time extension for weather delays will be given unless the number indicated is exceeded.

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Energy Conservation Design

Unless noted otherwise, the Design Professionals shall certify that the project complies with the Energy Conservation Standard and submit a copy of that certification to the State Energy Conservation Office (SECO) at least thirty calendar days prior to start of construction. This certification form can be found on the SECO website at: [http://www.seco.cpa.state.tx.us/](http://www.seco.cpa.state.tx.us/). The design team shall provide TTUS three bound copies containing the completed certification form and all necessary information and calculations to support certification. The project should be designed and built to meet the minimum LEED BC+D certification standards.

Pursuant to Texas Government Code 447.004 subsection (a) and the Texas Administrative Code Title 34, Part 1, Chapter 19, Subchapter C § 19.32, the State Energy Conservation Office has adopted, by reference, the latest version of the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE)/ Illuminating Engineering Society of North America (IESNA), Energy Standard for Buildings Except Low-Rise Residential Buildings. The new standard is ASHRAE/IESNA Standard 90.1-2010. This change applies to any construction or major renovation project with a design assignment date of September 1, 2011 or later. This change does not affect projects with a design assignment prior to this effective date.

Quality Control

Quality Control is the responsibility of the Design Professional and Contractor. A Quality Control Plan will be submitted by the Contractor to TTU FP&C prior to beginning work.

The Design Professionals will specify the required testing and inspections for each TTUS project. TTUS will contract with independent testing agencies to perform specified testing of materials to ensure quality control.

The contractor will pay for re-testing of materials or systems when tests do not meet project requirements.

Each project will be assigned an FP&C Field Inspector to ensure, through advanced inspections and quality control processes during all phases of construction, that the Texas Tech University System and its clients receive facilities that are built per project plans and specifications and meet or exceed the TTUS Building Standards.

Inspectors must be given an advanced notice by the GC/CM of 48 hours prior to any project quality assurance event.

Nothing in the Design Guidelines shall limit the right of Texas Tech’s designated representatives to access and observe all job site activities.

FP&C will determine if mockups will be required. If so, the Contractor shall build a mock-up/prototype and have Texas Tech approve the construction of each of the required before proceeding with further construction. The prototype should be constructed at the permanent facility, if practicable.
The Contractor shall provide training for TTUS staff in proper maintenance and operation of all building systems and equipment.

**Temporary Facilities**

The Contractor shall furnish and maintain during construction of the project, adequate temporary office facilities at the site for the use of the Contractor, Owner’s Representative and Texas Tech Project Manager/Inspector.

Contractors or subcontractors are not allowed to use toilet facilities in existing buildings, except when specifically approved by the owner’s representative. The Contractor shall provide chemical toilet facilities and proper sanitation means for all workers and shall remove same at completion of the work. Toilets shall be completely enclosed and of neat appearance and shall be located as directed. Toilets are required to be staked down per the Storm Water Pollution Protection Plan for the project.

Provide on the premises, at locations approved by Texas Tech, suitable substantial watertight, securable storage sheds for storage of tools and all materials which might be damaged if exposed to the weather. Texas Tech will not be responsible for lost or stolen contractor/subcontractor’s tools.

The Design Professionals shall specify control measures to contain construction-related dust, contaminants, and odors within the construction limits. Construction-related dust, contaminants, and odors shall not interfere with university operations.

Construction fence shall be a six foot (6’) high chain link fence with steel posts and gates. The fence may be of new or of approved salvage materials with minimum bracing required for stability. The construction fence shall be kept neat and orderly, free from accumulations of trash and weeds.

**Temporary Utilities**

The Design Professional shall provide a preliminary assessment of the temporary utilities required for construction. The Design Professional shall coordinate the locations of, and capacity for, temporary utility connections with the project manager. The Design Professional shall confirm with the Owner’s Representative how the cost for the temporary utilities will be addressed in the project budget and contract documents.

The Contractor is responsible for all cost associated with the installation, and removal of the temporary utility systems. All outages associated with the temporary utility connections will be coordinated through TTUS. Allow 48 hour shutdown notifications for all utilities.

Provide temporary heating apparatus and operating fuel as necessary for the proper protection of work. The Contractor shall furnish temporary connections to the permanent heating or ventilation system as required to maintain operations of all existing HVAC systems. The Contractor shall maintain functionality of all existing HVAC systems required for all occupied spaces of the construction site. The Contractor shall restore the system to full functionality before turning over to Texas Tech. This shall in no way affect the guarantee period, which shall start at final acceptance of all work.
Site Security
Construction site security is the responsibility of the Contractor.

Construction Site Waste
The Contractor shall remove from the Campus and dispose of all unused materials and debris created by this construction. The Contractor is to keep the streets and construction area free of rubbish and debris. Grass and weeds within the construction fence are to be kept mowed. The site shall comply with the City Code and Environmental Safety regulations. The Contractor shall broom the streets during the excavation and fill process so that all spillage is removed as the work progresses.

Safety Requirements
Unless otherwise specified in Supplementary General Conditions, Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. It shall be the duty and responsibility of the Contractor and all of its Subcontractors to be familiar and comply with all requirements of Public Law 91-596, 29 U.S.C. §651 et. seq., the Occupational Safety and Health Act of 1970, (OSHA) and all amendments thereto, and to enforce and comply with all of the provisions of the Act. Contractor shall comply with all applicable laws and regulations of any public body having jurisdiction for safety of persons or property to protect them from damage, injury or loss and shall erect and maintain all necessary safeguards for such safety and protection. All Contractors are to supply and keep on file at TTUS FP&C a current Contractor’s Safety and Health Plan.

Fire Safety
All fire and life safety policies and procedures can be found on the Environmental Health & Safety Web site at http://www.depts.ttu.edu/ehs/Web/FireSafety.aspx by clicking on the “University Fire Safety Program” link.

Parking
The Contractor shall maintain parking facilities for construction personnel within the area designated by the construction limits or any other area on campus designated by Texas Tech. Employees of the Contractor, its subcontractors or material suppliers shall park on campus only if space is available.

Requests for construction parking permits may be submitted to Texas Tech’s ODR. The contractor/subcontractor will be required to submit vehicle information for verification by Texas Tech’s ODR. The Contractor/subcontractor will then be issued a Contractor’s parking permit from Traffic and Parking.

The Contractor will be permitted a minimum of two (2) parking spaces, adjacent to the construction site. Nothing in this requirement is intended to abrogate the Contractor’s regulation of employee parking, service vehicles and construction equipment within the contract limits.
All individuals operating a vehicle on property owned and operated by TTU shall comply with the Traffic and Parking Regulations for Texas Tech.

Refer to TTU Operating Policies and Procedure 78.04 “Contractor Parking” for more specifics.

**Project Sign**
The Contractor shall install where directed, a project sign at two (2) locations at the site. The project sign shall be designed to comply with project specifications provided by FP&C. The contractor shall submit a drawing of the proposed sign, showing its size, content, and location to the Texas Tech ODR for approval prior to installation.

The Contractor may install one sign bearing the company name and logo indicating the point for delivery for material, supplies, and express deliveries at one gate.

Other than the signs above, interior site way finding signage and any signs required by safety and insurance requirements, no other signs will be installed at the project site. Signs attached to storage and office trailers may be approved by the ODR if they do not detract from the appearance of the campus.

Exterior construction project sign shall be installed immediately after contract award. The Contractor shall remove exterior construction project signage prior to submission of Contractor’s Final Application for Payment.

Exterior construction project signage shall be constructed of exterior grade ¾” CDX plywood. The size shall be 96” in length and 48” in height. The orientation shall be landscape (horizontal). The signage surface will be mounted to 4”x4” posts temporarily set in the ground. The bottom edge of the sign shall be at a minimum 48” above grade and installed level. All exposed surfaces (sign faces, edges, and posts) shall be weather sealed with white exterior latex paint.

Reference Attachment #1 for samples of project signs.

**Project Closeout**
A Project Closeout meeting will be conducted by the FP&C Project Manager.

**Commissioning**
Commissioning is the systematic process of verifying and documenting that all building facility systems interact in accordance with the design documentation and intent, as well as with the owner’s operational needs. Owner’s needs include training of operational personnel.

TTUS FP&C will determine on a per project basis if commissioning the project using a separate Commissioning Agent (CA) under contract with Texas Tech is required. FP&C shall identify the building systems to be commissioned on each project.
The Design Professionals will provide to the commissioning authority all design intent documentations, contract documents, shop drawings, submittals, test and balance reports, completed equipment start-up reports, inspection reports, and test results.

The Contractor is responsible to provide all required support to commission the facilities. The Contractor shall provide all support required for start-up, testing, and commissioning and work with the CA to develop documentation of the commissioning effort, and submit all documentation of the controls commissioning that the CA requires. The Contractor shall include adequate time in the project schedule to accommodate commissioning activities which will include, but not limited to, inspections of installed systems prior to wall/ceiling closures, and the testing of components and systems when installed and operational. The contract documents shall include requirements for all subcontractors and suppliers to support commissioning activities.

The Commissioning Agent shall submit a commissioning plan to the Design Professionals prior to the commissioning process. That plan must be approved by the Design Professionals and FP&C. The CA shall submit a completed commissioning report after testing is complete.

**Asbestos Compliance and Abatement**
The asbestos program at Texas Tech University consists of the following two separate entities:

a. Asbestos Compliance Management Section - The asbestos compliance management section is in the EH&S Department. It is responsible for training, surveying, sampling, analysis, quality control, recordkeeping, and communication to other departments.

b. Insulation/Abatement Shop - The insulation/abatement shop is in the Building Maintenance and Construction (BM&C) Section of Physical Plant. It is responsible for repair, encapsulation, abatement, transportation, and disposal.

Each department operates under departmental procedures that meet or exceed governmental regulations. Each department shall operate independently of the other to minimize any potential conflict of interest. Federal and state regulatory agencies with jurisdiction over asbestos at TTU are the Environmental Protection Agency, U.S. Department of Transportation, Texas Department of State Health Services, and the Texas Commission on Environmental Quality. Additional agencies with limited jurisdiction are the Railroad Commission of Texas and the Texas Department of Public Safety. Additionally, employees of private contractors working at TTU are subject to the regulations promulgated by the United States Department of Labor-Occupational Safety and Health Administration.

Contact EH&S a minimum of twelve weeks prior to the initiation of any large scale project that may involve asbestos materials or be suspected of containing asbestos materials so that a survey, bulk sampling, and assessment can be scheduled and conducted. In the event the asbestos compliance manager determines the requested work cannot be accomplished by the available resources, the respective FP&C Project Manager shall be notified. The project manager is responsible for the
acquisition of licensed personnel outside the university with sufficient resources to complete the request.

Please refer to TTU Operating Policies and Procedure 60.08 “Asbestos Compliance and Abatement Program” for more specifics.
Project Sign Examples