Design Deliverables

The University of Minnesota's (UMN) "Design Deliverables" outlines the information and minimum level of development anticipated with the standard contracted phases of design: Predesign, Schematic Design (SD), Design Development (DD), and Construction Documents (CD).

This document is a companion to the University's standard AIA documents. This document does not include "Work" associated with Bidding and Construction Administration (CA).

As part of the formal University of Minnesota review process at each of the major phases of design, the Design Professional shall review, validate, and submit the "Design Deliverables" document to the University's Design Project Manager within Capital Project Management (CPM). The inclusion of each required item shall be validated by checking the associated mark on the official submission. The Design Professional shall clarify any missing information or omissions.

Deliverables include all items listed in the applicable design phase column AND, except as specifically stated, all deliverables listed in the preceding design phases.

Deviations to this "Design Deliverables" shall be reviewed as part of the project team's project proposal/work plan and agreed to by Capital Project Management (CPM) as a basis for the contracted work.

NOTES:

- 1. Unless otherwise noted, all movable furnishings and artwork are considered to be independent of the architectural design project, but shall be coordinated as part of the budgeted project scope.
- 2. Submittals of deliverables for contracted phases of design are to be preceded by a complete University review and comments period consistent with the University's prescribed process.

NOTES (Cont'd):

- 3. All documents associated with a phase's submittal requirements shall be in .pdf format. Submit one .pdf file of drawings and one .pdf file of specifications and/or project files. When requested by the CPM Project Manager, submit electronic .dwg files (with or without the Design Professional's title block) of current phased drawings for use as backgrounds for special construction bid packs (e.g., telephone/data and audio/visual wiring bid packs).
- 4. The Prime Design Contractor must assemble and place in order for each phase, all subcontracted documents to create a complete, organized set of project deliverables.
- 5. Submit all drawings/documents associated with project as required in the University Building Standards. CPM/Resource Center/Building Standards/Building Standards/General Information, Program Information Requirements/ Electronic Data Submittal Standards, Part 1-3. (https://cpm.umn.edu/sites/cpm.umn.edu/files/202 1-02/programinformation_0_0_1.pdf)
- 6. Projects procured through SDSB shall also meet the requirements outlined by the MN Department of Administration, Predesign Manual for Capital Budget Projects. (https://mn.gov/admin/assets/RECS-CS-3rdpredesign-manual_tcm36-208251.pdf)
- 7. UMN projects are covered by FM Global, a property insurance carrier that looks to minimize and prevent losses at the facilities. Submittal requirements begin at Schematic Design. Review the need for required documents with the CPM Project Manager.

GENERAL INFORMATION

Project Scope ■ Scope of work narrative, including Owner's Project Requirements and Basis of Design documents □ Preliminary project program □ Spreadsheet documenting anticipated exception requests **Building Codes / Jurisdiction(s)** ☐ List of applicable building codes on drawing title sheet ■ Building code review (describe means of compliance for major code issues and building ☐ Anticipated building and space occupancy schedules ☐ Follow UMN Building Code Department (BCD) Regulatory Meeting Matrix. (https://hsrm.umn.edu/building-codedepartment/regulatory-and-pre-permittingservices/regulatory-and-pre-permitting) Sustainability ☐ When applicable, provide necessary documentation and information as applicable to initiate B3 tracking tool. ☐ Submit B3 tasks assigned to associated phase ☐ List of sustainability features incorporated into project design per B3 and/ or applicable "Sustainable Design Standards" SHPO ☐ When applicable, assist the University in completing CPM template and associated documentation for 30% SHPO Submission **Project Schedule** ☐ Design Schedule by phase, identifying and aligning with key University review/approval periods ☐ Preliminary Construction schedule, identifying anticipated delivery method, phasing, substantial completion, certificate of occupancy **Project Budget** Project benchmarking ☐ Preliminary cost estimate based upon Unit/Costs and system narratives associated with Predesign documentation price alternates

Project Scope

- ☐ Initiate Request for Exceptions (RFE) to University Building Standards
- ☐ Complete spreadsheet documenting approved RFE

Building Codes / Jurisdiction(s)

- ☐ Life safety (egress) plans with identification of security and access control points
- ☐ Description of any proposed occupancy within construction area
- ☐ List of anticipated building code variance requests
- ☐ Preliminary SAC/WAC calculations
- ☐ Follow UMN Building Code Department (BCD) Regulatory Meeting Matrix. (https://hsrm.umn.edu/building-code
 - department/regulatory-and-pre-permittingservices/regulatory-and-pre-permitting)

Sustainability

- ☐ Engage in Energy Design Assist (EDA) program if applicable
- ☐ Submit B3 tasks assigned to associated phase

SHPO

☐ When applicable, assist the University in completing CPM template and associated documentation for 60% SHPO Submission

Project Schedule

☐ Update design and construction schedule assumptions from Predesign; identifying and aligning with key University review/approval periods, anticipated delivery method, phasing, substantial completion, certificate of occupancy, and other key milestones.

Project Budget

- ☐ Updated cost estimate per SD documentation
- Develop project alternates list as necessary to maintain project budget

Project Scope

- ☐ Updated Request for Exceptions (RFE) to University Building Standards
- Update spreadsheet documenting approved RFE

Building Codes / Jurisdiction(s)

☐ List of all code variance requests ☐ Follow UMN Building Code Department (BCD) Regulatory Meeting Matrix. (https://hsrm.umn.edu/building-codedepartment/regulatory-and-pre-permitting-

Sustainability

☐ Engage in Energy Design Assist (EDA) program if applicable

services/regulatory-and-pre-permitting)

☐ Submit B3 tasks assigned to associated phase

SHPO

☐ When applicable, assist the University in completing CPM template and associated documentation for 90% SHPO Submission

Project Schedule

- ☐ If multiple bid packages, clearly indicate the scope of each release
- ☐ Identification of construction phasing, including temporary requirements during each phase

Project Budget

- ☐ If a Construction Manager at Risk (CM@Risk) has been retained, reconcile DD /GMP pricing with University Review comments before proceeding to CDs
- ☐ If a CM@Risk has not been procured, provide an updated estimate based upon DD set of drawings.

Predesign **SPECIFICATIONS**

Schematic Design

Design Development **Construction Documents**

☐ System & material narrative description

- Outline narrative for scope of work by building systems
- General level of interior finishes
- Special Equipment requirements including relocation of specialty research equipment (if any)
- B3/2030 considerations

- Outline or preliminary specifications by CSI categories, indicating project specific features of major equipment as well as component materials
- ☐ Review and update assumptions associated with anticipated level of interior finishes
- ☐ Preliminary draft of General Conditions and Special Conditions in accordance with contract agreements
- ☐ Draft specifications by CSI categories; indicating project specific features or major equipment as well as component materials
- end documents ☐ List of items which are sole-sourced or dualsourced and justification for not specifying

☐ Complete specification including draft front

three acceptable products

Design Development

☐ Proposed Storm Utility Site Plan

■ Appendix K (Draft)

Landscape

locations)

Irrigation plan

☐ Stormwater Calculations (submit for any

☐ Planting plan (species, quantities, and

plantings during construction

□ Site Furniture Locations

☐ Protection for existing trees and significant

Soil preparation & planting specifications

proposed Stormwater Treatment System)

Construction Documents

Piping diagrams

Pipe sizes

Schematic Design

Predesign

SITE

	Predesign	Schematic Design	Design Development	Construction Documents
STRUCTURAL	□ Structural System Narrative □ Note extents of potential existing structure demolition or modification, forensic exploration if applicable	 □ Conceptual foundation system and framing plan □ Requirements for engineered fill /soil correction □ If applicable, Pier / caisson recommendations □ If applicable, special excavation requirements 	 □ Foundation plan Typical footing sizes Typical foundation wall sizes Typical reinforcing steel factors (i.e. lbs./SF) General indication for moisture protection, insulation, foundation drainage □ Piling, sheeting, shoring, underpinning □ Excavation limits/ over excavations □ Typical floor framing plan □ Dimensioned Structural Grid/ column lines □ Beam / column layout for typical bay □ Transfer beam locations □ Slab / floor composition □ Indication of fireproofing requirements □ Wind and shear walls or cross bracing □ Framing plans at unique features □ Main member sizing □ Typical connection details □ Shaft walls & floor openings □ Canopy and penthouse framing. □ Definition of control joints 	 □ Beam, column & slab schedules □ Mechanical and electrical concrete housekeeping pads □ Foundation details □ Structural details □ Structural calculations
			☐ Structural building and wall sections	

	Predesign	Schematic Design	Design Development	Construction Documents
ARCHITECTURE: EXTERIOR				
ENVELOPE	Building Massing	Typical elevations w/ material indications	Typical exterior wall sections	Roof details
	Overall building cross-sections w/ floor	Fenestration layout	Parapet & coping details	Exterior details
	elevations	Architectural Screening	Thermal and moisture protection	Flashing details
	Design Narrative/diagram noting range of	□ Roof layout & drainage plan	□ Fireproofing	-
	material palettes, including but not limited to transparency, fenestration, finish levels, etc.	SkylightsPenthouses	Typical window and door detailshead, jamb, and sill conditions	
	☐ If applicable, indicate future opportunities for	☐ Large scale building cross-sections	Details of unique features	
	expansion & alterations	= Large coale ballaring cross sections	Expansion joint locations	
	☐ Preliminary building elevations		☐ Roofing system section	
	, 0		☐ Control joint definition & details	
			□ Roof-mounted equipment	
			 Identify anticipated Building signage, for submission to Signage Committee 	

ARCHITECTURE/ INTERIOR

☐ Area tabulations compared to program

Space Definition categories:

Include legend by space use

closets & rooms

expansion & alterations, or

phasing/sequencing of work

Document associated areas by University

☐ Typical floor plans (single-line block diagrams)

Mechanical, electrical & other service

☐ If applicable, indicate future opportunities for

☐ Colored floor plans, renderings, models, or

other graphics as necessary to clearly present

concept as part of Capital Oversight Group

Identify core vertical circulation elements

including elevator(s) and elevator rooms Note anticipated scope of demolition

See University Design Guidelines

requirements

□ Circulation paths

(COG) submission

Predesign Schematic Design Design Development

☐ FI	loor	pΙ	ans
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- Door and window locations
- Millwork / casework locations
- Defined seating, serving, & kitchen facilities
- ☐ Demolition plans (if applicable)
- □ Reflected Ceiling Plans
- □ Preliminary layout of major spaces w/ fixed equipment
- Typical wall types
- ☐ Preliminary room finish schedule with finish samples
- ☐ Indication of any special construction / rooms
- ☐ FF&E Specification spreadsheet, process schedule & budget completed by phase; utilize CPM Interior Standards templates
- If applicable, work with U of MN Haz Mat to create preliminary Hazardous Abatement Plan
 Exterior building material samples reflective of design intent
- □ Colored floor plans, renderings, models, or other graphics as necessary to clearly present concept as part of Board of Regents (BOR) SD review as required by CPM, and for inclusion on CPM website

□ Assign room numbers (coordinate w/ Facility Information Services (FIS at spacefis@umn.edu

- ☐ Sections and enlarged plans at vertical circulation (stairs and elevators)
 - Sections & details of hydraulic cylinder, if applicable
 - Description of shaft sump pits
 - Elevator car & equipment support details
 - Description of controls & fixtures
- □ Enlarged plans and elevations at toilet rooms to include UMN Facility Management standard receptacles
- ☐ Enlarged plans and elevations at Special rooms
- Reflected ceiling plans w/ elevation markers
 Typical Sections & details at soffits and ceiling features
- □ Wall types, fire ratings, smoke control zones□ Typical millwork / casework elevations
- Equipment & furniture preliminary layouts
 FF&E specification spreadsheet, schedule & updated budget
- ☐ Finish schedule and labeled finish samples (project code & manufacturer information) boxed and delivered to CPM Interior Design
- ☐ Electronic interior finish boards to include key listing item code and manufacturer information
- Door & window schedule
- Updated renderings, models and graphics required only as appropriate for design development

Construction Documents

document preparation

ш	Dimensioned floor plans
	Enlarged plans
	Partition details
	Interior details
	Interior elevations
	Finish schedule in plan set not in
	specifications
	Final finish sample set (max size 8"x11")
	boxed and delivered to CPM Interior Design
	Final electronic interior finish boards with key
	Door & hardware schedules
	Key of FF&E products on final furniture plans
	Final FF&E specification spreadsheet,
	accompanying product sheets, schedule and
	final budget
	Details of unique features
	Details of fixed equipment
	Updated renderings, models and graphics
	required only as appropriate for construction

Predesign

Schematic Design

Design Development

Construction Documents

HVAC

MEP

- Confirm existing capacity/distribution assumptions
- System Narratives
 - Identify specialty system requirements
- ☐ Indication of the required capacity/redundancy for all major pieces of equipment, e.g. "two AHU's 100% capacity each"
- ☐ Air intake & discharge locations
- Major equipment locations
- ☐ Identify major equipment types (e.g. evaporative cooling vs. water-cooled chiller, or steam distribution vs. natural gas boilers, etc.)
- ☐ Incorporate CURRENT equipment naming conventions/asset tags
- Identify controllability requirements and networking needs

Plumbing

- Confirm existing capacity/distribution assumptions
- System Narratives
- Identify specialty system requirements
- ☐ Indication of the required capacity/redundancy for all major pieces of equipment, e.g. "two pumps 100% capacity each"
- ☐ Main water supply, storm, and sanitary leads
- Major equipment locations
- ☐ Restroom location(s) w/ fixture counts

HVAC

- One-line diagrams for each air, hydronic, steam, condensate and all other HVAC related systems, and other materials as required to describe the fundamental design concept for all mechanical systems. Including zoning concept.
- ☐ Identify special occupancy zones
- Overall building air flow diagram indicating air handlers, exhaust fans, duct risers, duct mains
- Note special filtration requirements
- Mechanical Equipment
 - Air handling units location, size and type
 - Chiller location, size and type
 - Boilers, heat exchanger, pumps location and size
- Plans indicating shaft, chase, recess requirements
- ☐ Preliminary building HVAC load/ventilation calculations (heating, cooling, humidity control, etc.)
- ☐ Total building kBtu/sq.ft. (energy intensity) calculations per B3
- ☐ Review mechanical equipment accessibility

Plumbing

- One-line (riser) diagrams for every plumbing system (e.g. domestic water, sanitary, storm, gas, RODI, etc.) and other materials as required to describe the fundamental design concept for all plumbing systems
- ☐ Updated design criteria for each plumbing system (including set points, water quality levels, etc.)
- ☐ Preliminary piping plans (domestic & process) with indication of required service access areas
- □ Preliminary calculations
- ☐ Preliminary outdoor lighting plans
- ☐ Fixture, lamp, and controls descriptions

HVAC

- Equipment schedules (major equipment)
 Equipment locations (w/enlarged mechanical plans)
- Duct layout for typical spaces
- ☐ Indication of typical locations of fire dampers, smoke dampers, and combination F/S dampers
- ☐ Control diagrams (concept form) for all mechanical and plumbing systems
- Outline of major control sequences of operation
- M/E smoke control schemes
- ☐ Preliminary floor plans of mechanical rooms w/all components and required service access areas drawn to scale
- Meter locations and types
- Design building HVAC load/ventilation calculations (heating, cooling, humidity control, etc.)
- ☐ Steam piping system code stress analysis per applicable ASME Code (usually B31.1), including: structural support load calculations and all support and penetration loads (e.q. forces and moments)
- Noise calculations when required
- ☐ Total building kBtu/sq.ft. (energy intensity) calculations per B3
- □ Review locations/accessibility of valves/dampers etc.
- □ Pre-project TAB readings (air and hydronic systems) where applicable. If designing on a shared system, this is used to verify that the space not within scope is not impacted.

Plumbing

- Meter locations and types
- Back flow prevention locations
- ☐ Fixture schedules
- ☐ Equipment schedules (major equipment)
- ☐ Preliminary floor plans of mechanical rooms w/all components and required service access areas drawn to scale
- ☐ Floor drain locations
- Foundation drains
- Water riser diagram, including assumed fixture counts per floor connection
- ☐ Waste and vent riser diagrams including assumed fixture counts per floor connection
- Design calculations

HVAC and Plumbing

- ☐ Detailed piping and duct design with all sizes indicate, including CFM in and out of all doors. Indicate location of control panels
- ☐ Detailed floor plans of mechanical rooms w/ all components and required service access areas drawn to actual scale
- ☐ Cross-sections through mechanical rooms and areas where there are installation/coordination issues (tight space, zoning of utilities). Indicate required service access areas.
- ☐ In common mechanical space, indication of space zoning by system
- ☐ Connection to fire alarm & campus control systems
- ☐ Equipment details, including structural support requirements
- □ Penetration/sleeve details
- Installation details
- □ Duct construction schedule (on the drawings), indicating materials and pressure class for each duct system
- □ Detailed controls drawings, including clear differentiation of trade responsibility for control, fire, and control power wiring
- Detailed sequences of operation including the specific set points for all control loops that will result in attainment of the required design criteria, as well as alarm set points and time delays
- ☐ Final building HVAC load/ventilation calculations (heating, cooling, humidity control, etc.)
- □ Steam piping system code stress analysis per applicable ASME Code (usually B31.1), including: structural support load calculations and all support and penetration loads (e.q. forces and moments)
- □ Noise calculations when required
- ☐ Total building kBtu/sq.ft. (energy intensity) calculations per B3
- □ Review locations/accessibility of valves/dampers/etc. and sizing of access panels

Predesign Schematic Design

Design Development

Construction Documents

MEP

Electrical/Lighting Electrical/Lighting Electrical/Lighting **Electrical/Lighting** □ Confirm existing capacity/distribution ☐ Refined site plan of electric utilities, site ■ Manhole, duct bank, and building entry plans Details of power service to building lighting, and emergency egress lighting ☐ Power plans, including primary cable assumptions and details ■ System Narratives Site plan showing proposed electrical duct ☐ Underground duct bank plan and profile raceways, feeder conduits, electrical loads, • Identify specialty system requirements bank route based on site survey, and any duplex and special receptacles and circuiting drawings ☐ Indication of the required capacity/redundancy required infrastructure upgrades or Equipment ☐ Emergency power system plans, controls, and for all major pieces of equipment replacements Transformers – size and refined sizing details ☐ Elementary one line diagram of proposed Cable pulling calculations for the 13.8 kV calculations ☐ Connections to other building systems, major electrical equipment and emergency cable in the proposed duct bank Generators – size and refined sizing including fire alarm and HVAC systems ☐ Electrical equipment location plans ☐ Details of non-standard electrical installations systems calculations ☐ (Remodel only) One line diagram of ■ Panel numbering scheme ☐ Detailed one line diagram (not a riser diagram) ☐ Conduit and wire sizes for services, feeders modifications, additions, deletions, etc. ☐ One-line diagram showing equipment ratings showing equipment ratings, emergency and special branch circuits □ Project electrical load demand and how it was (not a riser diagram) of major electrical system layout, ground fault interrupting ■ Notes identifying locations of separate and equipment showing redundancy and shared neutrals derived strategy, metering, etc. ☐ Confirmation with the University EE staff that ☐ Normal power distribution riser diagram with □ MCC elevations emergency system strategy there is sufficient capacity on the 13.8 kV Equipment circuit breaker, fuse, conduit and wire sizes Grounding details system to support the new load Switch gear - location and size ☐ Emergency power riser diagram with circuit ■ Roof and floor penetration details ☐ (Remodel only) Confirmation of existing breaker, fuse, conduit and wire sizes • Transformers – location, size, and ☐ Lighting control system schematics and wiring building service capacity to take on new loads preliminary sizing calculations ☐ Grounding riser diagram and calculations and how it was derived Generators – location, size and preliminary Provide ground grid calculations and layout ☐ Lighting control system detailed sequences of ☐ General site plan identifying the connection sizing calculations ☐ Fault current and coordination studies used to ☐ Preliminary interior lighting plans specify equipment ratings and verifying ☐ Installation details, including structural support point to existing 13.8 kV underground infrastructure (i.e. manhole) and proposed duct ☐ Preliminary site plan showing outdoor lighting coordination of devices details bank route ☐ Provide refined preliminary art flash study ☐ Final arc flash study plans ☐ Fixture, lamp, and controls descriptions ☐ Existing underground electrical infrastructure Substation standard details ☐ Final cabling pulling calculations for medium that requires relocation or demolition ☐ Preliminary high voltage and vault layout ☐ List of equipment on emergency power voltage ductbanks ☐ Updated electrical load demand calculations ☐ Electrical load calculations ■ Special project requirements such added ☐ Final harmonic analysis per IEEE519 generation for specific standby loads, photoand how they were derived ■ Panel schedules ☐ Equipment location plans and strategy for voltaic arrays or anything beyond normal ☐ Interior and exterior lighting plans, including building infrastructure removing main power transformers control systems and devices, lighting panels, ☐ Design intent for internal and external lighting switching and circuiting ☐ Fixture types and schedule ☐ Dimming, daylighting and low voltage control zones ■ Emergency lighting Typical photometric calculations ☐ Typical electrical outlet location plans ☐ Plan for temporary power during construction Detailed vault layout with dimensions and all major equipment shown

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☐ Preliminary cabling pulling calculations for

Preliminary harmonic analysis per IEEE519 and means for arc flash reduction
 Access path for moving main power

transformer into and out of the building

medium voltage ductbanks

	Predesign	Schematic Design	Design Development	Construction Documents
FIRE PROTECTION	 Confirm existing capacity/distribution assumptions System Narratives Identify specialty system requirements Connection to utility and supply capacity Identify if a Fire Pump is required 	 Location of fire pump and controller, jockey pump and sprinkler valves Location of test headers and fire department connections Preliminary floor plans of mechanical rooms w/all components and required service access 	 One-line diagrams for each fire protection system, and other materials as required to describe the fundamental design concept for all fire protection systems Preliminary piping plans Fire pump sizing calculations 	 Fire protection service entrance details Fire protection plans (incl. header and riser layout) with indication of any required service access areas Zoning extents, for areas where the contractor will size the piping
		areas drawn to scale	 Location of all sprinkler zone valves, drains, and fire hose connections Design calculations 	 Typical sprinkler installation details, including structural support details Penetration/sleeve details

	Predesign
DATA + SECURITY	Low-Voltage / Data

assumptions

Security

System Narratives

■ System Narratives

☐ Confirm existing capacity/distribution

• Identify specialty system requirements ☐ Block diagram of MDF & IDF room locations

• Identify specialty system requirements

Schematic Design

Panel locations

Low-Voltage / Data		
MDF & IDF room locations and sizes		
Preliminary AV device location plan		
 Preliminary AV equipment schedule (for reference and budgeting purposes) 		
Security		

☐ Preliminary device location plans

Low-Voltage / Data		Low-Voltage / Data
	Preliminary equipment layouts in MDF & IDF	☐ Detailed voice, data and video outlet locations
	rooms	 Detailed equipment location plans
	Raceway and grounding riser diagrams	☐ Fauinment schedules

4	Raceway and grounding riser diagrams	 ⊏qu
)	Conduit and cable tray plans with conduit and	Wiri
	cable tray sizes	Inst
•	The deal side and determined address as the threating	.

Typical voice, data and video outlet location
plans (Coordinate power and data
requirements and locations)

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Riser	dia	gr	am	

Design Development

11 11 11 11	Security		
Security	Detailed equip		
☐ Riser diagram	Equipment sch		
■ Detailed sequences of operation	Wiring diagran		

Construction Documents

	Detailed equipment location plans Equipment schedules Wiring diagrams Installation details for conduit, outlet box and floor boxes, including mounting heights Details of telecommunications service to the building
Se	Installation details Detailed sequences of operation Details of connections to HVAC, fire pump, fire
	suppression, door hold-open, door lock, and University's central systems