UO Design Phase Requirements - Overview

This document OUTLINES required design deliverables per discipline for each design phase as referenced in the Consultant Contract. Design Teams should confirm deliverable expectations with UO's Owner's Representative based on the complexity of the project.
Revision history is noted on final page.

	Drawings/Documents/Disciplines	Programming & Concept	DESIGN TEAM - UO Specific Prog & Concept	SD Expected Documents	DESIGN TEAM - UO Specific SD (LOD 200)	DD Expected Documents	DESIGN TEAM - UO Specific DD (LOD 300)	CD Expected Documents	DESIGN TEAM - UO Specific CD (LOD 350)	DESIGN TEAM - UO Specific CA and Closeout
1	**CONTRACT DELIVERABLES**	☐		☐		☐		☐	Electronic files of all published drawing sets and BIM files.	
2	**NARRATIVE**	☑	A narrative report that discusses the entire program and associated conceptual design including the operational, functional and aesthetic needs of the Project, resulting in a written document describing the space requirements, the proximity relationships, the daily and weekly scheduling relationships. This document will address elements such as structural systems strategies, lighting, thermal comfort, technology, equipment, electrical power, and acoustical needs.	☑	Narrative Summary of the schematic design, including brief descriptions of each component (e.g., site design, structural, mechanical, and electrical systems, etc.);	☑		☑		Provide a white paper to the Owner prior to occupancy including narrative of the project scope and illustrative guide for how things work, including but not limited to, building features, design intent, interfaces and interactions with light switches, occupancy sensory, heating/cooling, trash/recycling, LEED components, furniture, equipment, etc.
3	**SPACE PLAN**	☑	A space table or spreadsheet that lists space needs by net area and increases this to a total building requirement of gross area. Include space requirements for mechanical, electrical, and plumbing systems to the extent that these can be predicted.	☑	Update space table and spreadsheet based upon current drawings.	☑	Update space table and spreadsheet based upon current drawings.	☐		
4	**DESIGN STANDARDS DEVIATIONS**	☑	A description of proposed deviations from the Campus Design standards with information to Owner as to why these deviations are recommended. Record for distribution all deviation proposals, approvals and rejections. Continue recording into subsequent phases of design.	☑		☑	• Specifications to conform to materials and standards set in UO Campus Construction Standards	☑	• Complete specification for all divisions and trades, including draft front end documents.	
5	**SCHEDULE**	☑	Initial design and construction duration schedule.	☑	Project schedule	☑		☑	• Schedule of proposed movable equipment that is NOT indicated on documents. • Finish schedules. • Door and hardware schedules. • Schedule of lab fixtures (turrets, etc.), if applicable.	
6	**COST SUMMARY**	☑		☑	Reconciled Cost estimate and summary of strategies used to balance the cost with the budget	☑		☑		
7	**GEOTECH REPORT**	☐		☑	Required at SD	☐		☐		
8	**LAYDOWN DIAGRAM**	☐		☐		☑	Required at DD	☑		
9	**CONSTRUCTION PHASING AND SEQUENCING PLAN**	☐		☐		☑	Recommendations for construction phasing to ensure continued operation of Owner's activities	☑	• Identification of construction phasing, including temporary requirements during each phase of construction.	
10	**LEED**	☐		☑	• LEED Scorecard • Energy code support information required for LEED – code year and version of LEED - scorecard	☑	• Provide support documentation for development of Sustainability Plan, including LEED scorecard • LEED updated scorecard and specification	☑	• LEED updated scorecard and specification	
11	**SPECIFICATIONS**	☐		☑	• Full Table of contents of proposed specifications • Prepare an Outline Specification with Project Description, outline basic interior and exterior construction and materials, include MEP outline specification. MEP BOD - LEED Requirements	☑	• 50DD draft specifications must include project specific information • 100DD: Sequence of Operations (SOO) outline, Cx Plan,	☑	50CD: SOO final, COM Check (energy code check), Lighting/mechanical, QA/QC, requirement for Flushing plans Coordinate with OR for front-end documents for bid projects	
12	**GENERAL**	☐		☑		☐	An up-date of the Fire and Life Safety requirements resulting from design development phase meetings with the AHJ, including draft language for Alternative Means and Methods applications that will be needed to obtain a building permit	☐	• Include code required maximum allowable number of people in each room	
17	**CIVIL**	☐	A site plan detailing the project boundaries, and any applicable building massing, open space improvements, high-level landscaping, site utilities, bike and vehicular parking, and other viable patterns contained within the UO Campus Plan.	☐	• Parking and site logistics • Bike parking locations • Loading dock location •Trash/Recycling locations • Soil remediation, if needed • Site lighting layout concept • Stormwater Management Strategy/Concept • Underground Utility Requirements • Existing tunnel and vault locations • Proposed new tunnel locations, and Access Points	☐	• Vehicle and pedestrian traffic controls, as needed. • Underground utility calculations • Utility plans, elevations, and details for tunnels • Extent of construction area. • Construction site access. • Staging area.	☐	• 50%CD - Construction signage. • 50% CD - Area traffic plan, if existing roads / walks are impacted.	

Drawings/Documents/Disciplines	Programming & Concept	DESIGN TEAM - UO Specific Prog & Concept	SD Expected Documents	DESIGN TEAM - UO Specific SD (LOD 200)	DD Expected Documents	DESIGN TEAM - UO Specific DD (LOD 300)	CD Expected Documents	DESIGN TEAM - UO Specific CD (LOD 350)	DESIGN TEAM - UO Specific CA and Closeout
28 **LANDSCAPING**	☐	• Existing major landscape elements. • New and existing pedestrian pathways.	☐	• Existing plants to remain (including significant trees) • Bike Parking Locations • Trash/Recycling Locations • E-phone locations	☐	• Existing & new irrigation zones • Protection for existing trees and significant plantings during construction. • Plans for site structures and enclosures, including layout and dimensions. -Maintaining irrigation to trees, flower beds, landscaping during construction	☐		
36 **STRUCTURAL**	☐		☐		☐	• Mechanical and electrical house keeping pads.	☐	• All requirements for special inspections and materials testing for structural elements. • Can be part of structural calculations package	
50 **DEMOLITION**	☐		☐		☐	Demo plans at unique features	☐		
59 **ARCHITECTURAL**	☐	•Diagrammatic Floor plans that reflect the programs and relationships to each other within the building. •Floor plans that reflect the relationships to adjacent university building.	☐	• Include spaces outlined in Design Standards, equipment room, janitor closets, lactation rooms as applicable • Preliminary layout of major spaces with fixed equipment • Reflected ceiling plan - listed below in drawings	☐	For 50% DD • Preliminary door schedules - Door and hardware schedules for Lock Shop coordination • Preliminary Signage package • Furniture and equipment layouts showing proposed location, size, and configuration of all furniture and equipment in the Project; • Coordinate Owner Furnished furniture and equipment [Furniture and equipment outline specification, cut sheets, and preliminary budget estimate.] • Fixed seating. • Defined seating, serving, and kitchen facilities. • Details of fixed equipment • Outline specifications indicating features of major equipment as well as component materials (ex: 'welded schedule 40 steel pipe', etc.) with same section numbering as final specification. • RCP coordinated with MEP For 100% DD • Room numbering finalized • Fully filled out draft Door schedule; with coordinated building systems such as access controls, security, and fire alarm contacts identified. • Fully filled out draft Door hardware schedule & specifications identifying anticipated products. • Finish schedule & plans; with intended types of finish for each space. • Finish specifications; with proposed product options. • Reflected Ceiling Plans with coordinated equipment and devices.	☐	•Sections and details •Description of controls and fixtures. • Confirm Owner Furnished furniture and equipment. Confirm contractor or owner install	Construction Administration Phase •Upon completion of the Work, the Architect shall, at no additional cost to the Owner, update electronic drawings and submit the appropriate digital files as follows: • One complete, full-size (no larger than 30" x 42"), digital drawing set reflecting significant changes in the Work made during construction based on marked-up prints, drawings and other data furnished by the CM/GC to the Architect. •One complete, reproducible set of electronic drawing files, compatible with recent version of Revit, including full BIM model if BIM software is used. •One complete Binders containing samples of proposed interior finishes and color-index of AutoCAD files and drawing layers. •One complete set of digital files of drawings and specifications in PDF format. •One complete pdf sets of as-built specifications; and •Prepare floor plans (Book Plans) of the Project in the Owner's format for administrative and space record keeping. Post-Construction Phase. Upon substantial completion of the Construction Administration Phase and continuing thereafter as necessary, the Architect shall: •During the 12-month period after occupancy of the project, participate with the Owner and Owner's consultants in a quarterly (seasonal) on-site review of the project to review system operating data including metering, trend logs, instantaneous flow measurements, and other information to ensure that the building mechanical and electrical systems are operating consistently with the design intent. Compare performance data to assumptions used during design. Identify control adjustments and other minor changes that would substantially reduce energy consumption or otherwise enhance system performance.

	Drawings/Documents/Disciplines	Programming & Concept	DESIGN TEAM - UO Specific Prog & Concept	SD Expected Documents	DESIGN TEAM - UO Specific SD (LOD 200)	DD Expected Documents	DESIGN TEAM - UO Specific DD (LOD 300)	CD Expected Documents	DESIGN TEAM - UO Specific CD (LOD 350)	DESIGN TEAM - UO Specific CA and Closeout
94	**FIRE PROTECTION**	☐		☐	•One-line diagrams for each plumbing system and other materials as required describing the fundamental design concept for all fire protection systems. •Report documenting adequacy of utility system, flow, etc. •Location of connections to utilities •Location of fire pump and controller	☐	• Wall types, fire ratings, and smoke control zones. •Indication of typical locations of fire dampers, smoke dampers, and combination fire / smoke dampers. •Mechanical and electrical smoke control schemes. •Location of test headers and fire department connections. •Preliminary piping plans. •Enlarged preliminary floor plans of mechanical rooms with all components and required service areas drawn to scale. •Fire pump sizing calculations and devices when applicable. - RCP coordinated with MEP	☐	95% CD •Detailed Fire Alarm panel, device, and appliance location plans including duct detectors, fire/smoke dampers, sprinkler flow and tamper switches, monitor and control modules, door hold-opens, door lock releases, etc. •Strobe light candela ratings. •General notes on conduit and wire sizes. •Details of connections to HVAC, fire pump, fire suppression, door hold-open, and door lock systems. •Detailed sequence of operations. •Fire protection service entrance details. •Fire protection plans (including header and riser layout) with indication of any required service access areas. •Detailed piping design with all major pipe sizes indicated. •Location of all sprinkler zone valve and drain connections. •Zoning extents, for areas where the contractor will size the piping. •Typical sprinkler installation details, including structural support requirements. •Penetration and sleeve details. •Design calculations. (May not be required if a design-build system; project decision.)	
99	**PLUMBING**	☐		☐	•Existing condition and capacity verification (re-use)	☐	100% DD • Design criteria for each system including set points, water quality levels, etc. • Preliminary piping plans (domestic & process) with indication of required service access areas. • Enlarged preliminary floor plans of mechanical rooms with all components and required service areas drawn to scale. •Meter locations and types. •Back flow prevention locations. -- RCP coordinated with MEP	☐	•Detailed piping design with all pipe sizes indicated. •Typical plumbing details, including structural support requirements. •Water heating piping details. •Penetration and sleeve details. •Design calculations. (May not be required; project decision.) •Water riser diagram, including assumed fixture counts per floor connection. (May not be required for 1 to 2 story buildings; project decision.) •Pressure Pipe riser diagrams (Clean Dry Air (CDA), Reverse Osmosis (RO), etc). •Waste and vent riser diagrams including assumed fixture counts per floor connection. (May not be required for 1 to 2 story buildings; project decision.) •Foundation drains; unless identified in Architectural.	
109	**MECHANICAL**	☐		☐	•Indication of the amount of redundancy for all major pieces of mechanical equipment. Ex: 2 pumps with 100% capacity each, etc. •Major equipment locations •General layout of mechanical rooms •Strategy for HVAC zoning and typical individual space zoning. Ex: VAV boxes per office = x, etc. •Special occupancy zones if any •3-dimensional clear maintenance space to be maintained at all service points on fan coil units, filter banks, motor locations, dampers, etc shall be graphically shown. •Riser and shaft locations •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. •Air intake and discharge locations for major systems •Dimensioned 3 dimensional3-dimensional clear maintenance space to be maintained at all service points on fan coil units, filter banks, motor locations, dampers, etc shall be graphically shown. Existing condition and capacity verification (re-use) -PDF sketch/overlay on architectural of basic routing and equipment layout. -Shaft locations and OA/Exhaust penetrations -Update BOD -Main utility connections and pathways -Demo/Salvage Plans Equipment sales brocure	☐	• Progressively updated one-line diagrams for mechanical systems design(s), proposed major mechanical equipment selections, mechanical room layouts, proposed plumbing fixtures 50% DD Preliminary equipment schedules Piping and ductwork routing on plans Actual sizing of duct/piping shown and called out Riser diagrams Utility connection details Specification draft w/BOD systems and manufacturer Equipment sizing/Layout Zoning Plan Development of Alternates Mechanical space layout and size 100% DD •Overall HVAC equipment layout indicating air handlers, exhaust fans, duct risers, and duct mains. •Plans indicating shaft, chase, and soffit requirements. • Identify pieces of equipment that are recessed and that will make access difficult. •Duct layout for typical spaces. •Variable Frequency Drives (VFD) for HVAC description and locations. •All ducts 12” or greater in any dimension to be shown graphically full size Piping connection details and components EACH SECTION: Identified previous markup responses	☐	50% CD • Fully developed specs • Developed details and enlarged plans • P&ID Control Drawings • SOO's • Thermostat locations 95%CD •Heat gain/loss and HVAC system design calculations; •Detailed and enlarged floor plans of mechanical rooms with all components and required service areas drawn to scale. •Enlarged cross-sections through mechanical rooms and areas where there are installation / coordination issues (tight space, zoning of utilities, etc.). Indicate required service access areas. •Detailed layout of mechanical rooms with sections both ways •3-dimensional clear maintenance space to be maintained at all service points on fan coil units, filter banks, motor locations, dampers, etc shall be graphically shown. •Floor plans with all components and required service access areas drawn to scale. •On the plans, indicate ducts sizes and air flow quantities relative to each room, including CFM in and out of all doors. • Indicate location of control panels. •Detailed piping and duct design with all sizes indicated. •Duct construction schedule indicating materials and pressure class for each duct system; either on drawings or in specifications. •All ducts in any dimension to be shown graphically full size •Outside air room schedule	

	Drawings/Documents/Disciplines	Programming & Concept	DESIGN TEAM - UO Specific Prog & Concept	SD Expected Documents	DESIGN TEAM - UO Specific SD (LOD 200)	DD Expected Documents	DESIGN TEAM - UO Specific DD (LOD 300)	CD Expected Documents	DESIGN TEAM - UO Specific CD (LOD 350)	DESIGN TEAM - UO Specific CA and Closeout
123	⊞ **ELECTRICAL**	☐		☐	•Fixture, lamp, and controls descriptions. •Dimming, daylighting, and low voltage control zones. •General photometric levels •Site electrical layout. * Single line power diagram. •Exterior equipment/pad locations. •Substation, generator, and electrical room locations. •Equipment layout, based upon the one-line diagram, for all electrical rooms. • Electrical symbols legend • General drawing notes • Preliminary interior lighting plans. • Preliminary outdoor lighting plans. Existing condition and capacity verification (re-use).	☐	50% DD • Preliminary equipment schedules • Maintenance access shown on drawings 100% DD •One-line diagrams for electrical systems design(s), proposed light fixtures, electrical room layouts • Riser diagrams for grounding, fire alarm, security, technology. •Manhole, duct bank, and building entry plans and details. •Panel schedules and locations on plans. Mechanical equipment to be shown on the panel schedules with loads indicated on mechanical schedules. •All electrical equipment location on plans. •All electrical outlet devices shown on plans. •Typical interior lighting and control plans. •Lighting driver and panel locations. •Outdoor lighting and control plans. •Fixture types, schedules, and cut sheets.	☐	•50% CD • Preliminary coordination study. 95% • Electrical and lighting system design calculations • Coordination study. •Standby and emergency power system plans, controls, and details. •Connections to other building systems, including fire alarm and HVAC systems. •Notes identifying locations of separate and shared neutrals. •MCC elevations. • COM check - lighting • Energy model • Final lighting cut sheets - include in narrative	Provide COMCheck docs to UO.
138	⊞ **FIRE ALARM**	☐		☐	•Fire Alarm system description. •Fire Alarm panel / subpanel locations. •Preliminary Fire Alarm device and appliance location plans.	☐		☐	•Connection to fire alarm and campus control systems.	
143	⊟ **TECHNOLOGY**	☐		☐		☐		☐		
144	⊞ **TELECOMMUNICATIONS**	☐		☐		☐	• Preliminary Data location for AVS coordination • Preliminary AV (if applicable) location for AVS coordination • Confirm Owner Furnished scope •All data outlet devices shown on plans. (coordinate with equipment, lab equipment, office furniture for data needs)	☐		
151	⊞ **SECURITY/ACCESS CONTROL**	☐		☐	•System descriptions. •Panel locations.	☐	• Preliminary camera and door access control location for FASS IT coordination •Riser diagrams. •Equipment location plans. •Security office layout, if applicable. •Card access control equipment closet layout and elevations.	☐	•Detailed equipment location plans. •Equipment schedules. •Concealed and exposed raceways. •Wiring diagrams. •Installation details.	
156	⊞ **AUDIOVISUAL**	☐		☐	•System descriptions. •Panel locations. • confirm if AVS will layout and specify the AV scope	☐	• Preliminary Data location for AVS coordination • Preliminary AV location for AVS coordination •Riser diagrams. •Equipment descriptions. •A/V equipment location plans. •Clock and other equipment location plans.	☐	•Detailed Equipment location plans. •Equipment schedules. •Wiring diagrams. •Installation details including cabinets, hangers, and connection boxes.	
161	⊞ **UTILITIES**	☐		☐	Included in BOD	☐	• Tunnel Addition/layout • Meter identification and shown on one-lines and details • Maintenance access shown on drawings	☐	50 CD • Final tunnel design and meter detail 95 CD • Waterproofing details for vault/tunnel	
167										
168										
169										
170										
171										
172										
173										
174										
175										
176										
177										
178										
179										
180										

	Drawings/Documents/Disciplines	Programming & Concept	DESIGN TEAM - UO Specific Prog & Concept	SD Expected Documents	DESIGN TEAM - UO Specific SD (LOD 200)	DD Expected Documents	DESIGN TEAM - UO Specific DD (LOD 300)	CD Expected Documents	DESIGN TEAM - UO Specific CD (LOD 350)	DESIGN TEAM - UO Specific CA and Closeout
181										

Revision History:
11/3/26 - Added "Maintenance access shown on drawings" to: Electrical at 50% DD and Utilities at DD