

## II. ARCHITECTURAL/ENGINEERING DOCUMENTS DELIVERABLES

### Purpose

The purpose of the following guidelines is to provide the A/E consultant with guidance in the preparation of Schematic Design Plans for construction and renovation projects at Texas State University.

### 2.03 Schematic Design Plans for Review by the Facilities Planning, Design and Construction (FPDC)

#### A. Usage of the University's Logo and Inclusion of the System Statement:

1. Any Texas State logo used in any document published or produced by the consultant for the University shall be the "Primary" logo as listed on the University's web site. At times, the University might change the logo or the policy for its use. **It is the responsibility of the document preparer to link to the web sites to determine the current logo and the policy for its use.** The policy for the use of the University's logo and inclusion of the Texas State University System Statement is UPPS01.04.11. The web link to the current university logo information is [www.txstate.edu/logos](http://www.txstate.edu/logos).

#### B. Usage of the Texas State University name:

1. As of September 1, 2013, the University's name is changed to Texas State University. The University's full name, 'Texas State University', must be used when referencing the University. **The use of 'TSU' is not acceptable in any written format (i. e. email, report, etc.).** Such use will result in the rejection of the document(s) to be corrected and re-submitted, at the expense of the submitter. If space is an issue, it is appropriate to use 'Texas State'.

#### C. Schematic Design Plans Booklet Development and Submission to the Office of Facilities Planning Design and Construction (FPDC):

1. The following guidelines are the requirements for submission of the Schematic Design. Booklet; refer to 2.02 D.
  - a. Schematic Design Plans Development:
    - 1). The Architect-Engineer shall meet with the University Project Planning Committee as many times as necessary and shall be furnished a copy of the Program of Requirements to develop the

Schematic Design Plans. The Schematic Design Plans should include the following:

- a) Building Code Analysis Report (8 1/2" x 11") format.
- b) Site Plan: (showing building footprint with entrances, site improvements, and interface with the surrounding campus)
  1. The TAS "Accessible Path" must be designed to the closest "Public Way".
- c) Floor Plans: (including Fixed Equipment)
- d) Elevations and appropriate Sections: (of the proposed improvements, as appropriate)
- e) Pictorial Drawings, Prospective Color Renderings and/or Model: (typical on projects which change the appearance or new facilities)
- f) Outline Specifications
- g) Statement of Energy Conservation and Sustainability
- h) Project Schedule
- i) Estimate of Cost to confirm CCL:

The Architect's Cost Consultant shall include an itemized construction cost estimate separated into all the required CSI Divisions, no later than 2 weeks after SD review submitted in C.j below.

If the construction delivery system is a Construction Management at Risk (CM@R), the CM will also provide a detailed cost estimate for comparison with the Architect's cost estimate, no later than 2 weeks after SD review submitted in C.j below..


- j) Three (3) copies of the Schematic Design documents above will be presented to the Facilities Planning, Design and Construction office (FPDC), for draft review.
- 2). After the approval, nine (9) copies will be presented. Eight (8) delivered to the (ODSR), Facilities Planning Design and Construction office (FPDC), and (1) copy to the (ODR), the Texas State University System office (TSUS), in Austin, Texas. Two electronic copies, in the original application (i.e. Word, Excel, AutoCAD, etc.), via CD or email, will also be submitted to the (ODSR), FPDC. The CD shall include all drawings, specifications, product data, and cost estimates, etc.
- 3). After the approval of the Planning and Construction Committee, the A/E consultant shall provide the Facilities Planning, Design and Construction (FPDC) with eight (8) hard copies of the Schematic Design Plans with an electronic copy, in the original application (i.e. word, excel, AutoCAD, etc.), (via CD or email).

D. Schematic Design Plans Booklet Layout:

1. The Schematic Design Plans are to be written in Times New Roman size 12 fonts, contain a cover page, a table of contents, each section tabbed, and spiral bound. The plans shall be bound in the order as follows:
  - a. **Front Cover:** The front cover of the Preliminary Plan Booklet shall contain The University's logo with the statement 'Texas State University is a member of the Texas State University System', that it is Schematic Design Plans, the project name, the month and year of the Board of Regents meeting that the plans will be presented and the preparing firms' information.
  - b. **Table of Contents:** A Table of Contents shall be placed after the Cover Page and list the following sections by section title. The contents of each tab noted below are for the consultant's clarification and are not to be listed in the Table of Contents.
    - 1). **Tab 1:** Design Narrative and Program Scope. Narrative grammar must be positive (i.e. "will be", "is").

- 2). **Tab 2:** Site Plan: (showing building footprint with entrances, site improvements, and **interface** with the surrounding campus)
  - 3). **Tab 3:** Floor Plans: (including Fixed Equipment)
  - 4). **Tab 4:** Elevations and appropriate Sections: (of the proposed improvements, as appropriate)
  - 5). **Tab 5:** Pictorial Drawings, Prospective Color Renderings and/or Model: (typical on projects, which change the exterior appearance or new facilities).
  - 6). **Tab 6:** Outline Specifications
  - 7). **Tab 7:** Statement of Energy Conservation and Sustainability
  - 8). **Tab 8:** Project Schedule
  - 9). **Tab 9:** Estimate of Cost: (including itemized construction cost estimate by CSI Division, site clearance and development cost, landscape cost.
- c. An example of the Schematic Design Plan Booklet is as follows:

E. Front Cover Example:

<p style="text-align: center;"><b>TEXAS</b>  <b>STATE</b></p> <p style="text-align: center;"><i>The rising STAR of Texas</i>™</p> <p style="text-align: center;"><b>SCHEMATIC DESIGN PLANS</b></p> <p style="text-align: center;">FOR THE</p> <p style="text-align: center;"><b>PROJECT NAME</b></p> <p style="text-align: center;">AT</p> <p style="text-align: center;"><b>TEXAS STATE UNIVERSITY</b> A member of The Texas State University System</p> <p style="text-align: center;">PRESENTED TO</p> <p style="text-align: center;"><b>TEXAS STATE UNIVERSITY</b></p> <p style="text-align: center;">MONTH YEAR</p> <p style="text-align: center;"><b>FIRM'S INFORMATION</b></p>
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## F. Cover Sheet Example

**Schematic Design Plans  
for the  
Project Name  
at  
Texas State University  
Month Year**

**The Texas State University System Board of Regents (MUST verify prior to final)**

Bernie C. Francis, Chairman	Carrollton
Trisha S. Pollard, Vice Chair	Bellaire
Dora G. Alcalá	Del Rio
Charles Amato	San Antonio
Ron Blatchley	Bryan
John E. Dudley	Comanche
Michael Truncale	Beaumont
Greg Wilkinson	Dallas
Donna N. Williams	Arlington
Magdalena Manzano-Student Regent	Huntsville

**The Texas State University System Administration**

Dr. Brian McCall	Chancellor
Peter E. Graves	Vice Chancellor for Contract Administration
Rob Roy Parnell	Associate Vice Chancellor for Facilities

**Texas State University Administration**

Denise M. Trauth	President
William A. Nance	Vice President, Finance and Support Services
Nancy Nusbaum	Associate Vice President, Finance and Support Service Planning
Juan Guerra	Associate Vice President, Facilities
Michael Petty	Director, Facilities Planning, Design and Construction

**Design Team**

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