DESIGN REQUIREMENTS

1.0 GENERAL

DFCM DESIGN MANUAL
UNIVERSITY OF UTAH SUPPLEMENT

January 15, 2016
The DFCM Design Manual “Design Requirements” (State of Utah, Department of Administrative Services, Division of Facilities Construction and Management, referred to herein as “DFCM Manual” or “Manual”) dated June 11, 2009 including highlighted updates is the basis for A/E design services provided for all University of Utah projects.

This document accepts the DFCM Manual as the University of Utah standard, and supplements the Manual with requirements which are needed to satisfy University organization and mission objectives.

The reader is directed first to the DFCM Manual, then to this supplement where added requirements are preceded by “ADDED” and paragraph alterations required to accommodate University processes are preceded by “REVISED.”

To remain consistent with the DFCM Manual, this supplement is organized in a format matching that of the parent Manual. Only portions of the parent Manual are reproduced in this supplement, either as navigation guides or as altered paragraphs. DFCM text is presented in a gray font. University additions and insertions are presented in normal font.

**ADDED:**
The purpose of this supplement is to acquaint the A/E with functions and standards of the University of Utah. A basic knowledge in these areas is essential before an A/E can successfully carry out its contract responsibilities.

This supplement describes University requirements which pertain to the construction of new and remodeled facilities.

**ADDED:**
**REVISIONS SUMMARY**
for the University of Utah Supplement:

<table>
<thead>
<tr>
<th>REVISION DATE</th>
<th>LOCATION</th>
<th>SUMMARY OF CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 November 2013</td>
<td>1.5</td>
<td>Approved Equal. Added “Approved Equal” Requirements</td>
</tr>
<tr>
<td>06 January 2012</td>
<td>- - -</td>
<td>University Design Standards. The former University Design Standards Chapters 1 through 12 have been reformatted and re-issued as the University of Utah Supplement to the DFCM Design Manual. Most of Chapter 11 is included in the “Design Process” supplement while other chapters have become supplemental text in the “Design Requirements” volume.</td>
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<tr>
<td>10 December 2009</td>
<td>- - -</td>
<td>General. Several revisions made to reflect current University procedures</td>
</tr>
</tbody>
</table>
1.2 Procedure

**REVISED:**
A. Request Changes to Design Requirements
Complete the Design Requirement/Variance Form for DFCM managed projects, or the Change Request Form / Project Variance Request Form located in Design Process (University Supplement) for University managed projects to make recommendations for additions, deletions, and changes to the Design Requirements.

**REVISED:**
B. Request Variance from Design Requirements
Complete the Design Requirement/Variance Form to request approval by the Director for DFCM managed projects, or the University forms identified in A above for approval by the University to vary from these Design Requirements based upon the specific project needs.

**REVISED:**
C. Approval of Design Requirement Modifications
All Design Requirement modifications require approval by the Director for DFCM managed projects. All Design Requirement modifications for University managed projects require approval by the University’s Design Standards Committee. The following procedures apply to DFCM managed projects only.

1.3 Hierarchy of Requirements

A. Hierarchy
The hierarchy of requirements is as follows:

(1) Comply with the minimum requirements of all applicable laws, rules, and regulatory requirements.

**REVISED:**

a. Exceptions to applicable laws, rules, and regulatory requirements:
Wherever there are practical difficulties involved in carrying out these provisions, the State Building Official for DFCM managed projects with the approval of the Director of DFCM and/or the State Fire Marshall shall have authority to grant modifications. For University managed projects, the University Building Official and / or the University Fire Marshall shall have modification approval authority. DFCM The modifications granted by the State Building Official shall be documented in this standard under the heading “Design Requirements.”
1.4 Changes and Additions to Design Requirements

**REVISIONS:**

1. Instructions for Change or Variance
   Complete the following document for DFCM managed projects, or the Change Request Form or the Project Variance Request Form (located in “Design Process, DFCM Design Manual, University of Utah Supplement”) for University managed Projects and submit it to the person to whom you are responsible to (the University Project Manager for University Projects) for ultimate decision by the Director (DFCM) or the Design Standards Committee for University managed projects, for requested changes/additions to the Design Requirements.

1.5 Approved Equal

1. The materials, products, and equipment described in the University of Utah Design Standards establish the standard of required function, dimension, appearance, durability, warrantee, maintainability and quality to be met by any proposed alternative. A/Es may submit an approved equal product for consideration by Facilities Management through the University Project Manager if they believe that a product meets or exceeds the current University Design Standards.

The definition of "Approved Equal" throughout the University Design Standards shall be as follows: Material, equipment, or method of construction that has been approved by the University as an acceptable alternative to that specified in the University Design Standards.

The Design Professional shall submit proposed approved equal products to the University Project Manager for review and approval by the Design Standards Committee as a Variance Request prior to final inclusion in contract documents. Use the University of Utah Project Variance Request Form. The approved equal submittal shall include an analysis and recommendation by the design professional. This must be submitted in a timeframe that allows for a 30-day review period by the University prior to the time that a decision must be made in the design process. An exception to the 30-day review period may be made for substitution requests submitted by contractors during bidding. Potential actions in response to substitution requests during bidding include (but are not limited to): approval, denial, extension of bidding to allow for review, and denial for that specific bid due to time constraints while initiating a separate review for consideration of modifying the University’s design standards. Prior to making a decision regarding “approved equal” requests, the Design Standards Committee shall seek input from appropriate parties within Facilities Management or elsewhere in the University.

*End of 1.0 General*