

GUIDELINES FOR PROFESSIONAL SERVICES

DIVISION 1 – GENERAL REQUIREMENTS

The Design Professional shall write the technical specifications applicable to each assigned project as required to provide a complete set of construction documents.

The following guidelines are in addition to all required Codes and Standards and are to be followed wherever applicable. Deviations from these guidelines shall be allowed only with the express written consent of the Owner.

The Design Professional shall sign and submit the attached compliance statement at each phase of design (Schematic Design, Design Development, and Construction Documents).

These guidelines are not intended to stifle other approaches and systems. The Design Professional is encouraged to present alternatives to the Owner for consideration. Any list of proprietary names is to establish a level of quality, performance and features, and is not to restrict bidding in any way.

Per Florida Statute 255.252 (3) “Any building constructed and Financed by the State be designed and constructed to comply with Green Building Initiative, a nationally recognized high-performance green building rating system (Green Globes).” For each applicable project, the owner shall register with The Green Building Initiative (GBI). The design professional shall participate in the GBI program and upon completion of the construction documents submit a letter to the owner stating the design complies with the minimum requirements of the program. The construction documents shall require the Construction Manager / Contractor to participate in the program and upon completion of the Construction, to submit a letter stating the project was constructed in compliance with the minimum requirements of the program.

Commissioning shall be part of those projects that include HVAC, lighting or hot water recirculation systems. The attached Commissioning Requirements Specification shall be included in all applicable projects construction documents.

Division 1 Attachment

The following statement shall be written on the Design Professional's letterhead and submitted to the Owner for approval prior to issuance of each phase of design documents, Phase 1 – Schematic Design, Phase 2 – Design Development, and Phase 3 – Construction Documents.

RE: Name of Project
Completion of Phase XXX

This project complies with the School Board of Sarasota County Design Guidelines, with the following exceptions, which are submitted for approval by the Director of Construction Services and the Director of Facilities Services.

(If none, so state)

Sincerely,

Prime Professional of Record
Firm Name

Reviewed by,

Approved by,

Approved by,

Project Manager
Construction Services Dept.

Director
Construction Services Dept.

Director
Facilities Services Dept.