TABLE OF CONTENTS

CHAPTER	TITLE	UPDATED
1	**Introduction**	
1.1	The Design Procedures Manual	*02/06/26*
1.2	OGS D&C Organization and Structure	*02/06/26*
1.3	Definitions and Terminology	*02/06/26*
2	Consultant Services	*02/06/26*
3	Types of Contracts	*02/06/26*
4	**Submission Phase Guidelines**	
4.0	Introduction	*02/06/26*
4.0.1	Project Initiation	*02/06/26*
4.0.2	Initial Site Visit	*02/06/26*
4.1	Professional Consultation Reports and Studies	*02/06/26*
4.2	Program Phase	*02/06/26*
4.2.1	Program Report Template Instructions	*02/06/26*
4.2.2	Program Report Checklist	*02/06/26*
4.3	Design Phase	
4.3.0	Interim Submission	*02/06/26*
4.3.1	Schematic Design Phase	*02/06/26*
4.3.2	Design Development Phase	*02/06/26*
4.4	Contract Documents Phase	
4.3.3	80% Constructability Review	*02/06/26*
4.4.2	100% Submission Phase	*02/06/26*
4.4.3	Backcheck Submission Phase	*02/06/26*
4.5	Final Submission	*02/06/26*
4.6	Rebid Submission	
5	**Technical Documents**	
5.1	General Information	*01/03/23*
5.2	Project Manual	*01/03/23*
5.2.1	Specifications Language	*01/03/23*
5.2.2	Writing & Updating D&C Master Specifications	*01/03/23*
5.2.3	Page Format	*01/03/23*
5.3	Project Drawings	*01/03/23*
5.4	Electronic Documentation	*01/03/23*
5.5	Project Manual / Project Drawings Coordination	*Reserved*

TABLE OF CONTENTS

CHAPTER		TITLE	UPDATED
6	Cost Control		*01/03/23*
7	**Bid Phase Guidelines**		
7.1	General Information		*01/03/23*
7.2	Bidder Questions		*01/03/23*
7.3	Preparing Addenda		*01/03/23*
7.4	Pre-Bid Site Visits		*01/03/23*
7.5	Bid Evaluation		*01/03/23*
7.6	Meetings		*01/03/23*
8	Construction Phase Guidelines		*01/03/23*
9	**Design Guides**		
9.1	General Information		*01/03/23*
9.2	General Conditions Document 007213		*01/03/23*
9.3	Multiple Prime Contracts Guide (Wicks Law)		*01/03/23*
9.4	Commissioning Guide		*01/03/23*
9.5	Energy Efficiency (Executive Order 88) and Sustainable Design		*01/03/23*
9.6	State Records / Documentation Guide		*01/03/23*
9.7	Agency-Specific Standards and Requirements		*01/03/23*
9.7.3	Department of Corrections and Community Supervision (DOCCS)		*01/03/23*
9.7.5	Department of Health (DOH)		*01/03/23*
9.7.7	Department of Transportation (DOT)		*01/03/23*
9.7.9	Division of Military and Naval Affairs (DMNA)		*01/03/23*
9.7.14	Office of Children and Family Services (OCFS)		*01/03/23*
9.7.15	Office of General Services (OGS)		*01/03/23*
9.7.15.1	OGS Tenants		*01/03/23*
9.7.16	Office of Mental Health (OMH)		*01/03/23*
9.7.23	State Education Department (SED)		*01/03/23*
9.7.24	State University of New York (SUNY)		*01/03/23*
9.8	Hazardous Materials Guide		*01/03/23*
9.9	Codes Guide		*01/03/23*
9.10	Firestopping Guide		*01/03/23*
9.11	Civil and Site Guide		*01/03/23*
9.11.1	Design Standards		*01/03/23*
9.11.2	Stormwater Pollution Prevention Plan (SWPPP)		*01/03/23*
9.11.3	Survey Standards		*01/03/23*
9.12	Environmental Assessment and Permitting Guide		*01/03/23*

TABLE OF CONTENTS

CHAPTER		TITLE	UPDATED
	9.12.1	NYS Environmental Quality Review Act (SEQRA)	*01/03/23*
	9.12.2	NYS Environmental Laws, Regulations and Guidelines	*Reserved*
	9.12.3	Federal Environmental Laws, Regulations and Guidelines	*Reserved*
	9.12.4	New York City Environmental Laws, Regulations and Guidelines	*Reserved*
9.13		Demolition of Structures Guide	*01/03/23*
9.14		Historic Preservation Guide	*Reserved*
9.15		Geotechnical Guide	*01/03/23*
9.16		Structural Guide	*03/30/18*
9.17		Architectural Guide	
	9.17.1	Roofing Guide	*01/03/23*
	9.17.1.1	Sustainable Roofing Guidelines	*01/03/23*
	9.17.2	Elevator Guide	*01/03/23*
	9.17.3	Door and Hardware Guide	*01/03/23*
	9.17.4	Masonry Guide	*03/30/18*
9.18		HVAC Guide	*09/05/17*
9.19		Plumbing and Fire Protection Guide	*03/30/18*
9.20		Electric Guide	*Reserved*
9.21		Tank Program Guide	*06/15/17*
	9.21.1	NYS OMH Tank System Installation Guide	*05/04/18*
10	**References**		
10.1		Internet Website Resources	*reserved*
10.2		OGS Network Project File Folder Structure	*01/03/23*
	10.2.1	Naming Conventions	*01/03/23*
10.3		Communications Guide	*01/03/23*
10.4		Project Management Plan - Supplement (Part 2)	*01/03/23*
10.5		Project Management Plan - Instructional Guide (Part 3)	*01/03/23*