

## PART 2: OWNER’S GENERAL PROJECT STANDARDS

### 2.1. INFORMATION FURNISHED TO A/E

The architect/engineer is to collect all required information from Montgomery College, local jurisdictions, and utility owners and operators, and to contract with all required support services, e.g. surveyor, geotechnical services, etc. Available existing building plans, utility plans, and site maps will be given to the architect/engineer by the College. No assurances, however, are given that these records are complete or accurate. It is the responsibility of the architect/engineer to verify existing conditions and establish the precise location of all underground utilities and/or services in the construction area and to show the same in detail on the design drawings.

A. Upon request from the Architect/Engineer, the College will provide the most current version of the following documents:

1. *Montgomery College’s Facilities Master Plan* (viewable online at <http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=32897> )
2. *Montgomery College’s Audio Visual Standards, Voice/Data/Video Cabling and MDF/IDF Communications Room Standards, Smart Instructor Workstation Standards and MCTV standards.*
3. *Montgomery College’s Utilities Master Plan* (viewable online at <http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=31375> )
4. *Montgomery College’s current Utility Infrastructure and Site Drawings*
5. *Montgomery College Rockville Campus Landscape Master Plan*, prepared by Slater Associates, December, 2007. This document is not available online. Coordinate with the College to request further information.
6. The Forest Conservation Plan and supporting documents for the relevant campus will be made available to the Architect/Engineer at the commencement of the project.

### 2.2. APPLICABLE CODES AND STANDARDS:

All projects are governed by the procedures and criteria indicated in *COMAR Title 13B Higher Education Commission, Subtitle 07 Community Colleges* (found on the internet at [http://www.dsd.state.md.us/comar/subtitle\\_chapters/13B\\_Chapters.aspx#Subtitle07](http://www.dsd.state.md.us/comar/subtitle_chapters/13B_Chapters.aspx#Subtitle07)) and the current *Maryland Community College Facilities Manual* published by the Maryland Higher Education Commission (MHEC) (viewable on the internet at <http://mhec.maryland.gov/publications/finance/mdfacilities/TOCLinks.asp>), and the State of Maryland Department of General Services’ *Design, Construction and Energy Project Management and Design Procedure Manual for Professional Services*, viewable on the internet at <http://dgs.maryland.gov/Pages/OFP/index.aspx> )

All project design for the Rockville campus is to comply with the building codes of the City of Rockville. Project design for the Takoma Park/Silver Spring and Germantown campuses and for all projects funded by Montgomery County, shall comply with the building codes of Montgomery County. Contact the permitting department of the jurisdiction in which the project is to be constructed for a list of all adopted codes and local amendments. The site and building design is to comply with the zoning requirements of the local jurisdiction and their regulations regarding emergency vehicle access, firefighter access, and fire suppression systems. All directives resulting from Fire Marshall’s review of the documents and inspections of the building are to be incorporated into the final design and construction.

All building and site projects are to also comply with the College’s current design standards. Where there is a difference or conflict between requirements indicated in the applicable codes and standards, the most restrictive requirement shall apply.

All applicable codes and design standards are to be complied with. Any exceptions are to be highlighted on the first design drawing or design report or specification submittal in which they appear, and placed on a running, continuously maintained list of CDS items that will not be complied with.

### 2.3. FACILITY PROGRAM

Each project that is to be funded in part or in whole by the State of Maryland requires the completion and submission of a facility program. Projects that are not to receive any State of Maryland funding may also require the completion and submission of a facility program. The program document is developed and submitted during a programming phase that occurs prior to the start of project design.

The State requires that a facility program be divided into two parts. The *Part 1 Facility Construction Program* includes the justification for the project and the description and explanation of the scope of work. The *Part 2 Facility Construction Program* presents the additional details needed to procure architectural and engineering services and to guide the project design, and serves as the “program of requirements” for the project. The requirements for preparation and submission of the facility program are articulated in the Facility Program Manual for the State of Maryland (see *Section 1.6 List of Reference Documents* of this CDS document).

The facility program for each capital project is required to be submitted to the Maryland Department of Budget and Management, the Maryland Department of General Services and the Maryland Higher Education Commission for approval prior to the beginning of design phases. Once the program is approved as written by these agencies it may only be changed with revised approval from all three agencies.

### 2.4. RENOVATIONS (EXISTING CONDITIONS)

See the *Instructions to the Consultant* section of the **Part 2 Facilities Construction Program** for each specific project for information regarding documentation of existing conditions prior to demolition or selective demolition, and after demolition or selective demolition.

### 2.5. DESIGN OVERVIEW

- A. Design Principles:** all site and building design work for the College is to be executed in accordance with the following principles. Detailed requirements for each are provided in the referenced documents:
1. **Universal design/open access:** the College is an open access institution. The building and site design shall comply with the *Maryland Accessibility Code*. The College may determine that the design of a particular project is to exceed those requirements in order to provide for universal accessibility. See the *Accessibility Design Standards* section of *Part 3 Owner’s Planning and Programming Standards* of this CDS document for further details.
  2. **Resource Conservation and Integrated Systems:** environmentally sustainable design and construction, and particularly resource conservation, are very high priorities for the College. See descriptions of the standards for execution of design and energy analysis in

the *Resource Conservation and Integrated Systems Standards* section of *Part 3 Owner’s Planning and Programming Standards* of this CDS document, and in the *Instructions to the Consultant* portion of the *Part 2 Facilities Construction Program* document that is included in the Request for Proposals for each project.

3. **Environmental Health and Safety:** see the requirements indicated in the *Environmental Health and Safety Standards* section of *Part 3 Owner’s Planning and Programming Standards* of this CDS document. A/E coordination with the Campus Planner to support review and comment by the College’s Environmental Health and Safety team during design and construction phases is to be anticipated.
  4. **Safe and Secure Campus:** see the requirements indicated in the *Security Standards* section of *Part 3 Owner’s Planning and Programming Standards* of this CDS document.
  5. **Fire and Life Safety:** see the requirements indicated in the *Fire and Life Safety Standards* section of *Part 3 Owner’s Planning and Programming Standards* of this CDS document.
  6. **Exterior and Interior Architectural Expression:** for each project the architectural expression is to meet the requirements indicated in the *Part 1 and Part 2 Facility Construction/Renovation Program* documents for the specific project.
- B. A/E Service Scope and Sequence:** all programming, design, BIM model and document standards, construction administration and post-occupancy services for each project are to comply with the scope and sequence requirements that are indicated in the A/E services contract, in the *Instructions to the Consultant* portion of the *Part 2 Facilities Construction/Renovation Program* document for the project, and in the *Maryland Community College Facilities Manual* published by the Maryland Higher Education Commission (MHEC).