



DESIGN CONSULTANT GUIDE 2025 REVISIONS

This Addendum identifies revisions, additions, deletions and clarifications to the Design Consultant Guide 2025 issued on May 19, 2025. In addition to the latest version of the Design Consultant Guide, this Addendum is applicable to all projects awarded after July 15, 2026.

ADDENDUM: 2

DATE: JULY 15, 2026

CHANGE #	SECTION	PAGE	REVISION (text changes in red)
CHAPTER 1000			
			NO UPDATES AT THIS TIME
CHAPTER 2000			
			NO UPDATES AT THIS TIME
CHAPTER 3000			
1	3000.01/A	109	<i>SUMMARY OF CHANGE: Revised language to clarify the project budget identification at Design Award:</i> <u>01/A BASELINE SCOPE, BUDGET AND SCHEDULE</u> a. The Design Consultant is responsible for delivering a design that falls within the ~~Estimated Construction Budget (basis of design fee)~~ project budget as stated in the Notice of Award. Projects that exceed ~~the Estimated Construction Budget (basis of design fee)~~ this budget at any point in the design phase, must be value engineered at the consultant's expense and the necessary changes expedited to maintain the project schedule.
2	3000.01/B	109	<i>SUMMARY OF CHANGE: Revised language to clarify communication protocol:</i> <u>01/B GENERAL CONSULTANT OBLIGATIONS</u> <u>VII. Project and Process Communications</u> Project communications must go through the DDC Project Manager and core project team. a. <u>Project Decisions</u> All proposals which impact the project cost and schedule must be vetted and approved by DDC. This includes choices/preferences communicated by the Sponsor Agency, end users or third-party stakeholders, which result in scope or delivery changes.

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			b. <u>Principal's Meetings</u> The Consultant may request a 'Principals Meeting' to engage the Executive Directors, Assistant and Associate Commissioners at DDC during any phase of the project if further support is needed. A Project Directory will be provided at the beginning of the project to assist with identifying the DDC Executive Directors, Assistant and Associate Commissioners assigned to each project.
3	3000.02/A	114	SUMMARY OF CHANGE: Adding utility load requests as an SD risk identification: 02/A THE DESIGN PHASE <u>I. The Design Process</u> 6. <u>Mitigating Project Risk</u> During the early design phase, the Consultant must prioritize performing all site Investigations (borings, probes, etc.), surveys, utility load requests and regulatory pre-approvals as possible to mitigate risk in the design and construction process as possible. Identify noteworthy project risks and complexities utilizing the Project Performance Matrix (See Section Z.02/C.)
4	3000.02/A	121	SUMMARY OF CHANGE: Updated guidance on Cost Estimate and Schedule Workshops: 02/A THE DESIGN PHASE <u>II. Design Phase Management</u> /c Project Meetings and Workshops 1. <u>Cost Estimate and Schedule Workshops</u> a. The use of DDC Cost Estimating Template and its tabs. The most current template can be found on the DDC website. b. Data sources and relevant historical cost data including escalation, sample labor rate calculation and wage rate sheets. Estimator's understanding of market conditions impacting bid costs. c. Specific areas of change since the previous estimate including revisions made to address overruns identified in previous estimates. d. Class of cost estimate and gap analysis that details the expected level of scope definition, including specific discipline completion percentages. e. ~~The latest DDC General Conditions document~~ Design Schedule and Narrative and identification of key submission requirements. f. ~~The standard DDC Construction Contract~~ The anticipated construction schedule—Construction Schedule During Design (CSDD) Development and identification of key WBS/Activity components. g. Key design features and potential cost-driving items not explicitly identified within the design documents.

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			h. The use of Contingency and Risk Planning i. Risk Register.
5	3000.02/A	122	SUMMARY OF CHANGE: Updated guidance on Risk Register Workshops: 02/A THE DESIGN PHASE <u>III. Design Phase Management</u> /c Project Meetings and Workshops 2. <u>Risk Register Workshops</u> An initial Risk Register will be developed during the FEP process and provided to the Consultant following project kick-off and will be updated to reflect project specific opportunities and constraints identified by the Consultant during the SD Interim I phase. During the design phase The risk register will function as a 'living' document for the duration of the project, and a risk workshop will be held at each design milestone to validate and update the risk register to account for risks encountered or resolved following FEP. For projects involving a CM, the CM will lead this workshop.
6	3000.02/A	122	SUMMARY OF CHANGE: Updated guidance on Bid packaging and Master Specification planning and workshops: 02/A THE DESIGN PHASE <u>II. Design Phase Management</u> /c Project Meetings and Workshops /i. <u>Bid Packaging Workshops</u> Held during the Design-Development Construction Documents phase, these workshops will inform the Design Consultant and all its subconsultants of the specific DDC requirements for creating a compliant Bid Package and the utilization of DDC's Master Specification system. The Consultant and sub-consultants responsible for writing technical specifications must attend these sessions with the Bid Packaging team. Workshops will occur as often as mandated by the DDC Bid Packaging team. During these workshops, drafts of all bid package documents, including the technical specifications, may be submitted for preliminary review, as directed by the DDC Bid Packaging team. Additionally, workshops related to the development of the specifications via e-Specs-utilization of DDC's office Master Specification system software will be required. It is recommended that the Design Consultant and their subconsultants who will be writing the specifications start the installation and set-up of this software in early Design Development. Workshops will be held as needed to aid the consultant in troubleshooting and technical requirements needed to develop their specifications during the CD and Bid Packaging Phases.

CHANGE #	SECTION	PAGE	REVISION (text changes in red)
CHAPTER 4000			
			NO UPDATES AT THIS TIME
THE ELEMENTS OF PUBLIC BUILDINGS			
7	B10	154	SUMMARY OF CHANGE: Update to include Industry Standard quality requirement: <u>B1000 SUPERSTRUCTURE GENERAL</u> 13. Concrete: h. Concrete masonry design must comply with the recommendations contained in the Tech Notes and Annotated Design and Construction Details for Concrete Masonry published by the Concrete Masonry & Hardscape Association (CMHA). i. Architectural precast concrete design must follow the recommendations of the Precast Concrete Institute (PCI) contained in the PCI publication, Architectural Precast Concrete.
8	B20	157	SUMMARY OF CHANGE: Update to include Industry Standard quality requirement: <u>B2010.10 EXTERIOR WALL VENEER</u> 3. Insulation must be attached either mechanically or via adhesive. Friction fitting rigid insulation between horizontal reinforcement is not permitted. 4. Brick design must follow the recommendations of the Brick Institute of America (BIA) contained in Technical Notes on Brick Construction. 5. Cast stone installation to comply with Standards for Architectural Cast Stone by the Masonry Society and with technical manuals and bulletins of Cast Stone Institute. 6. Exterior limestone design must follow the guidelines of the handbook published by the Indiana Limestone Institute of America 7. Natural stone design must follow the recommendations in Dimension Stone Design Manual by Natural Stone Institute. 8. Manufactured stone veneer to comply with Manufactured Stone Veneer Installation Guide and Tech Notes by Concrete Masonry and Hardscape Association (CMHA)
9	B20	157	SUMMARY OF CHANGE: Update to include building maintenance requirement: <u>B2020.00 EXTERIOR WINDOWS GENERAL</u> 5. New facilities and major building additions must be designed to allow safe cleaning of the interior and exterior surfaces of all windows, skylights, and other glazed openings.

CHANGE #	SECTION	PAGE	REVISION (text changes in red)
10	B30	158	SUMMARY OF CHANGE: Update to include building maintenance and Industry Standard quality requirement: <u>B3010.00 ROOFING GENERAL</u> 6. Comply with OSHA requirements for Fall Protection systems and practices to ensure adequate considerations for maintenance access and personnel safety on roofs. 7. Architectural copper to comply with Copper In Architecture -- Design Handbook by Copper Development Association Inc.
11	C10	159	SUMMARY OF CHANGE: Update to include Industry Standard quality requirement: <u>C1010 INTERIOR PARTITIONS</u> 4. Gypsum drywall, veneer plaster, tile backers, ceilings and conventional plaster to comply with the Gypsum Construction Handbook by USG. 5. Non-structural cold-formed steel framing design to follow American Iron and Steel Institute's AISI Standard North American Standard for Cold-Formed Steel Nonstructural Framing.
12	C10	159	SUMMARY OF CHANGE: Update to include Industry Standard quality requirement: <u>C1030 INTERIOR DOORS</u> 1. Per ANSI/SDI A250.8 (2017) for hollow-metal doors and frames, provide at a minimum Heavy-Duty Doors and Frames, Level 2 or Extra-Heavy-Duty Doors and Frames, Level 3 and Physical Performance Level A, Model 1 (full flush), with full profile welded frame construction, or as required in the Specific Project Requirements. 2. All fire rated doors, frames and hardware must be labeled.
13	C20	159	SUMMARY OF CHANGE: Update to include Industry Standard quality requirement: <u>C2000 INTERIOR FINISHES GENERAL</u> 3. Comply with Handbook for Ceramic, Glass, and Stone Tile Installation by Tile Council of North America (TCNA). 4. Architectural woodwork to follow Architectural Woodwork Standards by Architectural Woodwork Institute (AWI) for grades of interior architectural woodwork, construction, finishes, and other requirements. 5. Natural stone design must follow the recommendations in Dimension Stone Design Manual by Natural Stone Institute.

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	Z DELIVERABLES		
14	Z.06	247	SUMMARY OF CHANGE: Add requirement to provide drawing for all requested Mock-Ups 06/G CONSTRUCTION DOCUMENTS: 75% V. Architectural Drawings 19. <u>Mock-Up Drawings</u> (for new building and exterior renovations)
15	Z.07	252	SUMMARY OF CHANGE: Removed reference to escalation on the FEP documents: 07/B THE COST ESTIMATE TEMPLATE I. Cost Summary /b Cost Escalation ~~Escalation rates are assigned during FEP based on market conditions.~~ During design, the Consultant and DDC must agree on an annual construction-cost escalation compounding rate, in the cost estimating workshop, based on a market survey prepared by the Consultant, for use in all design estimates and cost analyses. For specific requirements on sourcing market conditions, see the latest release of the Project Controls Guidelines.