

**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 January 15, 2026.

**ADDENDUM: 1**  
**DATE: January 15, 2026**

CHANGE #	SECTION	PAGE	REVISION (text changes in red)
<b>CHAPTER 1000</b>			
1	1000.06/F	70	<p><b><i>SUMMARY OF CHANGE: Relocate Information from D7050.10 to Regulatory Criteria:</i></b></p> <p>IV. Fire Department (FDNY) The FDNY's Bureau of Fire Prevention enforces all laws and rules pertaining to the prevention of fire. <b>DOB no longer reviews filed applications for Fire Alarm and all filings and approvals must now go directly through the FDNY.</b></p> <p>a. <b><u>Fire Alarm Systems for Existing Buildings</u></b> The fire alarm systems' installations in certain public buildings fall under the following 5 categories:</p> <ul style="list-style-type: none"> <li>i. No fire alarm system installed - no alarm in a particular facility.</li> <li>ii. Functional Fire Alarm system is installed – filed and approved by FDNY.</li> <li>iii. Functional Fire Alarm system installed – Not filed with or approved by FDNY.</li> <li>iv. Currently dysfunctional Fire Alarm System – Originally filed and approved by FDNY.</li> <li>v. Currently dysfunctional Fire Alarm System – Never filed nor approved by FDNY.</li> </ul> <p>b. To allow successful inspection, sign-off, approvals and close-out phases involving HVAC replacement scopes of work with each of the categories listed above, see Section D7050.10/11 for technical project requirements.</p>
<b>CHAPTER 3000</b>			
2	3000.01/B	109	<p><b><i>SUMMARY OF CHANGE: Add further direction on project communications:</i></b></p> <p><b><u>01/B GENERAL CONSULTANT OBLIGATIONS</u></b></p> <p><b><u>VII. Project and Process Communications</u></b></p> <p>Project communications should go through the DDC Project Manager and core project team. However, 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</p>

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			identifying the DDC Executive Directors, Assistant and Associate Commissioners assigned to each project.
3	3000.02/A	113	<p><b>SUMMARY OF CHANGE: Revise to clarify definition of Major Design Considerations as provided in tracking form:</b></p> <p>/iv. Public Building Major Design Considerations for Schematic Design</p> <ol style="list-style-type: none"> <li>1. Design Approach The Consultant must establish a project framework based on the General Design Criteria outlined in Section 1000.01 of this guide. Establish <b>project priorities noteworthy project circumstances</b> utilizing the Project Performance Matrix (See Section Z.02/C) .....</li> <li>6. Mitigating Project Risk During the early design phase, the Consultant must prioritize performing all site investigations (borings, probes, etc.), surveys and regulatory pre-approvals as possible to mitigate risk in the design and construction process as possible. <b>Identify noteworthy project risks and complexities utilizing the Project Performance Matrix (See Section Z.02/C)</b></li> </ol>
4	3000.02/A	124	<p><b>SUMMARY OF CHANGE: Error correction:</b></p> <p><b><u>IX. Design Phase Submissions</u></b> <b><u>/a Design Delivery Tracks</u></b></p> <p>To expedite the design schedule for projects which constitute limited or less complex scopes of work, projects may follow a more streamlined submission schedule. In the Front-End Planning Report, each project will be assigned to follow one of five design delivery tracks. Regardless of the assigned design delivery track, design phases must proceed according to the criteria outlined in sections <del>3000.02/B/4</del> 3000.02/A/I and 3000.02/A/II above. All projects require a thorough Schematic Design Interim I submission.</p>
5	3000.02/B	126	<p><b>SUMMARY OF CHANGE: Remove duplicate deliverable from Submission Checklist:</b></p> <p><b><u>III. Design Phase Submissions</u></b></p> <p><b>APPENDIX</b> <b>Submission Checklist</b></p> <p style="padding-left: 40px;">Z.04 Presentations</p> <p style="text-align: center; color: red;"><del>SD Interim II Workshop Presentations-(omit)</del></p>
6	3000.02/B	126	<p><b>SUMMARY OF CHANGE: Revise deliverable title and submission requirements in Submission Checklist:</b></p> <p><b><u>III. Design Phase Submissions</u></b></p> <p><b>APPENDIX</b> <b>Submission Checklist</b></p>

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			Z.15 BIM <del>MODEL-SUBMISSION</del> Add requirement for submission at SD Interim 1 and SD Interim 2
<b>THE ELEMENTS OF PUBLIC BUILDINGS</b>			
7		149	<p><b>SUMMARY OF CHANGE: Add introduction to clarify applicability of Chapter contents:</b></p> <p><b>THE ELEMENTS OF PUBLIC BUILDINGS</b></p> <p>The Elements of Public Buildings Section outlines the specific technical design requirements which are applicable to all Public Buildings projects executed through the Department of Design and Construction. These requirements are in addition to the applicable regulatory requirements for the project. Deviations from these requirements must be approved by the Commissioner. This section is organized utilizing Uniformat 2010 CSI classification system.</p>
8	B30	158	<p><b>SUMMARY OF CHANGE: Update to latest Reference Standard:</b></p> <p><b>B3010.90 ROOFING SUPPLEMENTARY COMPONENTS</b></p> <ol style="list-style-type: none"> <li>1. Install vapor retarder in accordance with guidance in the NRCA Roofing <del>and Waterproofing</del> Manual.</li> <li>2. For Roof System Related Sheet Metal Flashing use The NRCA Manual: Architectural Metal Flashing <del>and Condensation Control &amp; Reroofing—2010</del> and Air Leakage Control and SMACNA Architectural Sheet Metal Manual.</li> <li>3.</li> </ol>
9	C20	159	<p><b>SUMMARY OF CHANGE: Add legal requirement from contract:</b></p> <p><b>C20 INTERIOR FINISHES</b></p> <p><b><u>C2000 INTERIOR FINISHES GENERAL</u></b></p> <ol style="list-style-type: none"> <li>1. Finish materials must not adversely affect the health of workers or occupants. Health considerations must extend to the material's production, off-gassing during installation, and environmental pollution engendered by the disposal process.</li> <li>2. Please refer to New York State Finance law Section 165 for the restrictions on specifying and purchasing tropical hardwoods.</li> </ol>
10	E20	198	<p><b>SUMMARY OF CHANGE: Add legal requirement from contract:</b></p> <p><b>E20 FURNISHINGS</b></p> <p><b><u>E2000 FURNISHINGS GENERAL</u></b></p> <p>Please refer to New York State Finance law Section 165 for the restrictions on specifying and purchasing tropical hardwoods.</p>
11	G20	202	<p><b>SUMMARY OF CHANGE: Add legal requirement from contract:</b></p> <p><b><u>G2000 SITE IMPROVEMENTS GENERAL</u></b></p>

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			<p>1. The use of recycled materials is encouraged where practical. Where feasible, recycle discarded material, salvage existing topsoil, and transplant existing plant material. <b>Please refer to New York State Finance law Section 165 for the restrictions on specifying and purchasing tropical hardwoods.</b></p>
<b>Z DELIVERABLES</b>			
12	Z.02/C	217	<p><b>SUMMARY OF CHANGE: Revised definition to clarify intent:</b></p> <p><b>02/C PROJECT PERFORMANCE MATRIX</b> Utilizing the provided Project Performance Matrix Form, <del>list the Project Goals as identified in the Major Design Considerations and provide a narrative describing how the proposed design specifically addresses these goals and relates to the agency priorities outlined in the General Design Approach, Section 1000.01. It may be appropriate to include additional project goals that add value to the project.</del> outline noteworthy project circumstances which may inform the approach to design and construction. This includes risks and complexities such as code, local law or existing condition challenges, neighboring property conditions, etc. The Consultant must investigate the Major Design Considerations (and the applicable Public Building Major Design Considerations outlined in Chapter 3000 Section 02/A of the Design Consultant Guide) and document how the project is navigating these considerations at each milestone submission during the Design Phase.</p>
13	Z.06/F	234	<p><b>SUMMARY OF CHANGE: Clarify requirements for technical drawings:</b></p> <p><b>06/F DESIGN DEVELOPMENT</b> The requirements for the Drawings described above in Schematic Design <del>must be updated to reflect all changes and project developments for Design Development</del> are applicable for Design Development. Any updates, changes and project developments following the previous submission must be incorporated, and all DDC comments from the previous design review must be addressed. Additional deliverable requirements specific to the Design Development Submission will be described below.</p>
14	Z.06/F	237	<p><b>SUMMARY OF CHANGE: Clarify requirements for technical drawings:</b></p> <p><b>06/F DESIGN DEVELOPMENT</b></p> <p><b>V. Architectural Drawings</b></p> <p>9. Partition Types must include:</p> <ol style="list-style-type: none"> <li>a. Cross-references to floor plans with appropriate tags</li> <li>b. <b>Plan and</b> sectional conditions at the <b>wall</b>, floor and ceiling and applicable fire stopping.</li> </ol>
15	Z.06/G	244	<p><b>SUMMARY OF CHANGE: Clarify requirements for technical drawings:</b></p> <p><b>06/G CONSTRUCTION DOCUMENTS: 75%</b> The requirements for the Drawings described above in Schematic Design and Design Development <del>must be updated to reflect all changes and project developments for Construction Documents as well as address all comments provided in the 100% DD submission</del> are applicable</p>

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			for Construction Documents. Any updates, changes and project developments following the previous submission must be incorporated, and all DDC comments from the previous design review must be addressed. Additional deliverable requirements specific to the Construction Document Submission will be described below:
16	Z.06/G	246	<p><b>SUMMARY OF CHANGE: Added deliverable requirement:</b></p> <p><b><u>06/G CONSTRUCTION DOCUMENTS: 75%</u></b></p> <p><b><u>V. Architectural Drawings</u></b></p> <p>10. <u>Partition types:</u></p> <ul style="list-style-type: none"> <li>a. Include structural framing and seismic as required.</li> <li>b. Indicate height limitations and/or requirements for bracing.</li> <li>c. Provide UL listing</li> <li>d. Provide acoustic rating</li> </ul>
17	Z.06/G	250	<p><b>SUMMARY OF CHANGE: Information relocated from D7050.10/7to deliverables:</b></p> <p><b><u>06/G CONSTRUCTION DOCUMENTS: 75%</u></b></p> <p><b><u>XII. Electrical, Communications, A/V, Security and Fire Alarm Drawings</u></b></p> <p>9. <u>Details and Diagrams:</u></p> <ul style="list-style-type: none"> <li>b. Single Line Fire Alarm Diagram must include: <ul style="list-style-type: none"> <li>i. All fire alarm devices indicated on the floor plans. Quantities of devices on the floor plans will match the quantities indicated on the riser diagram.</li> <li>ii. Class and style of circuits and levels of survivability</li> <li>iii. Interface of fire safety control functions.</li> </ul> </li> </ul>