

CIP Building Design Standards & Guidelines

Introduction

These Capital Implementation Program (CIP) Building Design Standards & Guidelines are developed from lessons learned on past CIP building projects, facilities maintenance requirements and subject matter experts (SME) that are utilized throughout the design process. These Standards & Guidelines are written for Architects/Engineers (A/E's) that provide design services to the City of Albuquerque (COA) on CIP building projects. The goal of these Standards & Guidelines is to provide the design professional an efficient and effective way of developing contract bid documents for CIP building design and construction projects. The A/E design team is required to incorporate these Standards & Guidelines as they apply to the design and construction documents. Any deviation from these Standards & Guidelines will require approval from the City Architect.

Codes & Requirements

These design standards & guidelines are to be used in conjunction with the following: **Include in the contract documents all of the following requirements as they apply to the project:**

COA – Current Building Code list

<https://www.cabq.gov/planning/building-safety-permits/current-building-codes>

COA - Design Review and Construction Forms

Forms, files and documents for the Design Review and Construction process

www.cabq.gov/planning/development-review-services/design-review-construction-forms

COA - Building Safety & Permit Requirements

www.cabq.gov/planning/building-safety-permits

DOJ - 2010 ADA Standards for Accessible Design

www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/ada-standards

ICC Public Access - ICC A117.1-2009 Accessible and Usable Buildings and Facilities

https://codes.iccsafe.org/public/document/ICCA117_12017

ICC Public Access – Use the 2015 I-Codes tab

<https://codes.iccsafe.org/public/collections/I-Codes>

Note: The City of Albuquerque is now using the 2018 International Energy Conservation Code 3/1/21

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State of NM - Handbook for New Mexico Building Officials

<http://www.sblpes.state.nm.us/handbook-for-building-officials.aspx>

http://www.sblpes.state.nm.us/uploads/FileLinks/a9cc05327ee14029b3d2891e7c1ac577/2016_Handbook_NM_Building_Officials_1.22.16_JPC.pdf

Manual on Uniform Traffic Control Devices 2009 Edition

https://mutcd.fhwa.dot.gov/kno_2009r1r2.htm

www.mutcd.fhwa.dot.gov/pdfs/2009r1r2/pdf_index.htm

Integrated Development Ordinance Requirements

<http://www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance>

Civil Design

Include in the contract documents all of the following building and site requirements:

Public Utility Requirements for All Disciplines

See Public Utility Requirements for All Disciplines section towards the end of this document and coordinate work between all disciplines as required.

General Requirements for Civil Design

Show roof drain points of discharge at ground level (NOTE: cannot discharge from balconies onto public Right of Way (ROW). Avoid discharge on north side of buildings and areas with shade during winter months.

Provide First Flush ponds on the site (see Predesign Criteria below)

Show removals and extents of removals

Must have approved easements

Must have approved Grading & Drainage plans

Provide a flood plain permit if work is in a SFHA Flood Hazard Zone

Provide Riprap or equal at discharge into ponds

Provide adequate water block, 0.83' is standard

Show valley gutters where needed

Provide slope treatment for slopes greater than 3:1

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More than 2' grade difference requires a NM registered Design Professional to design the retaining wall system.

See Landscape Buffer Swale information in Landscape Design below.

See Predesign Criteria for General Hydrology Criteria below

Concrete Slabs, Sidewalks and Paving

Provide an expansion and control joint plan that clearly shows and labels all joints. All joints shall be spaced to meet the 1:1 ratio. All exterior expansion joints shall have self-leveling sealant typical. Sidewalk finishes shall be a medium broom finish.

General Hydrology Criteria (New drainage requirements may replace these requirements)

- Beyond 10' of a structure, all landscape beds to be depressed below grade. Runoff within 10' shall be directed away from the structure.

- All new development projects shall manage the runoff from precipitation which occurs during the 90th Percentile Storm Events, referred to as the "first flush." The Site Plan/Drainage Plan must indicate all areas and mechanisms intended to capture the first flush. For volume calculations, the 90th Percentile storm event is 0.44 inches. For Land Treatment D the initial abstraction is 0.1", therefore the first flush volume should be based on $0.44" - 0.1" = 0.34"$ and only consider the impervious areas.
 - State how the first flush will be managed and supporting calculations
 - State the area of Land Treatment D on the plan

- Conceptual or Final Grading and Drainage plans submitted to the Hydrology Section:
 - Provide a DTIS sheet – an information sheet required for all Hydrology and Transportation submittals
 - The engineer should research the Master Drainage Plan and/or adjacent sites – essentially practice due diligence prior to submitting. The narrative on the G&D plan should reference the master drainage plan or other sources that indicate the intended drainage for that area. **The applicant should provide excerpts from the supporting documents and/or grading plans.**
 - Final Drainage Reports should have an appendix with all supporting documentation. Supporting documentation should include the following information:
 - Allowable discharge from the site
 - Allowable discharge points

- When determining allowable discharge from a site
 - If a Master Drainage Report planned an allowable discharge for a site, determine if the basis for that discharge is still valid or if conditions have since changed.
 - If discharging to the street, determine if the street has capacity. Also determine if the

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- storm drain has capacity.
- If discharging to the back of inlets, determine if doing so will still provide capacity for the discharge from the street
- When determining inlet capacity using the orifice equation (Sump), the area for a single grate should be 3.84 sq. ft.
- If there are improvements in the R.O.W. but project is **not** required to go thru the DRC process (Work Order)
 - show quarter point data for the curb returns
 - show flowline elevations for valley gutters
 - Side walk culverts need to be extended 2' past the back of Sidewalk. Note that bolts are to be tack welded to plate (SO-19 Permit required)
 - Show existing flowline elevations where new construction ties in
- An Erosion and Sediment Control (ESC) Permit will be required for all construction, demolition clearing and grading operations that disturb one acre or more of land. Forms are available from Curtis Cherne or the Hydrology Section. For more information contact Curtis Cherne, Storm water Quality: 505-924-3420, ccherne@cabq.gov or Abiel Carrillo, Hydrology: 505-924-3986, acarrillo@cabq.gov. Prior to obtaining ESC Permit, approvals are required for the following:
 - ESC Plan
 - Grading/Paving plan
 - Flood Plain Permit (if construction is within a SFHA -Special Flood Zone)
 - Need to include the eNOI # on the application, which requires obtaining an NPDES General Permit form the EPA
- The Landscape Buffer Detail below in Landscape Design is a relatively new detail required for all new construction, which has not yet been published with the COA Standard Details.

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Landscape Design

Include in the contract documents all of the following building and site requirements:

Landscape Design Information

Design information for Landscape can be found at the www.cabq.gov/planning/ webpage.

This update has also been incorporated in all bid projects after Oct. 1, 2015 (reference SS-1 of the project manual).

See Landscape Buffer Swale information below

See Predesign Criteria for General Hydrology Criteria above

Coordinate with Parks and Recreation when building is located on City Park

Planting and Irrigation

Do not place planting or irrigation within 5'-0" of the building foundation.

Weed Barrier overlap and Turn Down Edge Requirements

Provide weed barrier under all graver mulch. Weed barrier fabric shall have 3" min. edge overlap and 6" min. edge turn down 4" min. at concrete curbs and sidewalk edges typical.

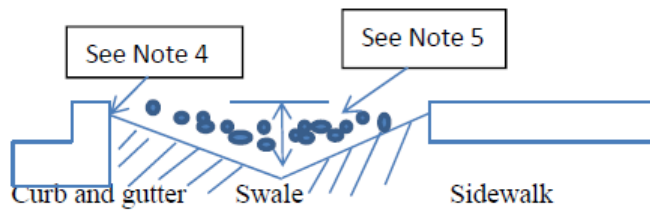
Gravel Mulch Requirements

Use small gravel mulch and large boulders in landscape areas around building and site when design calls for this type of material. Do not place large rocks and cobble around building and site to avoid damage due to vandalism.

Provide 4" of gravel mulch in planting areas where gravel mulch is used. Gravel mulch shall be within 1/4" of top of curb/slab/sidewalk/pavement when used.

Landscape Buffer Swale - Revision to City Standard Drawing 2405A and 2405B

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Landscape Buffer Swale Notes:

1. Swale to be 6" deep when the distance between back of curb and the sidewalk is 5 feet.
2. Swale to be 1" deeper than the distance in feet between the back of curb and the sidewalk for landscape buffers more than 5 feet wide.
3. For wide landscape buffers, greater than 10 feet, the maximum depth is 10 inches.
4. Final grade of dirt to be 1 inches below top of curb and top of sidewalk grade without gravel.
5. Surface between back of curb and sidewalk to be covered with gravel mulch (minimum 4"), cobbles or rip-rap per design requirements. Do not fill entire swale.
6. Provide a check dam for swales on steeper longitudinal slopes and for longer sections of swales. The engineer will determine the location.
7. Landscape fabric is recommended, but not required, between the dirt and the stone. When landscape fabric is to be used it is to be permeable.
8. Detail is to be built for all new construction. In the case where the sidewalk is existing and the landscape buffer is improved with landscaping and/or some form of erosion protection, this requirement does not apply.
9. See Integrated Development Ordinance Requirements www.cabq.gov/planning/codes-policies-regulations/integrated-development-ordinance

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Structural Design

Include in the contract documents all of the following building and site requirements:

Public Utility Requirements for All Disciplines

See Public Utility Requirements for All Disciplines section towards the end of this document and coordinate work between all disciplines.

UFER Grounding

UFER Grounding at foundation. See Electrical Design section for foundation requirement.

Metal Stud Framing

All metal framing that requires a slip track shall use the 2-1/2" or 3" slotted top track, depending on the design deflection and drift.

Roof Design Requirements

See Architectural Design section for roof design requirements concerning wind load, uplift and future photovoltaic roof loading.

Sleeve Penetrations

Provide framed or pipe sleeves at all Foundation wall, fire wall and sound wall penetrations. Use proper sealant, fire and sound caulk, with indicator coloring, inside sleeves and gang piping/conduit/duct frames.

Fire & Sound Rated Walls

Use 2" minimum labels above ceiling at every three feet that state "Fire Wall – Do Not Penetrate" or "Sound Wall – Do Not Penetrate."

Concrete Slabs, Sidewalks and Paving

Provide an expansion and control joint plan that clearly shows and labels all joints. All joints shall be spaced to meet the 1:1 ratio. All exterior expansion joints shall have self-leveling sealant typical. Sidewalk finishes shall be a medium broom finish.

Special Inspections IBC

Special Inspection Services will be under the A/E contract as additional services

See architectural section of this document.

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Architectural Design

Include in the contract documents all of the following building and site requirements:

General Design Requirements

A/E design team shall provide all project design calculations to the City PM prior to proceeding with the construction document phase. The design calculations shall include, but are not limited to, civil, geotechnical, structural, power, gas, water, etc. This information will need to be neatly organized with the responsible design professional's seal, signature and date on the cover sheet of each calculation report. These documents will be filed as City records.

Demolition on Existing Buildings and Sites

A/E design team needs to Contact the Department of Technology & Innovation and Facilities Maintenance to coordinate all work.

Public Utility Requirements for All Disciplines

See Public Utility Requirements for All Disciplines section towards the end of this document and coordinate work between all disciplines.

ADA Requirements

Use the DOJ 2010 ADA Standards, with 2012 update, along with the ANSI A117.1 Accessibility Standards (referenced in the 2009 IBC) and transitioning into the 2009 to 2015 ANSI A-117.1 at www.iccsafe.org/eCodes and <http://codes.iccsafe.org/#>

Metal Stud Framing

See Structural Design Section of this document.

Sleeve Penetrations

See Structural Design Section of this document.

Fire & Sound Rated Walls

See Structural Design Section of this document.

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Concrete Slabs, Sidewalks and Paving

See Structural Design Section of this document.

Knox-Box – Include as part of the bid documents the following: Contractor shall furnish, install and pay for all requirements, scheduling, documentation and keying for Albuquerque Fire Department (AFD) site and building access, AFD inspection and direct payment to supplier. Knox-Box locations on site and building shall be coordinate with the COA Fire Marshall’s office by the Architect.

Door Hardware Keying – Include as part of the bid documents the following: Contractor shall furnish, install and pay for all building and site keying requirements, documentation, scheduling of work, keying plan/access control/schedule for COA review and approval. COA along with the Architect shall inspect all locksets upon completion of keying installation. General contractor will coordinate and provide direct payment to the COA approved Locksmith.

Sandia Safe & Lock is the current Locksmith vendor for the COA. The keyway shall be, Small Format Interchangeable Core (SFIC). Design team shall check with Sandia Safe & Lock for compatible lockset brands to include in the contract bid sets. Coordinate with City PM and City Architect for Grand Master/ Master/ Individual keying requirements.

Special Inspections IBC

Special Inspection Services will be under the A/E contract as additional services

IBC Chapter 17 inspection by third party, paid for by the A/E through an additional services contract. COA requires the A/E to get 3 qualified inspection services and submit proposals with fee quote to the City PM for review and selection. The City has a checklist that is to be project specific and edited by the Structural Engineer. The list will be the scope of services for the inspection firms’ proposals.

COA Plan Check/Permit/Impact Fee Allowance

Include in bid set the GC Responsibilities to coordinate and pay for:

The entire fee shall be paid by the General Contractor after the preconstruction meeting. A/E will fill out all of the paperwork at the permit desk and include the entire cost in the project manual/bid documents as an allowance. Architect of record or representative will obtain the actual plan check/permit/impact fees at the permit desk prior to final

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permit and submission for bid. Architect may be required to sign a “promise to pay” form.

Air Quality/Fugitive Dust Permit

Include in bid set the GC Responsibilities to coordinate and pay for:

Air Quality/Fugitive Dust Permit. General Contractor needs to fill out the form and pay the fee to the Environmental Health Department as part of the base bid. The permit needs to be paid and in place prior to commencing any earthwork on the site. See Environmental Health for Air Quality/Fugitive Dust Permits requirements for disturbed land under 3/4 of an acre in size or building demolition under 75,000 cubic feet.

Drawings & Specifications (Pre-Install Meetings) – include in the bid set mandatory pre-installation meetings on any special system and systems that have more than 2 trades on the installation. These meetings can occur during the weekly construction progress meetings. Ask for Mockups of systems that require a good installation and ask for manufacturer representatives to attend the construction progress meetings to answer material & installation questions.

Drawings & Specifications (House Keeping) – include language within the specifications to not allow any tobacco products (including chewing tobacco and electronic cigarettes) on the building site and food or drinks within the building perimeter. We have found trash and debris in past constructed walls that get covered up and cause an odor later during occupancy. Provide a statement to clean the sub slab area daily of all debris to avoid left over construction material under the access floor.

Drawings & Specifications (Substantial Completion & Certificate of Occupancy (CO)) – Make it clear that the Certificate of Occupancy (CO) is the substantial completion date on CIP contract. This is the time that the City will take over site security and transfer insurance liability and utility payments from the General Contractor to the City. It is also the time when City customers can occupy the building. Punch list corrections and commissioning may continue to project closeout. All site work, landscape planting and irrigation will need to be construction complete prior to CO.

Commissioning Agent for Non LEED Buildings on Larger Complicated Projects.

If required by the City Architect and City PM, A Commissioning Agent (CxA) for non LEED buildings will need to be selected by the A/E as an additional service prior to bid in case there are items that need to be incorporated in the bid from the CxA . The City will need

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to be part of this selection process. Independent Commissioning per the current IECC requirements will be required and may be procured as an additional service to the design contract.

Casework Requirements

Provide heavy duty, well-made casework that will last heavy use.

All casework needs to be approved by COA prior to final design.

Do not use particle board, melamine or oriented strand board (OSB) for casework construction. Use veneer plywood and solid wood only for casework construction.

Doors and drawers pulls shall be integrated.

Hinges, drawer glides and locks shall be heavy duty, long lasting.

Kitchen sinks shall be deep and wide enough to allow for the washing of large pots and pans.

Kitchen faucet stem shall be high enough to allow for washing of large pots and pans.

Bathroom faucet stems need to extend out far and high enough to allow for easy hand & face washing.

Bathroom sinks shall be stainless or solid surface with smooth edges.

Casework finish needs to resist stains and low impact.

Emergency Evacuation Plans - Include in bid set - Contractor will provide signage per Fire Marshall Requirements. Plans shall be mounted to the walls in prefabricated frames that will allow changes to the evacuation plans as needed. Locations of the evacuation plans shall be determined by the Architect and Fire Marshall. Plans will show evacuation routes, fire extinguishers locations, room names, exits, etc. Architect will provide floor plans electronically with evacuation routes for the evacuations plans.

Room Occupancy Load Signs – Include in bid set - Contractor will provide signage per Fire Marshall Requirements. These are only required in areas of assembly and mezzanines spaces. Architect will provide design and information for these signs.

As-built drawings - Include in bid set as GC Responsibilities – Update on a daily basis and to be reviewed weekly for completeness by A/E representative. As-built drawings will be provided to the Architect of Record and City PM at the end of the project in electronic format described below. Architect shall update and create record drawings and specifications for City PM records at project closeout.

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Record Drawings - Once appropriate signatures have been obtained (if required by the City) an electronic digital copy (PDF & ACAD/REVIT/BIM Model) of the construction drawings shall be provided to the Department of Municipal Development/Construction Services/Maps and Records Section before construction begins.–At the end of construction the Sealed Record Drawings shall be submitted in PDF & ACAD/REVIT/BIM format to the Maps and Records Section and City PM. In each case the digital record criteria below shall be followed.

1. A single pdf file, multiple page, image based, electronic pdf file containing one pdf sheet for each sheet of the project drawing plan set. File to be named Project Number.pdf.
2. Each sheet shall have the design professional's seal and the sheets shall be oriented as if reading the drawings on a desk (i.e. top to bottom, left to right; no rotated images).
3. Each sheet of the single multiple-paged pdf should be sequentially numbered and in order in accordance with the plan set.
4. The resolution should be no less than 300 dpi.

SWPPP (Storm Water Pollution Prevention Plan)

Include in bid set the GC Responsibilities to coordinate and pay for:

All work and fees related to the SWPPP as part of the base bid. Note that there is a NOI 14 day waiting period per EPA prior to any disturbance of earth. Tell the CG to limit the areas of construction and mobilization, including driving routes onto and around the site. These areas will have to be part of the SWPPP inspection and later soil stabilization sign off.

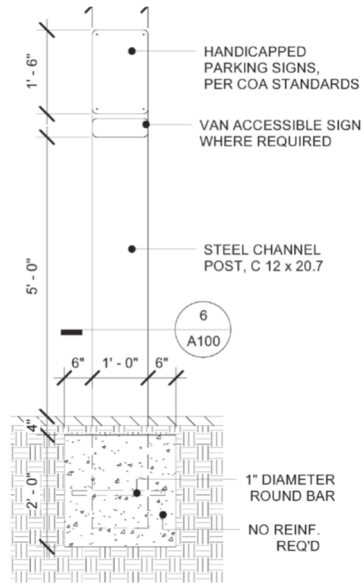
This will need to be mentioned at the Pre Bid and Pre Construction meeting since it will affect the construction schedule.

You may want to remind your consultant that the GC will have to submit his SWPPP to DMD Engineering for review and Engineering Manager sign-off. Note that the City may provide their own certified SWPPP inspector for periodic site visits.

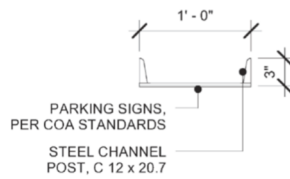
Parking and other sign mounting detail

This detail is recommended for all sign that have to be mounted on a pole... See detail and photo below.

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⑦ PARKING SIGN
1/2" = 1'-0"



⑥ PARKING SIGN - SECTION
1" = 1'-0"



Sample Parking Sign Post

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Concrete Slabs, Sidewalks and Paving

Provide an expansion and control joint plan that clearly shows and labels all joints. All joints shall be spaced to meet the 1:1 ratio. All exterior expansion joints shall have self-leveling sealant typical. Sidewalk finishes shall be a medium broom finish.

Accessible Doors

Sliding Door

Sliding doors are preferred for main building entry.

Recommend Stanley DURA-GLIDE™ 2000 and 3000: AUTOMATIC SLIDING DOOR SERIES

Web Site <http://www.stanleyaccess.com/dura-glide>

Provide all options to electronically secure door after hours.

Automatic Swing Door Operator

Recommended swing door operator is the Horton 7000 series Heavy Duty, ADA Low energy & Full Power Swing when the design requires an operator.

See Web Site <http://www.hortondoors.com/products/products-swing-folding/Pages/home.aspx>

Provide all options to electronically secure door after hours.

ADA Compliant Full Reach Range Switches

Recommended automatic door operator switch for swing doors is the INGRESS'R switch.

See Web Site http://www.wikk.com/sw_spec.html

Note that this switch is not required on sliding doors.

Mount bottom of switch 6" min. A.F.F. and no closer than 4'-0" from door with operator. Prefer mounting is on building wall. Use post/bollard mounting if wall is not adjacent to the door.

See attached cut sheet for device. Stainless steel finish is preferred.



Ingress'r 2pg.pdf

Restroom Requirements

Toilet Partition Recommendation

See Flush Metal Partitions, LLC - <http://flushmetal.com/flushung-ss-bathroom-partitions>

See Flushung, ceiling hung partitions with textured stainless steel or solid surface finish. Request finish samples for selection. Call out in the design to provide bracing above ceiling and in the walls to support partitions.

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Toilet Accessories Recommendations

See **AJW Architectural Products** or **Bradley Washroom Accessories**

Provide accessories that do not extend more than the grab bar into the toilet area.

See example **U865 Waste Disposal & Toilet Tissue Dispenser Combination Unit** between partitions at partition installations.

See example **U864 Waste Disposal & Toilet Tissue Dispenser Combination Unit** at recessed wall installations.

See AJW Architectural Product line or Bradley for other recessed roll holders and other products.

See example **UX112 Double robe hook** with satin finish where robe hooks are needed.

See example **U984 Baby Changing Station** with satin finish where changing table is needed.

See **Dyson Airblade V Hand dryer** for hand dryer – <http://airblade.dyson.com/hand-dryers/airblade-v/airblade-v.aspx> and <http://airblade.dyson.com/>

Coat Hooks in Toilet Stalls – Specify coat hooks that do not protrude more than 2” and allow the toilet stall door to open a full 90 degrees into the stall. Hooks shall have a flat face similar to Bobrick B-671, B-6717, B-672, B-6727 and B-677. Other manufacturers with similar coat hooks will be acceptable as long as they do not have sharp edges, faces and follow the above requirements.

Solid Surfaces and Stainless Steel Surfaces

Provide solid surface material at all wet areas, break areas and lobby counters. All edges shall be 1-1/2” minimum thickness at the perimeter and 3/4” minimum in the field areas. Stainless steel surfaces may be used for wet areas if it meets the design intent and building type.

Ceramic Tile

Provide ceramic tile in restroom and public areas as required by the design team. Use epoxy grout instead of grout sealer as part of the installation.

Window Sills

Show full details in the bid set for construction. Do not rely on the contractor to figure out window details in the field.

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Painting & Textures

Provide Semi-Gloss paints and light to medium textures on all interior gypsum board walls and ceilings to hide surface imperfections and for easy matching or touchup during maintenance. Provide gloss paint on all restrooms walls and ceilings. Flat and egg shell paint is not allowed on City projects unless approved by City Architect and PM.

Exterior Insulation and Synthetic Finish System

Provide light to medium textures to hide surface imperfections and for easy matching or touchup during maintenance.

Roofing Standards for New and Replacement flat roofs

Provide 80 mil fully adhered TPO standard for all new and replacement flat roofs. Fleece backed TPO is ~~not allowed~~ acceptable.

Provide mechanically fastened tapered insulation or slope structure with Insulation. Tapered insulation and recovery board must comply with current New Mexico Energy Conservation Code for thermal insulation

No pitch pans allowed at penetrations

Provide 30" wide minimum continuous walking mats from every roof hatch and ladder entry point to and around all serviceable roof top equipment

Only use manufacturer's recommended TPO boots at all duct/pipe/conduit penetrations. Duct, Pipe and conduit penetrations cannot be closer than the boot bottom flange will allow.

Roof curb, duct, pipe & conduit penetration height must be high enough to allow TPO coverage of at least 12" clear from finished roof surface to flashing/termination but at least per Roofing Manufacturer's recommendations.

Provide continuous, fire rated, plywood backing at all parapet walls & fire rated decking.

Provide continuous fire rated 2x nailer on top of parapet

Provide continuous coping flashing on top of nailer with factory finish color selected by the Architect.

TPO on parapet wall shall extend up and wrap top of parapet typical under continuous 2x nailer.

Provide TPO wrapped gutters as they apply to the project.

Follow roofing manufacturer recommendations for TPO roofing system. Flood test roof as required.

Roofing manufacturer representative shall inspect final roof placement for **30-year** warranty compliance.

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Use only pre-manufactured conduit/pipe supports where required by design. Wood supports are not allowed.

Provide fully adhered slip sheets under all supports typical.

Provide pre-manufactured concrete splash blocks at drain discharge areas typical.

Check roof warranty for requirements stated above especially MPH requirements.

30 year warranty is required.

Provide 42" high parapets wherever possible to avoid rooftop railing for fall protection.

Solar Panel Roof Requirements

Design all new flat roof systems to support future photovoltaic panels.

Typical roof mounted solar modules weigh 20 to 50 pounds each and are distributed evenly across the roof along with the racking systems that support them. The design shall include the combined weight of solar modules and the racking that supports them to approximately 3-4 pounds of weight per square foot. Other consideration would need to be included such as wind and snow loads that are attributed to the solar panels.

Roof Hatch, Railing, Ladder & Safety Cage

The design of all roof hatches, railing, ladders and safety cages must comply with OSHA and all applicable building codes. The design will be assessed on a design by design basis.

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Fire Protection

Include in the contract documents all of the following building and site requirements:

Fire Marshall Requirements

All designs will need to be reviewed by the COA Fire Marshall's office during design development phase, contract document phase and prior to submitting the plans for permit review.

Sleeve Penetrations

Provide framed or pipe sleeves at all Foundation wall, fire wall and sound wall penetrations. Use proper sealant, fire and sound caulk, with indicator coloring, inside sleeves and gang piping/conduit/duct frames.

Fire & Sound Rated Walls

Use 2" minimum labels above ceiling at every three feet that state "Fire Wall – Do Not Penetrate" or "Sound Wall – Do Not Penetrate."

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Plumbing Design

Include in the contract documents all of the following building and site requirements:

Public Utility Requirements for All Disciplines

See Public Utility Requirements for All Disciplines section towards the end of this document and coordinate work between all disciplines.

Water Service

All water service lines and connections shall be copper. All valves shall be copper or brass. Any changes to this requirement will need prior approval from the City assigned PM.

No Hub Couplings

When No Hub couplings are used in the design of the plumbing system waste and drain, use stainless steel heavy duty coupling with 4 stainless steel clamps. This insures that the joint will stays together when the system is snaked.

Water Isolation Ball Valves

Isolate all water lines, hot and cold water, with ball valves at each restroom for one restroom shut down at a time during maintenance. Provide interior isolation valves at all exterior hose Bibbs and wall/rooftop hydrants. Locate all roof top hydrants along nearest parapet roof edge to provide a larger open roof area for future solar panels.

Toilet Mounting

Use heavy duty carriers at all toilets that are not floor mounted. Discuss, during the design process, which type of toilet mount is preferred. Note that Senior Center type buildings require all toilet heights to be 17" to 19" ADA height.

Access Panels

Provide access panels at all concealed valves. Provide valves within 6" of ceiling and walls for easy maintenance access. Access panels shall be sized for maintenance staff access during the design process.

Trap Guards

Provide trap guards at all interior sanitary sewer drains.

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Sleeve Penetrations

Provide framed or pipe sleeves at all Foundation wall, slab, fire wall and sound wall penetrations. Use proper sealant, fire and sound caulk, with indicator coloring, inside sleeves and gang piping/conduit/duct frames.

Fire & Sound Rated Walls

Use 2" minimum labels above ceiling at every three feet that state "Fire Wall – Do Not Penetrate" or "Sound Wall – Do Not Penetrate."

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Mechanical Design

Include in the contract documents all of the following building and site requirements:

Public Utility Requirements for All Disciplines

See Public Utility Requirements for All Disciplines section towards the end of this document and coordinate work between all disciplines.

HVAC Systems

During design, provide a comparative list of HVAC systems with energy savings and cost information to allow the City to choose the right system for the building type.

Provide energy efficient mechanical systems that have a proven record of at least 5 to 10 years of operation with little or no breakdown issues and obsolete replacement parts.

Provide prequalification requirements in the contract documents and mention the requirements at the pre bid conference. All second and lower tier HVAC / T&B subcontractors need to provide proof documenting that they have approved contracts in place with the listed subcontractor prior to construction notice to proceed. All second and lower tier Direct Digital Control (DDC) subcontractors need to provide proof documenting that they have approved contracts in place with the listed subcontractor prior to construction notice to proceed. Add language in the contract documents that all HVAC equipment warranties will not start until substantial completion or final commissioning. HVAC pre-installation meeting must occur within 3 months of construction NTP and follow-up meeting no later than 6 months prior to substantial completion. DDC requirements furnished upon request. All mechanical systems and direct digital controls shall be coordinated and reviewed by DMD Facilities Maintenance.

HVAC Maintenance for the first year after Certificate of Occupancy

Include in the drawings and specifications a statement that the General Contractor and their subcontractor are responsible for the maintenance of all installed HVAC units for the first year after certificate of occupancy is issued. Maintenance items shall include fan belt replacement, dirty filter replacement, strainer cleaning, lubrication of rotating/moving parts, faulty wiring replacement, control connections/operations, seasonal heating/cooling switch over, etc.

Substantial completion and certificate of occupancy are considered the same on all CIP projects.

CIP Building Design Standards & Guidelines

Roof Top Units

All roof top units (RTU'S) shall have a curb height **of 18"** above finished roof membrane to membrane termination and noted elsewhere in this guideline. Provide an exterior rated convenience outlet at each unit with all wiring and conduit routed inside RTU curb. Provide hail guards on all RTU's. **As safely as feasible possible,** locate all RTU'S and route all gas lines along nearest parapet roof edge to allow for a larger open roof area for future solar panels. Also see HVAC maintenance requirements above.

CIP Building Design Standards & Guidelines

Electrical Design

Include in the contract documents all of the following building and site requirements:

Public Utility Requirements for All Disciplines

See Public Utility Requirements for All Disciplines section towards the end of this document and coordinate work between all disciplines.

UFER Grounding

Provide UFER Grounding detail (A.K.A. Concrete Encased Electrode). Design is mandatory for all new building installations. See NEC 250-52(A) (3) (1) for requirements.

Service Connection

All service connection conductors shall be copper. Any changes to this requirement will need prior approval from the City assigned PM.

Sleeve Penetrations

Provide framed or pipe sleeves at all Foundation wall, slab, fire wall and sound wall penetrations. Use proper sealant, fire and sound caulk, with indicator coloring, inside sleeves and gang piping/conduit/duct frames.

EXTERIOR OUTLETS

Exterior power outlets are to be on a dedicated Circuit home run.

LED Lighting

Provide in all designs LED lighting and controls. All lighting and controls shall be coordinated and reviewed by DMD Facilities Maintenance.

Conduits for Future Charging Stations

Provide 2" conduits to the parking area for future charging stations for electric vehicles (one for data only and one each for power to each parking space). Design the termination such that four parking spaces may have access to the service. Design the termination in the facility's electrical panel and design the power requirements for the future demand of this service.

CIP Building Design Standards & Guidelines

Special Systems / Telecommunication Design

Include in the contract documents all of the following building and site requirements:

Public Utility Requirements for All Disciplines

See Public Utility Requirements for All Disciplines section towards the end of this document and coordinate work between all disciplines.

Communication & Special Systems Summary of requirements as an Allowance:

Coordinate all work through the COA Department of Technology and Innovation (DTI)

Include in bid set the GC Responsibilities to coordinate and pay for:

All Voice, Data and Communication Work internal to the building related to the permitting, cabling, connector, faceplates, devices, racks and related equipment other than the bid document required 1" conduits, J-boxes, pull strings all home run to the communication closets. A/E design team needs to get quotes from the City vendors that provide this work. Be sure to have the vendor use prevailing wage rates on projects over \$60k in their quotes.

COA Department of Technology & Innovation (DTI)

Standards/Policies for Network Infrastructure

SCOPE: Applies to the network infrastructure in all City owned or leased facilities

REVISED: 1/2017

The DTI Network group is responsible for all design, installation, and maintenance of networks in City owned and leased facilities. The DTI Network group will work with department program and procurement staff to provide appropriate quotes and contract information to aid with the purchase of all City network equipment and services. This includes, working with City contract and architecture staff in the design of any renovation, remodel, addition or new construction projects. All devices connecting to the City's intranet must support TCP/IP. Any changes to these requirements will need prior approval from City DTI Management and City assigned PM.

Network Equipment Requirements:

1. Switches must comply with all of the following:
 - a. Enterprise level switches manufactured by Cisco
 - b. Must be configurable by console port/command line
 - c. Must have LAN based image or higher (No LAN-Lite images)

CIP Building Design Standards & Guidelines

- d. Must support encryption (No NPE Images)
- e. Dual power supplies shall be purchased whenever possible
- f. Must be compatible with the Cisco Prime Infrastructure
- g. Must support IEEE 802.3at (PoE+)
- h. Manageable by SNMP

2. Routers must comply with all of the following:

- a. Only Enterprise level routers manufactured by Cisco
- b. Must be configurable by console port/command line.
- c. Must have IP Services image or equivalent (Full support of EIGRP and BGP)
- d. Must support encryption (No NPE Images)
- e. Dual power supplies shall be purchased whenever possible
- f. Must be compatible with the Cisco Prime Infrastructure
- g. Manageable by SNMP

3. Wireless Access Points must comply with all of the following:

- a. Only Enterprise level WAPs manufactured by Cisco
- b. Must be compatible with Cisco Prime Infrastructure
- c. Must work with Cisco Wireless Controllers except in certain use cases when approved by the DTI Network Manager
- d. All SSIDs connecting to the Intranet must utilize WPA2 Enterprise for encryption and authentication.
- e. Must have dual 2.4 and 5ghz radios with 802.11n support.
- f. Must support Cisco Clean Air technology for spectrum analysis

4. IP Telephony

- a. Must be manufactured by Cisco
- b. Must be supported by Cisco Call Manager 10 or higher
- c. Must support 1gig connectivity
- d. Desk phones shall have two ports, allowing for PC connectivity through the phone
- e. Plug-in's or additional telephony software or features must integrate with the current Cisco Call Manager environment.

MDF/IDF Requirements

CIP Building Design Standards & Guidelines

1. MDF/IDF's should be located so no cable run exceeds 90 meters (approx. 270ft.) in length. Multiple floors can be connected to an MDF/IDF if the cable length is not exceeded.
2. The MDF/IDF should be at a minimum 8'x8' if it is not shared with anyone else. Shared closets require at least 6'x8' of MDF/IDF space. The telephone equipment may reside within the MDF/IDF.
3. If multiple floors are to be pulled to one MDF/IDF, appropriate wire chassis must allow easy access between floors.
4. MDF/IDF's will be interconnected by the City's WAN. The exact MDF/IDF interconnections will be determined by DTI Networking.
5. Each MDF/IDF will have a minimum of two duplex 20Amp / power outlets. These outlets require dedicated power/breakers.
6. City staff and/or DTI Network may require a 30Amp dedicated outlet, depending on project needs.
7. Each cable pulled into the MDF/IDF shall be clearly and uniquely marked as to origin.
8. All Patch Panels will be ordered with 110 connectors on the back,(i.e., Simon, Leviton Patch Panels), to be wired T568B standards. Patch panel should be numbered to match connected faceplate in the office.
9. Cables pulled by Contractor require 10' of slack left at the MDF/IDF.
10. All cabling must be a minimum of CAT6. In the case of CAT6 being cost prohibitive, the Network Manager may approve the use of CAT5e.
11. A minimum of two 4-inch entrance conduits must be installed containing four 1" inner ducts with pull string.
12. A minimum of a 4'x4' fire rated backboard with #6 ground tied to building ground.
13. Wall mounted cabinets must be in a serviceable location not exceeding 8' from the floor. Horizontal cabinets must be a minimum of 24" deep. Cabinets must be keyed to match existing cabinet keys. Location must be approved by DTI Network Group.
14. MDF should not be used for storage. Network equipment requires a 5' clearance of any obstructions.
15. MDF/IDF must have proper environmental controls and ventilation to prevent equipment malfunction/failure.

Integrated Communications Outlet (ICO) Requirements:

1. Each office shall have at least one ICO
2. At each ICO location, a standard 2"x4" wall box, at the same height as existing electrical outlets, shall be installed.

CIP Building Design Standards & Guidelines

3. At least two (2) CAT6 (unless approved for CAT5e by Network Manager), 4-pair cables will be installed from each ICO, to the MDF/IDF for data.
4. All ICO cables for new construction shall be run from ICO to MDF/IDF in a minimum of 1" conduit.
5. ICOs will not be daisy chained.
6. Under carpet cable shall not be used. If an ICO must be installed in the middle of a room, it must be fed by conduit that is secured in place by appropriate methods.
7. Twelve inches of service loop shall be left in cables at each ICO
8. All cable runs must be reflected in the As-Built diagrams
9. Note that all manufacturers' requirements regarding the installation practices are to be followed. This includes insuring that the minimum bend radius of installed wiring is maintained. Cables are to be routed so that no cable run is in excess of 90 meters in length. All installation is to be done in accordance with the EIA/TIA 568b Commercial Building Telecommunication Wiring Standard.
10. All wall face plates and floor face plates must be numbered for identification. Each ICO must be numbered to match the patch panel in the MDF/IDF.
11. All new cable installations must include patch cables for both the end user and for the network switch termination. The standard is one 15' and one 3' for each data run. Any variation to these cable lengths must be approved by DTI Networking.
12. All cabling systems will be thoroughly tested for continuity and correct termination sequence. The criteria for testing cable are length, exposure to electromagnetic interference, and other conditions that might cause transmission problems. Testing tools should test for reversed, opened, shorted, and transposed pairs, and verifies the cable is within parameters of NEXT, impedance, capacitance, and ACR.

Fiber Optic Requirements:

1. Multi-mode and single-mode fibers are both utilized at the City. In all cases of multi-mode-fiber installation, 50 micron will be used, unless 62.5 is required for backward compatibility of existing fiber.
2. Direct burial of fiber optic cable is not allowed.
3. When installing fiber optic cable in ductwork and manholes between buildings, there shall be a minimum of one complete loop; minimum of 12 feet in length, in the manhole and it shall be pulled in a protective liner inside the manhole to prevent damage to the cable.
4. All fiber optic cables shall be terminated with LC type connector and properly connected to the FDU. Fiber cable metallic sheath if attached shall be properly grounded.

CIP Building Design Standards & Guidelines

5. When installing fiber optic cable, in existing conduit that is not Multi-Cell or does not contain flow duct, it shall be pulled in a protective textile inner duct, minimum 1 inch inside diameter. When placed in a cable tray or on a runway where there is the possibility of someone standing, walking or sitting on the cable, it shall be placed inside a protective liner. When floor duct is utilized one chamber will be used exclusively for the fiber.
6. All cable placed along runways, relay racks and distribution shelves shall comply with the manufacturer's minimum bend radius requirements for that particular type cable. Cable is to be secured by Velcro so as not to be pulled tight at any point that causes the cable jacket to be crushed flat or indented.
7. Use vertical and horizontal wire management on relay racks to accommodate the fiber cable to be dressed into the fiber terminating enclosures.
8. There should be a minimum 12ft. service loop mounted in a circular configuration on fire rated plywood (3/4 in. thick) in accordance with NEC standards.
9. All fiber strands shall be terminated in accordance with industry standards with LC Connectors in and rack mounted FDU. Kevlar strain relief should be tied inside the service access of the FDU. Rigid member should be secured in the service access of the FDU using applicable hardware provided with the FDU. Inner shielded fiber strands should have a minimum 3ft. service loop inside the service access of the FDU.
10. All strands must be tested using an optical time domain reflectometer (OTDR) and/or optical loss test sets (OLTS).
11. Installation of fiber optics in City facilities must include fiber patch cables of an appropriate length unless prohibited by an existing Franchise agreement.

Phone Service

All telephone service and design needs to be fully coordinated with COA Department of Technology & Innovation (DTI). Provide the minimum number of dedicated phone line depending on building service requirements like elevator emergency phones, fire alarm monitoring systems, security monitoring systems, etc.

COA Security Cameras and Devices Requirements

Coordinate all work through the COA Department of Technology and Innovation (DTI) & DMD Security Department.

Include in bid set the GC Responsibilities to coordinate and pay for as an Allowance:

All intrusion detection, cameras and electronic security work on building and site related to the permitting, cabling, monitors, connector, faceplates, devices, racks, DVR and related equipment other than the bid document required 1" conduits, J-boxes, pull

CIP Building Design Standards & Guidelines

strings all home-runs to the security/communication closets and monitoring area. A/E design team needs to get quotes from the City vendors that provide this work. Be sure to have the vendor use prevailing wage rates on projects over \$60k in their quotes.

Sleeve Penetrations

Provide framed or pipe sleeves at all Foundation wall, slab, fire wall and sound wall penetrations. Use proper sealant, fire and sound caulk, with indicator coloring, inside sleeves and gang piping/conduit/duct frames.

Fire & Sound Rated Walls

Use 2" minimum labels above ceiling at every three feet that state "Fire Wall – Do Not Penetrate" or "Sound Wall – Do Not Penetrate."

Underground Utility Spotting

The Contractor is to be responsible for all underground utility spotting within the Limits of Construction of the project.

CIP Building Design Standards & Guidelines

Public Utility Requirements for All Disciplines

Include in the contract documents all of the following building and site requirements:

Make sure to include the following items in the bid documents (Drawings & Specifications) that will make the General Contractor responsible for coordination of all documentation, payments to the service provider and maintaining the construction schedule. The design team engineers will need to coordinate with and incorporate many of the public utility and miscellaneous requirements in the contract bid documents.

PNM Utility- Include in bid set the GC Responsibilities to coordinate and pay for:

Engineering and scheduling service connection, Transformer & Pad, 2- 4" conduit placement requirements, documentation requirements, PNM inspections, utility easement requirements and direct payment. Provide a note to make the GC responsible to plan ahead for this utility installation.

ABCWUA Utility- Include in bid set the GC Responsibilities to coordinate and pay for:

Water and Sanitary Sewer service connection, taps, meters, UEC charges and all documentation requirements, scheduling, pipe placement requirements, inspections by ABCWUA coordination, utility easement requirements and direct payment. Provide a note to make the GC responsible to plan ahead for this utility installation.

NM Gas Utility- Include in bid set the GC Responsibilities to coordinate and pay for:

Engineering and scheduling service connection, all documentation requirements, gas line placement requirements, inspection by NM Gas coordination, utility easement requirements and direct payment. Provide a note to make the GC responsible to plan ahead for this utility installation.

CenturyLink Utility- Include in bid set the GC Responsibilities to coordinate and pay for:

CIP Building Design Standards & Guidelines

Engineering and scheduling service connection, all documentation requirements, 2- 4" conduit placement requirements with inner duct and pull strings, inspection by CenturyLink coordination, utility easement requirements and direct payment.

Comcast Utility- Include in bid set the GC Responsibilities, if required, to coordinate and pay for: Engineering and scheduling service connection, all documentation requirements, conduit placement requirements with inner duct and pull strings, inspection by Comcast coordination, utility easement requirements and direct payment.

Sleeve Penetrations

Provide framed or pipe sleeves at all Foundation wall, slab, fire wall and sound wall penetrations. Use proper sealant, fire and sound caulk, with indicator coloring, inside sleeves and gang piping/conduit/duct frames.

Fire & Sound Rated Walls

Use 2" minimum labels above ceiling at every three feet that state "Fire Wall – Do Not Penetrate" or "Sound Wall – Do Not Penetrate."


Miscellaneous Bid Document Requirements

Commissioning Specification – include as a minimum pre commissioning meetings, pre-functional checklist requirements, scope of all commissioning expectations from kick off meeting to final commissioning closeout and direct digital control requirements for closeout. Engineer of Record will be used on smaller projects for this part in basic services.


More items will be added to this document during plan reviews...

CIP Building Design Standards & Guidelines

Sample Title Block



ALBUQUERQUE ZOO JAGUAR EXHIBIT DD Review Not for Construction



PROJECT LOCATION

VICINITY MAP - Zone Atlas No. K-1-10

SAMPLE

CITY OF ALBUQUERQUE
BIOPARK
Department of Municipal Development

April 08, 2015
Department of Municipal Development - Owner

Property Information

Property Address: 903 10th Street SW
Albuquerque, NM
87102

Zone: SU-2 Zoo

List of Potential Alternates

No. 1 - Sidewalk at North End
No. 2 - Heat Pad and All Required Power
No. 3 - Hatched Log and Required Power
No. 4 - Roadwork Facade

UTILITY COMPANY CONTACTS

CITY OF ALBUQUERQUE
UTILITY DEVELOPMENT
5701, Room 0208
Albuquerque, New Mexico 87105
505/253-2710 (Sub) (Open) Utility Construction

NEW MEXICO GAS COMPANY

515/763-1100

CALL BEFORE YOU DIG!

811 SERVICE
1-800-331-ALERT
ALBUQUERQUE
811

REV	SHEETS	CITY ENGINEER	DATE	USER DEPARTMENT	DATE	USER DEPARTMENT	DATE

ENGINEER'S STAMP & SIGNATURE	APPROVED	ENGINEER	DATE	APPROVED FOR CONSTRUCTION

DATE: 3/13/2015 PROJECT # 6213.00 SHEET 1 OF

FINAL FOR CONSTRUCTION
DATE: XX/XX/2015

JAGUAR EXHIBIT
PROJECT # 6213.00

RECORD DRAWINGS
DATE:

CIP Building Design Standards & Guidelines

REV.	SHEETS	CITY ENGINEER	DATE	USER DEPARTMENT	DATE	USER DEPARTMENT	DATE
ENGINEERS STAMP & SIGNATURE		APPROVED	ENGINEER	DATE	APPROVED FOR CONSTRUCTION		
		ORC Chairman					
		Transportation					
		Water/Wastewater					
		Hydrology					
		Parks					
Constr. Mngmt.							
City Architect							
City Engineer							
DATE: 3/13/2015		PROJECT #			6213.00		SHEET 1 OF