

Chapter 1 - Introduction

1.1 THE DESIGN PROCEDURES MANUAL

- A.** The Design Procedures Manual (DPM) has been prepared to assist Project Managers (PM) and Consultant/Designers in the design and documentation of OGS D&C Projects. The DPM provides direction and guidance with regard to OGS D&C and State Agency requirements. The DPM also provides expectations for the delivery of services for design services work performed for the OGS D&C. The DPM consists of design procedures that are meant to guide both D&C In-house and Consultant/Designers through the design process and enable Consultant/Designers to more efficiently translate OGS D&C requirements into acceptable design solutions.

These guidelines are not intended to constrain PM and Consultant/Designers with respect to design solutions, code-compliance, innovation or novel approaches. PMs and Consultant/Designers are encouraged to consider the merits and limitations of the guidelines in the context of the specific needs of individual projects.

- B.** Should any of the DPM guidelines not be relevant for a particular project, written proposals to deviate from the procedures herein should be submitted for consideration to the OGS Team Leader (TL). In the absence of written approval for a deviation from these guidelines, the TL will, however, assume that the requirements contained in the DPM have been fully addressed and incorporated in the proposed design solution and Contract Documents. The [Agency Specific Standards and Requirements](#) in Chapter 9.7 may modify or supplement the general guidelines.
- C.** Documents prepared in accordance with this DPM are to provide clear and concise information to State Agencies and Contractors. PMs and Consultant/Designers are expected to make certain that the material is understandable to the intended audience.
- D.** The procedures outlined in the DPM are for projects which are to be bid and administered by OGS D&C. The DPM does not include procedures for projects bid and administered by other State Agencies.
- E.** The DPM has multiple entry points. Topics can be accessed individually and in any order. An exception is the material in Chapter 4, Submission Phase Guidelines. The topics in Chapter 4 are best read sequentially because of interrelationships between sub-chapters. The DPM is divided into ten chapters, some of which are further divided into sub-chapters. The information presented may also include hypertext to link the reader to more specific information such as forms, templates, checklists and websites.
- F.** The DPM is available to Consultant/Designers by use of the OGS Web page. OGS staff can access the DPM by way of DCNet on the OGS intranet.

- G.** In the DPM text is highlighted in the following manner:
 1. *[Italicized underlined blue text](#)* - indicates an active hyperlink.
 2. **Non-italicized, non-underlined brown text** - indicates a future hyperlink.
 3. Non-italicized underlined black text - indicates a resource that is not hyperlinked.
 4. **Violet text** - indicates revised text, paragraph or section, unless it is a hyperlink (see items 1 and 2 above).

- H.** The forms referenced in the DPM are available at the following locations:
 1. Consultant/Designers should access them on the OGS Design & Construction Web under the *RESOURCES FOR FIRMS ON CONTRACT WITH OGS DESIGN & CONSTRUCTION* banner.
 2. OGS staff should access them in DCNet on the OGS intranet.

- I.** Chapter 1.3 Definitions and Terminology contains a compilation of terms and acronyms used in the DPM.

- J.** Continual improvements are being incorporated into this document as procedures and guidelines are developed and changed. Updates are issued periodically and are noted in the Table of Contents. Updates are also noted in the revision history and revision dates in the footer of each chapter. Previous versions of chapters are archived.

- K.** Any questions, clarifications, improvements or suggestions should be directed to Mr. Dana Dostie at dana.dostie@ogs.ny.gov (518) 474-6111 or Mr. Stephen Melnick at stephen.melnick@ogs.ny.gov (518) 474-7647. Mr. Dostie or Mr. Melnick will review your inquiry with the appropriate staff for comment or implementation.

Revision History:

Rev	Date	Description	Reviewed by:	Approved by:
0	02/07/13	Last revised date		
1	06/01/13	Minor changes to section G and added Revision History	Parnett	Larkin
2	08/14/13	Minor revisions	Parnett	Parnett
3	09/04/13	Minor revisions	Parnett	Parnett
4	04/20/16	Deleted Claude's name	Harrington	Harrington