



Health Facilities Information Sheet

Number 1

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Basic Design Requirements for M&I Projects

Background and Purpose

M&I Construction Projects are subject to many of the same requirements as large scale New Construction Projects. Due to the small scale of M&I Projects, some basic requirements have the potential to be unintentionally omitted during the planning and development of design services scopes of work. This Technical Bulletin highlights some of these basic requirements to ensure they are addressed during the planning and design process.

Highlighted Technical Requirements

1. The most current edition of the IHS Architect/Engineer Design Guide must be used as the basis for developing all Scopes of Work (SOW) for design services.
2. It may be appropriate to delete or consolidate design phases depending upon the size and complexity of the M&I project. Exercise caution when modifying the design process in this manner to ensure adequate milestones remain in place to monitor progress and compliance with project requirements.
3. Incorporating overly detailed plans and specifications within the SOW has the potential to relieve Designers of the responsibility for their designs and should be avoided.
4. All construction documents (plans and specifications) that require professional architectural and engineering services must be prepared by or under the direct supervision of a licensed architect or engineer.
5. All construction documents prepared by or under the direct supervision of a licensed architect or engineer must be sealed and signed by the appropriate licensed design professional for each discipline.
6. Construction documents may be prepared, sealed, and signed by IHS staff that are also licensed architects or engineers.
7. Construction documents must be prepared in CSI 48 division format only.
8. An Acquisition Plan (for Direct Federal Projects) must be prepared in consultation with the Contracting Officer prior to the acquisition of design or construction services. A formal acquisition plan following the HHS template must be prepared for all projects exceeding \$150,000. Informal plans may be developed for projects under \$150,000.
9. Project Summary Documents (PSD) or, when applicable, Project Justification Documents (PJD) must be completed and approved prior to the development of the Acquisition Plan.
10. Every project is required to incorporate the Federal Sustainability Guiding Principles regardless of the size or scope of the project.
11. LEED Certification is not required on any project less than \$10M, though certification is always encouraged.