

ADMINISTRATION

1. Capital Planning and Project Management and Facilities Management

1.1. Through the University of Minnesota (University) Board of Regents delegation of authority, the Assistant Vice President for Capital Planning and Project Management, who reports to the Vice President for University Services, has responsibility for all master plan implementation, facilities planning, construction, remodeling and rehabilitation at all campuses, experiment stations and satellite facilities within the University of Minnesota system statewide.

1.2. The Associate Vice President for Facilities Management, who reports to the Vice President of University Services, is responsible for some major infrastructure construction projects plus operational management of buildings and grounds on the Twin Cities campus.

1.3. Capital Planning and Project Management (CPPM) and Facilities Management (FM) have several divisions that work closely in carrying out such responsibilities. They include CPPM Planning and Architecture, CPPM Project Management, CPPM Business Services, FM Districts, FM Central Services, and FM Energy Management. In addition, there are several other departments that have roles in the construction process, including the University Building Code Division, the Department of Environmental Health and Safety (DEHS), Parking and Transportation, Disability Services, Office of Information Technology (OIT), Office of Classroom Management (OCM), and Purchasing Services.

1.4. The network of communication between divisions is essential to successfully complete construction projects at the university. The following descriptions of the divisions are meant to relay the relationship amongst them in reaching successful completion.

1.4.1. CPPM Planning and Architecture: This division is responsible for interpretation of University master plan requirements, historic resource management, pre-design on construction projects, as well as, architectural design and design guidelines. Division members must interpret the guidelines to the Board of Regents through a presentation of project schematic design. Members of this division also assist project managers in other design-related tasks. Some of the director's functions include fitting the university's physical assets, including land, into the future needs of the university. In addition, the director also is responsible for other project preconstruction activities.

1.4.2. CPPM Project Management: This division plans and manages university construction projects from inception through construction. Its members hire architects/engineers, contractors and manage construction budgets. Its members also schedule, and maintain construction documents and records. Project Managers are members of this division.

1.4.3 CPPM Business Services: This division administers contracts, manages the Unifier project management information system and provides some purchasing services.

1.4.4. FM Districts: This division is comprised of three districts on the Twin Cities campus that operate, maintain and clean the buildings in each respective district using multi-disciplinary teams. Supporting this activity with system monitoring and alarms is a centralized monitoring group known as the Building System Automation Center (BSAC).

1.4.5. FM Central Services: five business units are included in this division: building services, elevator, land care, waste management and hazardous material management and removal.

1.4.6. FM Energy Management: This division manages the Twin Cities campus utility services such as installation and operation of production and distribution equipment for electricity, steam, chilled water, water and sewer. This division also is responsible for energy procurement and end-use energy management. BSAC supports the activities of this division via system monitoring and alarms.

1.4.7. FM University of Minnesota Construction: An in-house construction group, which includes a design build team, millwork shop and metal fabrication shop.

1.4.7. Facilities Management Operations on Coordinate Campuses: Facilities Management on the Duluth campus, Plant Services on the Morris campus, and Facilities and Operations on the Crookston campus direct the ongoing maintenance and operations of those facilities. These units are separate from Facilities Management on the Twin Cities campus. A director heads each department, each of who reports to their local campus administration.

1.4.8. Research and Outreach Centers and Other Satellite Facilities: This division deals with the sixteen regional extension offices including agricultural experiment stations, biological research stations and numerous university facilities throughout the state that may have construction projects. Projects within these locations are managed by CPPM.

2. Other University Departments Involved in the Construction Process

2.1. Building Code Division: Members of this division report to the assistant vice president for Campus Health and Safety, under the senior vice president for Finance and Operations. Division members are responsible for enforcing the building and fire codes for all university projects, issuing building permits, and performing plan reviews and code inspections.

2.2. Department of Environmental Health and Safety (DEHS): This department reports to the assistant vice president for Campus Health and Safety, under the vice president for University Services. It is responsible for safety and health issues, OSHA and EPA regulatory compliance, asbestos management, biohazard control, radiation protection, environmental permits, chemical and hazardous waste management, sanitation issues and emergency response.

2.3. Disability Services: Disability Services provides recommendations regarding optimum accessibility and universal design for people with varying abilities and disabilities.

2.4. Central Security: This department reports to the vice president of University Services and is involved all aspects of building and personal safety security, including electronic security systems.

2.5. University Police Department (UMPD): UMPD is the University police department involved in public safety, crime prevention and investigation.

2.6. The Office of Information Technology (OIT): OIT offers leased voice and data services to university departments.

2.7. The Office of Classroom Management (OCM): OCM is a division of the Office of the Registrar, and is the single point of contact and primary point of responsibility for all issues relative to general purpose classrooms. This includes classroom standards and design.

2.8. Parking and Transportation Services (PTS): PTS is a division of Auxiliary Services, under the vice president of University Services. PTS is involved with all forms of transportation on campus, including parking, coordinating bus services, bicycles, walking and fleet services.

2.9. Purchasing Services: Purchasing Services provides purchasing and bidding functions for the university. This department also administers Small Business and Targeted Group Business Programs.

3. Definitions: Certain terms have specific meaning as used in this manual. Following is a list of those terms.

3.1. Parties to the contract and other entities involved in a project:

A/E: An architect, engineer or other design professional or firm employed by the university to design a project or act as an authorized representative of the university.

Consultant: A firm or an authorized representative that provides special design services for a project in cooperation with the A/E and the university. If engaged, a consultant will be named in the contract documents.

Contractor: The party or an authorized representative identified in the contract documents. There is only one contractor for each contract. Sometimes referred to as the prime contractor.

Vendor/contractor: A firm other than the Contractor engaged directly by the university to perform work on a project.

University Project Manager: The person designated by the university to oversee a project.

Subcontractor: A firm that has an agreement to perform work for or supply materials to the contractor. There is no contractual relationship between the university and a subcontractor. All firms engaged in execution of the contract, other than the contractor, are subcontractors. For example, the firm performing mechanical work is identified as a mechanical subcontractor rather than a mechanical contractor or other similar terms.

University: The University of Minnesota or an authorized representative. Sometimes referred to as owner.

3.2. Documents

Agreement: The written instrument that identifies the A/E, the Contractor and the Contract Documents for a project.

Contract: The entire integrated agreement between the Contractor and the University.

Contract Documents: The written agreement between the university and the contractor, the performance bond, the specifications, the drawings, portions of addenda not related to bidding requirements and modifications issued after award of contract.

Project Manual: The volume or volumes of text that the A/E assembles. The text generally includes the bidding requirements, bid forms, contract forms, conditions of the contract, specifications and small drawings.

3.3. Institutions, Associations and Governing Bodies – includes but is not limited to:

ADA: Americans with Disabilities Act

AISC: American Institute of Steel Contractors

ANSI: American National Standards Institute

ASME: American Society of Mechanical Engineers

ASTM: American Society for Testing and Materials

BIA: Brick Industry of America

CSI: Construction Specifications Institute, 601 Madison Street, Alexandria, VA 22314-1791

MPCA: Minnesota Pollution Control Agency

NCMA: National Concrete Masonry Association

NFPA: National Fire Protection Association

OSHA: Occupational Safety and Health Organization

3.4. Miscellaneous

include, includes, including: These terms have the normal meaning but do not exclude items not listed.

provide, provides: These terms have the normal meaning but do not exclude items not listed.

End of Administration