

ADMINISTRATION

1. Capital Planning and Project Management and Facilities Management

1.1. The associate vice president for Capital Planning and Project Management, who report to the vice president for University Services, has responsibility for all facilities planning, construction, remodeling and rehabilitation at all campuses, experiment stations and satellite facilities at the University of Minnesota.

1.2. The associate vice president for Facilities Management, who reports to the vice president of University Services, also has the responsible for some major infrastructure construction projects plus management of buildings and grounds on the Twin Cities campus.

1.3. Capital Planning and Project Management and Facilities Management have several divisions that work closely in carrying out such responsibilities. They include the University Planner and Architect, Design and Construction Services, Facilities Operations, Facilities Support, and Energy Management. In addition, there are several other departments that have roles in the construction process, including the Building Code Division, the Department of Environmental Health and Safety (DEHS), Disability Services, Campus Master Planning, and University Planning.

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. Planning and Architecture: This division is responsible for pre-design on construction projects, as well as architectural design guidelines. Division members must interpret the guidelines to the Board of Regents through a presentation of schematics. Members of this division also assist project managers in other design-related tasks. Some of the director's functions includes fitting the university's physical assets, including land, into the future needs of the university. In addition, the director also is responsible for other pre-project tasks.

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

1.4.3. Facilities Operations: This division is comprised of five zones on the Twin Cities campus that maintain and clean the buildings in each respective zone 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).

1.4.4. Facilities Support: five business units are included in this division: building services, elevator, landcare, waste management and asbestos removal.

1.4.5. 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.

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

1.4.7. Plant Services Operations on Coordinate Campuses: Facilities Management on the Duluth campus, Physical Plant on the Morris campus, and Plant Services 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 that campus administration.

1.4.8. Agricultural Experiment Stations and Other Satellite Facilities: This division deals with the seven agricultural experiment stations, three biological research stations and numerous university facilities throughout the state that may have construction projects.

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 Fairview Facilities Office: The Hospital Facilities Office is responsible for planning design and construction implementation for University of Minnesota Hospitals and Clinics facilities.

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

2.6. The Office of Classroom Management: The Office of Classroom Management 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.

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

3. Directory of Key Personnel

3.1. Personnel

Associate Vice President for Facilities Management – Interim, Mike Berthelsen
(612) 626-1091
329 Donhowe Building
Minneapolis, MN 55455

Associate Vice President for Capital Planning and Project Management -- Michael Perkins
(612) 626-0662
400 Donhowe Building
Minneapolis, MN 55455

Director of Development Services for Capital Planning and Project Management - Michael Denny
(612) 626-4944
400 Donhowe Building
Minneapolis, MN 55455

Director of Planning and Architectural Services– Orlyn Miller
(612) 624-7501
400 Donhowe Building
Minneapolis, MN 55455

Director of Project Delivery Services – Gary Summerville
(612) 625-8363
400 Donhowe Building
Minneapolis, MN 55455

Director of Facilities Services – Interim, Bill O’Neill
(612) 624-2900
400 Donhowe Building
Minneapolis, MN 55455

Director of Energy Management - Jerome Malmquist
(612) 625-3438
400 Donhowe Building
Minneapolis, MN 55455

Standards Updating
Director of Development Services for Capital Planning and Project
Management - Michael Denny
(612) 626-4944
400 Donhowe Building
Minneapolis, MN 55455

Energy Conservation – Mary Santori
(612) 625-5359
Energy Management
400 Donhowe Building
Minneapolis, MN 55455

Energy Distribution – David Losier
(612) 626-0645
Energy Management
400 Donhowe Building
Minneapolis, MN 55455

Energy Procurement - Mike Nagel
(612) 625-0597
Energy Management
400 Donhowe Building
Minneapolis, MN 55455

Supervisor of Engineering Records – John Cook

(612) 625-6537
SB-3 Donhowe Building
Minneapolis, MN 55455

Landcare Superintendent - Les Potts
(612) 624-4844
Facility Support
2904 Fairmont St. SE
Minneapolis, MN 55455
potts002@umn.edu

Elevator Superintendent - Patty Erickson
(612) 625-2506
Facility Support
SB-12 Donhowe Building
Minneapolis, MN 55455
erick022@umn.edu

Manager of University of Minnesota Construction - Tim Nelson
(612) 625-5373
B15 Donhowe Building
Minneapolis, MN 55455

Hazardous Material Program Manager - Sean Gabor
(612) 625-7547
400 Donhowe Building
Minneapolis, MN 55455

Risk Management - Becky Hintz
(612) 626-0552
400 Donhowe Building
Minneapolis, MN 55455

3.2. University Building Officials

Building Official - Ron Holden
(612) 625-6845
270 Donhowe Building
Minneapolis, MN 55455

University Fire Inspector - Dave Stringfield
(612) 626-9458
270 Donhowe Building
Minneapolis, MN 55455

3.3. University Safety Officer

Safety Officer - Mike Austin
(612) 626-6436
W140 Boynton Health Service
Minneapolis, MN 55455

3.4. University Environmental Health and Safety

Director - Craig Moody
(612) 626-4399
W135 Boynton Health Service
Minneapolis, MN 55455

Hazardous Waste Officer (HWO) - Andrew Phelan
(612) 626-7744
100C IWM
Minneapolis, MN 55455

3.4. Facilities Management Directors - Coordinate Campuses

Crookston Campus - John Magnuson
Associate Vice Chancellor for Facilities Management
(218) 281-8490
2 Kiser Building
Crookston, MN 56716
magnu045@umn.edu

Duluth Campus - John King
Director, Facilities Management
(218) 726-8821
241 Darland Administration Building
Duluth, MN 55812
jking@d.umn.edu

Morris Campus - Lowell Rasmussen
Assistant Vice Chancellor for Plant Services
(320) 589-6100
9 Camden Hall
Morris, MN 56267
rasmuslc@caa.mrs.umn.edu

3.5. Purchasing Services

Purchasing Manager - Mr. Denis Larson
(612) 625-5554
400 Donhowe Building

Minneapolis, MN 55455

Small Business Coordinator - Craig Taylor
(612) 624-0530
110 Morrill Hall
Minneapolis, MN 55455

3.6. The Office of Information Technology

Associate Vice President & CIO - Steve Cawley
(612) 625-8855
203 Johnston Hall
Minneapolis, MN 55414

3.7. University Police Department

Assistant Vice President & Police Chief - Greg Hestness
(612) 626-4734
511 Washington Ave. SE
Minneapolis, MN 55455

3.8. Office of Classroom Management

Office of the Registrar
Departmental Director - Steve Fitzgerald
(612) 626-8677
Fax: (612) 626-1778
110 Williamson Hall
231 Pillsbury Dr. SE
Minneapolis, MN 55455-0213
classrm@tc.umn.edu

3.9. Disability Services

Accessibility Specialist
(612) 624-4037
Suite 180 University Gateway
200 Oak St. SE
Minneapolis, MN 55455-2002

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

4.1. 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.

Construction Administrator: The person designated by the university to supervise construction and related work. This is the only person authorized to direct or approve the actions of the contractor (generally the architect or engineer).

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.

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.

4.2. 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.

4.3. Institutions, Associations and Governing Bodies

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

4.4. 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
University of Minnesota Facilities Management
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