

## OWNER INFORMATION

### 1.01 THE OWNER

- A. Entities identified as the “Owner” throughout this Designers’ Manual and associated documents are defined herein.
- B. The Owner is the State of Tennessee operating through the contracting agency of The University of Tennessee, a State Procurement Agency (SPA) as defined by the State Building Commission By-Laws, Policy and Procedure (SBC Policy). The Head of the SPA as defined by SBC Policy is the Assistant Vice President of Capital Projects.
- C. The Department of Capital Projects serves as the SPA’s contracting agent and administrator for its capital improvement program under the authority of the SBC.

### 1.02 THE OWNER AS ADMINISTRATOR

Administration of the capital improvement program includes the following functions.

- 1. Development of facilities programs and capital project budgets.
- 2. Development of capital funding requests.
- 3. Administration of the design and construction of capital projects.
- 4. Administration of special projects and initiatives relative to capital improvements.

### 1.03 OWNER CONTACT INFORMATION

- A. Organization contact information.

The Department of Capital Projects  
The University of Tennessee System  
400 W. Summit Hill Drive – UTT 9<sup>th</sup> Floor  
Knoxville, TN 37902  
865.974.2628  
[designer@tennessee.edu](mailto:designer@tennessee.edu)

- B. Staff contact information.

[Department of Capital Projects](#)

[Office of Design and Construction](#)

[Office of Real Property & Space Administration](#)

### 1.04 OWNER TEAM ROLES

- A. Staff organizational chart is included in Appendix 3. An individual or team will be assigned to each project. More information about the Department of Capital Projects, its function in a specific project, and its staff will be provided in the pre-design meeting and the pre-construction Conference. The typical principal contacts for a project are as follows.
  - 1. A Project Manager will be the main point of contact throughout the entire project. They will be actively involved in all decisions including
    - 1. Works closely with the Designer through design phase issues regarding changes in scope, budget, and Designer payments.

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2. Shepherds construction procurement processes, setting bid dates, posting advertisements for bids and notices of RFP's for alternative delivery, receiving final bidding documents, and pursuing award of construction contracts.
  3. Oversees construction by making regular site visits, attend meetings and inspections, confer with the Facility Coordinator and the Designer on matters of concern, and facilitate construction payments and modifications. Their role is not one of "inspectors", but of observers and conferees. They report to the Owner regarding the performance of the Contractor and the Designer in relation to the contractual obligations of each.
2. Administrative and support staff are involved in supporting the project manager in tasks as listed above, including approving contracts, modifications, payments, and completions, and in support around major issues.
  3. A Facility Coordinator is a senior member of the institution's planning or physical plant staff that will normally play an active role in planning, coordination of site and surroundings, progress, and ongoing changes, and may be accompanied by or delegate their role to a department head or other institutional staff.
  4. If the project involves a Storm Water Pollution Prevention Plan (SWPPP), a staff member at the institution will serve in the regulatory capacity of Site Audit Representative.

### 1.05 ELECTRONIC SIGNATURES, COUNTERPARTS, AND PHOTOCOPIES

Unless explicitly stated to the contrary, documents and forms referred to in the Designers' Manual and requiring signatures may be executed by electronic means, or signature may be transmitted by electronic means, including e-mail, facsimile, or other means, and such execution shall have full effect.

### 1.06 THE UNIVERSITY OF TENNESSEE GUIDELINES

The following items are in supplements to the items listed within the Designers Manual which are specific to the University of Tennessee (UT).

#### A. Chapter 2: Designer Agreements and Payments

1. Article 206.K – Vendors associated with Design and Construction of Capital Projects can be paid with either Accounts Payable General Checks or ACH.

#### B. Chapter 3: Design

1. Article 3.01K – Text height minimum size is 1/8".

#### C. Chapter 6: Construction

1. Article 6.03.B – See Appendix 3 for Notice to Proceed template.
2. Article 6.15.A.1 - Vendors for all work associated with Design and Construction of Capital Projects will be paid with Accounts Payable General Checks or ACH.

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3. Article 6.15.C – Contractor Pay Applications should be submitted electronically in PDF format to the Designer, if in good order the Designer will transmit to the Owner.

### D. Appendix 1 Documents

1. UT Specific Design Criteria and Template
  - i. Mechanical Design Criteria
  - ii. Notice to Proceed Template
2. Agendas
  - i. A62 Pre-Construction Conference Agenda – See Appendix 3 for revised form named A62-UT – Pre-Construction Conference Agenda
3. Checklists
  - i. C42 Standard Document Instructions and Checklist – see Appendix 3 for revised checklist C42 – Standard UT Document Instructions and Checklist
4. Forms
  - i. F22 Designer Agreement Information – See Appendix 3 for revised form: F22-UT – Designer Agreement Information
  - ii. F54 Bid Tab – Only use 8-1/2” x 11” Bid Tab

### E. Appendix 2 Standard Bidding and Construction Documents

1. Division 00 Procurement and Contracting Requirements
  - i. Specification Section 00 52 13 Agreement – See Appendix 3 for revised Agreement: Specification Section 00 52 13 UT Agreement
2. Division 01 General Requirements
  - i. Specification Section 01 26 00 Contract Modification Procedures
    1. Section 1.02.1-4 Signatures for Change Order
      - a. Designer prepares and submits draft documents to Owner for review.
      - b. After Owner approval of draft a final document is prepared by the Designer.
      - c. Designer signs and transmits to Contractor for signature.
      - d. Contractor signs and returns to Designer for transmission to Owner.
      - e. Owner signs and transmits via email to Designer for distribution to all parties.
    2. Specification Section 01 29 54 Retainage Escrow Initiation – See Appendix 3 for revised Specification Section 01 29 54.

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3. Specification Section 01 29 76 Progress Payment Procedures
  - a. Section 1.03.A.3 – Omit. Vendors for all work associated with Design and Construction of Capital Projects will be paid with Accounts Payable General Checks.
4. Specification Section 01 31 90 Administrative Logs
  - a. Section 1.01.B.1 – Submit One Application for Payment
5. Specification Section 01 78 01 Closeout Submittals
  - a. Section 1.01.C.2 – Valve Tags are not required
6. Specification Section 01 78 02 Closeout Submittals
  - a. Section 1.02.B.7 – Omit

END OF OWNER INFORMATION