

## OWNER INFORMATION

*This is a template for SPAs to modify as desired to fit the SPA contacts, structure, etc. The highlighted text in particular requires modification.*

### 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 <<State Procurement Agency Name>>, 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 <<Title or Name and Title>>.
- C. The <<Capital Project Department Name>> 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.

<<Capital Project Department Name>>  
<<State Procurement Agency Name / University Name>>  
<<Address Line 1>>  
<<Address Line 2>>  
<<Telephone Number>>  
<<Email Address>>  
<<Web Address>>

- B. Staff contact information.

<<List of staff contact information or reference to web site with staff contact information.>>

### 1.04 OWNER TEAM ROLES

- A. Staff organizational charts and contact information are posted on the << Capital Project Department Name>> website. An individual or team will be assigned to each project. More information about << Capital Project Department Name>>, 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 work closely through the design process with the

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Designer and the client institution, and may take a less active role once construction begins, but will remain actively involved in decisions regarding some changes to the Work, issues affecting the budget, and Designer payments and closeout.

2. A Procurement Coordinator 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. A Construction Representative will become the Designer's main point of contact with the Owner during construction. The individual's specific title may vary. They make 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.
4. Administrative and support staff are involved in supporting the lead of those above, including approving contracts, modifications, payments, and completions, and in major issues.
5. 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.
6. 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 ADDITIONAL SECTIONS AS NEEDED FOR THE FOLLOWING TOPICS

(a) institution specific payment processes, (b) deliveries to campus, (c) traffic, parking, and pedestrian circulation requirements around construction sites, (c) coordination with city/campus utilities, (d) local plans review process, (e) plan room locations/contacts/web site links, (f) others as needed

END OF OWNER INFORMATION