



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 Tennessee Technological University, 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 Jim Cobb, Director of Capital Projects and Planning.
- C. The Capital Projects and Planning Office 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 Projects and Planning
Tennessee Technological University
242 E. 10th Street
Foundation Hall, Suite 317
PO Box 5011
Cookeville, TN 38505
931-372-3524
jwebb@tntech.edu
<https://oudev.tntech.edu/capital-projects/>



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B. Staff contact information.

Capital Projects & Planning		
Jim Cobb	Director	jimcobb@tntech.edu
Jody Webb	Bidding Coordinator	jwebb@tntech.edu
Christine Daniels	Project Design Manager	cdaniels@tntech.edu
Vacant	Accountant	
Nina Scott	CAD Operator	nscott@tntech.edu

Project Management		
Bill Hall	Construction Administrator	whall@tntech.edu
Bob Scarbrough	Construction Administrator	rscarbrough@tntech.edu
Nicole Sims	Construction Administrator	nsims@tntech.edu
Dan Warren	Construction Administrator	dwwarren@tntech.edu

1.04 OWNER TEAM ROLES

A. Staff organizational charts and contact information are posted on the TTU Capital Projects and Planning website. An individual or team will be assigned to each project. More information about Capital Projects and Planning, 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. The Project Design Manager will work closely through the design process with the 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. The Bidding 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 Administrator will become the Designer's main point of contact with the Owner during construction. They make regular site visits, attend meetings and inspections, confer with the Director of Capital Projects and Planning and the Designer on matters of concern, and facilitate construction payments and modifications. Their role is not one of "inspectors", but of



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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 resolving major issues.
5. The Associate Vice President of Facilities and Business Services is a senior member of the institution's 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 PROCEDURAL INFORMATION

Please refer to Appendix 3 of the Designer's Manual posted on the TTU Capital Projects and Planning website for additional campus specific guidelines and processes, organized by divisions of the specifications: TTU Construction Guidelines.

END OF OWNER INFORMATION