

A/E should distribute the drawings and specifications electronically to the University with direction from the CPM Project Manager (PM).

Capital Project Management PM:

- The Project Manager (PM) will reference the *Document Distribution Matrix* for each project distribution phase.
- The A/E shall distribute project documents to the PM at each phase of design. Files must be named with Sheet Number and Sheet Title. PM will be responsible for storing any project files in their UMN Box Folder.
- The PM shall create or designate the A/E to create a session on Bluebeam that contains the set of drawings and specifications for all members to view. The PM should send an e-mail to all document recipients that would direct the recipients to the Bluebeam Session and include necessary requirements for review. This communication should also indicate that review comments are expected to be completed and sent back to the PM in no more than 2 weeks. Projects under a tight schedule can allow reviews to be expedited under 1 week to prevent risks against the project schedule.
- The PM must instruct reviewers to include their comments on the Bluebeam session and follow standard practice (e.g., Team's tools set or including initials right next to their comments).
- Based on the project scope and project phase, the PM shall set up a meeting with the A/E (all necessary design disciplines shall attend) and appropriate University Department personnel to attend a page turn review session. The A/E shall document all relevant questions and comments for a formal response. This meeting shall be in addition to the individual Bluebeam session review discussed as part of this process.
- Upon receipt of the various review comments from the University, the PM will add the A/E team to the Bluebeam Session and depending on the project, 1-2 weeks for the A/E to respond to each of those University comments. The A/E should add their initials next to their response which will signify the A/E has responded to each University review/comments.
- The received A/E's formal written response(s) to the University review comments should be provided to the PM in PDF format and sent via e-mail to all reviewers.

A/E:

- At each phase of design, The A/E shall distribute project documents to CPM PM via a secure link to download for record and file. The Files must be named with Sheet Number and Sheet Title
- Based on the project phase, CPM PM will ensure all University departments shall receive electronic copies as noted/checked on the below matrix for each phase. A transmittal shall be sent with each electronic copy set of documents distributed. Note on the transmittal(s) the University's project manager, project name/ number, and project phase (Schematic, Design Development, etc.).
- The A/E shall provide, electronically, the Schematic Design, Design Development, Construction Document, and Record Documents/ As-Built in CAD and BIM to John Cook (cookx075@umn.edu) in Engineering Records/Facilities Management (SB03 Donhowe Building). Files can be forwarded, based on file size, via USB Drive, FTP Transfer Site, or E-Mail. Ensure drawing files are bound and include all external references.
- The A/E shall electronically send copies of all transmittals to the University Project Manager.
- Respond to all University review comments on the Bluebeam session created by the University PM or A/E.

Project Name:
Project Number:

(date)

University Reviewers/ Department Document Distribution

Distribution Matrix Legend:

✓ → Receive an electronic copy. Forward via e-mail (pending file size) or FTP transfer site.

University of Minnesota Departments	University of Minnesota Department Contacts (PM or A/E to fill in Contact List)	Feasibility Study	Design Development Schematic Design Pre-design	Contract Documents (Pre-Bid Review)	Contract Documents (Issued for Bid)	Addendum	Construction Meeting Minutes	Change Documents (CCD/ PR/ ASI/ RFI)	Shop Drawings	O&M Manuals	Record Set/ As-Builts	Notes
Building Code Department	(Plans Examiner) p: e:		✓	✓	✓	✓	✓ <small>(Code mtg Only)</small>	✓	✓			Issued for Bid CD Set to be Signed
Facilities Information Services/Engineering Records	John Cook p: 612-625-6537 e: cookx075@umn.edu	✓	✓	✓	✓	✓			✓	✓	✓	PDF and Electronic CAD and BIM files (as applicable)
Purchasing Services	Purchasing Agent p: e:				✓	✓						(*) For Lump Sum projects bid through Purchasing Services
CPM – Project Delivery	(PM Name) p: e:	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Energy Management	(EM Lead Name) p: e:	✓	✓	✓	✓	✓	✓	✓	✓			
Commissioning Agent (EM)	Jay Denny p: 612-624-3554 e: denn0013@umn.edu		✓	✓	✓	✓	✓	✓	✓	✓		
Project User (Department)	(Contact Name) p: e:	✓	✓	✓	✓	✓	✓	✓		✓		If requested, the Project User can receive O&M.
Security Program	Nick Raymakers p: 612-626-2936 e: rayma003@umn.edu		✓	✓	✓	✓						
Disability Services	Roberta Kehne p: 612-624-1801 e: rlkehne@umn.edu		✓	✓	✓	✓						
Elevator Program	Dan Anderson p: 612-626-5838 e: ander349@umn.edu		✓	✓	✓	✓				✓		(*) As applicable to scope. O&M manuals/ schematic for elevator ONLY
Environmental Health and Safety	Brian Brosnan p: 612-624-1196 e: bros0020@umn.edu	✓	✓	✓	✓	✓	✓	✓				
FM District/ Campus Office	(FM Lead Name) p: e:	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Landcare	Deborah Boyd p: 612-221-6256 e: boyd0022@umn.edu	✓	✓	✓	✓	✓	✓					(*) As applicable to scope

Project Name:
Project Number:

(date)

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Office of Classroom Management	Katie MacDonald p: (612) 624-0714 e: macd0104@umn.edu	✓	✓	✓	✓	✓	✓					(*) As applicable to scope. Projects in bldgs w/ classrooms and study areas
Office of Information Technology	(OIT Lead Name) p: e:	✓	✓	✓	✓	✓	✓					
Parking/ Transportation Services	(PTS Lead Name) p: e:	✓	✓	✓	✓	✓	✓					(*) As applicable to scope
Waste Management	Nick Kluge P: 612-626-7176 e: ntkluge@umn.edu	✓	✓	✓	✓	✓						
University of Minnesota Hazardous Materials & Abatement	Sean Gabor P: 612-875-8857 e: gabor002@umn.edu	✓	✓	✓	✓	✓	✓	✓				(*) As applicable to scope