

university  
of  
minnesota  
memo

date April 3 19 80

to HSP0 Staff

from Paul Maupin

Attached is a copy of Learning Resources letter to Dr. French expressing concerns associated with building management.

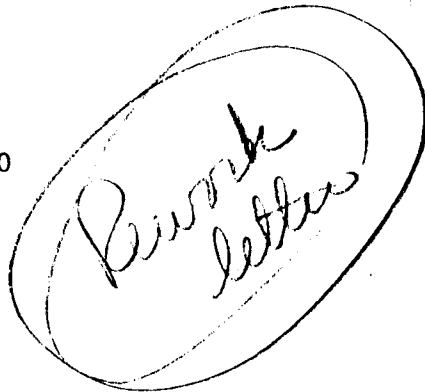
I would like your comments in an outline form not later than April 11, 1980.



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Learning Resources  
W42 Centennial Hall  
Minneapolis, Minnesota 55455  
(612) 376-4666

April 2, 1980



MEMORANDUM

TO: Vice President French  
FROM: Health Sciences Learning Resources Committee  
SUBJECT: Building Management Committee

Over the last few years there have been a number of problems associated with the upkeep and maintenance of the instructional areas in the academic Health Center. Most of these problems are related to shared or Health Science-wide space. Audiovisual services, plant services, custodial, and security are the major providers of service affected by these problems. The faculties of the Health Sciences are the major users of service identifying the problems. This committee feels that many solutions would be possible if:

1. better communication were possible between these ~~two~~ <sup>all parties (French/...</sup> groups.
2. the two groups mutually planned to prevent and solve problems.
3. resources between the groups be consolidated when possible to effect solutions.
4. requests for financial solutions were made as a joint proposal of both groups to central administration.

To accomplish these ends, it is recommended that you appoint a regular committee of your office or a subcommittee of this committee comprised of members from these two groups.

mss

May 13, 1981

HEALTH SCIENCES PLANNING OFFICE  
MISSION, GOALS AND OBJECTIVES

The Health Sciences Planning Office mission is to assist the University and the Health Sciences Community in an active systematic coordination of the contributions of all those whose efforts are required for a capital physical facilities project to succeed.

The primary goal of this office is to provide a service function to the Health Sciences Community and the Office of Physical Planning. This service is best described by the following:

1. Promote efficiency and eliminate duplication of facilities avoiding low utilization of expensive services and equipment.
2. Encourage the growth of services and facilities where need exists, refusing to permit funds to go for unnecessary and duplicate facilities.
3. Assist with preparation of the budget. Maintain detailed accounting records in order to provide financial information. Monitor expenditures to insure adherence to the budget.
4. Review contract documents at every phase of development and coordinate review and approval of plans, shop drawings, and change orders.
5. Monitor the development and construction of a given project to insure that the occupants program requirements are satisfied and that all code requirements are met.

Objectives:

We are a professional planning group with expertise in architectural and health planning areas and sensitivity to the problems of each.

We are able to pursue the University interest objectively combined with thorough understanding of the construction process.

Experience indicates that when users are carefully prepared for the task, they are capable of projecting beginning designs based on their own understanding of their needs and aspirations. Experience also indicates that when users do this, the professional planners' role is extended, not reduced. It is he who must then turn tentative impulses into full blown solutions, and integrate all design input into a single cohesive proposal.

Our services provide the University with the control needed to successfully complete a project with optimum results.

Our approach has benefited the University with substantial savings. This office has demonstrated this management expertise on past projects.

MR. PAUL J. MAUPIN  
HEALTH SCIENCES PLANNING COORDINATOR

#### DESCRIPTION OF RESPONSIBILITIES AND DUTIES

Mr. Maupin acts as administrative assistant to the Vice President for Health Sciences Affairs, Dr. Lyle French, and serves as a specialist for the Health Sciences functions to Physical Planning under the direction of Assistant Vice President Clinton Hewitt.

Mr. Maupin's responsibilities include supervising the implementation of the Health Sciences Master Plan within budget and time limitations, serving as liaison and resource person among University personnel and Health Sciences Deans and Directors, architects, consultants and construction contractors. His assistance is frequently required in the preparation of the legislative request documents and federal grant applications.

His additional responsibilities include coordinating the planning and construction projects of the Health Sciences with the Physical Plant Department and other units of the University. He supervises time schedules, reviews project budgets and provides the general coordinating effort of all projects assigned to the Health Sciences Planning Office. Mr. Maupin reviews the design proposals of consultants and architects to ensure their appropriateness and compatibility within the planning context of the Health Sciences and the University.

Mr. Maupin is responsible for implementation of policy decisions of the University Administration as related to the Health Sciences Expansion. He assists the Assistant Vice President for Planning in the preparation and organization of the long range planning efforts of the University system.

Mr. Maupin organizes, coordinate and reviews the work of the full time staff of the Health Sciences Planning Office.

The current and past project load of the Health Sciences Planning Office in terms of dollar amount, is \$150,000,000. Project management, as viewed by Mr. Maupin, involves staying with the project from conception to occupancy while adhering to the budget limitations and time constraints.

Mr. Maupin's salary is funded by State appropriation for general maintenance and operations.

MR. WARREN G. FORSLUND  
ASSISTANT HEALTH SCIENCES PLANNING COORDINATOR

DESCRIPTION OF RESPONSIBILITIES AND DUTIES

Mr. Forslund's duties, under the direction of Mr. Paul Maupin, are that of a project manager. His responsibilities include coordinating the overall project effort from the early planning stages through to final occupancy. As part of this effort, Mr. Forslund's responsibilities include, but are not limited to, the following:

Compiles and coordinates information for equipment requirements and for the construction, repair and alteration of the buildings in the Health Sciences.

Meets with or conducts meetings with users, consultants, contractors, vendors and University personnel in designing and programming facilities.

Reviews and verifies architectural drawings and equipment lists to ensure that the user's requirements are met and that all mechanical and electrical services are correct.

Assists in pre-bid conferences and pre-bid tours of sites for all assigned projects. Develops preliminary cost estimates and assists in the monitoring of expenditures.

Represents the interests of the Health Sciences Planning Office during construction or remodeling phases by assisting and monitoring construction schedules, initiating construction modifications, assisting construction superintendents, daily inspections of construction site and coordinating efforts of representatives of Physical Plant and Physical Planning assigned to each project.

Mr. Forslund is periodically requested to prepare drafts and designs of technical portions of projects, write specifications for scientific equipment, assist departments in writing proposals for funding and legislative requests, feasibility studies and justifications. He also assists in providing information for the Health Sciences Planning Office reports.

In this position, Mr. Forslund has daily in-person, telephone and/or written contact with University personnel, consultants, architects, contractors and outside organizations.

In addition to his other duties, Mr. Forslund is required to prepare a detailed final report on all projects that he is assigned to. He is required to attend all Health Sciences Planning Office staff meetings to pool information and resources to ensure that the projects assigned stay within the guidelines set for the Health Sciences Complex and the University of Minnesota.

Mr. Forslund's salary is funded from projects.

MR. THOMAS KYLE  
ASSISTANT HEALTH SCIENCES PLANNING COORDINATOR

DESCRIPTION OF RESPONSIBILITIES AND DUTIES

Mr. Kyle's duties, under the direction of Mr. Paul Maupin, are that of a project manager. His responsibilities include coordinating the overall project effort from the early planning stages through to final occupancy. As part of this effort, Mr. Forslund's responsibilities include, but are not limited to the following:

Compiles and coordinates information for equipment requirements and for the construction, repair and alteration of the buildings in the Health Sciences.

Meets with or conducts meetings with users, consultants, contractors, vendors and University personnel in designing and programming facilities.

Reviews and verifies architectural drawings and equipment lists to ensure that the user's requirements are met and that all mechanical and electrical services are correct.

Assists in pre-bid conferences and pre-bid tours of site for all assigned projects. Develops preliminary cost estimates and assists in the monitoring of expenditures.

Represents the interest of the Health Sciences Planning Office during construction or remodeling phases by assisting and monitoring construction schedules, initiating construction modifications, assisting construction superintendents, daily inspections of construction site and coordinating efforts of representatives of Physical Plant and Physical Planning assigned to each project.

Mr. Kyle is periodically requested to prepare drafts and designs of technical portions of projects, write specifications for scientific equipment, assist departments in writing proposals for funding and legislative requests, feasibility studies and justifications. He also assists in providing information for the Health Sciences Planning Office reports.

In this position, Mr, Kyle has daily in-person, telephone and/or written contact with University personnel, consultants, architects, contractors and outside organizations.

In addition to his other duties, Mr.Kyle is required to prepare a detailed final report on all projects that he is assigned to. He is required to attend all Health Sciences Planning Office staff meetings to pool information and resources to ensure that the projects assigned stay within the guidelines set for the Health Sciences Complex and the University of Minnesota.

Mr. Kyle's salary is funded from projects.

MR. ROBERT SWANSON  
ASSISTANT HEALTH SCIENCES PLANNING COORDINATOR

#### DESCRIPTION OF RESPONSIBILITIES AND DUTIES

Mr. Swanson's duties, under the direction of Mr. Paul Maupin, are that of a project manager. His responsibilities include coordinating the overall project effort from the early planning stages through to final occupancy. As part of this overall effort, Mr. Swanson's responsibilities include, but are not limited to, the following:

Compiles and coordinates information for equipment requirements and for the construction, repair and alteration of the buildings in the Health Sciences.

Meets with or conducts meetings with users, consultants, contractors, vendors and University personnel in designing and programming facilities.

Reviews and verifies architectural drawings and equipment lists to ensure that the user's requirements are met and that all mechanical and electrical services are correct.

Assists in pre-bid conferences and pre-bid tours of site for all assigned projects. Develops preliminary costs estimates and assists in the monitoring of expenditures.

Represents the interests of the Health Sciences Planning Office during construction or remodeling phases by assisting and monitoring construction schedules, initiating construction modifications, assisting construction superintendents, daily inspections of construction site and coordinating efforts of representatives of Physical Plant and Physical Planning assigned to each project.

Mr. Swanson is periodically requested to prepare drafts and designs of technical portions of projects, write specifications for scientific equipment, assist departments in writing proposals for funding and legislative requests, feasibility studies and justifications. He also assists in providing information for the Health Sciences Planning Office reports.

In this position, Mr. Swanson has daily in-person, telephone and/or written contact with University personnel, consultants, architects, contractors, and outside organizations.

In addition, to his other duties, Mr. Swanson is required to prepare a detailed final report on all projects that he is assigned to. He is required to attend all Health Sciences Planning Office staff meetings to pool information and resources to ensure that the projects assigned stay within the guidelines set for the Health Sciences Complex and the University of Minnesota

Mr. Swanson's salary is funded from projects.

MARY ACHARTZ  
SECRETARY

DESCRIPTION OF RESPONSIBILITIES AND DUTIES

Ms. Achartz primarily serves as the office receptionist. She is responsible for taking and directing calls to the appropriate staff member. Her duties include maintaining the Health Sciences Projects files, maintaining various office equipment, ordering of supplies, and helping with the typing of correspondence. She helps staff members schedule meetings. Ms. Achartz's other duties are assigned as required.



JOYCENE MARONEY-WALSTROM  
~~PRINCIPAL SECRETARY~~ *S.R. Accounts Specialist*

DESCRIPTION OF RESPONSIBILITIES AND DUTIES

Ms. Maroney-Walstrom acts as assistant to the Health Sciences Planning Coordinator in all facets of the Health Sciences Expansion program. In that capacity, her duties include scheduling of meetings, assisting with and editing staff correspondence, initiating correspondence when necessary, handling the incoming and out-going mail.

Other responsibilities include administering the Health Sciences Planning Office budget; securing funds from projects and accounting for expenditures. She also administers the funding of Health Sciences Projects and processes payments to Architects, consultants and vendors. In addition, she sets up and maintains complete accounting records for each project which involves helping to establish project budgets, requesting funds from users or other appropriate departments, monitoring building reports, making corrections and providing financial status reports as requested.

In this position, Ms. Maroney-Walstrom is in frequent contact with users, department heads, and University personnel. As part of her duties, Ms. Maroney-Walstrom attends meetings to represent the Health Sciences Planning Office in the absence of other staff members. She is also frequently involved special projects and researches and prepares various reports.

Ms. Maroney-Walstrom's salary is funded from projects.

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CONSTRUCTION COST:

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NON-CONSTRUCTION COSTS: (Site)

1. Demolition
2. Water Service
3. Walks, steps, curbs
4. Landscaping
5. Remove existing utilities
6. Signs, guardrails, etc.
7. Temporary drives, walks, etc.
8. Testing & Balancing
9. Electric Service

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NON-BUILDING COSTS: (Fees)

1. A/E. Base Fee @
2. A/E Extra Services
3. A/E Reimbursables
4. Vibration Consultant
5. Other Consultants

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NON-BUILDING COSTS: (Miscellaneous)

1. Temp Heat and Power
2. Sac Charges
3. Construction Supervision
4. Misc. Expenses
5. Site Survey
6. Misc. Engineering
7. Materials Testing
8. Building Activation
9. Control Center Wiring
10. Building Permits @
11. HSPO Salaries
12. Contingencies
13. Builders Risk Ins

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TOTAL PROJECT COSTS

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TOTAL FUNDS AVAILABLE

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Prepared by: Health Sciences Planning Office

March, 1981

HEALTH SCIENCES PROJECTS

NON-BUILDING COSTS

	<u>%</u>	
1. Architectural base fee	7	(1)
Reimbursables	1	
2. Consultants	1	
3. Construction supervision	2	
4. Health Sciences Planning Office	2	
5. Miscellaneous Engineering	1	
6. Building Activation	.40	
7. Testing and Balancing	.90	
8. Site Work	.30	
9. Contingencies	4	(3)
10. Permits	.30	(4)
11. SAC Charges	.40	
12. Graphics	.50	
13. Builders Risk Insurance	.20	(2)
	<hr/>	
	21%	

- (1) Architects fees are based on a sliding scale, the 7% is the best estimate to use.
- (2) Builders risk insurance is based on the dollar of construction plus length of time of project - .20% is a reasonable estimate to use.
- (3) Contingencies are estimated at 4% for new construction but should be at least 5% for renovation or remodeling.
- (4) Will be Estimated based on guidelines set down in January, 1981.



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
Physical Planning  
Health Sciences Complex  
Box 726 Mayo Memorial Building  
Minneapolis, Minnesota 55455  
(612) 373-8981

May 14, 1981

TO: Clint Hewitt  
FROM: Paul J. Maupin *Paul*  
SUBJECT: Health Sciences Planning Office Responsibilities

At your request, we are submitting the attached documentation outlining the duties and responsibilities of this office.

The first section is a statement of our mission, goals and objectives. The second section is a listing of our most current projects, indicating cost, square footage, a brief description and includes a notation of projects which have come in under budget. The third section give a short history of the office and includes a staff description. The final section is a recent update of our financial needs and source of funds.

Should you have any questions or comments, we will appreciate receiving them.

PJM:jmw

May 13, 1981

THE HEALTH SCIENCES PLANNING OFFICE

SECTION I	MISSION, GOALS & OBJECTIVES
SECTION II	HEALTH SCIENCES PROJECTS
SECTION III	HEALTH SCIENCES PLANNING OFFICE ORGANIZATION AND STAFF
SECTION IV	CURRENT HEALTH SCIENCES PLANNING OFFICE BUDGET

## HEALTH SCIENCES PROJECTS

The following is a listing of the most current Health Sciences Planning Offices projects which have been successfully completed or are currently in the process of planning and construction. Each project identifies the project description, project cost, square footage and those projects which have been completed under budget.

### VARIETY CLUB HOSPITAL EXPANSION:

This project is located on the Minneapolis Campus of the University of Minnesota in Variety Club Heart Hospital. The project consisted of construction of an addition and remodeling of existing space at the 2nd and 3rd floors. The project was undertaken to bring the facility up to code. The total project cost was \$835,000 and has been successfully completed.

### HEALTH SCIENCES PARKING RAMP:

The parking ramp is located on a site bound on the west by Essex Street, to the North of Delaware property line and is commonly called the Oak Street Parking Ramp C. The purpose of building the ramp at this site was to intercept the heavy traffic congestion in front of the Health Sciences Complex. The ramp provides 2,025 parking spaces with a total of 722,529 gross square feet. The project cost was \$4,848,700 came in under budget and is 100% complete.

### HEALTH SCIENCES EXPANSION UNIT A

The facility known as Unit A is a part of the approved Health Sciences Master Plan. This 22 story structure houses three Health Sciences units. The School of Dentistry occupies two-thirds of the building with the

balance being used by the Medical School which has clinical departmental offices, laboratories and teaching spaces on four floors. Teaching labs of the Basic Sciences occupy two floors. The School of Public Health has space on one floor for two of its departments. The School of Dentistry moved from the JOML complex which has been partially renovated and reassigned to the Basic Sciences departments. The Unit A structure has 690,930 gross square feet with net assignable at 350,669. The project cost \$41,493,630 with funding provided by a Federal grant, State Legislature, Central Administration and Support Services. The project has been successfully completed.

#### HEALTH SCIENCES UNIT K/E

Units K and E are constructed on a site adjacent to the east wing of the existing Variety Heart Hospital with direct connections to University Hospitals at several levels. Unit K provides cardiovascular research space for investigators from various divisions of the University and several Departments of the Medical School. Unit E provides supply receiving and distribution for the Health Sciences Center and is connected to all Health Sciences Units through a series of tunnels. The projects consists of 97,152 gross square feet with a project cost of \$9,620,000 and has been successfully completed.

#### HEALTH SCIENCES EXPANSION UNIT B/C Phase I

The facility commonly referred to as Unit B/C has been dedicated and named the Phillips-Wangensteen Building. The structure is physically and functionally a continuation of the Health Sciences Unit A. Unit B/C is a fifteen floor structure three of which are below grade. The structure house faculty offices, classrooms, teaching labs, seminar

rooms, student and staff dining facilities, hospital outpatient clinics, support departments and animal facilities.

Unit B/C is part of the approved Health Sciences Master Plan and primarily serves the Medical School. The structure has 580,456 gross square feet with 378,856 net assignable square feet. The project was funded by a Federal Grant, State Legislature funding and contributions. The total cost of Phase I was \$36,738,389.00. This portion of the project has been successfully completed.

#### UNIT B/C PHASE I-A, DIEHL HALL LEARNING RESOURCES/LIBRARY

This project segment includes the addition of a Learning Resources Center and revisions to the Library space on floor two of Diehl Hall, including the remodeling of the existing Scientific Apparatus Services space for Library use. The total area included in the project scope is approximately 32,400 gross square feet. The first two phases of the project have been completed and occupied with the third phase scheduled for completion in August of 1981. The total project cost is \$982,000.00.

#### UNIT B/C PHASE II

This phase completed the Hospital Medical Records space assigned on Floor 1 and 2 along with the Business Office and OPD Administration on Floor 2. The phase also constructed the Department of Ophthalmology research and departmental space on Floor 9. The phase completed 31,262 gross square feet of shell space; Hospital; 18,798 gsf, Department of Ophthalmology; 12,464 gsf. The total project cost



was \$2,678,911 and was funded completely by the Hospital and the occupying department.

#### UNIT B/C PHASE III

This project provides a food service facility located on the west side of floor two in Building B/C. The facility, the "Outside In" services the faculty, students, staff members and patients in the Health Sciences Complex. The project finished 5,610 gross square feet of shell space at a cost of \$616,975 not including furnishings and equipment. The project is 100% complete and was funded in total by Support Services.

#### UNIT B/C PHASE IV-C

This project provides departmental office space on the 8th floor of Unit B/C. The project completes 4,612 gross square feet of shell space and constructs the first phase of the Otolaryngology assigned space. This portion is complete at a project cost of just under the estimated \$478,006.00 estimated cost. The funding was provided by the department through contributions from the Lions Club.

#### UNIT B/C PHASE IV-B, STAGE I

This project is the second phase of the Otolaryngology project on the 8th floor of Unit B/C. This segment constructs departmental space and a conference room suite. The project completes 3,040 gross square feet at a total project cost of \$262,000 and is entirely funded by the Department through Lions Club contributions.

UNIT B/C PHASE IV-B, STAGE II

This project when funded will finish 4,567 gross square feet of shell space and house the Otolaryngology laboratory facilities on the 8th Floor of Building B/C. The estimated project cost is \$570,770. The project is currently on hold pending identification of funds.

UNIT B/C PHASE IV-C, STAGE 2

This project constructs 4,958 gross square feet of shell space on the 5th floor of Unit B/C and will house the EEG/Blood Donor Facilities. The project is currently underway with an estimated project cost of \$554,100 and will be funded by the University Hospitals.

UNIT B/C PHASE V, STAGE 1

This project constructed the Immunobiology Laboratory and Office Facilities on the 7th floor of B/C. The project is 100% with a project cost of \$1,401,775.00. The project completes 8,464 gross square feet. Funding was provided by the University Hospitals.

UNIT B/C PHASE V, STAGE 2

This portion of the project will construct the balance of the Immunobiology facilities on the 7th Floor of the building, the Human Organ Preservation Facility on Floor 7 and Virology and Genetics Facilities on floor 15. The total gross square feet of shell space to be completed is 16,677. In addition to the aforementioned facilities, the project will construct the Unit B Pedestrian Link on floor 5. The total project cost is estimated at \$3,768,812. Funding will be provided by the University Hospitals and Support Space Services account. The project is 55% complete.

UNIT B/C PHASE V, STAGE 3

This project will construct the Oncology Clinic on Floor 5 infilling 4,212 gross square feet of shell space. In addition, the VFW Bridge Link will be completed as part of this project. The project was recently awarded with a total estimated project cost of \$965,649 and will be funded through contributions by the Masons.

UNIT B/C PHASE V, STAGE 4

This project will install two high rise and two low rise elevators in the vacant elevator banks in building B/C. The project is currently at 5% complete with funding being provided by Support Space Services and Special Assessments. Total project cost estimate is \$1,126,668.00.

UNIT B/C PHASE VI

This project constructed the Lipid Research Facility located on Floor 6 of Building B/C. The facility was assigned 7,874 gross square feet at an estimated project cost of \$720,393. The project has been successfully completed under budget. A Federal Grant allowed for this new construction with the balance of funds being provided by University Central Administration and University Hospitals.

UNIT B/C PHASE VII

This project will construct the Health Services Research offices and shall include several faculty offices, director's office and secretarial office on the 15th floor link in building B/C. The project will finish approximately 4,000 gross square feet of shell space and is estimated at \$402,521.00. The project is currently in the schematic design phase.

#### UNIT B/C PHASE VIII

This project will house animal facilities for the Department of General Surgery in the basement area of Unit B/C. The project will complete approximately 7,224 gross square feet of shell space. The current estimate project estimated cost is \$1,532,810.00. The project will be funded by the department. The project has been placed on hold pending departmental negotiations.

#### UNIT B/C PHASE IX

The Phase IX project will house the Medical Technology Offices. The project will include faculty offices and support space on the 15th floor of the Building. The total project cost estimate is \$280,000.00 and will finish 2,800 gross square feet of shell space. The project is currently in the design development phase.

#### UNIT B/C PHASE X

This project will include R.Pap Offices and Seminar Space on the 5th Floor of Unit B/C. This segment will finish approximately 3,723 gross square feet of shell space. The project is currently in the construction document phase. The total project cost estimate is \$577,268 and will be funded by Support Services, Health Sciences Administration and the Medical School.

#### UNIT B/C PHASE XI

This project will construct office and laboratory space for the Department of Pediatrics on the 13th floor of Building B/C and the Department of Medicine on the 14th floor. The project will

finish approximately 48,000 gross square feet of shell space. The project was recently awarded at approximately \$500,000 under the original architectural estimates. When complete the facilities will be renamed the Jimmy Stewart Laboratories. With a current total estimated project cost of \$4,370,430, funding will be provided by various donations.

#### UNIT B/C PHASE XII

The Phase XII project will construct the Hospital Dentistry Clinic on the 7th Floor link of building B/C. The program element will finish approximately 5,000 gross square feet of shell space. The current cost estimate is \$769,725 and will be funded by the Hospital and the School of Dentistry. The project has been placed on hold pending resolution of funding issues.

#### UNIT B/C PHASE XIII

This project will construct the Dermatology Office facilities and laboratory facilities on the 4th floor of the building. The project will finish approximately 3,787 gross square feet of shell space. The total project cost estimate is \$500,000 with funds to be provided by the department. The project is currently in the design development phase.

#### TOXIC MATERIALS HANDLING LAB

This office prepared the grant application which was submitted to the National Cancer Institute in order to secure part of the funding for the project. The project will construct laboratories for handling of materials associated with radioiodine labeling and potent carcinogens.

The total square footage to be renovated is 1,046. The facility is located in the basement of the Boynton Health Service. The total estimated project cost is \$465,920 with funding provided by the NCI grant and University Central Administration.

#### SURGICAL PATHOLOGY REMODELING:

The site of remodeling is 3rd Floor Jackson Hall and consists of three laboratories and one office. The laboratories are highly instrumented clinical laboratories. Functions demanded that air conditioning be provided along with fume hoods and floor coverings to cover the 1920 vintage hardwood. The project was part of the 1975 grant award for the JOML Complex. The project cost was estimated at \$500,000 and was completed at \$490,530. The total square footage renovated was 2,235 gross square feet.

#### BASIC SCIENCES REMODELING PROJECT JACKSON/OWRE/MILLARD/LYON COMPLEX

This project was Phase I of the original proposal of renovation to the Jackson/Owre/Millard/Lyon Complex. The space was renovated due to unsuitable conditions for teaching and research. It was determined that renovations of space would permit maximum efficiency and use of the facilities at the lowest cost. The space had formerly been occupied by the School of Dentistry. The project renovated 101,000 gross square feet. The total project cost was \$8,141,945 with funding being provided by a federal grant, state legislature and University Central Administration. The project has been successfully completed.

#### JOHL CREMATORY

The crematory facility is located at the sub-basement level of Jackson Hall north on Washington, adjacent and connected to the existing cadaver cooler. The structure is a single level concrete structure and contains approximately 440 square feet with an exhaust flue extending above the roof on the complex. This new construction houses a retort (crematory). The funding for the project was provided by University Central Administration. The total cost of the project was \$444,339 and is complete.

#### HEALTH SCIENCES UNIT F

The structure consists of 11 floors directly north and adjoining Unit A. Three floors are below grade. Unit F consists of 195,519 gross square feet with 103,480 net assignable space. The College of Pharmacy is assigned 58,384 sq. ft, the School of Nursing is assigned 35,375 sq. ft. with the balance to be Pharmacy/Nursing shared and Health Sciences shared space. The College of Pharmacy is presently housed in Appleby Hall. The School of Nursing was housed in Powell Hall prior to occupying their space in Unit F. The construction of Unit F enables Pharmacy and Nursing access through the Health Sciences Unit A to the remainder of the Health Sciences Center. The consolidation of the facilities for Pharmacy and Nursing enabled the Health Sciences to successfully compete for Federal Funds for the project. The School of Nursing is presently occupying their space in Unit F. The College of Pharmacy will fully complete their move in June of 1980. Funds were provided by a Federal Grant and State Legislative funds. The total project cost was estimated to be \$21,230,000. However, it is expected that this project will be completed successfully under budget.

While the list of projects represents only a portion of the projects handled by this office, it is important to note that this list represents \$146,000,000.00 worth of project dollars.



May 13, 1981

UNIVERSITY OF MINNESOTA  
HEALTH SCIENCES PLANNING OFFICE

THE HEALTH SCIENCES PLANNING OFFICE was created in 1969 to facilitate the coordination of efforts required for current and long range planning for the University's Health Sciences. The office is accountable to Vice President Lyle French, Health Sciences Affairs, and Assistant Vice President Clinton N. Hewitt, Office of Physical Planning. The Office of Physical Planning is represented in the Health Sciences by this office. For the past ten years, this division of Physical Planning has been directed by Paul J. Maupin, Health Sciences Planning Coordinator. The office is currently located on the 5th floor of the Botany Building. There are currently five staff members assisting Mr. Maupin who are assigned to various tasks on several projects in delivering planning efforts to the Health Sciences.

Because of the multi-functional nature of the health facilities and the specialized needs of each department, the planning process is immensely complicated. In addition to satisfying the facility and department program requirements, caution must be taken to insure that HEW guidelines for health care facilities are followed and the building code regulations (federal, state and city) for life and safety, provisions for the handicapped, and energy conservation measures are incorporated into the design of each facility. A health sciences project typically includes teaching, research laboratory, patient care, and shared facilities, making it necessary to analyze each program from several different perspectives with each calling for the input and expertise of in-house personnel and outside consultants. The Health Sciences Planning Office provides a creative forum in which facility and departmental requirements can be

evaluated and assist the architects in defining and translating these requirements into architectural language.

Each health sciences project is followed from conception through all phases and levels of project development to occupancy by HSPO personnel.

The HSPO staff members are involved in all phases of project development and assist the Health Sciences Planning Coordinator in a multitude of ways. They assemble pertinent information for grant preparation and at times write the draft grant, as in the case of the Toxic Materials Handling Lab. They are involved in gathering data for legislative requests, program development, design development, and various other activities. Staff members attend meetings with Health Sciences department representatives, architects, consultants, and other University personnel in these planning efforts. Contract documents are reviewed, specifications are reviewed, shop drawings, change orders and construction progress are monitored by the staff on a continuing basis to insure that the facility and department program requirements are being met and in compliance with all code regulations and/or HEW guidelines. The review and oversight responsibility of these individuals is a very time consuming process; however, it has proven to be invaluable to the protection of the program intent for each project and budget limitations.

The former Health Sciences Equipment Coordinator established a system for the purchase of scientific equipment on the various Health Sciences projects. Each project manager is now responsible for his own equipment purchases of Group I or Group II equipment as the project calls for.

In addition to the various planning activities, the HSPO is represented in various committees. Mr. Maupin is and has been on numerous Building Advisory Committees, Learning Resource Committee, etc. This office is requested to submit information to various Deans in the preparation of legislative requests. Staff members are asked to attend meetings throughout the Health Sciences and the University to provide their expertise on various planning and/or construction matters.

The Health Sciences Planning Office is self-supporting, generating operating funds from assigned projects.

The following is intended to acquaint the reader with the Health Sciences Planning Office personnel and their various responsibilities in the planning efforts for the Health Sciences and to generally define their duties.

PAUL J. MAUPIN, HEALTH SCIENCES PLANNING COORDINATOR: Mr. Maupin acts as administrative assistant to Vice President for Health Sciences Affairs, Dr. Lyle French and serves as a specialist for Health Sciences functions relating to Physical Planning under the direction of Assistant Vice President Clinton Hewitt. A large portion of his efforts are spent meeting with University personnel in planning and programming for new construction and remodeling of old facilities for the Health Sciences. He confers with architectural and consulting firms employed by the University. His assistance is frequently required in preparation of legislative request documents and federal grant applications. Constant involvement with University personnel from research oriented departments provides him with an expertise in data related to the Health Sciences

growth trends, enrollment projections, etc. Mr. Maupin chairs and/or actively participates in numerous building and planning committees. He views his primary responsibility as that of providing a service to the Health Sciences and Office of Physical Planning by moving toward the guidelines and goals set forth in the Health Sciences Master Plan and following projects through to completion and occupancy within budget limitations.

WARREN FORSLUND, ASST. HEALTH SCIENCES PLANNING COORDINATOR: Mr. Forslund duties include project management; coordinating the design/development/contract document process with users, architects, consultants and University personnel. He reviews all documents and specifications making the necessary corrections or recommendations, monitors his projects budgets, initiating construction modifications when necessary, schedules departmental moves, etc. He is involved in special projects such as, reviewing and making recommendations in areas of finish hardware, environmental rooms, casework, and specialized lab equipment. He developed a specialized system for the purchasing of scientific equipment for the Health Sciences users which includes writing specifications, purchasing process, scheduling and receiving, installation and invoice payment. Mr. Forslund is also required to gather pertinent data for grant preparation, legislative requests, etc, when requested. He is responsible for submitting a monthly progress report.

TOM KYLE, ASST. HEALTH SCIENCES PLANNING COORDINATOR: Mr. Kyle's duties are that of a project manager. He compiles equipment lists and utilizes the system developed by this office to assist in the specifications and purchasing of equipment for his projects as required. He meets with users, architects, consultants, and University personnel to coordinate

the overall planning effort and follows through to completion of the construction process and occupancy, as do all HSPO project managers. He reviews drawings and specifications at each phase of the project, submitting comments or recommendations. He initiates modifications when required during construction. He assists in the development of budgets, inspects construction site, assists the construction superintendent, and schedules departmental moves. Mr. Kyle is often requested to prepare special information for department heads. He, too, assists in gathering data for grant preparation and legislative requests.

ROBERT M. SWANSON, ASST. HEALTH SCIENCES PLANNING COORDINATOR: Mr. Swanson's duties are that of a project manager; coordinating the design/development contract document process with users, architects, consultants and other University personnel. His involvement includes providing information for legislative requests and grant applications. The drawings and specifications are reviewed by Mr. Swanson at each phase of the project with comments and recommendations submitted as needed. During construction he site verifies that the work is being done according to plans and specifications in accordance with the user's requirements and program intent. He initiates modifications as needed. He compiles a monthly quality control report and monthly progress report on all of his projects. He provides budget information and monitors his project through to occupancy.

Each project manager is required to prepare and distribute a complete project report upon substantial completion of a project, such as the report distributed on the JOML Phase I Remodeling Project.

JOYCENE MARONEY-WALSTROM, PRINCIPAL SECRETARY: Ms. Maroney-Walstrom assists the Health Sciences Planning Coordinator in all facets of the Health Sciences Expansion program. She schedules meetings, assists the staff with correspondences and the handling of incoming and outgoing mail. In addition, she is responsible for the HSPO budget, securing funds and monitoring expenditures. She is responsible for maintaining the accounting system set up for each of the Health Sciences projects, helping to set up budgets, requesting funds, monitoring building reports, making corrections when necessary and providing financial information as requested. She is frequently in contact with numerous departments and University personnel. She prepared various reports and is involved in special projects at the request of the Health Sciences Planning Coordinator.

MARY ACHARTZ, SECRETARY: Mary assists the staff members in setting up meetings, and maintaining the HSPO project files. She helps with staff correspondence. She acts as the office receptionist. She takes incoming calls and directs them to the appropriate staff member. She is responsible for maintaining various office equipment. Her other duties are assigned as required.

HEALTH SCIENCES PLANNING OFFICE  
CURRENT FINANCIAL STATUS

## Current funds available in authorizations:

M-10013	\$ 77,583.07	
M-90004	25,260.29	
M-90003	( 5,456.45)	
JV in process for Telephone charges in error	<u>1,194.70</u>	
	98,581.61	
Support Space Services	13,169.44	
Unit E Equipment	<u>4,715.44</u>	
 TOTAL FUNDS AVAILABLE		\$116,466.49
 Anticipated funds from future projects		146,052.00
 Funds to be used for May and June 1981		<u>(24,106.72)</u>
 Estimated funds available for 1981/82 budget		\$238,411.77
 Estimated funds needed for 1981/82 budget		<u>(144,640.30)</u>
 Estimated funds available for 1982/83 budget		<u>\$ 93,771.47</u>

HEALTH SCIENCES PLANNING OFFICE  
PROJECTED SALARIES  
AND OFFICE EXPENSE

<u>SALARIES:</u>	<u>Annual</u>	<u>20% Benefits</u>	<u>Vac. &amp; S.L. 18%</u>	<u>Projected 5% Cost of Living</u>	<u>Total</u>
Mary Achartz	\$ 11,448.00	\$ 2,289.60	\$ 2,060.64	\$ 572.40	\$ 16,370.64
Warren Forslund	27,912.00	5,582.40	5,024.16	1,395.60	39,914.16
Tom Kyle	20,256.00	4,051.20	3,646.08	1,012.80	28,966.08
Joycene Maroney-Walstrom	13,944.00	2,788.80	2,509.92	699.70	19,942.42
Robert Swanson	<u>26,140.00</u>	<u>-0-</u>	<u>-0-</u>	<u>1,307.00</u>	<u>27,447.00</u>
Estimated Salaries	\$ 99,700.00	\$14,712.00	\$13,240.80	\$ 4,987.50	\$132,670.30
Estimates Office Supplies and Expenses					<u>12,000.00</u>
TOTAL ESTIMATED FOR THE 1981/82 Budget					<u>\$144,640.30</u>





UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
Physical Planning  
Health Sciences Complex  
Box 726 Mayo Memorial Building  
Minneapolis, Minnesota 55455  
(612) 373-8981

June 3, 1981

TO: Clint Hewitt  
FROM: Paul J. Maupin *Paul*  
SUBJECT: Health Sciences Planning Office  
Objective and Goals

The major objective of the Health Sciences Planning Office is to properly manage our projects from conception to occupancy within the limits of the agreed upon budgets. We are currently staffed in balance to our ongoing project load.

Our major goal is to complete the approved Health Sciences Master Plan by 1989, which will include the following projects:

The completion of the Phillips-Wangensteen Building shell space areas within three (3) years contingent upon funding.

The completion of Phase II of the Jackson/Owre/Millard/Lyon Complex within five (5) years contingent upon funding and sufficient staff.

The completion of the School of Public Health Remodeling Project contingent upon funding.

To promote the development of the 160 plus acres of land located at Rosemount to be used for a Health Sciences Research Animal Farm for long term research studies and unique animal systems.

To complete the remodeling of the Health Sciences areas in the Mayo Complex vacated by the Hospital Renewal Project.

To become actively involved in the Hospital Renewal Project to insure that the project interfaces with the Health Sciences Complex and does not become an obstacle to patients, staff, students or ongoing research projects.

Health Sciences Planning Office  
Objective and Goals  
June 3, 1981  
Page two

Inasmuch as the Hospital Renewal Project is contracted under guaranteed maximum, the University will have to assume more responsibility in the scrutiny of contract documents and specifications. Architects, working from set contract fees, often propose performance specifications. This approach has proven detrimental to the projects and not in the best interest of the University. This office will act as the Health Sciences representative for Physical Planning in reviewing the working drawings, shop drawings, contract documents and specifications.

As previously stated in our report of May 14, 1981, we have been successful in bringing projects in under budget using the management approach of being actively involved in our projects from conception to occupancy.

PJM:jmw

# HSAE

HEALTH SCIENCES ARCHITECTS AND ENGINEERS INC  
UNIVERSITY PARK PLAZA SUITE 704 2829 UNIVERSITY AVENUE S.E. MINNEAPOLIS, MINNESOTA 55414 (612) 378-3833

14 July 1981

Mr. Paul J. Maupin  
Health Sciences Planning Coordinator  
University of Minnesota  
Box 726 - Mayo  
Minneapolis, Minnesota 55455

RE: Unit B/C Phase V-3  
Site Access Modification  
Review of Work and Fees Billed



Dear Mr. Maupin:

This letter is in response to your letter dated 10 July 1981 requesting information on the Site Access Modification work which supports the fees billed through the month of May.

The architectural and engineering work was done on an hourly basis due to the complexity of the work which required a significant amount of field verification work and other technical investigations. These investigations involved both architects and engineers and would normally be considered an extra service related to a percentage fee contract.

The modification document required the development of specification sections which were not a part of the basic contract and included: Excavating and Filling, Cast-In-Place Concrete, Architectural Precast Concrete, Membrane Waterproofing, Gaskets Caulking and Sealants. In addition to the technical sections we had to develop the appropriate construction phasing to allow University of Minnesota access of various vehicles while construction was going on. The final modification document required three sheets of drawings and twenty pages of construction requirements and specifications.

Due to the complexity of the existing conditions the work is more related to remodeling work, which has a higher percentage fee schedule, than new construction work. This aspect coupled with the small construction value would suggest a percentage fee of approximately 15% not including the field investigations and additional reviews which would have been an additional service under a percentage fee agreement. We believe the amount billed through May is reasonable and consistent with a percentage fee basis when one takes into account all of the conditions associated with the work as outlined above.

Unit B/C Phase V-3  
14 July 1981  
Page 2

During June we were asked to develop some alternate cost estimates of items suggested by the Hospital Construction Manager. These were included in our letter to the Planning Office dated 4 June 1981. This time will be included in our June monthly billings. It is our present understanding that the time related to these supplementary investigations and evaluations is to be recorded as a part of the modification work.

Please contact me if you have any further questions about this work or need any additional information.

Sincerely yours,

HEALTH SCIENCES ARCHITECTS AND ENGINEERS, INC.

A handwritten signature in black ink that reads "Duane E. Blanchard". The signature is written in a cursive style with a large initial "D".

Duane E. Blanchard  
Vice President

DEB:kae



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
Physical Planning  
Health Sciences Complex  
Box 726 Mayo Memorial Building  
Minneapolis, Minnesota 55455

(612) 373-8981

July 30, 1981

TO: Clint Hewitt

FROM: Paul J. Maupin *Paul*

SUBJECT: Health Sciences Planning Office Job Descriptions

Enclosed herewith are the requested job descriptions for the Health Sciences Planning Office staff members.

I feel that it is worth restating that I believe that sound project management has the potential for saving the University millions of real dollars. I site Phase XI, Unit B/C as an example of project management as follows:

On Unit B/C Phase XI, \$4,500,000 was made available from various donations. The first architectural estimate came in at \$5,100,000. His next best effort came in at \$4,500,000. This office introduced to the architects the following money saving changes while maintaining the latest 'state of the art' design in Health Sciences buildings:

1. Counter top details that eliminated custom built counter tops in all except island benches.
2. Stainless steel surfaces were used where there was high radio active or biohazard contamination possible, epoxy resin was used at sink areas and plastic laminate was used at all other locations. This saved about 1/3 the original cost.
3. By mounting all services (water, gas, air, nitrogen, vacuum, etc.) in the back splash a contaminate free surface was made possible.

These are just three examples of the type of recommendations on this project that were reflected in the project coming in at a half million dollars lower than the last architects estimate.

If we can be of any further help in any way, please contact us.

PJM:jmw

MR. PAUL J. MAUPIN  
HEALTH SCIENCES PLANNING COORDINATOR

DESCRIPTION OF RESPONSIBILITIES AND DUTIES

Mr. Maupin acts as administrative assistant to the Vice President for Health Sciences Affairs, Dr. Lyle French, and serves as a specialist for the Health Sciences functions to Physical Planning under the direction of Assistant Vice President Clinton Hewitt.

Mr. Maupin's responsibilities include supervising the implementation of the Health Sciences Master Plan within budget and time limitations, serving as liason and resource person among University personnel and Health Sciences Deans and Directors, architects, consultants and construction contractors. His assistance is frequently required in the preparation of the legislative request documents and federal grant applications.

His additional responsibilities include coordinating the planning and construction projects of the Health Sciences with the Physical Plant Department and other units of the University. He supervises time schedules, reviews project budgets and provides the general coordinating effort of all projects assigned to the Health Sciences Planning Office. Mr. Maupin reviews the design proposals of consultants and architects to ensure their appropriateness and compatiability within the planning context of the Health Sciences and the University.

Mr. Maupin is responsible for implementation of policy decisions of the University Administration as related to the Health Sciences Expansion. He assists the Assistant Vice President for Planning in the preparation and organization of the long range planning efforts of the University system.

Mr. Maupin organizes, coordinate and reviews the work of the full time staff of the Health Sciences Planning Office.

The current and past project load of the Health Sciences Planning Office in terms of dollar amount, is \$150,000,000. Project management, as viewed by Mr. Maupin, involves staying with the project from conception to occupancy while adhering to the budget limitations and time constraints.

Mr. Maupin's salary is funded by State appropriation for general maintenance and operations.

MR. WARREN G. FORSLUND  
ASSISTANT HEALTH SCIENCES PLANNING COORDINATOR

DESCRIPTION OF RESPONSIBILITIES AND DUTIES

Mr. Forslund's duties, under the direction of Mr. Paul Maupin, are that of a project manager. His responsibilities include coordinating the overall project effort from the early planning stages through to final occupancy. As part of this effort, Mr. Forslund's responsibilities include, but are not limited to, the following:

Compiles and coordinates information for equipment requirements and for the construction, repair and alteration of the buildings in the Health Sciences.

Meets with or conducts meetings with users, consultants, contractors, vendors and University personnel in designing and programming facilities.

Reviews and verifies architectural drawings and equipment lists to ensure that the user's requirements are met and that all mechanical and electrical services are correct.

Assists in pre-bid conferences and pre-bid tours of sites for all assigned projects. Develops preliminary cost estimates and assists in the monitoring of expenditures.

Represents the interests of the Health Sciences Planning Office during construction or remodeling phases by assisting and monitoring construction schedules, initiating construction modifications, assisting construction superintendents, daily inspections of construction site and coordinating efforts of representatives of Physical Plant and Physical Planning assigned to each project.

Mr. Forslund is periodically requested to prepare drafts and designs of technical portions of projects, write specifications for scientific equipment, assist departments in writing proposals for funding and legislative requests, feasibility studies and justifications. He also assists in providing information for the Health Sciences Planning Office reports.

In this position, Mr. Forslund has daily in-person, telephone and/or written contact with University personnel, consultants, architects, contractors and outside organizations.

In addition to his other duties, Mr. Forslund is required to prepare a detailed final report on all projects that he is assigned to. He is required to attend all Health Sciences Planning Office staff meetings to pool information and resources to ensure that the projects assigned stay within the guidelines set for the Health Sciences Complex and the University of Minnesota.

Mr. Forslund's salary is funded from projects.

MR. THOMAS KYLE  
ASSISTANT HEALTH SCIENCES PLANNING COORDINATOR

DESCRIPTION OF RESPONSIBILITIES AND DUTIES

Mr. Kyle's duties, under the direction of Mr. Paul Maupin, are that of a project manager. His responsibilities include coordinating the overall project effort from the early planning stages through to final occupancy. As part of this effort Mr. Forslund's responsibilities include, but are not limited to the following:

*Kyle*

Compiles and coordinates information for equipment requirements and for the construction, repair and alteration of the buildings in the Health Sciences.

Meets with or conducts meetings with users, consultants, contractors, vendors and University personnel in designing and programming facilities.

Reviews and verifies architectural drawings and equipment lists to ensure that the user's requirements are met and that all mechanical and electrical services are correct.

Assists in pre-bid conferences and pre-bid tours of site for all assigned projects. Develops preliminary cost estimates and assists in the monitoring of expenditures.

Represents the interest of the Health Sciences Planning Office during construction or remodeling phases by assisting and monitoring construction schedules, initiating construction modifications, assisting construction superintendents, daily inspections of construction site and coordinating efforts of representatives of Physical Plant and Physical Planning assigned to each project.

Mr. Kyle is periodically requested to prepare drafts and designs of technical portions of projects, write specifications for scientific equipment, assist departments in writing proposals for funding and legislative requests, feasibility studies and justifications. He also assists in providing information for the Health Sciences Planning Office reports.

In this position, Mr. Kyle has daily in-person, telephone and/or written contact with University personnel, consultants, architects, contractors and outside organizations.

In addition to his other duties, Mr. Kyle is required to prepare a detailed final report on all projects that he is assigned to. He is required to attend all Health Sciences Planning Office staff meetings to pool information and resources to ensure that the projects assigned stay within the guidelines set for the Health Sciences Complex and the University of Minnesota.

Mr. Kyle's salary is funded from projects.



MR. ROBERT SWANSON  
ASSISTANT HEALTH SCIENCES PLANNING COORDINATOR

#### DESCRIPTION OF RESPONSIBILITIES AND DUTIES

Mr. Swanson's duties, under the direction of Mr. Paul Maupin, are that of a project manager. His responsibilities include coordinating the overall project effort from the early planning stages through to final occupancy. As part of this overall effort, Mr. Swanson's responsibilities include, but are not limited to, the following:

Compiles and coordinates information for equipment requirements and for the construction, repair and alteration of the buildings in the Health Sciences.

Meets with or conducts meetings with users, consultants, contractors, vendors and University personnel in designing and programming facilities.

Reviews and verifies architectural drawings and equipment lists to ensure that the user's requirements are met and that all mechanical and electrical services are correct.

Assists in pre-bid conferences and pre-bid tours of site for all assigned projects. Develops preliminary costs estimates and assists in the monitoring of expenditures.

Represents the interests of the Health Sciences Planning Office during construction or remodeling phases by assisting and monitoring construction schedules, initiating construction modifications, assisting construction superintendents, daily inspections of construction site and coordinating efforts of representatives of Physical Plant and Physical Planning assigned to each project.

Mr. Swanson is periodically requested to prepare drafts and designs of technical portions of projects, write specifications for scientific equipment, assist departments in writing proposals for funding and legislative requests, feasibility studies and justifications. He also assists in providing information for the Health Sciences Planning Office reports.

In this position, Mr. Swanson has daily in-person, telephone and/or written contact with University personnel, consultants, architects, contractors, and outside organizations.

In addition, to his other duties, Mr. Swanson is required to prepare a detailed final report on all projects that he is assigned to. He is required to attend all Health Sciences Planning Office staff meetings to pool information and resources to ensure that the projects assigned stay within the guidelines set for the Health Sciences Complex and the University of Minnesota

Mr. Swanson's salary is funded from projects.

JOYCENE MARONEY-WALSTROM  
PRINCIPAL SECRETARY

DESCRIPTION OF RESPONSIBILITIES AND DUTIES

Ms. Maroney-Walstrom acts as assistant to the Health Sciences Planning Coordinator in all facets of the Health Sciences Expansion program. In that capacity, her duties include scheduling of meetings, assisting with and editing staff correspondence, initiating correspondence when necessary, handling the incoming and out-going mail.

Other responsibilities include administering the Health Sciences Planning Office budget; securing funds from projects and accounting for expenditures. She also administers the funding of Health Sciences Projects and processes payments to Architects, consultants and vendors. In addition, she sets up and maintains complete accounting records for each project which involves helping to establish project budgets, requesting funds from users or other appropriate departments, monitoring building reports, making corrections and providing financial status reports as requested.

In this position, Ms. Maroney-Walstrom is in frequent contact with users, department heads, and University personnel. As part of her duties, Ms. Maroney-Walstrom attends meetings to represent the Health Sciences Planning Office in the absence of other staff members. She is also frequently involved special projects and researches and prepares various reports.

Ms. Maroney-Walstrom's salary is funded from projects.

MARY ACHARTZ  
SECRETARY

DESCRIPTION OF RESPONSIBILITIES AND DUTIES

Ms. Achartz primarily serves as the office receptionist. She is responsible for taking and directing calls to the appropriate staff member. Her duties include maintaining the Health Sciences Projects files, maintaining various office equipment, ordering of supplies, and helping with the typing of correspondence. She helps staff members schedule meetings. Ms. Achartz's other duties are assigned as required.



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
Physical Planning  
Health Sciences Complex  
Box 726 Mayo Memorial Building  
Minneapolis, Minnesota 55455

(612) 373-8981

August 11, 1981

TO: Lazlo Fulop  
Larry Anderson

FROM: Paul J. Maupin *Paul*

SUBJECT: Health Sciences Planning Office Procedures

As a result of our telephone conversation on August 11, 1981, we have pulled together several documents which will be helpful to you in understanding the operation of the Health Sciences Planning Office and some of our procedures.

We have included our latest "Missions, Goals and Objectives" statement, a job description of one of the Asst. Health Sciences Planning Coordinators, a job description for Ms. Maroney-Walstrom who functions as my secretary as well as the accountant for all of our projects, a description of the modification procedures, a statement of our accounting system, a copy of the non-building percentages used on projects and a sample of a typical budget.

As you are aware, we fund our office from projects. We easily justify our fees, which are assessed on the construction dollar amount, by being involved from conception through to occupancy which, of course, is the only proper way to manage projects.

We are responsible for securing funds and monitoring all the expenditures on projects. The assistant Health Sciences Planning Coordinators are involved in every phase of a project and have continuous contact with architects, contractors, and other University personnel throughout the life of the project.

We will discuss all of this in greater depth on August 13, 1981.

PJM:jmw

May 13, 1981

HEALTH SCIENCES PLANNING OFFICE  
MISSION, GOALS AND OBJECTIVES

The Health Sciences Planning Office mission is to assist the University and the Health Sciences Community in an active systematic coordination of the contributions of all those whose efforts are required for a capital physical facilities project to succeed.

The primary goal of this office is to provide a service function to the Health Sciences Community and the Office of Physical Planning. This service is best described by the following:

1. Promote efficiency and eliminate duplication of facilities avoiding low utilization of expensive services and equipment.
2. Encourage the growth of services and facilities where need exists, refusing to permit funds to go for unnecessary and duplicate facilities.
3. Assist with preparation of the budget. Maintain detailed accounting records in order to provide financial information. Monitor expenditures to insure adherence to the budget.
4. Review contract documents at every phase of development and coordinate review and approval of plans, shop drawings, and change orders.
5. Monitor the development and construction of a given project to insure that the occupants program requirements are satisfied and that all code requirements are met.

Objectives:

We are a professional planning group with expertise in architectural and health planning areas and sensitivity to the problems of each.

We are able to pursue the University interest objectively combined with thorough understanding of the construction process.

Experience indicates that when users are carefully prepared for the task, they are capable of projecting beginning designs based on their own understanding of their needs and aspirations. Experience also indicates that when users do this, the professional planners' role is extended, not reduced. It is he who must then turn tentative impulses into full blown solutions, and integrate all design input into a single cohesive proposal.

Our services provide the University with the control needed to successfully complete a project with optimum results.

Our approach has benefited the University with substantial savings. This office has demonstrated this management expertise on past projects.

MR. WARREN G. FORSLUND  
ASSISTANT HEALTH SCIENCES PLANNING COORDINATOR

DESCRIPTION OF RESPONSIBILITIES AND DUTIES

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Reviews and verifies architectural drawings and equipment lists to ensure that the user's requirements are met and that all mechanical and electrical services are correct.

Assists in pre-bid conferences and pre-bid tours of sites for all assigned projects. Develops preliminary cost estimates and assists in the monitoring of expenditures.

Represents the interests of the Health Sciences Planning Office during construction or remodeling phases by assisting and monitoring construction schedules, initiating construction modifications, assisting construction superintendents, daily inspections of construction site and coordinating efforts of representatives of Physical Plant and Physical Planning assigned to each project.

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Mr. Forslund's salary is funded from projects.

JOYCENE MARONEY-WALSTROM  
PRINCIPAL SECRETARY

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Other responsibilities include administering the Health Sciences Planning Office budget; securing funds from projects and accounting for expenditures. She also administers the funding of Health Sciences Projects and processes payments to Architects, consultants and vendors. In addition, she sets up and maintains complete accounting records for each project which involves helping to establish project budgets, requesting funds from users or other appropriate departments, monitoring building reports, making corrections and providing financial status reports as requested.

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Ms. Maroney-Walstrom's salary is funded from projects.

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CONSTRUCTION COST:

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NON-CONSTRUCTION COSTS: (Site)

1. Demolition
2. Water Service
3. Walks, steps, curbs
4. Landscaping
5. Remove existing utilities
6. Signs, guardrails, etc.
7. Temporary drives, walks, etc.
8. Testing & Balancing
9. Electric Service

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NON-BUILDING COSTS: (Fees)

1. A/E. Base Fee @
2. A/E Extra Services
3. A/E Reimbursables
4. Vibration Consultant
5. Other Consultants

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NON-BUILDING COSTS: (Miscellaneous)

1. Temp Heat and Power
2. Sac Charges
3. Construction Supervision
4. Misc. Expenses
5. Site Survey
6. Misc. Engineering
7. Materials Testing
8. Building Activation
9. Control Center Wiring
10. Building Permits @
11. HSPO Salaries
12. Contingencies
13. Builders Risk Ins

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TOTAL PROJECT COSTS

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TOTAL FUNDS AVAILABLE

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March, 1981

HEALTH SCIENCES PROJECTS

NON-BUILDING COSTS

	<u>%</u>	
1. Architectural base fee	7	(1)
Reimbursables	1	
2. Consultants	1	
3. Construction supervision	2	
4. Health Sciences Planning Office	2	
5. Miscellaneous Engineering	1	
6. Building Activation	.40	
7. Testing and Balancing	.90	
8. Site Work	.30	
9. Contingencies	4	(3)
10. Permits	.30	(4)
11. SAC Charges	.40	
12. Graphics	.50	
13. Builders Risk Insurance	.20	(2)
	<hr/>	
	21%	

- (1) Architects fees are based on a sliding scale, the 7% is the best estimate to use.
- (2) Builders risk insurance is based on the dollar of construction plus length of time of project - .20% is a reasonable estimate to use.
- (3) Contingencies are estimated at 4% for new construction but should be at least 5% for renovation or remodeling.
- (4) Will be Estimated based on guidelines set down in January, 1981.

October 25, 1978

University of Minnesota  
Health Sciences Planning Office  
Unit F Phase I

#### MODIFICATION AND CHANGE ORDER POLICIES AND PROCEDURES

The purpose of this memorandum is to outline the modification and change order procedures which will be used during the construction phase of Unit F Phase I.

##### A. PURPOSE OF MODIFICATION ORDERS:

1. Provide an orderly record of all changes being considered, whether or not, they involve changes in the contract amount or time.
2. Provide a record of the final disposition of any proposed change.
3. Permit action on a proposed change as promptly as possible to minimize the possibility of construction delays.
4. Provide disciplined channels of communications regarding proposed changes.
5. Eliminate the possibility of errors in the formal record of approved change.

##### B. GENERAL PROVISIONS:

1. It will be the responsibility of each party (University, Architect/Engineer, Contractor) to consult with the appropriate person in his organization as may be necessary to provide a proper decision on a proposed change and to determine when such consultation is required. Except as specifically provided for under the procedures, it shall also be the responsibility of each party to distribute, or otherwise communicate, the results of any action taken on a proposed change to the appropriate person in his own organization.
2. Any approved change modifying the contract amount or completion time will result in a formal Change Order. Other significant changes, without change in cost or time, may also be recorded in a Change Order when deemed appropriate by the Owner.
3. All changes will be recorded through the "Modification of Construction Documents" (referred to as a Modification) procedure outlined herein.

4. For the obvious cost and time considerations, changes are to be discouraged, except:
  - a) To adjust to unanticipated field conditions.
  - b) When savings in construction cost and time may be realized without compromising the program, building function and construction quality.
  - c) To correct a clearly unworkable condition.
  - d) To improve construction or building function at minimal extra cost with no time change.
5. Meetings will be held by the University and Architect on a regular basis, or as required, to review proposed changes and to expedite decisions.

C. IDENTIFICATION OF MODIFICATIONS:

1. The following represent the possible origin of proposed changes and persons who may be interested in a change. The letter designation indicated will be a part of the number system for proposed Modifications. Where names are indicated, that person has been designated as the contact individual.

P University of Minnesota, Physical Planning  
Paul J. Maupin, Health Sciences Planning Coordinator

E University of Minnesota, Engineering and Construction  
Construction Coordinator

A Architect/Engineer (H.S.A.E.)

C Contractor

D. PROCEDURE

1. Initiating a Proposed Change
  - a) No matter what the origin of a proposed change, only the following may initiate a change:
    1. Health Sciences Planning Coordinator
    2. University of Minnesota Construction Coordinator
    3. Architect/Engineer

- b) Proposed changes originating from the following sources must first be referred to the Health Sciences Planning Coordinator for decision as to whether the change should be pursued further:
1. U/M Using Departments
  2. U/M Physical Planning
  3. U/M Environmental Health and Safety Engineer
  4. Federal Government
  5. U/M Engineering and Construction Office
  6. Interior Design
- c) Proposed changes originating from the following shall be referred to the Overall Construction Coordinator for decision as to whether the change should be initiated:
1. U/M Construction Superintendents
  2. Contractors
  3. Field Conditions
  4. Local Government
  5. Schedule Manager
  6. Test and Balance Service
- d) Contractors shall refer proposed changes to the U/M Construction Coordinator when it involves design, structure, materials, equipment, systems or similar matters. The Architect/Engineer shall then be consulted on all such design and performance decisions, regardless of where the proposed change originated.
- e) When a proposed change is to be initiated (by one of the 3 parties in 'a' above) for further consideration, a Modification Identification Number will be assigned by the Architect/Engineer. The numbering will be consecutive, with the suffix letter indicating the responsible party. A brief description of the change will be recorded. This number will be retained for that proposed change, no matter what the subsequent disposition might be. Examples:
- 1-A (originated by Architect)
  - 2-P (originated by users or Physical Planning through the Health Sciences Planning Office)
  - 3-E (originated by Engineering & Construction)
- f) Each separable proposed change will receive its own Modification identification number. The number will not be re-used in the event the Modification is not approved.

## 2. Processing Modification

- a) The Planning Coordinator and Overall Construction Coordinator will make a preliminary review, consulting with the Architect/Engineer when appropriate, of the proposed Modification to determine the next course of action, such as:
  1. Not make the proposed change.
  2. Refer to Planning Coordinator for consideration, including Using Department when necessary.
  3. Refer to Architect for consideration and recommendation.
  4. Refer to U/M Engineering and Construction or other appropriate department for consideration.
  5. Proceed with the Modification if no cost or time is involved.
  6. Pursue the possible cost involved by referring to the Contractors, Contractors, obtaining their proposals when cost is actually involved.
- b) When any proposed Modification is referred to the Architect/Engineer for consideration and recommendation, the Architect/Engineer shall review it for possible change in program or space function, the Architect/Engineer shall advise the Health Sciences Planning Coordinator and will not proceed with the Modification until so directed.
- c) A "Modification to the Construction Documents", using a sequential number as identified, will be prepared when:
  1. It is determined the proposed change should be made.
  2. It is considered necessary that further description, investigation or review by various parties is necessary prior to a decision.
  3. A cost proposal is, or may be, required from the Contractors.
- d) The responsible construction superintendent will prepare the Modification text for routine-in-the-field adjustments and changes which are to be recorded. The Architect/Engineer will prepare Modifications which involve drawings, technical descriptions, materials/equipment investigations and descriptions, or designs decisions, attaching drawings when necessary. In all cases the Architect/Engineer will assigne the Modification number.

- e) Proposed Modifications will be reviewed by the Health Sciences Planning Coordinator, the Overall Construction Coordinator and the Architect/Engineer, prior to involving the Contractor(s).
- f) When no change in cost is involved and the University and Architect determine to proceed with the Modification, the Architect will obtain the contractor's signature on the Modification form and will also give his recommendation signature. The Modification will become "final" when both the Construction Coordinator and the Health Sciences Planning Coordinator have signed.
- g) When cost may be involved, the Architect will forward the proposed Modification to the Contractors involved, requesting their evaluation and cost proposal. The Contractors shall submit the cost proposal, in breakdown form, to the Architect for evaluation.
- h) The Architect will review the cost proposal for acceptance. If costs are not acceptable, the architect will notify the University for direction. If the costs are acceptable, the Architect will send the Modification to the contractor for signature. The Architect will then sign the Modification and forward it to the Construction Coordinator. After the Construction Coordinator and the Health Sciences Planning Coordinator has signed, the Modification becomes "final".
- i) No work on a Modification shall proceed until a cost is accepted by the University, unless the University so directs the work to proceed.
- j) A Modification description will be prepared for each separate Contractor who is affected. The outlined procedures apply to each Contractor.
- k) No Modification affecting more than one contractor will be executed by the University until acceptable proposals are received from all affected Contractors.
- l) Modifications not accepted will be so marked. The number will not be re-used in the event the change is re-considered later.

### 3. Distribution

- a) The Construction Coordinator's office will deliver the signed Modification to the Contractor and a copy will be sent to HSAE and to the Health Sciences Planning Office.
- b) The University, Contractor and Architect/Engineer shall be responsible for providing and distributing copies within their own organization as needed. When appropriate, the University will distribute copies to the Federal Government, the Schedule Manage, and the Testing and Balancing Service.

E. CHANGE ORDER PROCEDURE

1. All Modifications changing the contract amount or completion time will be processed as a Change Order. Payment Request amounts will be changed based upon approved changes.
2. The Change order (on a requisition form) and the accompanying transmittal letter will be prepared by the Construction Office. The Construction Coordinator will sign the requisition and letter, and copies of both the requisition and letter will be distributed to the Contractor, HSAE and Joycene Maroney (Health Sciences Planning Office).
3. The requisition and a copy of the transmittal letter will be sent to Roger Erne (Physical Planning) who will obtain Paul Kopietz's signature on the requisition. The requisition will then be routed to the Business Office for processing.
4. Copies of the Purchase Order will be distributed by Roger Erne to the Contractor and to Joycene Maroney.

F. SAMPLE FORMS:

1. Samples of the Modification form and Requisition form are attached.
2. Flow of documents table is also attached.

# MODIFICATION POLICIES & PROCEDURES

TABLE I

FLOW OF DOCUMENTS RESULTING IN CHANGE IN CONTRACT AMOUNTS

## 1 MEETING

Proposed mod.  
identified and  
approved  
(cc: U of M)

## 2 ARCH'T

Arch't prepares  
mod. for costing

## 3 CONTR.

Contractor  
reviews and  
provides cost  
breakdown

## 4 ARCH'T

Arch't eval.  
costs for accept.  
mod. completed  
if costs accept.  
(see notes)

## 5 CONTR.

Contractor  
signs & dates  
final mod.

## 6 ARCH'T

Arch't assembles  
all data, signs &  
dates mod. for  
forwarding to  
U of M

## 7 U OF M

Office of  
Constr. Coord.  
reviews, signs  
& dates mod.

## 8 U OF M

HSPO reviews,  
signs & dates  
mod.

## 9 U OF M

Office of  
Constr. Coord.  
distributes mod.

## DISTRIBUTION

ARCHITECT

CONTRACTOR(S)

HSPO

NOTES: If there is any question concerning the cost, the architect will consult the U of M before proceeding.



# MODIFICATION NO COST - TIME CHANGE

TABLE II

**1**

Construction  
sup. prepares  
text of field  
change mod.

**2**

Arch't  
reviews

**3**

Contractor  
reviews, signs  
& dates mod.

**4**

Arch't signs  
& dates mod.

**5**

Constr. Coord.  
& HSPO sign  
& date mod.

**6**

Office of  
Constr. Coord.  
distributes

**1**

Change  
reviewed and  
approved

**2**

Arch't  
prepares  
mod.



MODIFICATION TO CONSTRUCTION DOCUMENTS

27 September 1978 - Date Issued

UNIVERSITY OF MINNESOTA

MOD. NO. 9-E

MOD. REJECTED \_\_\_\_\_

PROJECT Unit B/C - Phase II Shell Space Completion

CHANGE ORDER NO. \_\_\_\_\_

CONTRACTOR JOHN DOE CONSTRUCTION CONTRACTOR

CONTRACTS TO BE MODIFIED

When this Modification is signed, it shall become an order to proceed in accordance with the requirements of the Modification and the Contract Documents.

General Construction

Mechanical Work

Electrical Work

Vertical Transportation

Casework

Single Prime Contract

\_\_\_\_\_

Cost change (Add) (Deduct) \$ 224.00

No change in cost or time

A Change Order (will) (will not) be issued

Approved: [Signature] University Date 10/16/78

Planning Coordinator

Approved: [Signature] University Date 10/11/78

Engineering & Construction

Approved: [Signature] Contractor Date 10/5/78

Recommended: [Signature] Architect Date 10/5/78

Person Requesting Change: James Hastert, Unit B/C Construction Office

Reason for Change: Conflict between new lights and existing return air duct.

Description of Change:

Refer to Mechanical Drawing Sheet No. M-2, Electrical Drawing Sheet No. E-2, and other contract documents as indicated or required.

1. Refer to Sheet M-2, Partial First Floor Plan, Room 1-403. A portion of the existing return air duct on North side of Core 37 shall be modified and raised as required to allow the installation of the three new light fixtures below. Provide duct transition at West end near Room 1-400 as required.

Distribution Copies:

E.A. Kogl  
 O.W. Hughes  
 Paul Maupin  
 Greg Kujawa  
 Files (2)  
 HSAE  
 Arkay Construction Company  
 John Patterson

HEALTH SCIENCES PLANNING OFFICE

SYSTEM OF ACCOUNTING PROCEDURES FOR RECORDING FINANCIAL ACTIVITIES OF  
MAJOR HEALTH SCIENCES CONSTRUCTION PROJECTS

The mission and purpose of the accounting procedures developed for recording financial activities of major construction projects in the Health Sciences is two-fold. The system first serves the purpose of monitoring the various accounts assigned to each project to insure that other University reportings are accurate. It serves the purpose of identifying reporting errors within a relatively short period of time according to University standards; errors should not go undetected longer than a two month period. The University's primary way of reporting financial activity on major construction projects in the past has typically been the University Business Office's computer print-outs commonly known as building reports. The monthly document has long been the exclusive document used for providing financial information to those concerned with the financial aspects of construction projects. The Health Sciences Planning Office system provides a monthly report in easy to understand terms and reflects the progress of a project on the basis of its final established budget. All of the information is presented in the monthly financial statements to make the comparisons that are vital to project management. It also provides more current information than is available from the Business Office's building reports.

It is important to understand that the building reports have been the only document available that pulls together all of the information on the financial activity of construction projects. It is a useful instrument to use as a guideline in maintaining the system established for this office. It should be used consistently to cross-check the

records in this office and to insure that errors made in processing are corrected on the building report. It should be pointed out that the building reports always arrive at least two weeks after the end of the previous month, and do not always reflect financial activity that has been initiated in the last half of the month. In addition, they report balances of authorizations, in many instances, as much as six months old. Authorizations are regularly billed twice a year for the amount of charges accumulated during the previous six month period. The building report balances for authorizations are based on these twice yearly billings. Authorization balances utilized on the monthly financial reports published by this office more current balances. Understandably, then, the monthly financial reports of this office are more current and accurate than the building reports, and provide invaluable information for project management.

The system, has been devised to provide separate files of financial documents for each project. These files are set-up for each source of funding, each requisition, each authorization, and a file for journal vouchers and miscellaneous documents. They contain all of the material that documents their current balances. In the case of requisitions, the file will contain the original document (type 06 requisition) that either encumbers funds or buys goods and services. Copies of each invoice or pay request paid against these committed funds will also be found in the file. In the case of authorizations, the file will contain the type 08 authorization set-up document and copies of each billing made against the authorization. Requisition and authorization files all contain a face sheet or ledger sheet which indicates at a glance the amount of funds committed, the amount of

charges made against the funds, and the balance of the remaining funds. Each source of funding also has a separate file and face sheet indicating the amount of funds committed to fund the project. It should be noted that the funding files do not reflect current balances of each source of funding; they simply note the total amount of funds and their source that are committed to fund a project.

#### GENERAL INFORMATION

REQUISITIONS - TYPE 06: Requisitions can be used for two purposes. The primary use of requisitions is to secure goods and services. The requisition commits the amount of funds required to secure the purchase. Invoices are charged and paid against these committed funds. When the committed funds have been depleted, it is necessary to initiate a supplemental requisition for charges in excess of the funds initially committed. The secondary use of requisitions is to encumber funds; i.e., commit and hold funds or protect and save. In the event a requisition is initiated and processed to encumber funds, it must be remembered that the requisition must be reduced to zero and be closed. It is extremely important to advise the Business Office as soon as any amount of the encumbered funds are to be used, whether it be by authorization, another requisition, journal voucher, etc. Failure to do so will result in duplicate commitment of funds, and will be reflected as deficit spending.

AUTHORIZATIONS - TYPE 08: Authorizations are set-up or established to commit funds for a specific purpose. This could range all the way from purchase of goods and services to making arrangements for Physical Plant to perform some specific task. Unlike, requisitions, authorizations can be overdrawn. Overdrafts are automatically funded

by the last item of funding identified on the set-up document. Authorizations are billed twice yearly for charges accumulated during the previous six month period. All authorizations should be set up on a "not to exceed" basis which means that the authorization will be closed when the dollar limit is met.

JOURNAL VOUCHERS - TYPE 11: Journal vouchers provide a means of transferring expenses from one budget to another. Journal vouchers are commonly believed to be used to transfer funds; this is not true. Only a Type 02 - transfer of funds can move funding. Journal vouchers allow one budget to reimburse another for expenses. This is its only purpose. Journal vouchers automatically commit and expend funds at the time of processing; there is never a balance associated with journal vouchers.

A notebook containing copies of all face sheets for sources of funding, requisitions, authorizations and copies of all journal vouchers has been established for each project. These notebooks represent current information on the status of each project commitment. The notebook is set-up in such a fashion that it is easy to identify any project financial picture. It should be encouraged to have personnel use these notebooks; they were established for their use and convenience. However, it would be advisable that these notebooks not be removed from 508 Botany without first notifying the secretary.

The monthly financial reports are developed by utilizing the information from the files. It is a process of identifying each financial account and comparing it to its respective line item on the project's final budget. In many instances, this means that several

financial accounts would be involved in the reporting of one line item. Every existing financial document must be accounted for in the monthly financial report. This is a tedious and time-consuming effort for the larger projects, but the end result is well worth the effort.

The success of the system will require continuous maintenance, i.e., securing copies of documents, recording, monitoring, and identifying accounts for reporting on the financial statements. This system can work marvelously as long as it is maintained and valued for its importance.





UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
Physical Planning  
Health Sciences Complex  
Box 726 Mayo Memorial Building  
Minneapolis, Minnesota 55455

(612) 373-8981

*IVB-1*

*PF*

December 4, 1981

TO: Gary Summerville  
FROM: Paul J. Maupin *Paul*  
SUBJECT: University of Minnesota Annual Record

Attached please find information responding to your request of November 19, 1981. If you need additional information, please give us a call.

PJM:jmw

HEALTH SCIENCES PLANNING OFFICE  
PAUL J. MAUPIN  
COORDIANTOR

PERSONNEL: No change

POLICY: No change

SPECIAL EVENTS: Unit F Dedication

FACILITIES RELOCATION: The Health Sciences Planning Office  
was relocated from Powell Hall to  
the 5th floor of the Botany Building.

COMPLETED CONSTRUCTION PROJECTS:

Unit B/C Phase III Food Service Facility

Unit B/C Phase IVB, Stage 1, Otolaryngology Facilities  
on Floor 8 Link

Unit B/C Phase IVC, Stage 2, EEG/Blood Donor Facilities

Unit B/C Phase V, Stage 1, Immunobiology, Laboratory and  
Office Facilities, Floor 5

Unit B/C Phase V, Stage 2, Immunobiology, Genetics, Virology  
and Organ Preservation, Floors 4, 7 and 15.

Unit B/C Phase V, Stage 2, Bridge Link between Unit B/C and A

Diehl Hall Library/Learning Resource Center

Unit F Pharmacy/Nursing Facility



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
Physical Planning  
Health Sciences Complex  
Box 726 Mayo Memorial Building  
Minneapolis, Minnesota 55455

(612) 373-8981

File C

January 27, 1982

TO: Clint Hewitt  
FROM: Paul Maupin *Paul*

This memorandum is in response to your question concerning possible functions of this office should we discontinue to have construction projects.

First, background information is required which will show that our proposals are well founded.

After completion of the Health Sciences based on the Long Range Master Plan, this offices' responsibilities will change significantly. In the past, and until the various projects are completed in late 1985, our directions and planning efforts as well as our funding have been involved with new construction and remodeling related to the Health Sciences Facilities expansion only. These projects, which you are familiar with total 2.5 million gross square feet of space and a construction dollar value of approximately 152 million. These figures do not include JOML II, Public Health, Microbiology, the balance of shell space in Unit B/C or the probable renovation of 3/4 of the Mayo Complex which will be remodeled as non-hospital space.

This information indicates that our office has knowledge of and has been involved in the majority of Health Sciences space and should continue to be a clearing house for information, planning and construction projects in the Health Sciences as well as a Quality Control Center for interfacing the work of planning, physical plant, etc., as opposed to the current fragmenting of these efforts. We have the records and documents as well as the understanding of them, for the bulk of the space.

Because of the special nature of Health Sciences Laboratories and teaching space, it is appropriate for it to have its own facilities representatives. Our years of experience and knowledge of why and how specific planning occurred and our understanding of the Buildings and Systems are an invaluable resource to the Health Sciences. There is an incalculable efficiency

Clint Hewitt  
Page Two  
January 27, 1982

involved in employing experienced planners in every aspect of facilities management and renovation.

As research and research methods as well as teaching methods evolve and improve, constant changes in the facilities are needed to meet the changes and this office is a natural part of the process involved in satisfying the Health Sciences physical and program needs.

Therefore, we propose the following options:

1. The Health Sciences Planning Office will function as a clearing house for information, planning and construction of all Health Sciences projects which will include all renovations in the Mayo Complex.
2. The Health Sciences Planning Office will function as a quality control center for the Health Sciences interfacing the efforts of physical plant, hospital engineers, etc.
3. Consideration and exploration should be given to having all Form 14's for the Health Sciences pass through this office for assignment in-house or for consideration of contracting design and construction.
4. Consideration and exploration could be given to having this office take over all major purchasing of equipment such as was done for Units A, B/C and F.
5. Since the Hospital is part of the Health Sciences, this office could integrate and more effectively perform in the development of and carry through to completion of current hospital remodeling projects.

The goal of having our operation function in the above manner would be, cost effective programming, energy conservation, value engineering, good space utilization, space conservation and a saving to the University of real dollars which more than justify our operating expenses.

It goes without saying that we would continue to function as an aid to the departments in grant preparation, planning and budget information.

PJM:mka



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
Physical Planning  
Health Sciences Complex  
Box 726 Mayo Memorial Building  
Minneapolis, Minnesota 55455  
(612) 373-8981

January 27, 1982

TO: Paul J. Maupin  
FROM: Warren G. Folsund  
SUBJECT: Health Sciences Planning Office functions  
after completion of major Health Sciences  
Projects as compiled in this Office's  
report of Clint Hewitt on January 20, 1982.

The following comments are submitted for your consideration:

1. The Health Sciences is an ever changing field which from past experience would indicate there will be a need for modernization using the latest of the art technology. *state*
2. With tight budgets, cost effective programs will have to be considered more now than in the past. This will also be a force for modernization and along with it, good utilization of space.
3. According to President Reagan's speech last night, money will continue to be directed toward research in the health fields. This will require assistance for the individual schools and departments in writing grants so far as the physical facilities are concerned. This requires our knowledge of applicable government regulations.
4. Energy conservation, good space conservation or good space utilization and other conservation problems will require this office to search out, document, present cost effective solutions, develop with the aid of the University Engineering and Construction Department or outside architect, and the follow through to completion process as we perform on our present projects.
5. This office could take over the equipment purchasing function that we performed for Unit A, B/C and F. I believe our past performance demonstrates better cost effectiveness and better end products.

6. Consideration and/or exploration could be given to having all Form 14's pass through this office for assignment in house or for contracting out design and construction.
7. Consideration and exploration could be given to locationg and setting up neighborhood clinics with University Association in light of the emphasis on wholistic health and its preventative measures.
8. Consideration and exploration into the animal care facilities that might be located at Rosemount or near the farm campus for close observance by veterinary medicine students and faculty.
9. This office could alos continue its present function of researching problem situtations such as frozen drain lines, cold room humidification problems, dust diversion vanes above biological hoods, etc.
10. Since the hospital is part of the Health Sciences, this office could integrate and more effectively perform in the development of and carry through to completion of hopsital remodeling projects.

January 27, 1982

TO: Paul Maupin  
FROM: Tom Kyle  
SUBJECT: Health Sciences Planning Office  
Extended Workload Projections

After completion of the Health Sciences based on the Long Range Master Plan, this offices' responsibilities will change significantly. In the past, and until the various projects are completed in late 1985, our directions and planning efforts as well as our funding have been involved with new construction and remodeling related to the Health Sciences Facilities expansion only. Those projects include:

Health Sciences Parking Ramp	722,529 gsf
Unit A	690,930 gsf
Unit K/E	97,152 gsf
Unit B/C	580,456 gsf
Diehl Hall	32,000 gsf
Unit F	195,519 gsf
JOML I	101,000 gsf
Toxic Materials Lab	1,046 gsf
Crematory	440 gsf
Surgical Pathology	2,235 gsf
Renal Dialysis	5,000 gsf
Emergency Room	7,750 gsf
Variety Club	-

These projects represent 2.5 million gross square feet of *space and* construction dollar value of approximately 152 million ~~dollars~~.

These figures do not include JOML— Phase II or the probable renovation of 3/4 of the Mayo Complex which will be remodeled as non hospital space.

This information indicates that our office has knowledge of and has been involved in the majority of Health Sciences Space, and should continue to be a clearing house for information, planning, and construction projects in the Health Sciences. We have the records and documents, as well as the understanding of them, for the bulk of the space.

Because of the special nature of Health Sciences Laboratories and teaching space it is appropriate for it to have its own facilities representatives. Our years of experiences and knowledge of why and how specific planning occurred and our understanding of the Buildings and Systems are an invaluable resource to the Health Sciences. There is an incalculable efficiency involved in employing experienced planners in every aspect of facilities management and renovation.

As research and research methods as well as teaching methods evolve and improve, constant changes in the facilities are needed to meet the changes and this office is a natural part of the process involved in satisfying the Health Sciences' physical and program needs.





UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
Physical Planning  
Health Sciences Complex  
Box 726 Mayo Memorial Building  
Minneapolis, Minnesota 55455  
(612) 373-8981

HSPO file

June 1, 1982

TO: Clinton Hewitt  
FROM: Paul J. Maupin *Paul*  
SUBJECT: Mission, Goals and Objectives

The Health Sciences Planning Office mission is to assist the University and the Health Sciences Community in an active systematic coordination of the contributions of all those whose efforts are required for a capital physical facility project to succeed.

The primary goal of this office is to provide a service function to the Health Sciences Community and the Office of Physical Planning.

Our major goal is to complete the approved Health Sciences Master Plan by 1989 which includes the following projects:

1. The completion of the Phillips-Wangensteen Building Shell Space areas within two (2) years contingent upon funding.
2. The completion of Phase II of the Jackson/Owre/Millard/Lyon Complex within five (5) years contingent upon funding and sufficient staff.
3. The completion of the School of Public Health Remodeling Project contingent upon funding.
4. To complete the remodeling of the Health Sciences areas in the Mayo Complex vacated by the Hospital Renewal Project.
5. To become actively involved in the Hospital Renewal Project to ensure that the project interfaces with the Health Sciences Complex and does not become an obstacle to patients, staff, students or ongoing research projects.

6. Upon completion of the Health Sciences Master Plan, to serve the Health Sciences Community by functioning as a clearing house for information, planning and construction as well as functioning as a Quality Control Center for interfacing the work of planning, physical plant, etc. in an effort to end the current fragmenting of the work efforts. Our past expertise in the Health Sciences expansion projects would clearly indicate that our office has the knowledge and talent to function in this capacity.
7. To consider and explore having all Form 14's for the Health Sciences pass through this office for assignment in-house or for consideration of contracting design and construction.
8. Because of the special nature of the Health Sciences Laboratories and teaching space, it is appropriate for it to have its own facilities representatives. This office could readily function in this manner. There is incalculable efficiency involved in employing experienced planners in every aspect of facilities management and renovation. As research as well as teaching methods evolve and improve, constant changes in the facilities are needed to meet the changes and this office is a natural part of the process involved in satisfying the Health Sciences physical and program needs.
9. Inasmuch as the Hospital is part of the Health Sciences, this office could integrate and more effectively perform the development of and carry through to completion current hospital remodeling projects.
10. We would continue to function as an aide to the various departments in grant preparation, planning and budget information.

The goal of having our operation function in the above manner would be cost effective programming, energy conservation, and a saving to the University of real dollars which would more than justify our operating expenses.

We are a professional planning group with expertise in architectural and health planning areas and sensitivity to the problems of each. We are able to pursue the University interest objectively while combining that with a thorough understanding of the construction process.

Our services provide the University with the control needed to achieve optimum results.



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Office of the Assistant Vice President

Physical Planning  
340 Morrill Hall  
100 Church Street S.E.  
Minneapolis, Minnesota 55455

June 3, 1982



TO: Vern Ausen  
Laszlo Fulop  
Jeffrey Meyer  
✓ Paul Maupin  
Russ Smith  
Vic Scott

FROM:

Clint Hewitt

Attached is a set of the objectives that you proposed we establish for the Office of Physical Planning for 1982-83.

I will be scheduling a meeting shortly to discuss these objectives with the intent to select those that are appropriate to establish for the office for 1982-83. Our initial discussion will focus on a review of the objectives we set in 1981-82 to determine the reason(s) for our failure or success in meeting those objectives.

Read these proposals carefully so that we can maximize the time set for the meeting. Kay will call your office to schedule the meeting.

CNH/hd

cc: Gary Summerville



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Office of the Director

Physical Planning  
503 Morrill Hall  
100 Church Street S.E.  
Minneapolis, Minnesota 55455  
(612) 373-5758

DATE	
CH	
FILE	

June 1, 1982

TO: Clinton Hewitt  
FROM: Laszlo Fulop *Laszlo*  
RE: Planning Office Goals and Objectives, 1982-83

Your memo on the above subject dated May 26, 1982, was not unexpected, yet a definite surprise. Specifically, the date of the submission provided the surprise. It is hard to generate staff enthusiasm about a relatively abstract topic within such a limited time period, when, at the same time, the various units are loaded with a number of high priority work assignments. As you know, some of these are due in the very first part of the same June to which the submission of this assignment is designated.

I realize it is desirable to keep our views on the daily business and on the long range endeavors of this office at the same time. These objectives, as long as they express our views of an ideal operation and set directions for the various units of our office, are useful. They should help us (the managers) to separate the important from the unimportant. I feel, however, that if the accepted objectives do not guide our actions for the designated period, the entire effort may not be more than a mere exercise satisfying the desires of a senior officer. To write objectives as a stimulating exercise may be done in a relatively short time, however, to gain consensus and conviction to implement them require extensive preparation and consultation. It was on account of these thoughts that I felt uncomfortable with the instant submission. Now I know you did not have much choice.

Your memo was reviewed with my key supervisors and the probable objectives were discussed. As the discussion included review of last year's objectives it may be appropriate for me to comment on them. Of the five I submitted to you, one is well on its way: the Implementation of Pre-Programming of Proposed Capital Projects. Reasons for this are many. Perhaps because it received your endorsement, perhaps because it dovetails into an important yearly University function, perhaps because it can be scheduled and does not require excessive time to implement, perhaps the University capital improvement process was ripe for some sort of a systematization. The other objectives may have needed all of the above for their implementation, but definitely more time and manpower investment

Clinton Hewitt  
June 1, 1982  
Page Two

than we could provide during the past year. They were all pursued to a degree and came to a slow halt as the result of daily, operational priorities. Since I feel some of last year's objectives still have validity I am resubmitting those. Others, more immediately operation oriented will also make the list.

The list of operational objectives for my office is as follows:

1. Computerize Specification Data for Interior Design
2. Complete the Northeast Quadrant Land Use Study
3. Complete Development of a "Project Management Manual"
4. Complete Project Data Storage and Information Reporting

If you have any questions regarding these objectives please call on me, or on the respective supervisors.

LGF:p1

cc: Larry Anderson  
Bill Bowen  
Greg Kittelsen



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Office of the Director

Physical Planning  
503 Morrill Hall  
100 Church Street S.E.  
Minneapolis, Minnesota 55455  
(612) 373-5758

June 1, 1982

PHYSICAL PLANNING OFFICE OBJECTIVE FOR 1982 - 83

COMPLETE DEVELOPMENT AND IMPLEMENTATION OF A "PROJECT MANAGEMENT MANUAL"

Description:

The manual defines the duties and responsibilities of the Project Manager in the development of a building project from its inception to occupancy. It provides guides for dealing with the sequential phases of development process and provides examples of procedures, documentation and instruction appropriate to orderly and timely completion of these phases.

Benefits:

The Project Management Manual will:

1. Establish perspective and context for project management decision making.
2. Serve as a reference document for procedures.
3. Provide examples of correspondence documentation typical to the development process.
4. Alert the manager to potential problem areas in the development process.

Resource Implications:

This manual will result in a more orderly execution of building projects and enhance staff effectiveness.

Measurement:

Publication and distribution of the Manual.

LGF:p1



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June 1, 1982

PHYSICAL PLANNING OFFICE OBJECTIVE FOR 1982 - 83

COMPLETE NORTHEAST QUADRANT LAND USE STUDY

Description:

A study to confirm or determine a long term land use and development framework for the northeast quadrant of the East Bank Campus. This study will include and to some extent focus on the future of Memorial Stadium.

Benefits:

1. The study will resolve the many issues which have arisen since the completion of the Long Range Development Plan for the Minneapolis Campus; subsequently allowing pending and future University development decisions to be made with a higher degree of confidence than is currently possible.
2. The study area is subject to a significant amount of development pressure generated from both within and out of the University. The process as well as resultant plans and guidelines will help all interests to maintain a perspective while hopefully realizing parochial goals.

Resource Implications:

Physical Planning staff will coordinate and develop the report. It may be necessary to request funds for certain private professional assistance; however, it is not expected to exceed \$5,000.00. In addition the normal expenditures for report preparation and other presentation materials will be required.

Measurement:

1. Completion of final document.
2. Approval by the Regents as an amendment or adjunct to the Long Range Development Plan.

LGF:p1



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June 1, 1982

PHYSICAL PLANNING OFFICE OBJECTIVE FOR 1982 - 83

COMPLETE IMPLEMENTATION OF PROJECT DATA STORAGE AND INFORMATION REPORTING

Description:

Complete assembly of historical and current project data for input into computer storage files. Finalize report formats for data retrieval. Conclude computer programming necessary to operationalize data input and information reporting.

Benefits:

1. Historical data needed for planning and cost estimating because of time constraints can be retrieved quickly and updated automatically to present date cost.
2. Space profiles and cost composition of historical projects can be evaluated in comparison to new space program requirement.
3. Report updating on all project activity from programming to occupancy is set up to make automatic adjustments for changes in schedule, cost and program square footage.

Resource Implications:

Manager's time is used to validate project information as opposed to writing reports. Time spent plowing through project "chron" file for key data is avoided. Currency of information improves responsiveness to inquires. Output format eliminates need to transpose information when communicated. Programmers time is needed to complete program structure and staff time needed to obtain and input data.

Measurement:

Formatted cost/data reports and monthly project status reports.

LGF:p1





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Office of the Director

Physical Planning  
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June 1, 1982

PHYSICAL PLANNING OFFICE OBJECTIVE FOR 1982 - 83

COMPUTERIZE SPECIFICATION DATA FOR INTERIOR DESIGN

Benefits:

1. Such computerization would facilitate preparation of standardized description of furnishing and equipment items.
2. Would save staff time, thus enable staff to undertake additional projects.
3. Would expedite timely production of procurement and construction documents.
4. Would facilitate standardization of movable furnishings and equipment.

Resource Implications:

This objective would require investment in computer hardware and software, in additional space, and in training of staff to properly and efficiently operate machinery.

Measurement:

Compare time invested into specification preparation by manual (existing) methods with time invested into specification production by computerized method.

LGF:p1



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Physical Planning  
Building Official's Office  
407 Morrill Hall  
100 Church Street S.E.  
Minneapolis, Minnesota 55455

June 1, 1982

TO: Clint Hewitt  
FROM: Russ Smith *RS*  
SUBJECT: Update of Objectives for the Office of the  
University Building Official - FY 1982-83

I. Past Performance (FY 1981-82)

Primary Objective:

Function as a self-sustaining department by establishing and following a realistic program thereby providing a required and valuable service to the University at minimal cost.

Results: (FY 1981-82)

As of April 1982 the Building Official's office has issued 189 permits with a construction valuation of \$178,080,088, resulting in permit fees of \$164,085. The Building Official's office has an annual expenditure of approximately \$130,000. The permit fees collected so far will cover the office's expenditures.

Objective #1 (FY 1981-82)

Complete development and implementation of "University Building Official's Office Procedure Manual".

Results:

The manual was completed and implemented in the early part of FY 1981-82. The manual has:

- A. Familiarized the University constituents with the Building Official's function and organization.

TO: Clint Hewitt  
June 1, 1982  
Page Two

- B. Established a clear and uniform process in obtaining required permits.
- C. Improved paper and permit fee processing and saved time for applicants.
- D. Provided more complete, consistent and uniform code compliance.

Objective #2 (FY 1981-82)

Develop field inspection manual for all inspection areas within the Office of the Building Official.

Results:

The field inspection manual has:

- A. Standardized the field inspection procedures.
- B. Helped to eliminate costly field modifications due to inconsistent inspection procedures.
- C. Provided the department with a tool to establish a combination inspector approach to field inspections.

Objective #3 (FY 1981-82)

Establish an on-going educational program on codes and standards for the Physical Planning and Physical Plant personnel involved in design and construction.

Results:

The Office of the Building Official has offered the following code sessions:

A. March 18, 1981 through April 22, 1981:

Six one-day sessions on various aspects of the Uniform Building Code. Over 40 employees were in attendance for each session.

B. May 13, 1982

Presentation on the analysis of problems of exterior brick backed with steel stud construction, "Steel Stud and Brick Time Bomb", presented by the Minnesota Masonry Institute. 45 were in attendance.

TO: Clint Hewitt  
June 1, 1982  
Page Three

## II. Objectives for FY 1982-83

### Primary Objective:

Function as a self-sustaining department by establishing and following a realistic program, thereby providing a required and valuable service to the University at minimal cost.

### Objective #1:

Develop and implement a plan review manual for the office. The purpose of the manual is to establish a standardized and uniform plan check procedure for reviewing all University construction projects.

The manual will provide a uniform checklist to be used during the plan check phase of a project. This will help to eliminate costly field modifications and also provide the designer with a checklist of code requirements that may be used during the preliminary and final design phases.

### Objective #2: Educational Program

- A. Develop a two-day seminar on the new 1982 Uniform Building Code, to be presented to the Physical Planning and Physical Plant personnel involved in design and construction. The seminar will consist of an update of many changes in the Uniform Building Code.
- B. Develop a two-day seminar on the code implications in the design of high rise buildings utilizing atriums. The atrium requirements in the 1982 Building Code are very complex requiring extensive smoke and fire control.
- C. Develop on-going seminars as required to address new and complex sections of the code.

### Objective #3:

Permit application and processing procedure. Develop and streamline the permit processing procedures.

RS:jr



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
Physical Planning  
Health Sciences Complex  
Box 726 Mayo Memorial Building  
Minneapolis, Minnesota 55455

(612) 373-8981

DATE	MAY 28 1982
CH	
FILE	

June 1, 1982

TO: Clinton Hewitt  
FROM: Paul J. Maupin *Paul*  
SUBJECT: Mission, Goals and Objectives

The Health Sciences Planning Office mission is to assist the University and the Health Sciences Community in an active systematic coordination of the contributions of all those whose efforts are required for a capital physical facility project to succeed.

The primary goal of this office is to provide a service function to the Health Sciences Community and the Office of Physical Planning.

Our major goal is to complete the approved Health Sciences Master Plan by 1989 which includes the following projects:

1. The completion of the Phillips-Wangensteen Building Shell Space areas within two (2) years contingent upon funding.
2. The completion of Phase II of the Jackson/Owre/Millard/Lyon Complex within five (5) years contingent upon funding and sufficient staff.
3. The completion of the School of Public Health Remodeling Project contingent upon funding.
4. To complete the remodeling of the Health Sciences areas in the Mayo Complex vacated by the Hospital Renewal Project.
5. To become actively involved in the Hospital Renewal Project to ensure that the project interfaces with the Health Sciences Complex and does not become an obstacle to patients, staff, students or ongoing research projects.

6. Upon completion of the Health Sciences Master Plan, to serve the Health Sciences Community by functioning as a clearing house for information, planning and construction as well as functioning as a Quality Control Center for interfacing the work of planning, physical plant, etc. in an effort to end the current fragmenting of the work efforts. Our past expertise in the Health Sciences expansion projects would clearly indicate that our office has the knowledge and talent to function in this capacity.
7. To consider and explore having all Form 14's for the Health Sciences pass through this office for assignment in-house or for consideration of contracting design and construction.
8. Because of the special nature of the Health Sciences Laboratories and teaching space, it is appropriate for it to have its own facilities representatives. This office could readily function in this manner. There is incalculable efficiency involved in employing experienced planners in every aspect of facilities management and renovation. As research as well as teaching methods evolve and improve, constant changes in the facilities are needed to meet the changes and this office is a natural part of the process involved in satisfying the Health Sciences physical and program needs.
9. Inasmuch as the Hospital is part of the Health Sciences, this office could integrate and more effectively perform the development of and carry through to completion current hospital remodeling projects.
10. We would continue to function as an aide to the various departments in grant preparation, planning and budget information.

The goal of having our operation function in the above manner would be cost effective programming, energy conservation, and a saving to the University of real dollars which would more than justify our operating expenses.

We are a professional planning group with expertise in architectural and health planning areas and sensitivity to the problems of each. We are able to pursue the University interest objectively while combining that with a thorough understanding of the construction process.

Our services provide the University with the control needed to achieve optimum results.

## DIVISION OF SPACE PROGRAMMING & MANAGEMENT OBJECTIVES FOR 1982-83

### I. COORDINATE ESTABLISHMENT OF PROCEDURES FOR ASSIGNMENT OF SPACE AND ACCOUNTABILITY FOR SPACE USE TO CENTRAL ADMINISTRATION

#### Description:

The recent completion of the Minnesota Facilities Model has resulted in established guidelines and standards for appropriate space assignment and use. However the University still lacks a clearly defined and more formal management and operational framework for the control of space.

#### Benefits:

##### A. Increased central control of space will facilitate:

1. Well-informed decision-making
2. Facility adjustments resulting from program growth, decline or change
3. Reduction in leased space
4. Preparation of Capital Improvement Request document

#### Resource Implications:

Physical Planning staff support will be incorporated into existing personnel duties and responsibilities.

#### Measurement:

Publication and distribution of formal Space Management guidelines and procedures.

### II. CONTINUATION OF LEASE REDUCTION PROGRAM

#### Description:

Identify on-campus facilities for units now in rental space, make appropriate recommendations and implement relocations of units housed in rented facilities. The University has received a mandate from the Legislature to reduce its rental program paid from 0100 funds. Although significant progress has been made to date, it is anticipated that further reductions in rental space will be required.

#### Benefits:

- A. Lease reduction will help alleviate the impact of further budget reductions in programmatic areas.
- B. Will increase the use of underutilized campus facilities.

#### Resource Implications:

Reallocation of staff from the Real Estate Coordinator's Office to Physical Planning will enhance our efforts in lease reductions.

Measurement:

Number of leases terminated. Amount of decrease in funds required for rental facilities.

III. DEVELOP INSTRUCTIONAL SPACE UTILIZATION REPORTING SYSTEM

Description:

The existing capability for reporting the utilization levels of scheduled space is inadequate. Improved ADPD software and hardware systems are required for more accurate and timely reporting.

Benefits:

- A. Better understanding of scheduled space utilization and needs.
- B. More informed decision-making.
- C. Support for the development of the Capital Improvement Request.
- D. Improvement in providing better matched instructional space facilities for courses offered.

Resource Implications:

Funds to improve existing ADPD capabilities which would include initial programming, and reoccurring data processing and CRT operator charges.

Measurement:

Implementation, analysis and publication of Fall Quarter Instructional Space Utilization Reports.



## Physical Planning Office Objectives 1982-83

### I. Closeout of Federal Funded Health Sciences Projects:

#### Description:

Prepare necessary documentation and project costs for final audit and closeout of projects for the final grant award determination.

#### Benefits:

##### A. Will facilitate:

1. Release of final grant funds.
2. Will remove the projects from accounting activities that costs us time and money.
3. Will establish date for Federal Interest requirements regarding use of Facilities.
4. Will provide final equipping of building.

#### Resource application:

Reallocation of some staff duties of budgets office and records and Health Sciences Planning Office.

#### Measurement:

Will close out the three remaining projects and provide a monetary savings in release of Federal Funds.

### II. Project Closeout:

#### Description:

Systematic and timely closeout of Plant Fund projects.

#### Benefits:

##### A. Will insure

1. A defined and coordinated procedural system for finalization.
2. Will revert unused funds back to proper sources.
3. Establish time table for closeout
4. Provide final construction records

#### Resource Implications:

Reallocation of staff duties by our department and Physical Plant involvement.

#### Measurement:

Will be the number of and timely closeout of projects on a schedule to be accomplished.

### III. Auditing:

#### Description:

Authorization audits set up on plant funds, as required and requested.

#### Benefits:

##### A. Will Provide

1. Up-to-date costs, what charges are, rates of expenditures, etc.
2. Will insure proper charges on proper accounts.
3. Use of accounting abbreviated computerized breakdowns of costs that provide up-to-date totals of the various categories for charges for quick info will eliminate some detailed auditing.
4. Will insure user departments that funds are being properly allocated which will decrease time consuming checking.

#### Resource Implications:

May require some part time help on a as needed basis.

#### Measurement:

Is dollar value of funds improperly charged or time by individuals, insures departments funding authorizations that proper accounting is being accomplished by elimination of checking requests.

### IV. Semi annual review of all Plant Funds

#### Description:

Review of all Plant Fund accounts by Plant Fund Accountant Business Office, Executive Administrative Assistant and Budget and Records Director Physical Planning Office.

#### Benefits:

1. Remove and finalize accounts from accounting book.
2. Balance out accounts in overdraft.
3. Provide funding information in regards to disposition of free balances in accounts.
4. Closeout accounting documents set up against Plant Funds.
5. Provide up-to-date information for users and department personnel.

#### Resource Implications:

No problems foreseen in providing this activity.

#### Measurement:

Will eliminate projects that are completed from book, provide current information. The number of projects reviewed and closed provides a statistical figure plus a savings in time and money is accomplished.



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Real Estate Coordinator  
Office of the University Attorney  
320 Morrill Hall  
100 Church Street S.E.  
Minneapolis, Minnesota 55455  
(612) 373-7540

MAY 28 1982	
CH	
FILE	

May 28, 1982

To: Clinton N. Hewitt

From: Vernon L. Ausen

You requested, under date of May 26, 1982, a Statement of Goals and Objectives for the office of the Real Estate Coordinator for the fiscal year 1982-83, which statement is to be submitted by June 1, 1982.

Goals Sue Weinberg and I have discussed off and on over the past two years include the following:

1. Update the land holdings inventory published in August, 1976.

I was asked to update this report annually, and wrote to Joel Tierney February 16, 1977 asking that all documents relating to real estate be routed through my office so we can extract the data necessary to the updating of the inventory. We did work out a procedure with Physical Plant for verifying land areas added or deducted, and subsequently set up a double entry accounting system to document every change from the data published in 1976. However, time has never permitted Ms. Weinberg and me to go back through old records and correct errors we know to exist in the 1976 inventory.

2. Publish a Manual of Procedures and Policy for leasing privately-owned facilities or leasing university-owned facilities to non-university groups.

This has been an objective for a half dozen years, or more, but has never been accomplished for lack of time. I have tried to get a consensus on certain procedures on policy guidelines, such as a policy for reimbursing income generating units for use of University buildings operated with non-legislative funds (approved by Vice President Donald Brown on January 3, 1979), but more needs to be done before a Manual can be published.

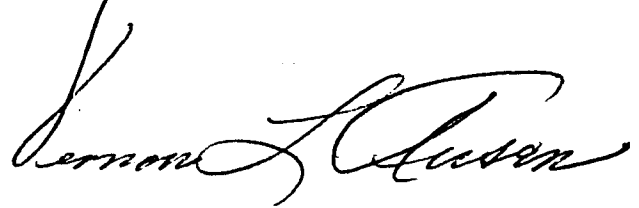
3. Coding easements granted by the University.

There are thousands of easements in the files, some separate documents and others appearing as a subsection in a deed of land conveyance. But they are not identified in any special way, and when questions come up some of them cannot be found.

Clinton N. Hewitt  
May 28, 1982  
Page Two

A couple of years ago we reached a consensus with Physical Plant on an easement numbering code and are now assigning Exxxx numbers to new easements, but we have not had time to search the records (Attorney's files, Central files, Physical Plant files) to back number easements. Until this is done, retrieval of easement records will continue to be time consuming and frustrating.

As noted in each instance above, our workload has not allowed Ms. Weinberg and me enough time to consummate the above objectives. The temporary help authorized by Vice President Frederick Bohlen was provided to help me concentrate on sale of land and Ms. Weinberg to pick up some of my other tasks. We are in the process of preparing a report for Gary Summerville about the personnel needs of the Real Estate Coordinator, since they will probably be exasperated under the reorganization.

A handwritten signature in cursive script, appearing to read "Vernon L. Hudson". The signature is written in dark ink and is positioned to the right of the main text block.

VLA:vmj

cc: Susan C. Weinberg



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
Physical Planning  
Health Sciences Complex  
Box 726 Mayo Memorial Building  
Minneapolis, Minnesota 55455  
(612) 373-8981

December 14, 1982

TO: Barb Quade  
FROM: Paul J. Maupin *Paul*  
SUBJECT: Update for Progress Report on Planning

We have attached two sheets with the changes on projects previously reported and showing the new projects that this office has undertaken this calendar year.

Please note that the following projects are not being handled by this office:

Hospital Renewal Project  
Botany Third, Fourth and Fifth Floor/Fire Escape  
Diehl Hall Room 535 (Minnesota Medical Foundation Offices)  
Lab Renovations, Mayo Hospital

I think that it is very important to keep stressing the need for the JOML II, Microbiology and Public Health projects which have been rejected by past legislatures.

If you need any additional information, give Joycene a call at 3-8590.

PJM:jmw

## HEALTH SCIENCES (New Projects):

### Unit B/C Phase IVB, Stage 2, Otolaryngology Temporal Bone Dissection Laboratory, Floor 8:

This project is in the design development stage. The project will complete approximately 4,000 sq.ft. of shell space on the 8th floor of the Phillips-Wangensteen Building. The area will be primarily for laboratory space. Completion date is expected to be September 15, 1983 and is being funded by contributions through the Lions Club.

### Unit B/C Phase XV, Sports Medicine Clinic:

This project will be located on the 6th floor of the Phillips-Wangensteen Building and will infill approximately 3,000 sq. ft and will include an additional 888 sq. ft. for two shared seminar rooms. The Hospital will fund the Sports Medicine Clinic and the B/C Support Space reserve account will fund the shared seminar rooms. The project is currently in the design development stage with completion scheduled for September 15, 1983.

### Unit B/C Phase IVX, Eye Retina Disease Clinic, Floor 9:

This project is a remodeling of part of the Department of Ophthalmology on the 9th floor of the Phillips-Wangensteen Building. The project is being funded by contributions from the Lions Club. A March, 1983 bid date is anticipated with occupancy currently scheduled for September 15, 1983.

## HEALTH SCIENCES PROJECTS (Updated):

### Health Sciences Unit B/C Phase I-A:(Diehl Hall Library/Learning Resource Center:

This space is 100% complete and functionally occupied.

### Unit B/C Phase III.(Food Service trash, food storage and locker facilities, Floor 2):

This project is 100% complete and all spaces have been turned over to the user.

### Unit B/C Phase V, Stage 3, Hospital Oncology Clinic and VFW Bridge Link:

The project is 100% complete with the clinic space being occupied in March of 1982 and the VFW Link completed in June of 1982.

### Unit B/C Phase X, Shared Seminar Rooms and R.Pap Facility:

This project is 100% complete and occupied as of June, 1982.

### Unit B/X Phase XI, Pediatrics/13th Floor and Medicine/14th Floor:

This project is 100% complete and occupied as of September, 1982.

### Unit B/C Phase V, Stage 4 (low and high rise elevators):

This project is 100% complete with elevators in use June 1, 1982.

HEALTH SCIENCES (update continued)

Unit B/C Phase VII and IX (Health Services Research and Medical  
Technology Office Facilities - Floor 15:

This construction project is 100% complete and fully occupied  
as of September, 1982.

Unit B/C Phase XII, Hospital Dentistry Clinic:

This construction project is 100% complete. The department will  
occupy this space by February 1, 1983.

JACKSON/OWRE/MILLARD/LYON PHASE II: This project is o.k. as shown.

MAYO REMODELING - DEPARTMENT OF MICROBIOLOGY: This project is o.k.  
as shown.

MAYO REMODELING - SCHOOL OF PUBLIC HEALTH: This project is o.k. as  
shown.