

STANDARD OPERATING PROCEDURE # AES 2.006

Subject: Design, Construction, Close-Out & Evaluation Procedures (Project Manager's Guidelines)

Purpose and Scope: To establish a project management summary of the design, bidding, construction administration, close-out and evaluation process for university projects.

Policy: All project managers will follow the guidelines and procedures provided below. A project manager also includes any person not typically in the project management role, but completing a project within their area of expertise or as assigned.

Procedures:

Project Planning: Most projects will be planned and on a 5-year formula funded, Capital Improvement, or utility infrastructure project list. This planning process involves generation of scope statements and detailed budgets. Once projects are funded, these documents will be updated. There will be other incoming departmentally funded projects not on a 5-year list.

1. Project request submitted through the AES website, on-line form: "Construction Project & Space Request Form (PRF) – [Construction Project Request \(Form AEP1\)](#) [Space Request Form \(Form AEP 9\)](#).
2. Assistant Director and Estimator contact user to determine **scope, schedule, budget** and determine whether project will be completed by a design consultant. The estimator will contact the customer within 10 days of receipt of request. In addition, the project manager will attend the customer meeting with the estimator. The following will be provided to the customer along with the PRF for approval or rejection of the project.
 - [Scope Statement](#)
 - [A&E Services Estimate Summary Sheet](#)
 - Estimate of Work
 - Project Schedule - (create using: MicroSoft Project Schedule Software)
3. AES forms are coded and in categories related to the sequencing of a project. The AEP (or Planning) forms are listed below and should be referenced and used throughout the planning process.
 - [AEP1 Construction Project Request Form](#)
 - [AEP2 Request For Funds](#)
 - [AEP3 Project Review](#)
 - [AEP4 Proof of Site Visit](#)
 - [AEP5 Sign In Sheet](#)
 - [AEP6 Educational and General Capital Request Form](#)
 - [AEP7 Contact Information Sheet](#)
 - [AEP9 Space Programming Form](#)
4. Estimator reviews above documents in #2 with customer and selected project manager for confirmation prior to proceeding. ***This step will provide the departmental quality control review and will not be skipped.***
5. PRF and the drawings are set out on the plan review table in 90/101 and an e-mail is sent by Planning and Design to notify everyone that the project is out for review. [AEH1 \(an internal form\)](#) Project Rout Sheet is used for comments. Planning/Design will provide the form to the PM on the last day of review and the PM will make corrections and/or notify those that provided comments.
6. The PRF is sent to the customer who will then sign the form and provide an account number to proceed with the project.

7. Business Manager encumbers funds, acquires Assoc. V.P. signature and forwards fully executed PRF to A&E Services project manager.
8. Project designed by a consultant will follow the UWF Design and Construction Standards.
9. Project Manager is responsible for consulting with the Building Code Official and the State Fire Marshall for code compliance review comments. Estimating/Planning will work with the BCA throughout the planning process but it is the PM's primary responsibility to make sure that these reviews have taken place before initiation of the project.

BIDDING/NEGOTIATIONS

NOTE: Review SOP AES 2.002 for Construction Projects Contracting Procedures for those projects large enough to be routed through Procurement and Contracts. The information below summarizes the operating procedures for smaller projects that are not routed through P&C.

10. Project Manager will prepare a Purchase Requisition with the project number, the project managers name and contact information.
11. Some of the forms listed below are used at this stage but are "Internal" forms category, and coded with AEH numbers.
 - AEH1 Project Route Sheet
 - AEH2 Phone Log
 - AEH3 Punchlist Inspection Sheet
 - AEH4 Transmittal Letter
 - AEH5 Daily Field Observation Report
 - AEH6 Submittal Log
 - AEH7 Contractor Performance Evaluation
 - AEH8 Consultant Performance Evaluation
 - AEH9 Bid Award Recommendation
 - AEH11 Fire Marshal Plan Review

CONTRACT ADMINISTRATION

12. Contractor performs work and invoices A&E Services for work performed. Any change in scope of work shall be documented as a Change Order. The Project Manager approve payments submitted and forward to Business Manager. (See Instructions for Invoicing, under forms on the server)
13. Project Manager to hold periodic project meetings on the project premises to review progress and schedule.
14. See forms below, coded AECR for contractor forms.
 - AECR2 Subcontractors and Major Material Suppliers List
 - AECR3 Application and Certification For Payment
 - AECR3A Schedule of Values
 - AECR4 Construction Contract Change Order Request
 - AECR5 Certificate of Substantial Completion
 - AECR6 Certificate of Contract Completion
 - AECR7 State Fire Marshal Request For Building Site Inspection
 - AECR8 Partial Lien Waiver
 - AECR9 Final Lien Waiver
 - AECR10 Certified Minority Business Data Form
 - AECR11 Request For Information

15. After completion of the project, in “Internal” forms for contractor and project management evaluations should be executed.

Developed by:

**Director
A&E Services**

**Associate Director
A&E Services**

Approved by:

**Dr. James Barnett,
Associate Vice President
Facilities Services**