

STANDARD OPERATING PROCEDURE # AES 2.013

Subject: Department Funded Project Procedures and Cost Responsibility

Purpose and Scope: To establish a uniform model for executing Department funded projects.

Policy: All projects requested by campus users will follow these procedures.

Procedures:

1. UWF department may request a project utilizing one of the methods below:
 - On-line Construction Project and Space Request form (preferred method) via the A&E Services website at: <http://uwf.edu/aeservices/>. This requires secure log-in through Argus.
 - Work request through the work control center
 - Telephone call to Architectural and Engineering Services – ext. 474-2007.
2. Upon receipt, Planning will notify the requestor within 3-5 days and conduct a site visit to begin the assessment of the request. ****The individual conducting the site visit will note the date of the initial visit on the yellow “Construction Project and Space Request” form.*
3. A&E Services will begin writing a scope statement, develop conceptual drawings (*Reference AES 2.015 and AES 2.016 for Department Funded In-House and Consultant designed projects*), and assign the project a number within the log-in Planning and Design Unit database.
4. A project manager is assigned the project after programming information is completed and will develop an estimate with assistance from the Planning and Design Unit.
5. The project manager will deliver a) scope statement, b) conceptual drawings, c) estimate and d) an executed construction Project and Space Request Form to the customer for approval.
6. Scope Statements including an estimate provided without design performed will contain the following language at the bottom of the statement: **“Accounts are charged only for actual costs. All funds not utilized by the contractor, consultant, or permitting, will not be charged to the department.”**
 - If consultant design is required, fees will be labeled on the Scope Statement as, “External Design Consultant Fees”.
 - All overhead will be labeled, “Contractor Overhead and Profit”
 - Permit fees according to the Escambia County Building Inspection Division, Code Admin. fee scale
 - All contingency fees will be identified as “Construction Contingency.” Projects are assigned a 10-20% contingency within the budget for unforeseen conditions.
7. The campus user account is charged for the actual project amount; therefore, the department should be aware not to spend the funds that had been identified as an estimated value for the project.
8. **No moveable equipment can be funded with PECO, Capital Outlay Funds, i.e. desks, filing cabinets, etc.**
9. Reminders are sent to the department contact requestor within two weeks after delivery of the estimate to offer further assistance and to check on the status.
10. After the customer approves the “package” (scope, estimate, drawings, etc.), and AES receives the account number from the department, the project will be inserted in the AES “Resource Allocation Plan” (prioritized list) of funded projects for construction drawing production and scheduling.
11. Customers are then provided the project manager’s name, contact and a proposed schedule for the project (if not already provided.)
12. Project will be executed following typical project management procedures outlined in the AES Project Manager’s Manual.

Developed by:

Director
Facilities Planning, Maintenance & Construction

Approved by:

Associate Vice President
Dr. James Barnett
Facilities Development & Operations