

**STANDARD OPERATING PROCEDURE # AES 2.015**

**Subject: Department Funded In-House Design, Contractual Construction and Costs**

**Purpose and Scope:** To establish a project management summary of design, bidding, and construction administration procedures for In-House designed projects by Architectural and Engineering Services.

**Policy:** All Project Managers (PM) will follow the guidelines and procedures provided below.

**Reference:** Standard Operating Procedure “[AES 2.013 for Department Funded Project Procedures](#)” for requesting and initiating projects.

**Procedures:**

1. Projects exceeding \$250,000 must follow [SOP “AES 2.002 - Construction Projects Contracting Procedures”](#) and routed through Procurement and Contracts.
2. Florida Statute 481.229(c) allows that Architectural and Engineering Services provide architectural design services if the renovations are less than \$25,000. Projects with significant electrical or mechanical engineering may require use of a consultant.
3. Once the customer approves the Planning package ([Construction Project and Space Request Form, Scope Statement, estimate and conceptual drawings](#)), the project is inserted in the AES Resource Allocation Plan for design. This plan includes five prioritized categories for drawing production: (1) [Health and Safety](#), (2) [Instructional](#), (3) [Student Contact](#), (4) [Staff and Faculty](#), (5) [Support](#).
4. Project Manager will coordinate production of construction documents with Architectural and Engineering Services Design Unit. ***There are no chargeback fees for In-House Design Projects.***
5. Completed construction documents will be reviewed with the customer for approval prior to pursuing construction quotes.
6. Once the drawings are approved, a University Campus Job-Order Contractor will be approached for a proposal to perform the work. AES will determine which contractor is best qualified for the project based on project-type expertise and workload.
7. Quotes are received from the contractor. Quotes over the estimate will be reviewed in detail with the customer for direction. Once the quote is approved, the Project Manager will execute a requisition for services to the Contractor. Customers are a signatory to the requisition for approval of funds.
8. [Permit fees](#) are assessed to the project according the EH&S Building Code Administration fee scale and are estimated on the Scope Statement.
9. [Schedule](#): A construction timeline will be provided to the customer via the Project Manager. Periodic project meetings will occur on the project premises to review progress and schedule adherence.
10. [Actual Costs](#): After completion of the project, the PM will provide the customer with the total project amount charged (which only includes those charges by the contractor, consultant, and inspections) so that the customer can reconcile budget account with the project amount.

**Developed by:**

**Approved by:**

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