

**STANDARD OPERATING PROCEDURE # AES 2.016**

**Subject: Department Funded Consultant Design and Construction**

**Purpose and Scope:** To establish a project management summary of the design, bidding, and construction administration for external Consultant-designed projects executed by Architectural and Engineering Services.

**Policy:** All project managers 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:**

Departments requesting PECO funding for their project must submit an E&G Capital Request Form during the annual Facilities Planning Committee process beginning in December of each fiscal year. Projects exceeding \$250,000 must follow SOP AES 2.002 - Construction Projects Contracting Procedures and routed through Procurement and Contracts for construction contracts.

1. Florida Statute 481.229(c) requires that Architectural and Engineering Services hire the services of a professional design consultant if the renovations exceed \$25,000. AES employs Job-Order-Contracts for professional services with two firms of each discipline: Architectural, Mechanical/Electrical/Plumbing, Civil/Surveying and Environmental. One of these firms will be utilized for professional design services on Department Funded Projects.
2. 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.
3. Project Manager will write a fee proposal request letter to a professional consultant outlining the scope (as approved by the customer) and delineating deliverable milestones, copies of signed/sealed drawings for 100% submittal (required for permitting), etc. AES will select the professional consultant based on applicable design expertise and workload. Fee proposals normally allow for a 2-week response from the design firm.
4. Fee proposal is received and reviewed for acceptance or re-negotiation. Once negotiation is achieved, the Project Manager will execute a requisition for professional design services by the firm. Customers are a signatory to the requisition for approval of funds.
5. The design firm will begin design once the Purchase Order is received. Milestone design submittals (30%, 90%, etc.) are issued to AES for design reviews. Each submittal normally requires a two-week review period for customers and Facilities Services staff.
6. Six copies of 100% documents are provided (4 signed/sealed for UWF Building Code Administration and State Fire Marshal / 2 unsigned for AES file and Project Manager). Completed construction documents will be reviewed with the customer for approval prior to pursuing construction quotes.
7. Once the drawings are approved, a University Campus 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.

8. 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.
9. Permit fees are assessed to the project according the EH&S Building Code Administration fee scale and are estimated on the Scope Statement.
10. 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.
11. 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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