

Facilities Planning (FP) Project Operating Procedures

Requests are made by various university personnel, verbally, by email, or by the FP web site Request Form:

<http://www.fgcu.edu/Facilities/minorprojectrequests.html>
<http://www.fgcu.edu/facilities/>

Authorization and Funding is confirmed with Administration and the Budget Office.

All State University System Construction Programs are governed by the Florida Board of Governors' Regulation, Chapter 14: <http://www.flbog.edu/about/regulations/regulations.php>

Architectural and Construction Management Services are utilized, with coordination for code compliance and communication between parties managed by Facilities Planning.

For project budgets under \$2 million:

The Facilities Planning Director selects one of FGCU's three continuing service architectural service providers to create construction documents and manage the project.

The Facilities Planning Director selects one of FGCU's three continuing service construction management providers to manage project construction.

Continuing Service providers are selected periodically – CM Services by Procurement and Architectural Services by Facilities Planning:

<http://www.fgcu.edu/Facilities/continuing-service-contracts.html>

Purchase Orders

A purchase order may serve as the contract for an individual minor project that is managed by a continuing service Architect or CM. At the discretion of the FP Director, the Agreement forms for major projects may also be used in lieu of purchase orders for minor projects with a higher level of complexity (see **Contracts** below).

Construction Documents

At the discretion of the FP Director and depending on the scope of a minor project, the CM may be directed to take the lead on very minor projects and will be allowed to provide a final 100% set of signed, sealed construction documents and specifications by a licensed architect and/or engineer, as needed and subcontracted by the CM.

For project budgets at or above \$2 million:

FP makes a Request for Professional Qualifications of architectural and construction management firms.

14.004 Public Announcement Requirements - This is accomplished with a notice published in the Florida Administrative Register and on the FP Announcements web site.

<http://www.fgcu.edu/Facilities/announcements.html>

14.005 Certification and Competitive Selection of Professionals –

14.0055 Certification and Competitive Selection for Construction and Management Services –

Selection committees are formed, as outlined in Regulation, and recommendations are made by the committee to the President, who makes the final selection.

Contracts

Once an architectural firm has been selected, negotiations take place between the FP Director and the Firm to determine the contract amount for services, and the resulting “**Agreement Between Owner and Architect**” is signed by the Principal with the architectural firm, the FGCU President, the FGCU VP of Finance, and the FGCU General Counsel.

Once a construction management firm has been selected, they are asked to provide estimating and review services to FP and the Architect, as the project is designed. A fee for these services is negotiated, and the “**Agreement Between Owner and Construction Manager**” is signed by the Principal with the CM firm, the FGCU President, the FGCU VP of Finance, and the FGCU General Counsel.

Construction Documents

The Architectural Firm creates Design Development construction documents and specifications that are distributed by FP to other university departments for their comment and review. All areas of concern are discussed and resolved with the Architect.

The Architectural Firm creates a final 100% set of signed, sealed construction documents and specifications that will become part of the CM’s contract.

All construction plans are reviewed by FGCU’s Continuing Service provider for Plan Review and Inspection Services. When required, the same plans are reviewed by the State Fire Marshal. Plans must be approved, and deficiencies or code violations or oversights must be corrected to obtain approval.

Bids

The final plan set is used by the CM to bid all aspects of the project. The FP Director and/or FP Coordinator attends a formal bid opening, to witness the opening of sealed bids and attest to the scope and dollar amount of each bid.

The lowest bidding subcontractors who have met the bidding requirements set by the CM, and who have also correctly identified the scope of the work, are selected by the CM. Subcontracts are written by and between the CM and the Subcontractor.

GMP

A GMP based on the architect's construction documents is now required of the CM. The GMP must include cost break-downs, bids/quotations, and a schedule.

The GMP is reviewed by the Architect and by the FP Director. Adjustments may be requested, but after all discussion and adjustments have taken place, the GMP is accepted and becomes an amendment to the contract with CM.

Owner Direct Purchases (ODP)

When the materials portion of a particular line item in the GMP meet or exceed a \$10,000 threshold, FP will purchase those materials directly for the purpose of saving sales tax on the items. See separate procedures for ODPs.

Architect/CM Applications for Payment and Invoicing

Bills are submitted to the FP Administrative Assistant, who verifies amounts due and remaining, based on previous billings. Invoices or applications are properly coded with the fund, account, and PO if applicable, before being sent to Procurement for processing.