

FACILITIES PLANNING AND CONSTRUCTION PROJECT MANAGER'S MANUAL



FLORIDA **A&M** UNIVERSITY

Florida A&M Facilities Planning and Construction
 STANDARD PRACTICE
 TABLE OF CONTENT

Tab No.	FPC Memorandums/ Standard Practice
FPC18-01	Submittal, Review, and Adoption of Campus Master and Amendments
FPC18-02	Public Hearings for Campus Master Plan
FPC18-03	Development of Facility Programs
FPC18-04	Advertisement for A/E & CM Services and Calls for Bid
FPC18-05	Architect/Engineer Selection Process
FPC18-06	Construction Manager Selection Process
FPC18-07	Administration of Construction Manager Agreements
FPC18-08	Administration of Architect/Engineer Agreements
FPC18-09	Architect/Engineer Evaluations
FPC18-10	Establishment of Construction Contract Time and Liquidated Damages
FPC18-11	Receipt & Opening of Construction Bid Proposals
FPC18-12	Award of Construction Contracts
FPC18-13	Construction Change Orders and Construction Change Directives
FPC18-14	Review and Approval of Plans by State Fire Marshal
FPC18-15	Administering Un-bonded and Bonded Construction Projects
FPC18-16	Design-Build Selection Process
FPC18-17	LEED and Sustainability
FPC18-18	University Space Committee Procedures
FPC18-19	Capital Outlay Implementation Plans, Encumbrance Authorizations and Budget Authority

Sec. 0001 – Submittal, Review, Adoption of Campus Master and Amendments



FLORIDA **A&M** UNIVERSITY

PC Project Management Guide

Sec. 0001

Administrative unit:	Division of Finance and Administration
Department:	Facilities Planning, Construction and Safety
Operational section:	Facilities Planning and Construction
Subject:	Submittal, Review, Adoption of Campus Master and Amendments
Authority:	1013.30 F.S., 1013.64 F.S., BOG 14.0025, Chapter 21 Florida Board of Governors Regulations

I. Submission of Campus Master Plans

The Florida A&M University shall submit to the Board of Trustees a proposed campus master. Prior to submission to the Board of Trustees, the proposed campus master plan and support materials are to be reviewed by the University Land Use and Facilities Planning Committee. Upon recommendation from the Land Use and Facilities Planning Committee, the proposed campus master plan and support materials are to be submitted to the Vice President for Finance and Administration or designee for review and transmittal to the Board of Trustees. The university shall submit a transmittal letter from the University President or designee that specifies:

- a) name, title, address, and telephone number of the university contact person who is familiar with the proposed plan;
- b) any optional elements that are included in the plan;
- c) the university location where the proposed campus master plan will be made available for public inspection during university business hours, (8:00 a.m. - 5:00 p.m. Monday thru Friday);
- d) the proposed campus master plan, including all items specified in Subsection 1013.30(3), F.S.,
- e) support documents used in preparing the plan or summaries of such support documents if not proposed to be adopted as part of the campus master plan; and
- f) a statement identifying any schedules, maps, data or analyses, or other support documents required; but not submitted and the justification for each omission (i.e., data not available, requirement not applicable, etc.)

II. Master Plan Amendments

The university shall determine whether to submit proposed amendments to adopted campus master plans and support materials to the Board of Trustees based upon the extensiveness of the amendments. Prior to submittal to the Board of Trustees, all master plan amendments shall be reviewed by the University Land Use and/or Facilities Planning Committee and recommended to Vice President for Finance and Administration.

A campus master plan amendment that meets the criteria established in Subsection 1013.30(9)(a)(b)(c), F.S., shall be considered a Major Amendment. A major amendment to an adopted campus master plan may only be made one time during any calendar year and is subject to the agency review and public hearing provisions herein and in Florida Statute. A major amendment to the adopted campus master plan shall be adopted by the Board of Trustees. The statutory criteria to define a major amendment are as follows:

- i. Increase the density or intensity of use of land on the campus by more than 10 percent;
- ii. Decrease the amount of natural areas, open space, or buffers on the campus by more than 10 percent;
- iii. Rearrange land uses in a manner that will increase the impact of any proposed campus development by more than 10 percent on a road or on another public facility or service provided or maintained by the state, the county, the host local government, or any affected local government.

A campus master plan amendment that does *not* meet the criteria established in Subsection 1013.30(9)(a)(b)(c), F.S., shall be considered a Minor Amendment. A minor amendment that, together with previously adopted minor amendments, creates cumulative impacts consistent with the statutory criteria in Subsection 1013.30(9)(a)(b)(c) F.S., over the course of the effective period for the adopted campus master plan shall be subject to the requirements of a major amendment. A minor amendment to an adopted campus master plan may be made no more than quarterly and is preferable to be made semi-annually or annually. A minor amendment is not subject to agency review or public hearing provisions; however, a courtesy review shall be provided to the local governments that are party to the university's campus development agreement. This courtesy review may be provided through the review process of the University Land Use and Facilities Planning Committee, on which those agencies have representation. A minor amendment may be adopted by the Board of Trustees at the discretion of the University President or may be accepted by the University President independently. Minor amendments not formally presented for adoption by the Board of Trustees may be presented as information to the Board of Trustees' Facilities Committee.

Corrections, updates or modifications to the adopted Capital Improvements Element concerning costs, revenue sources, acceptance of facilities or facility construction dates consistent with the adopted plan, and corrections, updates, or modifications of current costs in other plan elements shall not be considered to be plan amendments and are not subject to these provisions. However, updated status of projects in the Capital Improvement Element should be included as information in any amendment package.

III. Public Involvement in Proposed Campus Master Plans and Major Amendments

The final draft campus master plan/major amendments shall be presented to the Board of Trustees and its Facilities Committee for review, comment and approval to transmit to other reviewing agencies. Once the Board of Trustees has reviewed the campus master plan/major amendment and before it is adopted, the proposed campus master plan/major amendment and support materials must be sent for review to the City of Tallahassee, Leon County Board of County Commissioners, Florida Department of Community Affairs, Florida Department of Environmental Protection, Florida Fish and Wildlife Conservation Commission, North West Florida Water

Management District, Apalachee Regional Planning Council and the host or affected local governments for any satellite properties contained in the plan. The commencement of this review period must be advertised in newspapers of general circulation within the host local government and any affected local government to allow for public comment.

The responsibilities of the reviewing agencies and governments identified above and in statute include but are not limited to the following:

- (a) The review by state agencies and water management districts related to the statutory responsibilities of the agencies and comments regarding those areas required to be addressed in the campus master plan by Subsection 1013.30(3), F.S.
- (b) The review by the appropriate regional planning council in the context of the relationship and effect of the campus master plan on the adopted strategic regional policy plan, and comments of any other regional agencies to which the regional planning council may have referred the plan, in accordance with Subsection 163.3184(5), F.S.
- (c) The review by the appropriate host and affected local governments in the context of the relationships and impacts of the campus master plan on the local government's adopted comprehensive plan including the requirements placed upon public services and facilities, and compatibility of adjacent land uses, in accordance with Subsection 163.3184 (5), F.S.

Any comments from the reviewing agencies and governments shall be sent in writing to the university's Office of the Vice President for Finance and Administration or designee within ninety (90) calendar days after receipt of the proposed campus master plan. The Vice President for Finance and Administration shall be responsible for communicating to the Board of Trustees these comments and the university's response to them.

In addition to the public agency review process, a public participation process will be conducted to include an informal information session and two public hearings as set out herein. The information session and public hearings will constitute the formal public review process. However, the public and campus community will be engaged through informal workshops and forums from the start of the plan development process. The informal information session will not be the first opportunity for public input into the campus master plan. The informal information session is held before the first public hearing and the first public hearing is held before the draft master plan is sent to the public agencies for review. The second public hearing is held in conjunction with the adoption of the draft master plan by the University's board.

If no one objects to, or comments on, the plan during the ninety (90) day public review period, then the master plan/major amendment shall be proceeded to the Board of Trustees for final adoption. If there are objections to, or comments about, the plan during the ninety (90) day public review period, then the Office of the Vice President for Finance and Administration shall schedule meetings and discussions with the university planner and representatives of reviewing agencies and governments as necessary to consider appropriate revisions to the campus master plan and agreed upon revisions to the proposed campus master plan/major amendments shall be made by the university. The university shall advertise and conduct the second public hearing consistent with the requirements of Subsection 163.3184(11), F.S. as time will permit objections and comments received by the University shall be discussed and considered.

IV. **Public Hearings for Proposed Campus Master Plans and Major Amendments**

A. Applicability. The following requirements shall apply to proposed campus master plans and major amendments to an adopted campus master plan as defined herein.

B. Authorization. The Office of the Vice President for Finance and Administration shall submit the proposed campus master plan/major plan amendment to the university's General Counsel for review to determine consistency with Subsection 1013.30 (3) and (4), F.S. Upon determination by the General Counsel that the campus master plan/major amendments submittal package includes all the required elements and support materials, the General Counsel shall send a notice to the Vice President for Finance and Administration authorizing the university to advertise and conduct the first public hearing and to subsequently transmit the proposed campus master plan/major amendment for external agency and government review.

C. Scheduling. An informal information session and two public hearings shall be conducted to allow for review and comment on the proposed campus master plan/major amendment prior to final adoption. The first public hearing shall be scheduled to occur approximately five working days prior to transmittal of the proposed campus master plan/major amendment to the external review agencies identified in Subsection 1013.30(6), F.S. Advertisement for the first public hearing shall include the required notice announcing commencement of the 90-day agency review period per section (3) above.

The second public hearing shall be conducted within 45 days of the close of the 90-day public review period or at such time as the review agencies have reached agreement with the university to address necessary revisions, whichever is later.

The information session and public hearings shall be held within the host community of the main campus on a weekday, approximately 7 days after the first advertisement for the information session or each hearing is published. To ensure full public participation and comment, the information session and public hearings should be scheduled after normal business hours, to begin at approximately 7:00 P.M. The venue for the public hearing must be accessible for members of the public with disabilities.

D. Advertising. The two public hearings shall be advertised in a newspaper of general paid circulation in the county and of general interest and readership in the community pursuant to Chapter 50, F.S. not one of limited subject matter. The required advertisements shall be no less than 2 columns wide by 10 inches long in a standard size or a tabloid size newspaper, and the headline in the advertisement shall be in a type no smaller than 18 points. The advertisement shall not be placed in that portion of the newspaper where legal notices and classified advertisements appear. It is the legislative intent that, whenever possible, the advertisement shall appear in a newspaper that is published at least 5 days a week unless the only newspaper in the community is published less than 5 days a week. The advertisement shall be in substantially the following form and include an agenda.

NOTICE OF CAMPUS MASTER PLAN ADOPTION

The Florida A&M University proposes to adopt/amend a campus master plan to govern the use of land within the area shown on the map in this advertisement for the years (begin year – end year).

A public hearing on the campus master plan/ plan amendment will be held on (date and time) at (meeting place). Interested parties are invited to appear at the public hearing and be heard regarding the proposed campus master plan/plan amendment. Interested parties who cannot attend this hearing are invited to submit written comments to (name and address of university planner).

A copy of the proposed campus master plan/plan amendment is available for inspection at (physical address) during the normal business hours of (time and days of week) or online at (internet URL address).

Within five working days following the public hearing, the proposed campus master plan/plan amendment shall be transmitted to those external review agencies identified in

Subsection 1013.30(6), F.S. These agencies shall have 90 days after receipt of the proposed campus master plan/plan amendment in which to conduct their review and provide comments to the University of Florida Board of Trustees.

Any person requiring reasonable accommodation to attend and participate in this public hearing should contact the university's ADA Office at (telephone number and TDD number of the university's ADA Coordinator) by (date two days prior to the public hearing date).

E. Format. At the beginning of the public hearing, the university shall provide an agenda and sign-in sheet to record the name and contact information attendees. Members of the public who wish to speak at the public hearing will be provided a speaker card on which to record their address for the purpose of facilitating future notice requirements. The speaker cards should be collected prior to the beginning of the public comment period. The university representative serving to moderate the public hearing may limit public comment to a period of a minimum of 3 minutes if necessitated by a large number of people wishing to speak. Speakers whose comments echo previous comments should be encouraged to state for the record the nature of their concerns and that their concerns are similar to those of previous speakers. Further, those persons with written comments should be encouraged to state for the record that they have written comments, and then submit the written comments as part of the official record of this proceeding.

The public hearings should begin with a brief discussion of the following:

- (a) restatement of the purpose of the public hearing;
- (b) introduction of speakers and participants;
- (c) summary of statutory requirements for the campus master plan;

- (d) summary of the campus master planning process including the proceedings of the first public hearing if applicable;
- (e) announcement of the commencement and duration of the period for agency and public comments;
- (f) announcement of the remainder of the campus master planning process including, if applicable, the intent to conduct a second public hearing after receipt of agency and public comments, but prior to adoption of the plan or plan amendment; and
- (g) location where the plan or plan amendment is available for public inspection during normal business hours.

The university should then summarize the proposed campus master plan or plan amendment. This summary should address the following:

- (h) projected enrollment increases during the planning period;
- (i) need for academic and support facilities;
- (j) anticipated changes in land uses;
- (k) planned on-campus development and construction projects;
- (l) projected impacts on local public facilities, services and natural resources;
- (m) mitigation of off-campus impacts on public facilities, services and natural resources; and
- (n) modifications made to the campus master plan based upon previous public or agency comment if applicable.

V. Adoption of Campus Master Plans and Plan Amendments

At the Board of Trustees meeting, the university president or designee should be prepared to present a summary of the revised master plan/plan amendment. Minor plan amendments may be presented to the Board of Trustees for adoption at the discretion of the University President. This summary should include, but not be limited to:

- (o) significant land use changes and campus development proposed during the planning period;
- (p) the schedule of and source of funds for capital improvements proposed during the planning period;
- (q) an assessment of projected on-site and off-site impacts of proposed campus development during the planning period and proposed measures to mitigate those impacts;
- (r) assurances that the university has complied with all the statutory prerequisites for plan adoption.

Adoption of the campus master plan shall be by action of the Board of Trustees.

VI. Notice of Affected Persons for Campus Master Plans and Major Amendments

Within forty-five (45) days after the date the campus master plan/major amendment is adopted by the Board of Trustees, the Office of the Vice President for Finance and Administration shall provide notification to all affected persons that the plan was adopted and identify a location where the plan may be obtained or inspected. An affected person is a host local government; an affected local government; any state, regional or federal agency; or a person who resides, owns property, or owns or operates a business within the boundaries of a host local government or affected local government as provided in Subsection 1013.30(1)(c), Florida Statute. To qualify under this definition, each person, other than a host or affected local government, must have submitted oral or written comments, recommendations, or objections to the University during the period beginning with the advertisement of the first public hearing and ending with the adoption of the campus master plan or plan amendment. If the plan or plan amendment is amended at the adoption hearing, this time period will be extended by 7 calendar days. However, any comments, recommendations, or objections filed during the extension will be limited to any amendments adopted at the adoption hearing

Attachment 1

CONTACT PERSONS FOR LOCAL, REGIONAL AND STATE AGENCIES, HOST AND AFFECTED

LOCAL GOVERNMENTS

(Host local government) (Affected local government)

Mayor

City of Tallahassee

City Hall

300 South Adam Street, Tallahassee, Florida

32301-1731

Chairperson

Leon County Board of County Commissioners

301 S Monroe St. Tallahassee, Florida 32307

STATE AGENCIES

Chief, Bureau of Local Planning

Department of Community Affairs 2555

Shumard Oak

Boulevard Tallahassee, Florida 32399-2100

Director, Office of Environmental Services Fish and

Wildlife Conservation Commission 620 South

Meridian Street, Room 325 Tallahassee, Florida

32399-1600

Chief, Bureau of Environmental Services

Department of Environmental Protection

3900 Commonwealth Boulevard

Tallahassee, Florida 32399

Senior Cabinet Aide Department of State

The Capitol

Tallahassee, Florida 32399-0250

Department of Transportation

605 Suwanee Street, Mail Station #28 Tallahassee, Florida

32399-0450 History: New3-28-2003

Sec. 0002 - Public Hearing for Campus Master Plans and Plan Amendments



FLORIDA **A&M** UNIVERSITY

PC Project Management Guide

Sec. 0002

Administrative unit:	Division of Finance and Administration
Department:	Facilities Planning, Construction and Safety
Operational section:	Facilities Planning and Construction
Subject:	Public Hearing for Campus Master Plans and Plan Amendments
Authority:	Subsection 1013.30(6) and 163.3184(15), F.S.

Objective: To establish procedures for advertising and conducting required public hearings prior to the adoption of campus master plans or plan amendments

Applicability. This Board of Trustees Policy applies to proposed campus master plans submitted for review and adoption pursuant to Section 1013.30, F.S., and proposed plan amendments which, alone or in conjunction with other plan amendments, exceed the thresholds established in Subsection 1013.30(9), F.S.

Authorization to Advertise First Hearing. Upon determination that the campus master plan submittal package includes all the required elements and support materials referenced in the Submittal, Review and Adoption of Campus Master Plan and the Submittal, Review, and Adoption of Campus Master Plan Amendments memoranda, the university will advertise and conduct the first public hearing and subsequently transmit the proposed campus master plan for external agency and government review.

Advertisement of First Hearing by University. The university will contact the newspaper(s) of general paid circulation within the host local government and any affected local governments for the main campus and any branch campus(es) to place the advertisement. The newspaper and advertisement must meet the criteria contained in Subsection 163.3184(15), F.S. The advertisement should be in substantially the form outlined in Attachment 1.

Time and Location of First Hearing. The first public hearing shall be held within the host community of the main campus on a weekday, approximately seven (7) days after the first advertisement is published. To ensure full public participation and comment, the public hearing should be scheduled after normal business hours, to begin at approximately 7:00 p.m.

Sign-up Forms. Sign-up forms should be distributed by the university’s representative to those persons who wish to make comments on the proposed campus master plan or plan amendment. These should be in substantially the form outlined in Attachment 2 and should be collected prior to the beginning of the public comment period.

Agenda. Copies of the agenda for the public hearing should be distributed by the university’s representative prior to the beginning of the public hearing. The agenda should be in substantially the form outlined in Attachment 3.

The public hearing should begin with a brief discussion of the following:

- (a) restatement of the purpose of the public hearing;
- (b) introduction of speakers and participants;
- (c) summary of statutory requirements for the campus master plan;
- (d) summary of the campus master planning process;
- (e) announcement of the commencement and duration of the period for agency and public comments;
- (f) announcement of the intent to conduct a second public hearing after receipt of agency and public comments, but prior to adoption of the plan or plan amendment; and
- (g) location where the plan or plan amendment is available for public inspection during normal business hours.

The university should summarize the proposed campus master plan or plan amendment. This summary should address the following:

- (a) projected enrollment increases during the planning period;
- (b) need for academic and support facilities;
- (c) anticipated changes in land uses;
- (d) planned on-campus development and construction projects;
- (e) projected impacts on local public facilities, services and natural resources; and
- (f) mitigation of off-campus impacts on public facilities, services and natural resources.

Public Comment Period. Those persons who completed the sign-up forms and would like to comment on the proposed campus master plan or plan amendment should then be allowed to do so. If there is a large number of speakers, it may be appropriate to limit their comments to 3-5 minutes. Further, those persons with written comments should be encouraged to state for the record that they have written comments, and then submit the written comments as part of the official record of this proceeding. Speakers whose comments echo previous comments should be encouraged to state for the record the nature of their concerns and that their concerns are similar to those of previous speakers.

Record of First Hearing. The university shall be responsible for electronically (audio or video) recording the public hearing and maintaining files of written comments provided by the public during the public hearing.

Authorization to Advertise Second Hearing. Once the proposed campus master plan or plan amendment has been revised to address appropriate review comments, the university will advertise and conduct the second public hearing.

Advertisement for Second Hearing. The university shall follow all the same procedures and requirements as conducted for the first public hearing, except as noted below.

Time and Location of Second Hearing. The second public hearing shall be held approximately five (5) days after the second advertisement is published.

Agenda. The agenda should be in the form outlined in Attachment 4. The public hearing should begin with the university's representative(s) providing a brief discussion of the following:

- (a) restatement of the purpose of the public hearing;
- (b) introduction of speakers and participants;
- (c) summary of the first public hearing; and
- (d) summary of the remainder of the campus master planning process.

The university should then summarize the changes that were made to the proposed campus master plan or plan amendment in response to comments by external review agencies and the public.

After completion of the second public hearing, the university shall follow the procedures identified in the Submittal, Review and Adoption of Campus Master Plan Amendments policy.

Contact: *Director, Office of Facilities Planning and Construction*
Florida A&M University
2400 Wahnish Way, Suite 100
Tallahassee, Florida 32307
(850) 599-3197

Attachment 1

FORMAT FOR ADVERTISEMENT OF LAND USE CHANGE

NOTICE OF INTENT TO ADOPT CAMPUS MASTER PLAN

Florida A&M University proposes to adopt/amend a campus master plan to govern the use of land within the area shown in the map in this advertisement.

A public hearing on the proposed campus master plan/plan amendment will be held on ... (date and time) ... at ... (meeting place) ... A copy of the proposed campus master plan/plan amendment is available for inspection by the public during normal business hours (8:00 a.m. to 5:00 p.m.) at ...(location)... Interested parties are invited to appear at the public hearing and be heard regarding the proposed campus master plan/plan amendment. Interested parties who cannot attend this hearing are invited to submit written comments to (contact person and mailing address).

Within five working days following the public hearing, the proposed campus master plan/plan amendment shall be transmitted to those external review agencies identified in s.1013.30(6), F.S. These agencies shall have 90 days after receipt of the proposed campus master plan/plan amendment in which to conduct their review and provide comments to the Director of Facilities Planning.

Individuals requiring a reasonable accommodation to attend and participate in the public hearing must contact (contact name) at (telephone number) a minimum of __ working days prior to the public hearing.

NOTE: The advertisement shall also contain a geographic location map that clearly indicates the area covered by the proposal. The map shall include major street names as a means of identification of the area.

Attachment 2

SIGN-UP FORM FOR SPEAKERS AT PUBLIC HEARINGS

Name: _____
Address: _____
Telephone: (H): _____
(W): _____

PLEASE CHECK ONE OR MORE OF THE FOLLOWING:

- I am a person who resides, owns property, or owns or operates a business within the boundaries of a host local government or affected local government, and therefore qualify as an affected person, as defined by s.1013.30(2)(b), F.S.
- I am here as a representative of the following host local government or affected local government: _____
- I would like to be heard regarding the proposed campus master plan/plan amendment.
- I have written comments that I would like to be entered into the official record of this proceeding.

Attachment 3

SAMPLE AGENDA -- FIRST PUBLIC HEARING

PUBLIC HEARING
FLORIDA A&M UNIVERSITY CAMPUS MASTER PLAN/PLAN AMENDMENT
(Time/Date)

AGENDA

- I. Introduction and Opening Remarks
(University Representative)
- II. Summary of the Proposed Campus Master Plan or Plan Amendment
(University Representative)
- III. Public Comments
(Public)
- IV. Closing Remarks and Adjournment

Attachment 4

SAMPLE AGENDA -- SECOND PUBLIC HEARING

PUBLIC HEARING
FLORIDA A & M UNIVERSITY CAMPUS MASTER PLAN/PLAN AMENDMENT
(Time/Date)

AGENDA

I. Introduction and Opening Remarks
(University Representative)

II. Summary of Revisions to the Proposed Campus Master Plan or Plan
Amendment
(University Representative)

III. Public Comments
(Public)

IV. Closing Remarks and Adjournment
(University Representative)

Sec. 0003 - Development of Facility Programs



FLORIDA **A&M** UNIVERSITY

PC Project Management Guide

Sec. 0003

Administrative unit:	Division of Finance and Administration
Department:	Facilities Planning, Construction and Safety
Operational section:	Facilities Planning and Construction
Subject:	Development of Facility Programs
Authority:	Sections 216.182, 1013.31, 1013.64(4)(a), 267.061(2), Florida Statutes State Requirement for Educational Facilities (SREF)

Objective/ Purpose: To provide guidelines for the preparation of facility programs

Introduction. The scope of each project shall be clearly established to facilitate the management of construction projects, to provide for more accurate long range campus planning, and to comply with the requirements of the Florida Statutes.

In the University, educational specifications documents are commonly referred to as facility programs. The requirements outlined in this policy for development of facility programs are consistent with the requirements and intent of Section 1013.64(4)(a), F.S.

The University shall develop a facility program for all projects for which the construction cost exceeds \$2,000,000 and which are to be included on the first year of the Three-Year Priority List or are included in the current legislative budget request.

Facility program committee. The University President shall assure that facility programs are developed in accordance with this policy. The President shall develop the necessary organizational structure, assign adequate personnel, and allocate resources as required to achieve this purpose.

The President, or a designated representative, shall appoint facility program committees to develop the facility programs for all projects which require a facility program.

The composition of a facility program committee may vary with the complexity and scope of a project. The University President shall make appointments to a facility program committee to meet the administrative needs of the University and to include the expertise required to develop a clear, concise, and comprehensive facility program for the project.

Development of facility program. Upon appointment, the facility program committee shall develop the facility program for the project using the format outlined in this policy, considering the following requirements:

- 1) Use of the proposed facility based on authorized courses and activities.
- 2) When appropriate, recommendations made by the survey team in current educational plant surveys conducted pursuant to s. 1013.31, F.S.
- 3) Program areas will be guided by the "Size of Space and Occupant Design Criteria Table" of FLDOE SREF Section Chapter 6.1(B) Florida Colleges and Universities.
- 4) Any specific requirement of the discipline or activity which will occupy the proposed facility, and which must be included in the project scope for proper function of the facility.
- 5) Impact of the proposed facility on the campus master plan and existing campus infrastructure.
- 6) Future expansion requirements of the proposed project.
- 7) Consistency with the University's adopted campus master plan and any associated campus development agreement.

Required signatures. Upon completion of the facility program, the director of facilities planning shall review and verify that the document has been developed in accordance with the requirements specified above. The director of facilities planning shall obtain the following approvals by having the appropriate person sign the signature sheet of the facility program document.

- 1) Director of facilities planning (signature signifies that the document has been developed in accordance with the requirements outlined in "Development of Facility Program" above.)
- 2) Committee chair (signature signifies recommendation of the facility program committee.)
- 3) University Information Technology AVP or Designee (signature signifies that requirements listed in Item XI of the "Outline for Facility Programs" have been met)
- 4) University President (signature signifies the President's approval and, if the project is included in the Three-Year Priority List, that the program scope is consistent with the anticipated funding. Signature also signifies that, when appropriate, as for projects funded from Capital Improvement Fees, the student body has been consulted.)

The requirement of the above four specific signatures is not intended to exclude other University administrators, faculty members, or University staff members from the established review process. The University may include in the facility programs review process any University personnel which may be required to meet the administrative procedure.

Approval of facility program. Facility programs approved by the process described herein are considered to be approved by the Board of Trustees.

Facility programs which are found to be incomplete in content, which lack the appropriate approval signatures, or fail to meet the requirements established by this policy shall be returned to the Director of Facilities Planning, along with appropriate review comments, for additional consideration and development.

Amendments to facility programs. Whenever the program needs require that a previously approved facility program be amended, the University shall develop an amendment to the program. The amendment must be submitted and approved in the same manner as the original program.

Development of facility programs for projects appropriated which were not included in the legislative budget request. The University shall develop a facility program for any major project which receives legislative funding, or for any proposed major project that is not subject to the appropriations process (sponsored research, auxiliary, private funds, etc.), and for which there is no approved facility program. The facility program document shall meet this policy. No implementation of the project shall be commenced until the program or program amendment is approved.

Facility program format. Facility programs shall be developed using the format outlined below. All pages should be numbered. The information specified is the minimum amount of information required. Additional supplemental information is encouraged and may be required for more complex projects.

Outline for Facility Programs

I. Title Sheet

Include the name of the program, the name of the University, and the program date.

II. Table of Contents

Provide a descriptive list of the contents, illustrations, diagrams, and charts.

III. Signature Sheet

Signature sheet shall contain the required signatures of approval. Each University may add additional signatures of approval as may be required to meet the administrative procedures of the University, but the four signatures described above are mandatory.

IV. Introduction

Provide an introductory statement giving an overview of the program or project. The overview statement shall provide the following information:

- A. A description of the project history
- B. General project description
- C. An outline of the project goals and objectives
- D. Outline of desired design objectives
- E. Proposed construction delivery method (e.g. construction management, design build, conventional bid, etc.)

V. Academic Plan

Identify any proposed academic programs that will be housed within the facility and provide the following information:

- A. Include a statement that the proposed academic program is consistent with the current adopted Master Plan.
- B. Include the date and program number of all relevant academic program reviews. Explain how the proposed facility program meets the recommendations of the most recent academic program review.
- C. List the recommendations of the review consultants.
- D. If the proposed academic program is inconsistent with the current adopted Master Plan, explain how the program meets the recommendations of the review consultants, or justify any inconsistency.

VI. Space Needs Assessment

- A. Describe the space needs in terms of present or projected deficiencies and the proposed solution, as well as alternative solutions that were considered, such as rescheduling of classes, remodeling of existing space, jointly using facilities on or off campus, and leasing of space.
- B. If a new facility is proposed, provide reasons why other alternatives were not chosen and why a new facility is the best solution.
- C. Provide quantitative analysis indicating how the proposed amounts and types of space were arrived at using requirements of programs to be housed.
- D. Describe any differences between the project and survey recommendations for the project.

VII. Consistency with Adopted Campus Master Plan and Associated Campus Development Agreement

Include a statement as to whether the proposed project is consistent with the adopted campus master plan and associated campus development agreement, which were prepared and adopted pursuant to Section 1013.30, F.S. If the proposed project is not consistent with the adopted campus master plan and/or the associated campus development agreement, include a description as to how the campus master plan or campus development agreement must be amended to ensure consistency.

II. Site Analysis

Provide a site analysis of the proposed project site, including:

- A. General campus map which indicates location of proposed project site on Campus
- B. Local area site map of the proposed site and provide analysis of the following data:
 1. site topography and soil conditions
 2. site water table, flood hazard and storm water drainage requirements
 3. vehicular and pedestrian circulation

4. site vegetation
5. archaeological history (per Section 267.061(2), F.S.)
6. location of existing utilities and proximity of utilities to site architectural significance of any structure on site and the proximity and significance of structures on adjacent sites which will have an impact on the project
7. any unusual site condition which may impact the cost or design of the project
8. direction of prevailing winds

IX. Program Area

- A. Provide Program Area Table (Attachment 1)
- B. Provide description of each space which provides the following information
 1. function
 2. equipment required
 3. specific requirements such as lighting, acoustical treatments, etc.
 4. relation of each space to other spaces, providing functional diagrams of relationships

X. Utilities Impact Analysis

Provide the following preliminary utility analysis for the project. Estimates may be based on experience of similar building types, or established engineering "Rule of Thumb" standards of practice.

- A. Chilled Water - Estimate tons required and identify source of supply (package or central plant). Analysis of adequacy of off-site pipe capacity.
- B. Steam - Estimate BTUH required and identify source of supply. Analyze adequacy of off-site pipe capacity.
- C. Electrical - Estimate KVA load and identify source and adequacy of supply.
- D. Potable Water and Sanitary Sewer - Identify number of gallons per day, identify source of water supply and method of sewage disposal. Analyze capacity of supply and disposal sources. Discuss any permit requirements.
- E. Irrigation Water - Identify number of gallons per day required and identify supply source. Discuss any permit requirements.

XI. Information Technology and Communications Resources Requirements

Facility programs must identify all proposed "information technology resources" and "communications" resources that will be included in this project regardless of method of acquisition or source of funds. These acquisitions may be subject to the reporting requirements of Chapter 282, F.S., and therefore must be considered within the institution's overall plans for computing and networking.

Facility programs must certify that the University Information Resource Manager has reviewed and approved the program outlined with respect to conformance with the requirements of Chapter 282, F.S. as well as standards and/or practices for information technology and communications resources adopted by the Florida A&M.

"Information Technology Resources" shall include the hardware, software, services, supplies, personnel, facility resources, maintenance, and training involved in the function of data processing. Examples of information technology resources are computer hardware and peripheral equipment, such as personal computers, mini computers, file servers, printers, scanners, frontend processors, etc.

"Communications" (or communications systems) shall include the hardware, software, services, supplies, personnel, facilities and training involved in the transmission, emission, and reception of signs, signals, writings, images, and sounds of intelligence of any nature by wire, radio, optical, or other electromagnetic systems. Examples of communication resources are wiring of the facility for voice, data, and video; connections within/between buildings and campus networks; backbones; electronic classrooms; communication/data jacks in rooms; satellite up-links and down-links; communications closets; television; security systems; and radio transmission facilities equipment.

Only information technology and communication resources that will be newly acquired for the facility are included in this section. Equipment that is already owned and is being relocated to the new or renovated facility is not required here. However, standards and/or preferred practices for conduit, wiring, etc., of renovated facilities are included in this section.

Building funds must include the costs of information technology and communications. Included are the costs of embedded information technology and communications resources. This category includes information technology infrastructure, internal communication wiring and wiring to the building from the campus telecommunication infrastructure.

XII. Codes and Standards

List all Life Safety Codes, health codes, construction codes, design standards, and University construction standards which shall govern the design and use of the proposed facility.

XIII. Project Schedule

Provide a critical path schedule for development of the project and correlate with funding cycle. The project schedule should be in enough detail that those impacted by the project implementation can estimate workload, such as advertisement, shortlist, interview, contract award, construction, fee negotiations, contract execution, design, bidding, construction contract award, construction and close-out.

XIV. Program Funds

Describe in detail the source of all funds available or anticipated to be available for funding of the project for planning, construction, equipment, and operating expenses. Establish the proposed project Capital Outlay Implementation Plan (COIP), in the format described in the Capital Outlay Implementation Plans, Budget Releases, and Encumbrance Authorizations policy, based on anticipated total funding. The year and source of funding should be indicated on the COIP.

XV. Project Space and Budget Summary

The Project Space and Budget Summary (Attachment 3) must identify space types according to DCU space categories (Classroom, Teaching Laboratory, Study, Research Laboratory, Office, Instructional Media, Auditorium/Exhibition, Gymnasium, Student Academic Support, Campus Support Services, or Other Assignable). In most cases, it is necessary to consult with the University staff person responsible for maintenance of the facilities inventory to establish the correct space category. These categories are also used for development of the Five-Year Capital Improvement Program document.

The Project Space and Budget Summary must identify the basis for the building construction costs and other project budget categories such as site development and equipment. Building construction costs shall be based on the major type of space within the project and shall be consistent with either: 1) the average construction costs for the major type of space, or 2) a specific project used to develop the average cost that is very similar to the proposed project based on the combination of space types. The basis for the estimate must be indicated on the form.

The term "site development cost" includes not only development cost on the immediate construction site, but also the cost of any item of infrastructure which must be constructed off the immediate project site for the project to be completed and fully operational.

While the site development requirements of each project will vary, some examples include: landscaping, irrigation systems, construction of parking lots on and off the site, construction of roadways, construction of storm water and drainage systems, modifications or expansion of existing utility systems or plants, construction of new utility plants (if construction mandated by project), excessive fill dirt or site grading, etc. Each item of site development cost shall be listed as a separate budget line item (Attachment 3).

Contact: *Director, Office of Facilities Planning and Construction*
Florida A&M University
2400 Wahnish Way, Suite 100
Tallahassee, Florida 32307
(850)599-3197

ATTACHMENT 1

PROGRAM AREA TABLE

Sample introduction and table:

This Program Area represents the total of all phases of construction. The Program Area for Phase I is included in item IX. A, Phase I Program Area and Design Requirements.

Description	No. of Stations	NASF/ Station	Area/ Space	Number	Total Area	Total Stations	Union
Administration							
Area	5	26	125	1	125	5	
Reception Area	1	200	200	1	200	1	
Union Directors	1	110	110	6	660	6	
Office	4		280	1	280	4	
Staff Offices	20	25	500	1	500	20	
Secretary's Work Area		<u>200</u>			<u>200</u>	<u>0</u>	
Conference Room							
File Room		1,415			1,965	36	
Sub-Total							
Programming Area							
Directors Offices	1	120	120	4	480	4	
Reception/Secret. Area	4		280	1	280	4	
Lg. Workrm w/cubicles	14	35	490	1	490	14	
Public Relations	3		280	1	280	3	
Dark Room			<u>120</u>	1	<u>120</u>	<u>0</u>	
Sub-Total							
			1,290		1,650	25	
Student Organization							
Area							
IFC/PanHellenic/Nat.	1	100	100	5	500	5	
PanHell.Org. Director	1	110	110	1	110	1	
Secretary's Office	2		180	1	180	2	
Large Work Room	60	35	2,100	1	2,100	60	
Meeting Rooms	10	25	<u>250</u>	3	<u>750</u>	<u>30</u>	
Sub-Total							
			2,740		3,640	9	
Student Gov't Area							
Presidents Office	1	200	200	1	200	1	
VP & Advisor	2		155	4	620	8	
Student Govt. Offices	3	25	75	1	75	3	
Receptionist Area	3		230	1	230	3	
Secretaries Area			120	1	120	0	
File Room	1		1,000	1	1,000		
Senate Chamber	30	25	<u>750</u>	1	<u>750</u>	<u>—</u>	
Senate Work Room							

Sub-Total			2,650		3,235	17
Information Booth				1		0
Information/Sale/Tours						
Campus Tout	1	120	120	1	120	1
Coordinator	4	25	<u>100</u>	1	<u>100</u>	<u>4</u>
Area						
Sub-Total						
Atrium/Courtyard						
Lounge/	500	12	<u>6,000</u>	1	<u>6,000</u>	<u>500</u>
Circulation						
Sub-Total			6,000		6,000	500
	500	10	5,000	1	5,000	500
Rm						
Storage-Table,	700	1	700	0		chairs, etc
Audio/Visual Room			<u>600</u>	1	<u>600</u>	<u>0</u>
Sub-Total			6,300		6,300	500
Meeting						
Facilities	30	25	750	2	1,500	60
Meeting Rooms	30	15	450	2	900	1,800
Meeting Rooms	50	15	<u>750</u>	3	<u>2,250</u>	<u>6,750</u>
Sub-Total			1,950		4,650	8,610
Dining Facilities	2,800	3	8,400	1	8,400	936
Central Kitchen Fac.						
Food Court	936	12	11,232	1	11,232	936
Independent Vendors	61	12	732	6	4,392	366
Snack Vendors		12	0	2	0	0
Pub Area	100	12	1,200	1	1,200	100
VIP Dining Room	0	12	<u>0</u>	1	<u>0</u>	<u>0</u>
Sub-Total			21,564		25,224	4,202
Lease Retail Space						
Bookstore Magazine			1,000	1	1,000	0
Shop			2,500	1	2,500	0
Credit Union			1,200	1	1,200	0
Post Office			300	1	300	0

Copy Center			<u>1,000</u>	1	<u>1,000</u>	<u>0</u>
Misc Shop Space						
Sub-Total			6,000		6,000	0
Union Auxiliaries						
Game Rooms						
Computer Room	54	60	3,200	1	3,200	0
Typing Room	0	0	0	0	0	64
Room	24	35	<u>840</u>	1	<u>840</u>	24
Sub-Total			7,280		7,280	78
Student Services						
Reading/Listening	300	5	1,500	1	1,500	300
Rms	25	7	175	2	350	50
TV Pit Area	40	30	<u>1,200</u>	1	<u>1,200</u>	<u>40</u>
Study Room						
Sub-Total			2,875		3,050	390
Grand Total			60,194		68,809	14,380

Total Net Assignable Square Feet 68,809
Total Gross Square Feet 92,892

ATTACHMENT 2A SPACE DESCRIPTION FORM

ART FACULTY OFFICES
(6 @ 100 sq. ft.)

600 G.S.F

This area is to provide six (6) standard art faculty offices, each approximately 10'x10' or 8'x12'. The following furniture and equipment is to be provided for each office:

1. Faculty desk
2. Swivel chair
3. Two side chairs
4. One file cabinet
5. Two shelving units

Offices are to be carpeted, have electrical outlets on all walls, and have telephones.

A nameplate, room number and tack board should be provided for each office door. Specific location to be set during design phase.

Offices for art faculty should be grouped together if possible.

**ATTACHMENT 2B
SPACE DESCRIPTION FORM**

Department: SAMPLE Student Residence Project
Space Name: Deli/Convenience Store
Description/Use: Food Service Facility
Personnel Assigned/Max: 4 Staff
Dimensions/Area: 1,100 NSF
Number required: 1

RELATIONSHIPS

Primary Exterior Access
Secondary Main Desk

ARCHITECTURAL CRITERIA

Floors Vinyl composition & ceramic tile
Walls Painted CMU
Ceilings washable surfaces
Doors Hollow metal door & frame
Windows Exterior walls (generous)
Lighting Florescent
Acoustical Above average

MECHANICAL CRITERIA

HVAC Above average
Plumbing Commercial kitchen, deli, bathrooms
Communications 4 telephone, 2 TV
Electrical Standard requirements with specifics for equipment yet
to be developed
for the kitchen

FURNITURE/EQUIPMENT

Furniture (Owner) Yet to be determined
Equipment (Owner) Yet to be determined
Furniture (Contractor) None
Equipment (Contractor) Yet to be determined

SPECIAL INFORMATION/REQUIREMENTS

None

ATTACHMENT 3

PROJECT SPACE AND BUDGET SUMMARY

University Name: _____ Project Name: _____

Budget was developed using (check one):

___ major space type basis (Space type used: _____; DOE avg. cost/GSF: \$ _____)

___ similar project basis (provide name of project used & University: _____)

BUILDING CONSTRUCTION COST						
Space Type	NASF	NASF/GSF FACTOR*	GSF	CONST. COST PER GSF	TOTAL COST \$	NASF Approved CIP Date:
Classrooms- code 100's		1.5		(major space type cost/GSF or sample bldg. average cost/GSF)		
Teaching Labs code-200's		1.5				
Research Labs 250's		1.5				
Study code 400's		1.4				
Instructional Media Code 530's		1.4				
Auditorium/ Exhibition code 600's		1.2				
Teaching Gymnasium code 520's		1.2				
Student Academic Support		1.5				
Office/Computer Code 300's		1.5				
Support Services		1.4				
Space Totals		**				

Professional Services Guide Criteria (per subparagraph 3.14.2):

Building Gross Sq Ft (3.14.2.1) Net

Assignable Sq Ft (3.14.2.2) Covered

Walkway GSF (3.14.2.3)

* Recommended Efficiency Factors to be Used

** Insert Predominant Space Type Factor Used for Calculating Overall GSF

CONSTRUCTION COMPONENTS	PROGRAM \$	Approved CIP \$
a. Building Construction Cost		
b. Environmental Impacts/Mitigation		
c. Site Preparation/Demolition		
d. Landscape/Irrigation		
e. Plazas/Walks/Bike paths		
f. Roadway Improvements		
g. Parking (number of spaces)		
h. Telecommunications (interior/exterior)		
i. Electrical Service		
j. Water Distribution System		
k. Sanitary Sewer System		
l. Storm Water System		
m. Chilled Water System		
n. Energy Efficient Equipment		
SUBTOTAL CONSTRUCTION COMPONENTS	\$	\$

2. OTHER PROJECT COMPONENTS	SUBTOTALS	TOTALS
a. Land/Existing Facility Acquisition		
b. Professional Fees		
Base Agreement (%)		
Special Consultants (list type)		
Construction Manager (approx. 1%)		
c. Fire Marshal (.0025)		
d. Inspection Services		
Project Representative		
Roof Inspector		
Threshold Inspector		
e. Insurance Consultant (.0006)		
f. Surveys/Tests		
Topographical Survey		
Geotechnical Tests		
Concrete Test		
HVAC System Test		
g. Permit/Impact/Environmental Fees		
Permits		
Impact		
Environmental		
h. Artwork (.005)		
i. Movable Furnishings & Equipment		
j. Contingencies		
SUBTOTAL OTHER PROJECT COMPONENTS		\$
TOTAL PROJECT COST (Items #1 & #2)		\$

**Sec. 0004 -
Advertisements for A/E
and CM Services and Calls
for Bids**



FLORIDA **A&M** UNIVERSITY

PC Project Management Guide

Sec. 0004

Administrative unit:	Division of Finance and Administration
Department:	Facilities Planning, Construction and Safety
Operational section:	Facilities Planning and Construction
Subject:	Advertisements for A/E and CM Services and Calls for Bids
Specific Authority:	Sections 255.0525, 1001.74(28), 1013.46, F. S.

Objective & Purpose: Procedures for advertising for Architect/Engineer and Construction Manager Services and for Calls for Bids.

Overview Reference: This document describes the submission of construction project advertisements to the *Florida Administrative Register*, including format, time lines, content, etc.

A. FLORIDA ADMINISTRATIVE REGISTER (FAR)/ FAMU PROCUREMENT PORTAL

Advertisements for architect/engineer (A/E) services, construction manager services and Calls for Bids must be placed in the *FAR and BONFIREHUB.COM*. The *FAR* is published daily by the Department of State. The address is: <http://flrules.org/>. The Facilities Planning and Construction Office will coordinate with the *FAR* staff to ensure that the most current guidelines are being followed.

B. FAR DEADLINE

A request for advertisement must arrive at the FAR office one day before requested advertisement

C. ADVERTISEMENT FOR A/E SERVICES

Prior to placing the advertisement, the project manager ensures the following:

-) that the project Capital Outlay Implementation Plan (COIP) is current and approved and FPC has ensured that funds will be available,
-) that an encumbrance authorization for professional fees has been requested from the Department of Education, as applicable,
 - o that the facilities program has been approved by the President or designee,
 - o that the project manager has determined the applicability of the “Design Ability” selection category
 - o that the project manager has approved the Project Fact Sheet.

D. A/E ADVERTISEMENT FORMAT

The format for a major project A/E advertisement, a “Notice to Professional Consultants,” is included as Attachment 1 and the format for a Campus Service A/E advertisement is included as Attachment 2.

1. Project title

The project title shown in the advertisement must be consistent with the title on the COIP.

2. “Design Ability”

For projects for which “Design Ability” is not applicable as a selection category, the advertisement should so state.

3. Professional liability insurance

The advertisement should include a requirement for professional liability insurance, as follows:

Projects < \$2,000,000	no coverage required
Projects \$2,000,000 to \$4,999,999	\$250,000 required
Projects \$5,000,000 to \$9,999,999	\$500,000 required
Projects \$10,000,000 and up	\$1,000,000
Projects > \$15,000,000 and special risk projects limits set individually	

4. Date set for submittals

The date set for submittals must be at least 30 days after the publication date of the FAR

E. DISTRIBUTION OF ADVERTISEMENTS FOR A/E SERVICES

The advertisement for A/E services is submitted to the FAR electronically.

F. PLACEMENT OF CALLS FOR BIDS

Prior to placing a Call for Bids for Construction Manager, the University ensures the following:

1. that the current, approved project COIP provides for the maximum pre-bid construction budget and FPC has ensured that funds will be available,
2. that an encumbrance authorization for construction has been requested, as applicable,
3. that the 100% construction documents have been submitted to the University Building Code Administrator and the State Fire Marshal for approval (if time permits, it is recommended that these approvals be secured prior to placement of the Call for Bids) and

4. that the project manager has approved the 100% construction documents.

G. CALL FOR BIDS FORMAT

The format for a Call for Bids is included as Attachment 3.

1. Project title

Project title shown in the advertisement must be consistent with the title on the COIP.

2. Advertisement language

Advertisement language must be consistent with the call for bids published in the project specifications.

3. Bid date

In accordance with Section 255.0525, F.S., for projects projected to cost more than \$200,000, an advertisement must be publicly advertised in the *FAR* at least twenty-one (21) days prior to the established bid opening date. For projects to cost more than \$500,000, an advertisement must be placed in the *FAR* at least thirty (30) days prior to the established bid opening date and on FAMU Office of Procurement posting site at least thirty (30) days prior to the established bid opening and at least five (5) days prior to any scheduled pre-bid conference.

H. DISTRIBUTION OF CALL FOR BIDS

The Call for Bids is submitted to the *FAR* electronically.

I. ADVERTISEMENTS FOR CONSTRUCTION MANAGER SERVICES

Prior to placing the advertisement, the university ensures the following:

1. that the current, approved project COIP includes a line for construction manager fees,
2. that an encumbrance authorization for construction manager fees has been requested and
3. that the Selection Committee has approved any additional questions to be added to the standard Construction Manager Qualifications Supplement form.

J. CONSTRUCTION MANAGER ADVERTISEMENT FORMAT

The format for a construction manager advertisement, a “Notice to Construction Managers,” is included in the forms section.

1. Project title

The project title shown in the development must be consistent with the title on the COIP.

2. Date set for submittals

The date set for submittals must be at least twenty-eight (28) days after the publication date of the FAR.

K. DISTRIBUTION OF ADVERTISEMENTS FOR CONSTRUCTION MANAGER SERVICES

The advertisement for construction manager services is submitted to the FAR electronically.

L. POSTING OF ADVERTISEMENTS

Simultaneous with publication in the FAR, all advertisements are to be coordinated and posted on the FAMU office of procurement website.

FORMS

Notice to AE Professional Consultants

Notice to Construction Managers/Design Build

Notice to construction managers – Continuing Service Fact Sheet

ATTACHMENT 1

INSTRUCTIONS:

Firms desiring to apply for consideration shall submit a letter of application. The letter of application should have attached:

1. A completed "**Florida A&M University Professional Qualifications Supplement**" (**FAMU-PQS Revised January 2004**). Applications on any other form may not be considered. Selection of finalists for interview will be made on the basis of professional qualifications, including experience and ability; past experience; design ability; volume of work; and distance from project.
2. A copy of the applicant's current Professional Registration Certificate from the appropriate governing board. An applicant must be properly registered at the time of application to practice its profession in the State of Florida. If the applicant is a corporation, it must be chartered by the Florida Department of State to operate in Florida.

Submit **5** bound sets of the above requested data bound in the order listed above. Applications which do not comply with the above instructions may be disqualified. Application materials will not be returned. The plans and specifications for the State of Florida University projects are subject to reuse in accordance with the provisions of Section 287.055, Florida Statutes. As required by Section 287.133, Florida Statutes, a consultant may not submit a proposal for this project if it is on the convicted vendor list for a public entity crime committed within the past 36 months. The selected consultant must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor, or consultant in excess of \$10,000.00 in connection with this project for a period of 36 months from the date of their being placed on the convicted vendor list.

Sole Point of Contact: The FAMU Professional Qualifications Supplement, the Project Fact Sheet, and the approved Facilities Program are available online at _____ or by contacting the University's **Sole Point of Contact** for this project, (contact name, title, location, phone, fax, email information). From the date of issuance of this Notice until a final selection of a consultant is made or a notice of cancellation is posted, the consultant must not make available or discuss its proposal, or any part thereof, with any member of the Selection Committee, unless permitted by the Sole Point of Contact, in writing, for purposes of clarification only, as set forth herein. Any individual associated with a consultant who contacts members of the Selection Committee, regarding any aspect of this project, whether such contact be in person, telephone, or through electronic or written correspondence, may be determined to have violated the terms and conditions of this solicitation. If that determination is made, any proposal received from such an individual OR their company may be rejected as non-responsive and not subject to evaluation. If there are any changes or additions to the Sole Point of Contact information at any time in the process, participating consultants will be notified via an addendum to the Notice.

Questions regarding the Notice and/or process should be submitted via fax or email to the **Sole Point of Contact**. No oral communications shall be considered as a change to the Notice. FAMU may respond to questions deemed by the University to be material in nature via a written addendum to the Notice. Interpretation of the wording of this document shall be the responsibility of the FAMU and that interpretation shall be final.

All postings referred to in this Notice will be posted electronically on the FAMU Facilities Planning and Construction website at _____. At all times it shall remain the responsibility of the consultants participating in this solicitation to check the postings at our office and/or the Purchasing Department in the Administration Building. No further notice will be given.

Six (5) bound sets of the required proposal data shall be submitted to the Office of Procurement Services, Florida A&M University, 2380 Wahnish Way, Suite 214, Tallahassee, Florida 32307-000 by **2:00 P.M.** local time, on _____. Facsimile (FAX) submittals **are not** acceptable and **will not** be considered.

ATTACHMENT 2

**CONSTRUCTION MANAGEMENT
OR
DESIGN-BUILD SERVICES ADVERTISEMENT**

Project No. _____

(Project Name)

Remember to modify this advertisement for Design-Build. Selection "D-B by Qualifications" or "D-B by Proposal"

NOTICE TO CONSTRUCTION MANAGERS

Florida A&M University, on behalf of its Board of Trustees, announces that Construction Management services will be required for the project listed above:

Located on Florida A&M University's campus, the project consists of site development and construction of _____.

The project shall be handicap accessible. Total construction budget is approximately \$_____.

Selection of finalists for interviews will be made on the basis of Construction Manager qualifications, including experience and ability; past experience; bonding capacity; record-keeping, administrative ability, critical path scheduling expertise; cost estimating; cost control ability; quality control capability; qualification of the firm's personnel, and staff and consultants. Finalist may request a copy of the standard Florida A&M University Agreement Between Owner and Construction Management.

The approved FAMU Facilities Program is available online at _____ or by contacting the University's **Sole Point of Contact** for this project, [enter persons, name, location, phone, fax, and email info]. From the date of issuance of this Notice until a final selection of a Construction Manager is made or a notice of cancellation is posted, the Construction Manager must not make available or discuss its proposal, or any part thereof, with any member of the Selection Committee, unless permitted by the **Sole Point of Contact**, in writing, for purposes of clarification only, as set forth herein. Any individual associated with a Construction Manager who contacts members of the Selection Committee, regarding any aspect of this project, whether such contact be in person, telephone, or through electronic or written correspondence, may be determined to have violated the terms and conditions of this solicitation. If that determination is made, any proposal received from such an individual OR their company may be rejected as non-responsive and not subject to evaluation. If there are any changes or additions to the **Sole Point of Contact** information at any time in the process, participating Construction Manager's will be notified via an addendum to the Notice.

Questions regarding the Notice and/or process should be submitted via fax or email to the **Sole Point of Contact**. No oral communications shall be considered as a change to the Notice. FAMU may respond to questions deemed by the University to be material in nature via a written addendum to the Notice. Interpretation of the wording of this document shall be the responsibility of FAMU and that interpretation shall be final.

All postings referred to in this Notice will be posted electronically on the FAMU Facilities website: [_____](#). At all times it shall remain the responsibility of the Construction Manager participating in this solicitation to check the website for postings of addenda, short lists, and award decisions. No further notice will be given.

The Selection Committee may reject all proposals and stop the selection process at any time. The Construction Manager shall have no ownership, entrepreneurial or financial affiliation with the selected architect/engineer involved with this project.

Firms desiring to provide Construction Management services for the project shall submit a letter of application and a completed “**Florida A&M University Construction Manager Qualification Supplement**” (**FAMU-CM-PQS Revised _____**). Proposals must not exceed 40 pages, including the Construction Manager Qualifications Supplement and letter of application. Pages must be numbered consecutively. Submittals that do not comply with these requirements or do not include the requested data will not be considered. No submittal material will be returned.

All applicants must be licensed to practice as general contractors in the State of Florida at the time of application. Corporations must be registered to operate in the State of Florida by the Department of State, Division of Corporations, at the time of application. As required by Section 287.133, Florida Statutes, a Construction Management firm may not submit a proposal for this project if it is on the convicted vendor list for a public entity crime committed within the past 36 months. The selected Construction Management firm must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor, or consultant in excess of \$15,000.00 in connection with this project for a period of 36 months from the date of their being placed on the convicted vendor list.

Five (5) bound sets of the required proposal data shall be submitted and addressed to: The Office of Procurement Services, Florida A&M University, 2380 Wahnish Way, Suite 214, Tallahassee, Florida 32307-0000, by ___ p.m. on _____. Facsimile (FAX) submittals **are not** acceptable and will **NOT** be considered.

ATTACHMENT 3

CONSTRUCTION MANAGEMENT – CONTINUING SERVICES ADVERTISEMENT

NOTICE TO CONSTRUCTION MANAGERS

Florida A&M University, on behalf of its Board of Trustees, announces that Professional Services in the discipline of Construction Management will be required for minor projects.

Projects (s): All Construction Minor Projects

Project (s) Location: Florida A&M University's campuses.

The Construction Manager will be a single point of responsibility for performance of multiple construction contracts up to \$2,000,000 individually, functioning as an independent contractor, publicly bidding trade contracts. A minimum of two construction management contracts will be awarded, for an initial period of one year with an option to renew for two additional one year extensions.

Selection of finalists for interviews will be made on the basis of Construction Manager Qualifications, including experience and ability, past experience, record-keeping, project administration, scheduling, cost estimating, cost control, quality control, and qualification of the firm's personnel. Finalist will be provided with a copy of a list of the final interview evaluation criteria, and a copy of the Florida A&M University Standard Agreement for Continuing Construction Management Services. The final ranking for shall be determined based on the oral presentation and references. The selection committee may reject all proposals and stop the selection process at any time.

INSTRUCTIONS:

The university's **Sole Point of Contact** for this project, **Associate Director, Office of Facilities Planning and Construction, (phone: (850) 599-8005 and email@famu.edu**. From the date of issuance of this Notice until a final selection of a Construction Manager is made or a notice of cancellation is posted, the Construction Manager must not make available or discuss its proposal, or any part thereof, with any member of the Selection Committee, unless permitted by the **Sole Point of Contact**, in writing, for purposes of clarification only, as set forth herein. Any individual associated with a Construction Manager who contacts members of the Selection Committee, regarding any aspect of this project, whether such contact be in person, telephone, or through electronic or written correspondence, may be determined to have violated the terms and conditions of this solicitation. If that determination is made, any proposal received from such an individual OR their company may be rejected as non-responsive and not subject to evaluation. If there are any changes or additions to the **Sole Point of Contact** information at any time in the process, participating Construction Manager's will be notified via an addendum to the Notice.

Questions regarding the Notice and/or process should be submitted email to the **Sole Point of Contact**. No oral communications shall be considered as a change to the Notice. FAMU may respond to questions deemed by the University to be material in nature via a written addendum to the Notice. Interpretation of the wording of this document shall be the responsibility of FAMU and that interpretation shall be final.

All postings referred to in this Notice will be posted electronically on the FAMU Facilities website: _____. At all times it shall remain the responsibility of the Construction Manager participating in this solicitation to check the website for postings of addenda, short lists, and award decisions. No further notice will be given.

The Selection Committee may reject all proposals and stop the selection process at any time. The Construction Manager shall have no ownership, entrepreneurial or financial affiliation with the selected architect/engineer involved with current or future University projects.

Firms desiring to provide Construction Management services for the project shall submit a letter of application and a completed "Florida A&M University Construction Manager Qualification Supplement" (FAMU-CM-PQS Revised ____). Proposals must not exceed 40 pages, including the Construction Manager Qualifications Supplement and letter of application. Pages must be numbered consecutively. Submittals that do not comply with these requirements or do not include the requested data will not be considered. No submittal material will be returned.

All applicants must be licensed to practice as general contractors in the State of Florida at the time of application. Corporations must be registered to operate in the State of Florida by the Department of State, Division of Corporations, at the time of application. As required by Section 287.133, Florida Statutes, a Construction Management firm may not submit a proposal for this project if it is on the convicted vendor list for a public entity crime committed within the past 36 months. The selected Construction Management firm must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor, or consultant in excess of \$35,000.00 in connection with this project for a period of 36 months from the date of their being placed on the convicted vendor list.

Five (5) bound sets of the required proposal data shall be submitted and addressed to: Office of Procurement Services, Florida A&M University, 2380 Wahnish Way, Suite 214, Tallahassee, Florida 32307-0000, by __ p.m. on _____. Facsimile (FAX) submittals **are not** acceptable and will **NOT** be considered.

ATTACHMENT 4

PROJECT FACT SHEET *[Project Title and Project Number]* Florida A&M University

PROJECT DESCRIPTION

The project consists of _____.

This facility will be constructed using the _____ delivery method.

The Construction budget is approximately \$ _____.

SELECTION CRITERIA

Firms will be evaluated in the following areas: current workload, location, past performance, volume of state work, design ability, and experience and ability. Experience and ability scores will be based on the following criteria:

1. Experience of firm and individual members of the design team with project of similar size and program.
2. Experience of firm and individual members of the design team in planning, designing, estimating, and construction administration of projects similar in size and budget. Site examples of projects within the past five-year, including the ability to meet aggressive time and budget constraints.
3. Experience in campus planning, educational facilities and working with committees.

SELECTION COMMITTEE:

(List approved committee member's name/title)

SELECTION SCHEDULE:

The anticipated schedule for selection, award, and negotiation is as follows:

Submittal Due:	(Date)
Shortlist Meeting:	(Date or TBD)
Final Interviews:	(Date or TBD)
Contract Negotiation:	(Date or TBD)

GENERAL INFORMATION

1. The University is not liable for any costs incurred by the Applicants prior to the issuance of an executed contract.
2. In order to minimize the possibility of unethical pressures or influences on the recommendation of the Selection Committee, no verbal or written communication is permitted between the applicants and the members of the Selection Committee. Any questions or requests for project information must be in writing to (enter Sole Point of Contacts name, location, phone, fax, email)
3. All applicants will be notified of the results of the shortlist in writing. Finalists will be informed of the interview date and time and will be provided with additional project information, if available.
4. The Selection Committee will make a recommendation to the President of the University. All finalists will be notified in writing of the President's action. Upon approval by the President, negotiations will be conducted in accordance with Section 287.055, Florida Statutes.
5. Professional liability insurance is required for this project in the amount of \$.00. A copy of the building program is available on our website _____

Sec. 0005 - Architect /Engineer Selection Process



FLORIDA **A&M** UNIVERSITY

PC Project Management Guide

Sec. 0005

Administrative unit:	Division of Finance and Administration
Department:	Facilities Planning, Construction and Safety
Operational section:	Facilities Planning and Construction
Subject:	Architect /Engineer Selection Process
Specific Authority:	Sections 1013.45-1013.51, 287.055 F.S.

Objective & Purpose: To provide guidelines for selection of Architects/Engineers

Architects and engineers are selected to provide services using the following agreements.

Continuing Contract Agreements: Architects and engineers may be selected to provide services under a Continuing Contract Agreement for projects or for planning or study activities in accordance with the guidelines in Construction Contract Administration and Award of Construction Contracts policy. A Continuing Contract Agreement is effective for one year with the option to renew for two additional years.

Individual Project Agreements: Architects and engineers may be selected to provide services for a specific project as described in a public notice placed in accordance with Advertisements for Architect/Engineer, Construction Manager Services, Design Build and Calls for Bid policy.

Projects requiring an approved facilities program must comply with the Development of Facility Programs policy. Continuing Contract Agreements may be used for all other projects.

Formation of Certification and Selection Committee

When the Office of Facilities Planning and Construction (OFP) is ready to select an architect/engineer for an individual project, or to provide services under a Continuing Contract Agreement, the President, or designee, will appoint a Selection Committee (Committee).

The Committee composition shall be as provided in as appointed by the president or his designee. The Committee reviews and approves the proposed Project Fact Sheet (Attachment 1). It also discusses the requirements of the project and determines any selection criteria to be used, in addition to that in the University’s Professional Qualifications Supplement (PQS) form (Attachment 2). Additional selection criteria must bring forth information which cannot otherwise be determined from the standard PQS form, must be related to the firm’s experience and ability, and must not request a firm to describe its approach to the proposed project (approach is only requested of the shortlisted firms). The Committee also develops the selection schedule, establishing dates for the shortlist meeting and the final interviews.

Placement of Advertisement

The University places a Notice to Professional Consultants advertisement in the Florida Administrative Register as described in the Advertisements for Architect/Engineer and Construction Manager Services and Calls for Bids memorandum. If the “Design Ability” category is not being considered for the project, the advertisement must indicate its exclusion.

Required Qualification Data: The applicant should submit a copy of the following:

- a. Professional Qualifications Supplement
- b. Professional Registration Certificates
- c. Corporate Charter Registration
- d. Joint Venture Agreements: If applicable, see instructions in PQS form (Attachment 2)
- e. Other Information: Requirements deemed appropriate for a specific project must be included in the Notice to Professional Consultants.

Response to Architects/Engineers

When a firm contacts The Office of Facilities Planning and Construction for the information related to a particular project, The Office of Facilities Planning and Construction will send the firm: The Project Fact Sheet (Attachment 1), the final project advertisement, the PQS form (Attachment 2), and any other information The Office of Facilities Planning and Construction considers relevant.

Review and Development of Shortlist

After receipt of submittals, The Office of Facilities Planning and Construction reviews them for compliance with the PQS Instructions (Attachment 2). The Committee convenes to review each Applicant’s submittal in accordance with the University Evaluation Instructions (Attachment 3), verifies the Selection Evaluation Form Schedule A – Data (Attachment 4A) prepared by the OFP, and develops a shortlist. The Committee also completes Selection Evaluation Form Schedule B - Analysis (Attachment 4B) in accordance with the University Evaluation Instructions.

Reference Checks

The Committee reviews the standard reference questions, Architect/Engineer Reference Check (Attachment 5) and adds additional questions pertaining to the unique requirements of the project, if necessary. The Committee determines the number of references to be checked for each firm to be interviewed and designates a person (or persons) to conduct the reference checks. Reference checks must be documented using the required form (Attachment 5) and presented to the Committee for its consideration during the interview.

Notification of Applicants

The Office of Facilities Planning and Construction will send each firm, which applied for consideration a certified letter, return receipt requested, notifying it of the short listed finalist firms. The notification will include the following statement: "Failure to file a protest within the time prescribed in s. 120.57(3), F.S., shall constitute a waiver of proceedings under Chapter 120, F.S."

The Office of Facilities Planning and Construction will notify the finalist firms and provide them with the following: a copy of the approved facilities program; a list of the final interview evaluation criteria; the time, date, and location of the presentation and interview; and the length of time allotted for the presentation and interview. The notification letter should request that each firm bring a summary of its presentation to leave with the Committee members.

Presentations. The Committee will convene to hear the finalists' presentations.

Interviews.

Following the presentation, a time may be set aside for questions and answers. Initially, only the Committee members may ask questions of the firms. If time permits and the Committee members have no further questions, observers may be allowed to ask questions.

Committee Recommendation.

Immediately following the interviews, the Committee may ask for input from non-Committee member user representatives who attended the presentations and interviews as observers. The Committee totals the points for each Applicant interviewed and determines the recommended ranking. The Committee ranks the interviewed Applicants and recommends the ranking on the Selection Evaluation Form Schedule C - Interviews (Attachment 4C). In the event of a tie, a majority vote of the Committee to determine the recommended applicant prevails. All members of the Committee must sign the Schedule C. The Committee shall not divulge its recommendation to anyone prior to approval of the Committee's recommendation by the President.

Maintenance of Selection Records

The completed Selection Evaluation Forms, Schedule A, Schedule B, and Schedule C, (Attachments 4A, 4B,4C) together with any notes kept by Committee members throughout the selection process, correspondence related to the selection and the proposals of the applicant firms are filed in the OFP.

Approval of Committee Recommendation

The Office of Facilities Planning and Construction presents the Committee's recommendation to the President for action.

Notification of Interviewed Firms

The Office of Facilities Planning and Construction will notify each interviewed firm of the President's action. Notification shall be by certified letter, return receipt requested. The notification will include the following statement: "Failure to file a protest within the time prescribed in s. 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

Contact: *Director, Office of Facilities Planning and Construction*

Florida A&M University
2400 Wahnish Way, Suite 100
Tallahassee, FL 32307
850-599-3197

ATTACHMENT 1

**FLORIDA A&M UNIVERSITY
Project Fact Sheet**

Project Name
Project Number

PROJECT DESCRIPTION

Include in the description of project, (e.g. square footage, types of space, which departments will occupy space, proportions of renovated/new space if applicable, and any unusual requirements).

SELECTION CRITERIA

Firms will be evaluated in the following areas: current workload, location, past performance, volume of state work, design ability, experience and ability. Experience and ability scores will be based on the following criteria:

(insert selection criteria established by Selection Committee)

SELECTION COMMITTEE

(Insert names and titles of selection committee members)

SELECTION SCHEDULE

The anticipated schedule for selection, award and negotiation is as follows:

Shortlist Meeting: _____

Final Presentations and Interviews: _____

Selection Recommendation Approval: _____

Contract Negotiation: _____

GENERAL INFORMATION

1. All applicants will be notified of the results of the short-listing in writing. Finalists will be informed of the presentations and interviews date and time and will be provided with additional project information, if available.
2. The Selection Committee will make a recommendation to the President. All finalists will be notified in writing of the president's action. Upon approval by the President, negotiations will be conducted in accordance with Section 287.055, Florida Statutes.
3. Professional liability insurance is required for this project in the amount of \$__.

ATTACHMENT 2

FLORIDA A&M UNIVERSITY Professional Qualifications Supplement (PQS)

GENERAL INSTRUCTIONS:

1. Please type. The entire proposal must be limited to 40 single-sided 8½x11 pages (or 20 pages front and back), including the PQS form, the letter of interest, and any additional information, but excluding cover sheets and divider pages (as long as such pages do not include any promotional material, such as proposal language, pictures of past projects, etc.) Number each page consecutively. **Any proposal exceeding 40 pages will be penalized.**
2. A portion of the score will be based on the Applicant's design ability. This item may be addressed in a separate section or throughout the proposal.
3. The Instructions portion of the PQS form (pages 1-5) need not be submitted.
4. This form may be retyped, and sections increased in size to provide additional information or pictures, provided that the requested information is provided, and in the order requested.
5. Where provisions of the Owner's "Notice to Professional Consultants" are in conflict with these instructions, the notice shall prevail. Failure to follow these instructions will result in point deduction or disqualification as described in the "PQS Irregularities" checklist.

SPECIFIC INSTRUCTIONS:

(Note: The numbers on these instructions correspond to the numbered items on the Professional Qualifications Supplement form (pages 5 through 9). Use additional sheets when necessary, following the format on the Professional Qualifications Supplement.)

1. **PROJECT INFORMATION:** Enter the project number and project name as it appears in the public announcement for professional services in the "Florida Administrative Register".
2. **APPLICANT IDENTIFICATION:** Enter the legal name of the Applicant, the address telephone number and other requested information. If the applying firm has multiple office locations, the applicant is considered to be only the office location where the work is to be done, and whose address is provided in this section, and shall be hereafter referred to as "Applicant". Consider only the specific office listed in response to this question as the "Applicant" when completing all other sections of the Professional Qualifications Supplement. Other branch offices are not to be considered when completing the PQS form. Attach a copy of the Applicant's current Professional License.

If the Applicant is a corporation, include a copy of the corporate charter certificate from the Florida Department of State. If the Applicant is an out-of-state corporation, enter the foreign qualification number and provide a copy of the Department of State certificate.

3. **SERVICES TO BE PROVIDED:** For the disciplines listed, note which are being provided as part of Basic Services by entering the name of the firm providing the services. If services are to be provided by the Applicant, so indicate. If a consultant is to provide the service, list the consultant's name and professional license number from the appropriate Florida Licensing Board in the space provided. Use names and license numbers of the firms as a whole, rather than of individuals in the firms. Enter the number of previous projects on which the Applicant has worked with each listed consultant. **Do not list specialty consultants by name anywhere throughout the proposal.** Specialty consultants are considered to be any consultant providing services other than those listed on the standard PQS form. **Applicants who add disciplines to this form and list specialty consultants by name or who name specialty consultants anywhere in their proposals will be disqualified.** If the Applicant feels that its team will require the services of a specialty consultant, it should indicate for which disciplines it would require specialty consultant(s) at the end of section 3. If the Applicant firm has specialty expertise in-house, it maybe indicated. The State University System encourages the use of certified MBE firms; therefore, notwithstanding the prohibition against specialty and design consultants, if a specialty or design consultant is a certified MBE, it may be included on the project team. In such cases, the firm must also be listed under Section 4, "Minority Participation", and a copy of the firm's certification form must be included.
4. **MINORITY PARTICIPATION:** Participation of certified MBEs is encouraged. If 5% or more of the fee is to be spent with a minority business enterprise, complete the information on 4(c), noting the fee percentage. Only Minority Business Enterprises certified by the Minority Business Advocacy and Assistance Office of the Department of Labor and Employment Security (MBAAO) may be listed in this section. Include a copy of the MBE certificate from the MBAAO for each minority identified.
5. 5a. **WORK IN PROGRESS:** List each project currently under contract, including contracts as a consultant to another firm. If the Applicant office is providing services for a contract held by another office location of the same firm, include a representative proportion of fee based on Man-hour records. NOTE: For projects for which the fee is \$20,000 or less, the entry may be combined onto one line. (Ex.: 3 studies, 4 small projects Fee Remaining = \$84,200.)
 1. For all projects, enter the total amount of fee remaining (unearned), including fees for additional service authorizations, but excluding fees payable to consultants in the "Fees Remaining" column. **Failure to list all work in progress will be penalized.**

2. For projects under contract, but on hold for a long or indefinite period of time, enter the amount of fee remaining as described above in the "On Hold" column, and provide a letter from the Owner verifying that the project is on hold. Typically, projects on hold due to funding issues or projects simply awaiting approvals to proceed into the next phase are not considered to be on hold. If a letter from the Owner is not provided, then that project will be considered to be active, and will be factored into the total Work in Progress amount. Also, include projects awarded to the Applicant firm, but not yet under contract in this column with an estimated fee amount.

- 5b. **PROFESSIONAL AND TECHNICAL STAFF**, excluding consultants: Provide the number of permanent staff in each category, and calculate the total. Exclude secretarial and marketing staff, and any staff members whose technical duties comprise less than 70% of their responsibilities. Only employees assigned to the office location identified in response to Question 2 shall be included. If an employee works part-time or divides his/her work between the Applicant office and another office location, use an appropriate fraction. Provide the name, title, and length of time with firm and city of residence for each individual included in the Total Professional and Technical Staff on an attachment in the format provided.

- 5c. **FEE PER PERSON**: Conduct the required calculation.

6. 6a. **VOLUME OF DIVISION OF COLLEGES & UNIVERSITIES WORK**: In this section, conduct the requested calculations for all DCU work over the listed time periods using the **entire** contract fee amount, including additional service authorizations, but excluding fees payable to consultants. Do not include work done as a consultant to another firm. Calculations are made depending on the date the contract was signed. Include only projects performed for a University in the DCU SYSTEM. **Example**: Today's date is May 1, 1998. The Applicant firm entered a contract with a University on August 3, 1995. The Basic Services Fee was \$230,000; additional services have been issued for \$92,000; and \$112,000 was payable to consultants. Enter \$210,000 (which is \$230,000 + 92,000 - 112,000) under "Total Fee" for "Third Year Past" and conduct the required calculation. **Failure to list all DCU work will be penalized.**

- 6b. **DIVISION OF COLLEGES & UNIVERSITIES SYSTEM FEE PER PERSON**: Conduct the required calculation.

7. RELATED EXPERIENCE: List up to ten projects of comparable type, size and complexity, which were accomplished by the Applicant as identified in Question 2. Do not list more than ten projects. **DO NOT LIST PROJECTS ACCOMPLISHED BY ANOTHER BRANCH OFFICE, UNLESS AN INDIVIDUAL ON THIS PROJECT TEAM WAS INVOLVED IN THE PROJECT.** Provide the requested information about each project: public or private client; completion date (actual or anticipated); project location; and construction cost (or fee amount if the project was a study). In the shaded areas, list the individual members of the team proposed for this project, including consultants, who were involved on the listed project and their role in that project. A brief description may be provided to demonstrate the components of the project, which are comparable to this project. Provide the information in the format provided on this PQS form: do not attach a project list on any other agency's form.

For the column headed "Role in Project", enter the following:

- a) **"Principal"** if the project was accomplished by the "Applicant" firm office location identified in response to Question 2 (if the project was done by a different office location, refer to "IE" below);
- b) **"Consultant"** if the project was accomplished as a consultant to another firm; and,
- c) **"IE"** (individual experience) if the project represents experience of an individual on the Project Team while working for another firm or another branch of the Applicant firm (in such cases, identify the individual by name and indicate what role the individual played in the project, e.g., project manager, principal-in-charge, project architect, etc.)

Related experience of the Applicant's consultants may be provided as information on a separate sheet and clearly marked as "Experience of (Name of Consultant)." **No more than ten projects may be listed for all consultants combined.**

8. PROPOSED PROJECT TEAM: List by name the key members of the proposed team to be assigned to the project for both the Applicant and the Consultants. If categories are not applicable, so note. For "Other Key Members," insert their titles inside the parentheses. For all individuals listed, note whether or not they are registered, the disciplines of registration/training and cities of residence; and attach résumés.

Note to architectural Applicants: Architectural consultants may not be listed if the Applicant is an architectural firm. **Florida A&M University will not accept teams with "design consultants"**. If the Applicant's team requires additional architectural support, so note under Question No. 3, "Services to be Provided," in accordance with the instructions for specialty consultants. The exception to this prohibition is that any firm may be listed for the purpose of including minority participation in the project. If an MBE architectural firm is proposed as a consultant, also list the firm under #4, "Minority Participation" and include a copy of the firm's MBE certification form.

Note to engineering Applicants: Engineering consultants in the Applicant's same discipline may not be listed if the Applicant is an engineering firm providing services in that engineering discipline. If the Applicant's team requires additional engineering support, so note under Question No. 3, "Services to be Provided," in accordance with the instructions for specialty consultants. The exception to this prohibition is that any firm may be listed for the purpose of including minority participation in the project. If an MBE engineering firm is proposed as a consultant, also list the firm under #4, "Minority Participation" and include a copy of the firm's MBE certification form.

The team proposed on the PQS must be available to provide the services for the project. If the Applicant discovers prior to the interview that any part of the team listed on the PQS (either individual key staff or consultants) will not be available, it must notify the selection committee immediately. The selection committee will determine whether the change in the team would have affected the Applicant's shortlist score. If the change would lower the score, the Applicant may be removed from the shortlist. Once awarded the contract, the Applicant will not be permitted to alter its team without the Owner's approval.

9. **REFERENCES:** For the projects listed in response to Question No. 7, provide the project name, the Owner, and the name and telephone number of the Owner's representative. Provide the estimated or actual information for the "Completion Date" and "Construction Cost" columns. References for consultants may be requested at the option of the selection committee.

10. **SIGNATURE:** Sign and date the form. Type the name and title of the officer or principal of the firm who signs the form. **Forms must be signed. (NOTE: Signature indicates that the information provided on the PQS form is accurate and in accordance with the PQS instructions (pages 1- 5). Signature also indicates Applicant's profession that it has not been disqualified from applying for state work under suspension resulting from conviction of any public entity crime as described in Section 287.133, F.S. Information submitted is subject to the Laws of Perjury as stated in Chapter 837, Florida Statutes. Signature further denotes the Applicant's agreement that if information contained in the PQS is found to be false, the Applicant may be disqualified from applying for work at Florida A&M University for up to three years.)**

Requests for clarifications regarding the PQS form should be directed to the Office of Facilities Planning and Construction, which placed the "Notice to Professional Consultants."

11. SPECIAL INSTRUCTIONS FOR JOINT VENTURE APPLICANTS (Note: When firms are applying jointly for a project, they must have formed a joint venture. Firms applying as "Associations" without a joint venture agreement will not be considered.)

- A. If the Applicant is a joint venture, a copy of the **joint venture agreement** that states specifically the percentage of fee to be earned by each party and each party's role in the project, must be supplied with the PQS. The fee percentages must total 100%.
- B. Submit only one PQS form with combined responses to each question, except for the following questions, which must be submitted individually for each of the parties of the joint venture:
 - 5a. Work in Progress
 - 5b. Professional and Technical Staff
 - 5c. Fee per Person
 - 6a. Volume of DCU Work
 - 6b. DCU Fee Per Person
- C. Location will be scored based on the location score of the party to the joint venture, which is farthest from the project.
- D. The lesser of the joint venture partners' past performance scores will be assigned to the joint venture.
- E. Provide responses to the following:
 - 1) Why does the Applicant feel that a joint venture will best serve the needs of this project?
 - 2) How many projects has the joint venture performed together?
 - 3) Which of the key personnel have worked together before?
- F. Duplicate the signature block and have a principal of each firm sign the PQS form, as described in Paragraph 10, above.

**FLORIDA A&M UNIVERSITY
Professional Qualifications Supplement**

1. PROJECT NO: _____ PROJECT NAME: _____

2. APPLICANT NAME:

ADDRESS: _____
 _____ ZIP: _____ FAX NO: _____ TELEPHONE NO: _____

FEDERAL I.D. NUMBER _____ PROF. LICENSE NO. _____ FLA. CORP. CHARTER NUMBER: _____

3. SERVICES TO BE PROVIDED	CONSULTANT NAME/ REGISTRATION NO., if applicable	# OF PROJECTS w/ Consultant
Architecture		
Mechanical Engineering		
Electrical Engineering		
Civil Engineering		
Structural Engineering		
Landscape Architecture		
Cost Estimating		
List additional disciplines required, but do not list consultants by name		

4. MINORITY PARTICIPATION – only as certified by the Minority Business Advocacy and Assistance Office of the Dept. of Labor and Employment Security (MBAAO)

a) Is the **Applicant** a MBAAO certified minority? _____ Yes _____ No

b) Are any of the proposed consultants MBAAO certified minorities? _____ Yes _____ No

c) If the response to 4b was “Yes”, and the fee will be 5% or greater, complete the following:

Consultant’s Name	% of fee

**FLORIDA A&M UNIVERSITY
Professional Qualifications Supplement**

5a. WORK IN PROGRESS

PROJECTS	Work on Hold (Fee Remaining)	Fee Remaining
TOTAL		

5b. PROFESSIONAL AND TECHNICAL STAFF, EXCLUDING CONSULTANTS

CATEGORY	NUMBER
Registered Architects	
Registered Engineers Total Fee (5a) divided by Total Staff (5b) Fee Per Person	
Technical Staff (Graduate Design Professionals, Spec. Writers, Estimators, Interior Designers, Landscape Designers, etc.....)	
Drafters (including CADD operators)	
TOTAL PROFESSIONAL AND TECHNICAL PERSONNEL	

5c. Fee Per Person

Total Fee (5a) divided by Total Staff (5b)

_____ / _____ = _____

(Attach a listing of all permanent employees included in total in 5b using the following format.)

Name	Title	Time w/Firm	City of Residence
------	-------	-------------	-------------------

**FLORIDA A&M UNIVERSITY
Professional Qualifications Supplement**

6a. VOLUME OF STATE UNIVERSITY SYSTEM WORK

CONTRACT DATE	TOTAL FEE	FACTOR	ADJUSTED FEE AMOUNT
(1) From July 1 to Current Date	\$	1.0	\$
(2) First Year Past (July 1 - June 30)	\$	0.8	\$
(3) Second Year Past (July 1 - June 30)	\$	0.6	\$
(4) Third Year Past (July 1 - June 30)	\$	0.4	\$
(5) Fourth Year Past	\$	0.2	\$
		TOTAL FEE CONSIDERED	\$

6b. FEE PER PERSON

Total Fee Considered (6a) divided by Total Staff \$ _____ / _____ = \$ _____ (Fee per person)

7. RELATED EXPERIENCE (No more than 10 projects of comparable type, size, and complexity)

In shaded areas for each listed project, list members of the proposed team who worked on that project and describe the extent of their involvement.

PROJECT	PUBLIC/PRIVATE CLIENT	COMPLETION DATE	LOCATION	CONSTRUCTION COST	ROLE IN PROJECT (see instructions)
1)					
2)					
3)					
4)					
5)					

**FLORIDA A&M UNIVERSITY
Professional Qualifications Supplement**

7. (Cont'd) Related Experience

PROJECT	PUBLIC/PRIVATE CLIENT	COMPLETION DATE	LOCATION	CONSTRUCTION COST	ROLE IN PROJECT (see instructions)
6)					
7)					
8)					
9)					
10)					

8. KEY MEMBERS OF PROPOSED TEAM BY NAME

8a. APPLICANT

ROLE	NAME	REGISTERED?	DESC. OF REG./ TRAINING	CITY OF RESIDENCE
Principal-in-charge				
Project Manager				
Project Architect (or engineer)				
Project Construction Administrator				
Other Key Member ()				
Other Key Member ()				

8b. CONSULTANTS

ROLE	NAME	REGISTERED?	DESC. OF REG./ TRAINING	CITY OF RESIDENCE
Architecture*				
Mechanical Engineering				
Electrical Engineering				
Structural Engineering				
Civil Engineering				
Landscape Architecture				

* Only for use when Applicant is not an architectural firm.

**FLORIDA A&M UNIVERSITY
 Professional Qualifications Supplement**

9. REFERENCES -for each project listed in response to Question No. 7, provide the following information:

PROJECT	OWNER	OWNER'S REP. (name & phone no.)	COMPLETION DATE	CONSTRUCTION COST
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				

10. I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE INFORMATION CONTAINED IN THIS PQS IS ACCURATE IN ACCORDANCE WITH THE PQS INSTRUCTIONS, WHICH MAKE UP THE FIRST FOUR PAGES OF THIS FORM. (Subject to Perjury Laws, Chapter 837, Florida Statutes). I understand that the provision of false information could be cause for my firm’s disqualification from applying for other SUS work for a period of up to three years.

Signature

Type Name and Title of Signer

Date

**FLORIDA A&M UNIVERSITY
Professional Qualifications Supplement**

PQS IRREGULARITIES

Irregularity	Item No.	Action
Not numbered	General Instructions #2	Deduct 1 point from Experience and Ability
Over 40 pages	Advertisement and General Instructions #2	Do not consider beyond 40 and deduct 1 point from Experience and Ability
Copy of Applicant's professional license or corporate charter not attached	2	Clarify for short-listed firms
Professional license numbers not included	3	Clarify for short-listed firms
Specialty Consultants listed (who are not MBEs) (This includes any consultants which are not preprinted on the PQS)	3	Disqualify
Copy of MBE MBAAO certificate not included	4	No MBE credit
Known work in progress not included	5a	0 points for "Current Workload"
"Hold" letter from Owner not included	5a	Include project in total calculation
List of names and staff members not included	5b	Clarify for short-listed firms
Known SUS work not included	6a	0 points for "SUS Work"
More than 10 related projects listed for Applicant or for combined consultants (within the PQS form)	7	Do not consider beyond the 10 th and deduct 1 point from Experience and Ability
Members of proposed team not listed in shaded area	7	Deduct 1 point from Experience and Ability
"Role in project" column not completed correctly	7	Deduct 1 point from Experience and Ability
Design consultant listed (not MBE)	8	Disqualify
Form not signed by officer or principal	10	Deduct 1 point from Experience and Ability

ATTACHMENT 3

FLORIDA A&M UNIVERSITY Professional Qualifications Supplement

EVALUATION INSTRUCTIONS *

1. The following instructions will be used by the Selection Committee for completing the Selection Evaluation Form Schedule A – Dara, (Attachment 4A) from the data provided by the applicant in the submittal.

- a. **Work in Progress:** Work in Progress is calculated on the fees retained by the Applicant firm after payment to consultant firms. Fees received by the Applicant firm in its capacity as a consultant to other firms are also included. The PQS instructs the Applicants to report the amount of fees remaining unearned for all active projects. (See the PQS instructions for complete requirements.) Verify that the Applicants' calculations are correct, and enter the appropriate data from PQS form, page 7, and column 5a on Schedule A.
- b. **Work on Hold:** Work substantiated as being "on hold" by a letter from project Owner is identified, but the Applicant does not include those projects in the "Work in Progress" calculations. If a letter from the Owner is not provided, the amount identified in the "On Hold" column is included in the total with the active projects.
- c. **Professional and Technical Employees:** The number of staff reported by the Applicant from PQS, page 7, column 5b is entered on Schedule A in the appropriate column. Verify that the number is substantiated by the list provided with the submittal, and that only professional and technical staff included.
- d. **Work in Progress Per Person:** This data from the PQS form page 7, 5c under the corresponding column. For joint venture applicants, each party to the joint venture is scored separately. The scores are prorated based on the parties' percentage of the fee as established in the joint venture agreement.
- e. **Volume of State University System Work:** This data from the PQS form, page 8, and column 6a is entered on the Selection Evaluation Form Schedule A under the corresponding column. For joint venture applicants, each party to the joint venture is scored separately. The scores are prorated based on the parties' percentage of the fee as established in the joint venture agreement.
- f. **SUS Work Per Person:** This data from the PQS form, page 8, and column 6b is entered on the Selection Evaluation Form Schedule A under the corresponding column. For joint venture applicants, each party to the joint venture is scored separately. The scores are prorated based on the parties percentage of the fee as established in the joint venture agreement.

- g. Location:** The highway distance of the Applicant’s office, PQS form, page 6 line 2 from the project is entered on Schedule A under the corresponding column. For joint ventures, the lesser of the joint venture parties’ scores is used.
- h. Minority Business Enterprise:** The MBE participation percentage data from PQS form from page 6 line 4C

2. The following instructions should be used by the University and the Committee for completing Selection Evaluation Form Schedule B – Analysis (Attachment 4B), from data provided on Schedule A

- a. Past Performance:** Based on a current rating on file the University enters the rating for those Applicants on Schedule B into the column, “Past Performance”. When no performance data are on file for the Applicant, the Applicant is assigned the regional average score as described in Architect/Engineer Evaluations memorandum. **The score range is 0-20.**
- b. Experience and Ability:** Based on the selection criteria and the information provided by PQS forms, the Committee reviews each Applicant’s relevant experience and qualifications. After the Committee discusses the merits of each application, the Committee members rate the applicants. Their individual scores are averaged, and the composite score is entered on Schedule B into the column, “Experience and Ability”. **The score range is 0-20.**
- c. Design Ability:** The Committee reviews each Applicant’s proposal to determine he design ability. The Committee should consider examples of the Applicant’s prior work and design philosophy as reflected by the Applicant’s prior projects, including the project’s sensitivity to site and surroundings and aesthetic appeal. The Committee members’ individual scores are averaged, and the composite score is entered on Schedule B into the column, “Design Ability”. **The score range is 0-5.**
NOTE: This category is not applicable in selections for projects for which there are no aesthetic implications, e.g. traffic studies, asbestos abatement projects, re-roofing projects, utility projects. etc.
- d. MBE Credit:** Using the information from Schedule A, the Committee enters the appropriate points for the Applicant’s status as a Certified Minority Business Enterprise (MBE) or for subcontracting no less than 5% of its services to certified MBEs. **The score range is 0-2. The score is based on the percentage of MBE participation as follows:**
 - no credit less than 5%
 - 0.5 pts. 5% - 14.9%
 - 1 pt. 15% - 24.9%
 - 1.5 pts. 25% - 99.9%
 - 2 pts. 100% (An applicant will be considered to have 100% participation only if the Applicant is a certified MBE.)

- e. **Preliminary Total.** Only the ten (10) Applicants receiving the greatest number of points when the ratings for “Past Performance”, “Experience and Ability”, and “MBE credit” are combined are considered further in the selection process. The number of applicants considered may be increased in the event of a tie.
- f. **Work in Progress Per Person:** Using the information from Schedule A, column 5c, this rating is based on the dollar amount of fee per person remaining. This fee per person amount is rated within a **range of 0-5** in accordance with the Workload Rating table (Attachment 6) and entered on Schedule B corresponding column.
- g. **SUS Work Per Person:** This rating is based on the dollar amount of fee per person for SUS work using the information from Schedule A, column 6b. This fee per person amount is rated within a **range of 0-5** in accordance with the Volume of State University System Work Rating Table (Attachment 7) and entered on Schedule B corresponding column.
- h. **Location:** The Committee decides on the proper rating table to be used based on the type, size, and complexity of the project, as defined on the tables. The distance of the Applicant’s office from the project (as noted on page 6 of the Applicant’s PQS) is rated within a **range of 0-20** in accordance with the Location Rating Table A or B (Attachments 8A or 8B) and entered on Schedule B corresponding column.

3.Development of Shortlist. The Committee applies the ratings for “Work in Progress”, “Volume of Division of Colleges & Universities Work”, and “Location” from Schedule A for the top ten (10) Applicants under consideration, to Schedule B. No fewer than three (3) and no more than five (5) Applicants shall be further short listed, short-list rank, to present their qualifications at an interview with the Committee. Each member of the Committee must sign Schedule B.

4.Presentations and Interviews. The Committee chair should introduce the voting members and the visitors present. Once an Applicant has begun its presentation, the door should be closed to minimize interruptions to the Applicant’s presentation.

In the following categories for Selection Evaluation Form – Schedule C – Interviews (Attachment 4C), individual Committee members’ scores will be averaged to arrive at composite scores:

- a. **Understanding of the Program and Project Requirements:** The Applicants are evaluated on their understanding of the requirements and needs of the project as demonstrated by their project teams, including consultants. The Applicants shall be rated on the completeness of their understanding of the factors, which are unique to the project, including the thoroughness demonstrated in analyzing and investigating the scope of the project and in preparing for the interview. **The score range is 0-20.**

- b. Approach and Method:** The Committee considers the Applicants' and their consultants' approaches to the project and methods proposed for planning, designing, and administration of the project. The Applicants should be asked to identify by name the key personnel of their proposed teams: project manager, project architect, project construction administrator, and other key staff members to be assigned to the job. The Applicant should also identify those responsible in areas such as: civil engineering, electrical engineering, landscape design, mechanical engineering, structural engineering, etc. Compensation for consultants listed on the PQS will be deemed to be included within the basic fee unless otherwise identified in the proposal. **The score range is 0-20.**

- c. Ability to Provide Service:** The Committee will evaluate the Applicants' ability to meet the Owner's required timetable and to provide for the special or unique requirements of the project, including a projected time line of activities through project completion. The Applicants should be asked to discuss their ability to fulfill each project requirement and to describe all other projects on which team members are currently involved. Results of the reference checks are considered in this category. **The score range is 0-20.**

ATTACHMENT 4B

**FLORIDA A&M UNIVERSITY, BOARD OF TRUSTEES
 Professional Qualifications Supplement**

SELECTION EVALUATION FORM SCHEDULE B – ANALYSIS

Project Title	BR#	Construction Cost	Date
			Complete for the Top 10 Firms

Name of Applicant	Past Perform Rating (0-20)	Exper. And Ability	Design Ability	MBE Credit	Work in Progress (0-5)	SUS Work (0-5)	Location (0-20)	Short List Total	Short List Rank

Selection Committee Signatures:

ATTACHMENT 4C

**FLORIDA A&M UNIVERSITY
Professional Qualifications Supplement**

SELECTION EVALUATION FORM SCHEDULE C – INTERVIEWS

PROJECT TITLE	BR#	CONSTRUCTION COST	DATE
----------------------	------------	--------------------------	-------------

Name of Interviewed Firm	Short List Total (From Schedule B)	Understanding of Program & Project Requirements (0-20)	Approach and Method (0-20)	Ability to Provide Service (0-20)	Final Total	Final Rank

Selection Committee Signatures:	Rating Scale
	Outstanding 20
	Good 16
	Satisfactory 12
	Poor 8
	Unacceptable 4

ATTACHMENT 5

**FLORIDA A&M UNIVERSITY
Professional Qualifications Supplement**

ARCHITECT/ENGINEER REFERENCE CHECK

(This form is to be completed for each of the references checked. If the Owner's Representative cannot be reached, note the attempts in the "Comments" section.)

Architect/Engineer: _____

Project: _____

Owner: _____

Who was contacted: _____
(name) (date) (time)

1. What professional services were performed? _____

2. What was the project size? \$ _____

3. A. Were the design documents completed on time? _____ Yes _____ No

B. Was the construction completed on time? _____ Yes _____ No

4. Was the project completed within budget? _____ Yes _____ No

5. Did the architect/engineer make appropriate efforts to assure quality construction?
_____ Yes _____ No

6. Was the overall performance of the architect/engineer?
_____ below average
_____ average
_____ above average

7. Would you hire this firm again? _____ Yes _____ No

Comments:

Interview conducted by: _____
(Name) (Date)

Signature: _____

ATTACHMENT 6

**FLORIDA A&M UNIVERSITY
 Professional Qualifications Supplement**

WORKLOAD RATING TABLE

<u>Fee Per Person(\$)</u>	<u>Rating</u>
0 – 24,000	5
24,001 – 51,000	4
51,001 – 78,000	3
78,001 – 90,000	2
90,001 – 95,000	1
> 95,000	0

ATTACHMENT 7

**FLORIDA A&M UNIVERSITY
 Professional Qualifications Supplement**

VOLUME OF DIVISION OF COLLEGES & UNIVERSITIES WORK RATING TABLE

<u>Fee Per Person (\$)</u>	<u>Rating</u>
0 – 4,999	5
5,000 – 14,999	4
15,000 – 29,999	3
30,000 – 49,999	2
50,000 – 74,999	1
75,000 and up	0

ATTACHMENT 8A

**FLORIDA A&M UNIVERSITY
 Professional Qualifications Supplement**

LOCATION RATING TABLE - A

- To be used for any complicated project requiring extensive on-site presence; or
- Projects with an estimated construction budget of \$1,000,000 or less; or
- Continuing Service Contracts

<u>Miles</u> <u>From Project</u>	<u>Rating</u>
0 – 30	20
31 – 60	18
61 – 90	15
91 – 140	13
141 – 200	10
201 – 275	6
276 – 360	2
361 and up	0

ATTACHMENT 8B

**FLORIDA A&M UNIVERSITY
 Professional Qualifications Supplement**

LOCATION RATING TABLE - B

To be used for all large projects, and studies which do not require extensive on-site presence?

<u>Miles from Project</u>	<u>Rating</u>
0 - 50	20
51 - 100	19
101 - 150	18
151 - 200	17
201 - 250	16
251 - 300	15
301 - 350	14
351 - 400	13
401 - 450	12
451 - 500	11
501 - 550	10
551 - 600	9
601 - 650	8
651 - 700	7
701 - 750	6
751 - 800	5
801 - 850	4
851 - 900	3
901 - 950	2
951 - 1000	1
1000 -	0

Sec. 0006 - Manager Selection Process



FLORIDA **A&M** UNIVERSITY

PC Project Management Guide

Sec. 0006

Administrative unit:	Division of Finance and Administration
Department:	Facilities Planning, Construction and Safety
Operational section:	Facilities Planning and Construction
Subject:	Construction Manager Selection Process
Specific Authority:	Sections 1001.74(28), 1013.4-5, 1013.46, 255.29, F.S.

Objective & Purpose: To provide guidelines for the selection of construction managers

Conditions for Use of Construction Management. Each project for which construction management services is requested, must have an approved facilities program which meets the requirements of the Development of Facility Programs policy. The program should address the aspects of the project which indicate a need for construction management, and budget implications of construction management. Adequate funding for pre-construction, construction and management fees must be available during the planning phase and must be considered when planning funds are requested for appropriation.

When construction management has been approved as the project delivery method in the building program, the Notice to Professional Consultants shall alert applicants to that fact.

Summary of Construction Management Approach. The construction manager should be appointed during the schematic design phase of the project and be made an integral part of the design team. The timing for actions required by these procedures is based on construction manager selection during the schematic design phase. However, if the construction manager is selected at another time, appropriate adjustments must be made. The President shall award and execute construction management contracts.

Contracts for construction management services consist of two phases. The first phase of the contract is for pre-construction services, wherein the construction manager functions as an agent of the Owner, is paid a fixed fee for services performed, and is an integral part of the design team. Pre-construction services shall include value engineering, scheduling, constructability analyses, etc., and the development of a Guaranteed Maximum Price (GMP). If the GMP is accepted, the second phase (the construction phase) is implemented. During the construction phase, the construction manager ceases to be an agent of the Owner, becomes the single point of responsibility for performance of the construction contract for the project, and functions in the role of an independent contractor, publicly bidding trade contracts.

University Consideration of Construction Management Delivery System. When the University is considering the use of construction management services to implement a project, the University explains the justification for its decision in the facilities program. The program must outline the circumstances justifying the use of construction management services. If the approved program for a project does not include a provision for construction management, and the University later decides to use construction management services, it must include an approval letter from the president justifying the use of construction management services in the project files and in a program amendment with any other information related to changes to the project.

Formation of Certification and Selection Committee. A Construction Manager Certification and Selection Committee should be formed, simultaneously with the formation of the Architect/Engineer Certification and Selection Committee.

The Committee shall:

- a. Review the standard criteria listed on the Construction Manager Qualifications Supplement (CMQS) form (Attachment 1). Based on unique requirements of the project, the Committee may add up to three additional selection criteria to the CMQS form. The Committee reviews weight factors to be applied to each of the categories on the Construction Manager Short List Worksheet (Attachment 2) and revise those factors, as necessary, according to the needs of the project.
- b. Determine construction manager criteria for interview questions (Attachment 5).
- c. Review the pre-construction services required in the standard construction management contract and agree upon any required additional services or deletion of standard services, which may be warranted.
- d. Review the standard reference checks questions (Attachment 6) and add additional questions pertaining to the unique requirements of the project, if necessary.

Advertisement. When the notice to proceed with the development of conceptual schematics is issued to the architect/engineer, the University places an advertisement for construction management services in the *Florida Administrative Register (FAR)* and through *FAMU's procurement website*, as described in the Advertisements for Architect/Engineer and Construction Manager Services and Call for Bids policy. The advertisement shall provide information regarding application and direct the applicants to contact the University for the application forms and project information.

Preparation of CMQS Form. The University develops the CMQS form (Attachment 1) for the project, including any revisions requested by the Committee. The bonding information on the first page is to be completed by referring to the Section B-14 of the Project Manual. If three additional questions are not included as Questions 13-15, Questions 16 and 17 are renumbered. The information in Question 17, must be completed in accordance with the advertisement.

University Response to Interested Firms. The University shall provide those firms indicating an interest in the project with the CMQS form, the Project Fact Sheet and other related information.

Development of Short List. After receipt of submittals, the University reviews them for completeness and documents irregularities for the Committee. The Committee convenes to develop the short list. The Committee members individually evaluate the applicant firms and determine a score for each category on the Construction Manager Short List Worksheet (Attachment 2). Each Committee member ranks the firms on the Shortlist Proposal Worksheet (Attachment 3), avoiding ties. The firms with the lowest total rank points will be short listed for interview. Total rank points and short list rank are entered on the Construction Manager Selection Evaluation Form A (Attachment 4) and signed by each member of the Selection Committee. The short list is no fewer than three and no more than five firms. For a project having three or fewer applicants, each firm is included on the short list. (Rank established on the short list portion of the selection is only considered in the interviews in the event of a tie.) If the project architect/engineer was involved in the short list process, his/her recommended rank is noted for information.

Reference Checks. The Committee determines the references to be checked for the firms to be interviewed and designates a person to conduct the reference checks. Reference checks should be made from among those references provided for projects on which members of the proposed team were involved. Reference checks are documented using the Construction Manager Reference Check form (Attachment 6) and presented to the Selection Committee for its consideration in scoring the interviews.

Notification of Applicants. The University sends each firm which applied for consideration, a certified letter, return receipt requested, notifying it of the short listed firms. The notification is to include the following statement: "Failure to file a protest within the time prescribed in s. 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes." The University sends the firms which were short listed the following, if available: a copy of the approved facilities program; a copy of the latest approved design documents prepared by the project architect/engineer; a description of the interview requirements; a copy of the standard Construction Management Agreement (this document may be obtained from the Office of Facilities Planning & Construction); the time, date, and location of the interview; and, the length of time allotted for the interview and for questions and answers. Each firm should be requested to provide the Committee copies of a written summary of its presentation at the conclusion of the interview.

Oral Presentations. Interviews for the selection of a construction manager should be held as soon as possible after the architect/engineer selection. A member of the Committee introduces the voting members and the visitors present. Once an Applicant has begun the presentation, the door should be closed to minimize interruptions to the Applicant's presentation.

Applicants are rated in the following areas:

a. Understanding of the Program and Project Requirements: The Applicants are evaluated on their understanding of the requirements and needs of the project as demonstrated by their project teams.

Applicants are rated on the completeness of their understanding of the factors that are unique to the project, including the thoroughness demonstrated in analyzing and investigating the scope of the project and in preparing for the interview. **The score range is 0-20.**

b. Approach and Method: Applicants are evaluated on their (and their consultants', if any) proposed methods and approaches for pre-construction services, construction staging, scheduling, quality control, safety, coordination, and administration of the project. Applicants should be asked to identify by name the key personnel of their proposed team: project executive, project manager, estimator, superintendent, and other key staff members to be assigned to the job. **The score range is 0-20.**

c. Ability to Provide Service: Applicants are evaluated on their ability to meet the Owner's required timetable and to provide for the special or unique requirements of the project including a projected time line of activities through project completion. The Applicants should be asked to discuss their ability to fulfill each particular project requirement and to describe all other projects on which team members are currently involved. Results of the reference checks will be considered in this category. **The score range is 0-20.**

d. Minority Business Enterprise (MBE) Approach: Applicants are encouraged to include certified MBEs in the project and should discuss their approach to including MBEs in the project. **(No score will be levied)**

Question and Answer Period. Following each presentation, a time may be set-aside for the Committee to ask questions.

Committee Recommendation. The architect/engineer should be encouraged to attend the oral presentations. The architect/engineer's ranking should be noted as information. Immediately following the conclusion of the interviews, the Selection Committee should ask for input from user representatives who attended the interviews. The Committee discusses the presentations. Committee members individually evaluate the firms based on the construction manager interview criteria, using the Construction Manager Selection Interview Worksheet (Attachment 8). Based on their individual scores, Committee members rank the interviewed applicants. The individual ranks are added to obtain the Committee score for each of the firms interviewed. The firm with the lowest total score is the firm listed first, etc... In case of a tie, the short list rank breaks the tie. If the short list rank was tied, the firm with more total points from Construction Manager Selection Evaluation Form A (Attachment 4) breaks the tie. The Committee's total rank points and final recommended rank are entered on Construction Manager Selection Evaluation Form B (Attachment 7), which must be signed by all Committee members.

Approval of Committee Recommendation. The Committee chairman submits the Committee's recommendation to the Director of Facilities Planning and Construction who then submits it to the president for approval. The Committee shall not divulge its recommendation to anyone prior to approval of the Committee's recommendation by the President.

Notification of Interviewed Firms. Upon approval by the President, the Office of Facilities Planning and Construction notifies each interviewed firm in writing of the results of the selection. The notification is sent certified mail, return receipt requested. The notification must include the following statement: "Failure to file a protest within the time prescribed in s. 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

Maintenance of Selection Records. The completed original Construction Manager Selection Evaluation Forms A and B (Attachments 4 and 7), related correspondence, notes kept by Committee members throughout the selection, and the proposals of the applicant firms are filed in the project files in the Office of Facilities Planning and Construction.

NOTE: The Selection Committee may reject all proposals and may stop the selection process at any time.

Contact: *Director, Office of Facilities Planning and Construction*
Florida A&M University
2400 Wahnish Way, Suite 100
Tallahassee, Florida 32307
(850) 599-3197

ATTACHMENTS

ATTACHMENT 1

**FLORIDA A&M UNIVERSITY
CONSTRUCTION MANAGER QUALIFICATIONS SUPPLEMENT**

INSTRUCTIONS:

- A. Please type. Attach additional pages for each numbered section, as necessary.
- B. Attach a reproduction of the current Florida Contractor's License for the APPLICANT.
- C. Attach a letter of intent from a surety company indicating the applicant's bondability for this project. The surety shall acknowledge that the firm may be bonded for each phase of the project, with a potential maximum construction cost of _____. The surety company must be licensed to do business in the State of Florida, must have a Best Rating of "A", and a required financial size of "Class ___".
- D. Number each side of each page consecutively, including letter of interest, brochures, licenses, résumés, supplemental information, etc. Submittals must be limited to 80 pages. Covers, table of contents and divider tabs will not count as pages, provided no additional information is included on those pages. Provide the number of copies of the submittal specified in the advertisement. **Any submittals exceeding the 80-page limit will be disqualified.**
- E. Only individual firms or formal joint ventures may apply. Two firms may not apply jointly unless they have formed a joint venture. (See Question 16.) Any associations will be disqualified. (This does not preclude an applicant from having consultants.)
- F. When ten related projects are requested (Question 4), do not list more than ten. When up to three project examples are requested, do not list more than three.

1. PROJECT NUMBER: _____

PROJECT NAME: _____

2. FIRM NAME: _____

ADDRESS OF PROPOSED OFFICE IN CHARGE: _____

TELEPHONE NUMBER: _____ **FED. I.D. NO.:** _____

FLA. CORPORATE CHARTER NO.: _____

**3. For how many years has your firm been providing construction management?
Services? _____ General Contracting? _____**

4. EXPERIENCE/REFERENCES (provide this information on a separate sheet:)

- a. List the ten projects for which your firm has provided/is providing construction management services which are most related to this project. In determining which projects are most related, consider: related size and complexity; how many members of the proposed team worked on the listed project; and, how recently the project was completed. List the projects in priority order, with the most related project listed first.
- b. For each of the listed projects, provide the following information: construction cost (original GMP and final construction cost), current phase of development, estimated (or past) completion date, type of construction services provided (CM at risk with GMP, CM-agency, design/build, general contractor-low bid, negotiated general contract, subcontractor to prime), Owner's contact person and telephone number, and the name and telephone number of the project architect.

5. APPLICANT'S PERSONNEL (provide this information on a separate sheet:)

- a. List total number of firm's personnel, for the applicant office location, by skill group (e.g. project managers, estimators, project engineers, superintendents, etc.)
- b. Name all key personnel, which will be part of the construction management team for this project and provide their cities of residence. Describe in detail the experience and expertise of each team member. (Note: Key personnel must be committed to this project for its duration unless excused by the Owner.)
- c. For each project listed in response to Question No. 4, list the members of the proposed team for this project who worked on each listed project and describe their roles in those projects. (This response may be included with the response to Question No. 4.)
- d. If the team as a whole provided construction management services for any of the projects listed in response to Question No. 4, so indicate.

6. APPLICANT'S CONSULTANTS (provide this information on a separate sheet): Name any consultants which are included as part of the proposed team. Describe each consultant's proposed role in the project and its related experience. List projects on which your firm has worked with the consultant.

7. For three of the projects listed in response to Question No. 4, describe conflicts or potential conflicts with the Owner or with trade contractors, and describe the methods used to prevent and/or resolve those conflicts.

8. Describe the types of records, reports, monitoring systems, and information management systems that your firm used in the management of those projects. Describe how you used these systems for three of the projects listed in response to Question No. 4.

9. Describe your cost control methods for the pre-construction and construction phases. How do you develop cost estimates and how often are they updated? For three of the projects listed in response to Question No. 4, provide examples of how these techniques were used and what degree of accuracy was achieved. Include examples of successful value engineering to maintain project budgets without sacrificing quality.

10. Describe the way your firm maintains quality control during the pre-construction and construction phases. For three of the projects listed in response to Question No. 4, provide specific examples of how these techniques were used.

11. Describe the way in which your firm develops and maintains project schedules. How often do you update schedules? For three of the projects listed in response to Question No. 4, provide examples of how these techniques were used. Include specific examples of scheduling challenges, and how your firm helped solve them.

12. Describe how your firm assists minority business enterprises and involves them in projects. For three of the projects listed in response to Question No. 4, describe your approach to MBE participation and what percentage of MBE participation was achieved?

(Questions 13-15 may be added at the discretion of the Selection Committee to address specific project issues.)

16. Is the applicant a joint venture? _____ Yes _____ No

If so, describe the division of responsibilities between the participating firms, the offices (location) that will be the primary participants, and the percent interest of each firm. Also, duplicate the signature block and have a principal or officer sign on behalf of each party to the joint venture. Attach a copy of your joint venture agreement to each copy of the submittal. (The joint venture agreement should be numbered within the 80-page submittal.)

17. Do you make the following acknowledgments/certifications? If so, sign on the line provided below and have your signature notarized.

a. Regarding information furnished by the applicant herewith, and as may be provided subsequently (including information presented at interview, if a finalist):

- I. All information of a factual nature is certified to be true and accurate.
- II. All statements of intent or proposed future action (including the assignment of personnel and the provision of services) are commitments that will be honored by the applicant if awarded the contract.

b. It is acknowledged that:

- I. If any information provided by the applicant is found to be, in the opinion of the Selection Committee, substantially unreliable, this application may be rejected.
- II. The Selection Committee may reject all applicants and may stop the selection process at any time.
- III. The selection of finalists for interview will be made on the basis of information provided herein. The interviewed firms will be ranked based on their total scores earned in response to the interview questions to be provided to the finalists and the results of the reference checks.

- IV. It is understood that this submittal must be received at _____ no later than ___ p.m., _____ . Facsimile (FAX) submittals are not acceptable and will not be considered.
- c. The undersigned certifies that he/she is a principal or officer of the firm applying for consideration and is authorized to make the above acknowledgments and certifications for and on behalf of the applicant.
- d. The undersigned certifies that the Applicant has not been convicted of a public entity crime within the past 36 months, as set forth in Section 287.133, Florida Statutes.
- e. Failure to sign this form will result in disqualification.

For and on behalf of the Applicant:

Sworn to and subscribed to me,

a Notary Public, this ____ day
of _____, ____.

By: _____

(type name & title)

_____ (seal)

ATTACHMENT 2

**FLORIDA A&M UNIVERSITY
CONSTRUCTION MANAGER SHORT LIST WORKSHEET**

PROJECT # _____

Committee Member Name:

Applicant Name: _____

RELATED EXPERIENCE (30 pts.)

1. EXPERIENCE/REFERENCES: 10 related projects (size and complexity; how many members of the proposed team worked on the listed project; and, how recently the project was completed); construction cost (original GMP and final construction cost), current phase of development, completion date, type of construction management services provided, Owner's contact, project architect.

Notes/Comments:

Score: _____

EXPERIENCE & ABILITY (30 pts)

2. Years providing: _____ construction management services; _____ general contracting?

3. APPLICANT'S PERSONNEL

a. Total personnel, for the applicant office location, by skill group (e.g. project managers, estimators, and project engineers, superintendents, etc.)

b. Key personnel and cities of residence. Describe the experience and expertise of each team member.

c. Members of the proposed team who worked on listed projects and describe their roles.

d. Did the team as a whole provide CM services for any of the listed projects?

4. APPLICANT'S CONSULTANTS. Proposed role in the project and related experience. List projects on which your firm has worked with the consultant.

5. Conflict resolution

Notes/Comments:

Score: _____

ATTACHMENT 3

FLORIDA A&M UNIVERSITY CONSTRUCTION MANAGER SELECTION

Project Title & Number: Construction Management Services, Campus Continuing Service Contract

Committee Member:

Shortlist Date

COMMITTEE NAME						Total	Rank
FIRM NAME							
Related experience							
Ability to provide service							
Cost & Quality Control							
Scheduling							
FIRM NAME							
Related experience							
Ability to provide service							
Cost & Quality Control							
Scheduling							
FIRM NAME							
Related experience							
Ability to provide service							
Cost & Quality Control							
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Scheduling							
FIRM NAME							
Related experience							
Ability to provide service							
Cost & Quality Control							
Scheduling							
FIRM NAME							
Related experience							
Ability to provide service							
Cost & Quality Control							
Scheduling							

NOTE: Firms are to be ranked in descending order with the most qualified firm ranked number 1.

The following areas should be considered in evaluating/ranking the submittals:

- ◆ Related experience
- ◆ Ability to provide service
- ◆ Cost & Quality control
- ◆ Scheduling

Selection Committee:

ATTACHMENT 4

FLORIDA A&M UNIVERSITY CONSTRUCTION MANAGER SELECTION

Project Title & Number: _____

Committee Members: _____

Date: _____

FIRM NAME:								
Committee Members Name:							RANK POINTS	FINAL RANK
Understanding (0-20)								
Approach/Method (0-20)								
Ability (0-20)								
MBE (Not Scored)								
Totals								

FIRM NAME:								
Committee Members Name:							RANK POINTS	FINAL RANK
Understanding (0-20)								
Approach/Method (0-20)								
Ability (0-20)								
MBE (Not Scored)								
Totals								

FIRM NAME:								
Committee Members Name:							RANK POINTS	FINAL RANK
Understanding (0-20)								
Approach/Method (0-20)								
Ability (0-20)								
MBE (Not Scored)								
Totals								

FIRM NAME:								
Committee Members Name:							RANK POINTS	FINAL RANK
Understanding (0-20)								
Approach/Method (0-20)								
Ability (0-20)								
MBE (Not Scored)								
Totals								

FIRM NAME:								
Committee Members Name:							RANK POINTS	FINAL RANK
Understanding (0-20)								
Approach/Method (0-20)								
Ability (0-20)								
MBE (Not Scored)								
Totals								

FIRM NAME:								
Committee Members Name:							RANK POINTS	FINAL RANK
Understanding (0-20)								
Approach/Method (0-20)								
Ability (0-20)								
MBE (Not Scored)								
Totals								

ATTACHMENT 5

FLORIDA A&M UNIVERSITY CONSTRUCTION MANAGER CRITERIA FOR INTERVIEW QUESTIONS

(Suggested Topics)

1. Understanding of the project requirements and knowledge of existing campus conditions
2. Knowledge of the local construction market
3. Staging and project mobilization plan
4. Schedule
5. Project program requirements and the established budget
6. MBE program
7. Subcontractor management
8. Safety program
9. Quality control approach

ATTACHMENT 6

**FLORIDA A&M UNIVERSITY
 CONSTRUCTION MANAGER SELECTION EVALUATION FORM A**

Project: Continuing Services Construction Management

Final Interview Date: _____

FIRM NAME	Committee Member	Committee Member	Committee Member	Committee Member	Committee Member	FINAL POINTS	FINAL RANKING

SELECTION COMMITTEE:

Committee Member Name/Title: _____

Committee Member Name/Title: _____

Committee Member Name/Title: _____

Committee Member Name/Title: _____

Committee Member Name/Title: _____

ATTACHMENT 7

**FLORIDA A&M UNIVERSITY
CONSTRUCTION MANAGER REFERENCE CHECK**

(This form is to be completed for each of the references checked. If the Owner's Representative cannot be reached, note the attempts in the "Comments" section.)

Construction Manager: _____

Project: _____

Who was contacted? _____

Owner (Name of Rep): _____

1. What construction management services were performed? _____

2. What was the project size? \$ _____

3. Was the project completed on time? ___ Yes ___ No

4. Was the project completed within budget? ___ Yes ___ No

5. Did the construction manager make appropriate efforts to assure quality construction?
___ Yes ___ No

6. Was the overall performance of the construction manager:
___ below average
___ average
___ above average

7. Would you hire this firm again? ___ Yes ___ No

8. Do you have any specific impressions (positive or negative) of individuals who worked on the project? _____

Comments: _____

Interview conducted by: _____
(Name) (Date)

Sec. 0007 - Administration of Construction Manager Agreements



FLORIDA **A&M** UNIVERSITY

PC Project Management Guide

Sec. 0007

Administrative unit:	Division of Finance and Administration
Department:	Facilities Planning, Construction and Safety
Operational section:	Facilities Planning and Construction
Subject:	Administration of Construction Manager Agreements
Specific Authority:	Florida A&M University is the contracting authority for Construction Manager agreements in accordance with BOG 14.007, 1001.706, 1001.64, F.S. FAMU Procurement policy

Objective & Purpose: To establish procedures for the administration of construction manager agreements, including negotiation, contracting, and payments.

Scheduling the Negotiation.

Upon approval of the construction manager selection as described in the Florida A&M University Board of Trustees Planning and Construction Policy, Selection of Construction Managers, the Office of Facilities Planning and Construction (OFP) schedules the negotiation meeting with representatives of the construction manager and the OFP. A third party Construction Auditing firm hired by OFP will assist the University with negotiations and auditing on Capital Projects over \$2 million. OFP transmits to the construction manager the standard AIA Agreement Between Owner and Construction Manager, the Project Manual, the Supplementary General Conditions for Construction Manager Agreements, applicable Supplements to the Project Manual and a copy of this policy. These documents can be obtained from the OFP located at 2400 Wahnish Way in Tallahassee, Florida. OFP will direct the construction manager to prepare a proposal for pre-construction services in accordance with the “Guidelines for Construction Managers for the Preparation of Proposals for pre-construction Services” (Attachment 1).

Negotiation for Pre-construction Services.

Representatives of the OFP will meet with the construction manager to negotiate the pre-construction portion of the contract. A third party Construction Auditing firm hired by OFP will assist the University with negotiations and auditing on Capital Projects over \$2 million. If negotiations with the first ranked firm are unsuccessful, OFP may terminate negotiations with that firm and begin negotiations with the second ranked firm. If negotiations with the second ranked firm are unsuccessful, the OFP may terminate negotiations with that firm and begin negotiations with the third ranked firm. If negotiations with the third ranked firm are unsuccessful, OFP may terminate negotiations with the third ranked firm and may select additional firms from the original pool or re-advertise the project. At any time during the negotiation process, Florida A&M University may terminate negotiations entirely and reconsider the use of construction management for the project.

Pre-construction Agreement File.

The OFP maintains a pre-construction agreement file containing: the pre-construction agreement, the pre-construction fee proposal, a copy of the contractor's license for the construction manager, and any additional information related to the pre-construction negotiation.

Preparation of Agreement.

Upon completion of successful negotiations, the OFP prepares the "AIA Agreement between Owner and Construction Manager" for pre-construction services. The OFP transmits five copies of the standard AIA agreement to the construction manager for execution.

Distribution of Executed Agreement.

Upon final execution of the agreement by the President, the OFP distributes the copies as follows: the construction manager, OFP office, University Controller's office, the architect/engineer and the State Comptroller's Office.

Negotiation of Guaranteed Maximum Price (GMP).

When it is time for the construction manager to develop the GMP proposal, Florida A&M University directs the construction manager to prepare it in accordance with the "Guidelines for Construction Managers for the Preparation of Guaranteed Maximum Price Proposals" (Attachment 2).

After the construction manager develops the GMP, OFP reviews the proposal and ensures that the architect/engineer receives a copy for review. When all parties have reviewed the GMP proposal, OFP schedules the negotiation meeting.

If negotiations regarding the terms of the GMP proposal are unsuccessful, the OFP may terminate negotiations with that firm and begin negotiations with the second ranked firm from the original selection. If negotiations with the second ranked firm are unsuccessful, OFP may terminate negotiations with that firm and begin negotiations with the third ranked firm from the original selection. If negotiations with the third ranked firm are unsuccessful, OFP may terminate negotiations with the third ranked firm, and may select additional firms from the original pool or advertise the project. At any time during the negotiation process, OFP may terminate negotiations entirely and reconsider the use of construction management for the project.

Preparation of the GMP Amendment.

Upon successful negotiation of the GMP, the OFP prepares the GMP amendment to the Agreement between Owner and Construction Manager. The amendment shall establish the GMP amount, the number of calendar days for completion and the liquidated damages amount and shall reference any applicable supplements to the Project Manual. The OFP also prepares the Performance Bond and the Labor and Materials Payment Bond.

Transmittal of Amendment to Construction Manager.

Florida A&M University transmits five copies of the amendment to the construction manager, together with five copies each of the Performance Bond and Labor and Materials Payment Bond, for execution. An example transmittal letter is included as Attachment 3.

Review of Insurance Issues.

Upon receipt of the signed amendment and the required insurance certificates and bonds from the construction manager, OFP will review the bond and certificate documents for compliance with the specifications.

Distribution of Executed GMP Amendment.

Upon final execution of the GMP amendment by the University President, the OFP distributes copies, each with a set of bonds, to the construction manager, the OFP office, the University Controller's office, and the architect/engineer.

GMP File.

The OFP maintains a GMP file containing: the executed GMP amendment, the Performance and Payment Bonds, the insurance certificate(s), the approved GMP proposal, a recommendation letter from the architect/engineer, documentation of Florida A&M University's approval of the bonds and insurance, documentation of the calculation for liquidated damages, and any correspondence related to the GMP.

Bidding Schedule.

The OFP discusses the bidding schedule with the construction manager. Based on the proposed schedule, OFP develops a payment schedule with the architect/engineer for the architect/engineer's bidding phase payments.

Pre-qualification of Subcontractors.

The construction manager develops procedures for pre-qualification of trade contractors, and coordinates with the OFP to ensure that the procedures are acceptable.

Bid Openings and Award Recommendations.

Florida A&M University ensures that the construction manager publicly advertises for each bid package. While the bid openings are not required to be public, an OFP representative must be present when the construction manager opens bids received by the construction manager. The OFP instructs the construction manager to provide a letter of recommendation for award of each bid package, the letter of recommendation from the architect/engineer, a copy of the bid tabulation form and a copy of each bid proposal. The OFP maintains this information on file for audit purposes.

Construction Manager Invoices.

During the pre-construction and construction phases, the construction manager is paid as provided for in "Invoicing Procedures" (Attachment 4).

Requests for Self-Performance.

If the construction manager makes a request to self-perform any portion of the work, the request is handled as described in "Procedures for Self-Performance of Work" (Attachment 5).

Change Orders. Prior to approval, change orders must be supported by bids or by the unit prices established in the original bid.

Contact: *Director, Office of Facilities Planning and Construction*
Florida A&M University
2400 Wahnish Way, Suite 100
Tallahassee, Florida 32307
(850) 599-3197

ATTACHMENTS

ATTACHMENT 1

**FLORIDA A&M UNIVERSITY, BOARD OF TRUSTEES
Guidelines for Construction Managers for the Preparation of Proposals
For Pre-construction Services**

The construction manager is typically selected at the beginning of the design process. The Guaranteed Maximum Price is usually prepared based on 50% Construction Documents. In these typical cases the pre-construction deliverables include reports at the completion of Advanced Schematic Design, Design Development and 50% Construction Documents. The deliverables at 50% Construction Documents include the Guaranteed Maximum Price proposal. Reports include discussion of the items outlined in the Agreement as pre-construction services.

If the design phases are different from the standard phases, or deliverables are required which differ from the standard project described above, the construction manager will be notified, and the pre-construction proposal will be prepared accordingly.

The following costs are to be included in the proposal: direct labor costs, travel, printing costs, personnel expense and overhead (included as a multiplier). The proposal should include the number of hours by team member for each phase. A

SAMPLE format:

Proj. Name	Rates	SD	SD	DD	DD	50%/GMP	50%/GMP	Preconst. Hours	Preconst. Total \$
Proj. Exec	35	0	0	0	0	4	140	4	140
Proj Director	29	24	695	72	2,088	96	2,784	192	5,568
Proj. Mgr.	25	16	400	72	1,800	96	2,400	184	4,600
Sr. Estimator	28	16	448	12	336	24	672	52	1,456
Estimators	22	0	0	24	528	32	704	56	1,232
Total Direct Labor		56	1,544	180	4,752		6,700	488	12,996
*Multiplier			1.6		1.6		1.6		1.6
Total Labor Cost			2,470		7,603		10,720		20,794
*Travel			0		0		0		0
*Printing			75		100		125		300
Project Total			2,545		7,703		10,845		21,094

*see attached breakdowns

The multiplier, travel and printing items must include a further breakdown.

The travel breakdown includes: if driving, the number of miles to be traveled times the state mileage rate (currently \$0.29 per mile); if flying, the air fare; the approved per diem amount for meals (currently \$3 for breakfast if trip commences prior to 6.00 a.m., \$6 for lunch, and \$12 for dinner if the trip extends beyond 8:00 p.m.); and, hotel rate. Firms who represent that they have, or will have, an office local to the project site are not eligible for travel expenses.

The printing breakdown includes the number of pages of specifications times the printing rate and the number of sheets of plans times the printing rate.

The multiplier breakdown lists all items included in the firm's personnel expense multiplier. Overhead and profit are not included in the pre-construction phase, as those items will be included in the GMP for the construction phase.

ATTACHMENT 2

**FLORIDA A&M UNIVERSITY, BOARD OF TRUSTEES
 GUIDELINES FOR CONSTRUCTION MANAGERS
 For Preparation of Guaranteed Maximum Price Proposals**

The Guaranteed Maximum Price proposal is developed at the phase specified in the Agreement Between Owner and Construction Manager, usually at 50% Construction Documents.

The GMP proposal should be bound and entitled, "Guaranteed Maximum Price Proposal for (*name of project, project number*)" and must include a date on the cover. Proposal pages must be numbered, bound inside the proposal, in the order indicated below:

- Transmittal letter, including confirmation of project team
- Table of contents

Tab 1 GMP Summary - (brief general summary of scope of work, alternates, etc.)

Tab 2 List of documents (project manual(s), drawings by sheet number & date)

Tab 3 Description of Work

- Specification listing-provide a detailed listing of specifications by division and section that describes exclusions, substitutions, modifications, etc. If no changes are proposed for a particular section, insert "as per specifications".
- Qualifications and Assumptions - a summary of all qualifications and assumptions included in the specification listing
- Exclusions - a summary of all exclusions included in the specification listing, plus any exclusions not related to the specifications
- Value Engineering recommendations - if applicable
- Allowance Schedule - if applicable
- Add Alternate Schedule - if applicable (a description of alternates with accompanying breakdown of GMP cost)

Tab 4 GMP Cost Summary

- A detailed summary of costs using CSI format, organized according to anticipated bid packages, which includes quantities, unit prices, and cost extensions
- Following the cost summary of the work, the construction manager's fee (as identified in Paragraph 7.2 of the Agreement) must be broken down further. This breakdown must include a detailed listing of home office support, field staff and all other items listed in the definition of "fee" in the Agreement between Owner and Construction Manager. Calculations made to arrive at cost extensions must be shown for each team member, i.e., actual salary rate times number of hours = subtotal, times personnel expense multiplier = total labor cost. A breakdown justifying the multiplier used for personnel expense must be included. The profit multiplier portion of the fee shall be shown on a separate line of the cost summary.

Tab 5 Master Project Schedule

ATTACHMENT 3

**FLORIDA A&M UNIVERSITY, BOARD OF TRUSTEES
Transmittal of GMP Amendment to Construction Manager for Execution**

DATE:

RE: Project Name and Number _____

Dear _____:

Under cover of this letter, I am transmitting five copies of Amendment No. ___ which accepts the Guaranteed Maximum Price for the above referenced project for execution. Please execute all five copies as follows:

1. Have your president or other authorized officer execute each copy, have a second officer attest the signature and seal the agreements, and have a witness sign the agreements. All copies of the Payment and Performance Bonds must be signed and the corporate seal affixed thereto. The resident agent for the surety company must sign and seal each copy. A power of attorney must be included for both bonds, and the power of attorney must be dated the same as the date appearing on the bond signature page. Do not fill in the date of the Agreement on the first page of the Payment and Performance Bonds -- we will enter this date upon execution of the Agreement.

2. Please return a Certificate of Insurance, ensuring that the Certificate includes the coverages required by Section E, Article 11, of the Project Manual and of the supplements to the Project Manual referenced in your agreement. The Certificate must specify that notification will be given to the Owner of cancellation of insurance. If the standard "ACCORD" certificate of insurance is used, the Existing Cancellation Provision should be modified to comply with Section E, Article 11.1.3 of the project manual as follows: "Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail 30 days written notice to the below named certificate holder." The modification should be initialed by an authorized representative of the Insurance Company. Florida A&M University must be listed as Named Additional Insured, and it must be noted that the coverage is to provide a "Waiver of Subrogation."

Please return all five copies of the amendment, each bond, and the insurance certificate. Upon final execution, we will send you a set of documents for your files. If you have any questions regarding the execution of this Amendment, please call me at _____.

Sincerely,

Director,
Office of Facilities Planning and Construction
cc: project A/E

ATTACHMENT 4

FLORIDA A&M UNIVERSITY, BOARD OF TRUSTEES Invoicing Procedures for Construction Management Projects

1. Pre-construction Phase Payments

Pre-construction Phase fees are negotiated as a lump sum amount, with fees associated with individual deliverables. Upon approval of the deliverable, the CM may invoice the amount stated in the contract for that deliverable. The form to be used is included as the third page of this attachment. One original invoice and four copies are required (including backup, if any), and are to be submitted to the Office of Facilities Planning and Construction (OFP).

If any additional services have been authorized in writing by the OFP, a copy of the authorization (and supporting documentation, if required by the authorization) must be attached to the invoice.

2. Construction Phase Payments

Construction Phase payments are made using the Certificate for Partial Payment form in the non-technical specifications and are sent to the architect/engineer. These payments are approved by the OFP.

The actual construction is paid based on percentage completed as supported by the schedule of values.

Fee and General Conditions Pay Request Documentation:

- a) The overhead and profit portion of the fee, approved during the negotiations as a percentage of cost of Work, may be invoiced in proportion to the percentage of Work completed. No backup documentation is required.
- b) General Conditions items which were awarded based on competitive bidding are paid based on percentage completed as supported by the schedule of values. No additional documentation is required.
- c) Full-time site staff: A calculation showing hours times the hourly rate for the days worked during the pay period. Line item amounts from the GMP for these costs shall not be exceeded without prior approval of Florida A&M University.
- d) General conditions and fee items not provided by the CM: e.g. utilities to the site trailer, custodial service, office equipment rental or purchase, bonds, etc. A copy of the invoice or rental agreement from the provider must be included in the pay request.
- e) Fee or General Conditions items provided by the CM: e.g. home office labor support, site cleanup (if not provided by a subcontractor and if approved for self-performance under the procedures established herein). A calculation showing hours times the hourly rate for the days worked during the pay period. Include time sheets. Line item amounts from the GMP for these costs shall not be exceeded without prior approval of the OFP.

Self-Performed Work:

a) If the CM is self-performing Work for which the CM's price is the result of being the low bidder (if the Work was competitively bid) or of being the low proposed price (if three quotes were provided), then the pay request is made in the same manner as for other subcontractors.

b) If circumstances (e.g. schedule requirements, emergencies, etc.) are such that the CM is self-performing Work, and the award was not based on the conditions described in the paragraph above, then the CM shall include the following documentation with the pay request:

- All labor shall be documented on weekly time records at a wage scale commensurate with that paid in the area and trade including all labor taxes and insurance. (The CM shall provide justification for rates used.)
- Material purchases in amounts exceeding \$10,000.00 shall be documented by written quotations from at least three vendors. Documentation for material purchases for amounts less than \$10,000.00 shall include documented telephonic quotations from at least three vendors. Documentation of the required quotations shall be submitted with the first pay request that includes payment for such materials.

Savings:

a) Trade contracts: if a bid package exceeds the line item amount provided in the GMP, the entire cost is payable to the CM, provided that the GMP is not exceeded. Savings in trade contracts accrue to the CM's contingency.

b) General Conditions and Fee: items budgeted as part of the fee (as identified by Paragraph 7.2 of the Agreement between Owner and Construction Manager), or as General Conditions (as identified by Paragraph 8.2 of the Agreement), are line item budgets, and are not interchangeable without specific approval of the OFP. A change or increase to field staff or home office support staff must have prior approval of the OFP.

FLORIDA A&M UNIVERISTY

ATTACHMENT 5

FLORIDA A&M UNIVERSITY, BOARD OF TRUSTEES Procedures for Self-Performance of Work on Construction Management Projects

These procedures are to be followed for any Work which is neither included in the CM's fee, nor competitively bid.

Paragraph 2.2 of the Agreement between Owner and Construction Manager provides, "Unless otherwise authorized by the Owner, all Work shall be performed under Trade Contracts held by the construction manager. The construction manager shall not bid on any of the Trade Contractor Work or perform such Work with its own forces without the prior written consent of the Office of Facilities Planning and Construction, in accordance with the Florida A&M University Board of Trustees Planning and Construction Memorandum #6.

PRIOR CONSENT

The construction manager must make its request to self-perform Work to Florida A&M University. If the University concurs, Florida A&M University president, or designee, shall send written authorization to the construction manager.

Consent may be given either:

- 1) for the CM to bid on a specific portion of the Work, or
- 2) for the CM to submit a proposal for self-performance of the Work, together with three quotes from other contractors for performance of that same Work. If the CM is unable to secure three quotes due to insufficient trade contractor interest, the CM shall provide documentation of its efforts to secure the required quotes.

Items which will be considered for self-performance include, but are not limited to:

1. General Conditions items.
2. Work for which sufficient scope does not exist to attract trade contractor interest, or for which the schedule for the Work spans a time period which is sporadic and broken over the duration of the Project.
3. Work that must be performed to eliminate safety violations or remedy emergency conditions.
4. Unforeseen Work for which the timing has significant and negative impact on the schedule of the project, or Work for which the Owner mandates an accelerated schedule to complete component parts of the Project.
(Circumstances such as completeness of architectural drawings, time required to generate appropriate bid packages, and change order liability will be considered.)
5. Portions of the Work for which the CM has a proven track record of performing such Work, and for which the participation by the CM would be advantageous to the Owner.

Sec. 0008 - Administration of Architect Engineer Agreements



FLORIDA **A&M** UNIVERSITY

PC Project Management Guide

Sec. 0008

Administrative unit:	Division of Finance and Administration
Department:	Facilities Planning, Construction and Safety
Operational section:	Facilities Planning and Construction
Subject:	Administration of Architect Engineer Agreements
Specific Authority:	Sections 1001.74(5), 1001.75(5), 1013.45 - 1013.51 F. S. BOG Regulation 14.020

Objective and Purpose: To establish procedures for the administration of architect/engineer agreements, including negotiation, contracting, and payments, additional service authorizations and amendments

Contracting Authority. The University is the contracting authority for all architect/engineer (A/E) agreements in accordance with BOG Regulation -14.007,

Scheduling the Negotiation. Upon approval of the A/E selection as described in The Architect/Engineer Selection Process memorandum, the University project manager schedules the negotiation meeting with representatives of the architect/engineer and the Office of Facilities Planning and Construction. The University project manager transmits to the A/E the standard Agreement between Owner and Architect/Engineer, the Project Manual, any applicable Supplements to the Project Manual, the Cost Containment Guidelines the FAMU Design Guidelines and the Professional Services Guide. These documents can be obtained from the Office of Facilities Planning. The University project manager directs the A/E to prepare a proposal, including any additional services proposed for inclusion in the agreement.

Negotiations. Representatives of the Office of Facilities Planning and Construction meet with the A/E to negotiate the agreement. Negotiations are conducted for fees for basic services plus fees for any pre-negotiated additional services to be included in the agreement. The basic services fee is based on the DCU Fee Schedule, and the basis is the construction amount on the Capital Outlay Implementation Plan (COIP), not including project contingency. Pre-negotiated additional services must be documented by detailed proposals from the A/E and its consultants, if any, including proposed number of hours and hourly rates for those involved in the work. Services for which the fee is difficult to estimate or for which the fee is likely to be revised should not be included in the lump sum base agreement, but should be issued as Additional Service Authorizations.

The A/E will provide a list of maximum hourly billing rates by personnel category for use in negotiating future Additional Service Authorizations. Hourly rates should not exceed \$_XXX__ (established rate as approved by the Director of Facilities Planning).

If negotiations with the first ranked firm are unsuccessful, the University may terminate negotiations with that firm and begin negotiations with the second ranked firm. If negotiations with the second ranked firm are unsuccessful, the University may terminate negotiations with that firm and begin negotiations with the third ranked firm. If negotiations with the third ranked firm are unsuccessful, the University may terminate negotiations with the third ranked firm, and may select additional firms from the original pool or re-advertise the project.

Preparation of Agreement. Upon completion of successful negotiations, the University prepares a Report of A/E Negotiations Conference (Attachment 1), which summarizes the negotiations. Based on this report, the University prepares the agreement, using the standard (AIA or as established by Legal counsel at Florida A&M) Agreement between Owner and Architect/Engineer, making only those changes which are specific to the project. After approval and signature by the University general counsel, the project manager transmits four copies of the agreement to the A/E for execution.

Release of Funds. The Office of Facilities Planning shall request the release of funds in accordance with the Capital Outlay Implementation Plans, Budget Releases and Encumbrance Authorizations memorandum. The agreement must not be signed by the University president until the funds have been released.

Execution by University President. Upon release of funds and receipt of the executed agreements, the project manager secures the signature of the University president, and seals the agreements. The agreement date (first line of the agreement) is filled in, using the date of the president's signature.

Distribution of Executed Agreement. Upon final execution of the agreement by the University president, copies are distributed as follows: The A/E, the Office of Facilities Planning and Construction, the University accounting office, and the State Comptroller's Office.

A/E Agreement File. The Office of Facilities Planning and Construction maintains an agreement file containing: The A/E agreement, the negotiations report, any supporting proposals submitted by the A/E, and any additional information related to the negotiation and agreement execution. Information related to amendments, Additional Service Authorizations and payments shall also be maintained in the file.

Amendments to A/E Agreements. When a scope change (e.g. addition of funds, program amendment, etc.), which alters the construction cost stated in the original agreement, is proposed, the agreement must be amended. (Additions of funds which are made solely to prevent the need for redesign of the A/E's documents are not eligible for a fee amendment, since the A/E would have been obligated to redesign at the A/E's own expense under the terms of the agreement.) Amendments are negotiated, documented, executed and distributed in the same manner as the original agreement. The construction cost cannot be revised in the

agreement unless a corresponding change is made to the COIP. Releases must be requested for amendments in the same manner as for the original agreement.

Additional Service Authorizations. Any services, which are not authorized by the original agreement, must be authorized in writing by means of an Additional Service Authorization (Attachment 2) prior to commencement of the services by the A/E. Authorization types include:

- **Lump Sum.** Issued when the exact scope of work can be determined. Lump sum authorizations may only be paid upon the approval of deliverables as established in the authorization, and for which the fee for the deliverable is documented in detail in the proposal.
- **Not-to-Exceed.** Issued when the exact scope of work cannot be easily determined, cannot be agreed upon, or may require future revisions (e.g. Project Representative, geo technical services). Not-to-exceed authorizations are paid monthly based on a detailed invoice, including time sheets, receipts, etc.

Supporting Documentation. A lump sum authorization must be documented by a detailed proposal. The proposal must contain documentation for the entire fee, including any involved consultants, and must include a breakdown of hours required and hourly rates. Rates must be within the maximum hourly rates established in the negotiation. Not-to-exceed authorizations are issued based on the A/E's proposed estimates of cost.

Release of Funds for Additional Service Authorizations. Fees for additional services must be released prior to execution of the authorization, as described in, Capital Outlay Implementation Plans, Budget Releases and Encumbrance Authorizations memorandum and will be released from the appropriate line of the COIP. The authorization, when combined with other authorizations assignable to the same category, must not exceed the line amount on the approved release. The amount released for design contingency may be used for any design phase authorizations.

Numbering. The authorization number must follow consecutively from the last approved authorization. If a revision is being made to an existing authorization, it must be numbered consecutively, for example, No. 1(Rev. 1), No. 1(Rev. 2), etc.

Distribution. When the authorization has been approved, it is printed on yellow paper, signed by the University's facilities office director or designee, and immediately distributed, together with all backup to: The A/E, appropriate University offices (accounting, etc.); and, the State Comptroller's Office.

A/E Invoices. The A/E submits invoices to the Office of Facilities Planning and Construction for approval. The University reviews the invoice, checking that appropriate documentation (as described in the Professional Services Guide) is included and that all calculations are correct. If the work product described in the invoice has not yet been approved by the Office of Facilities Planning and Construction, the invoice is returned to the A/E, with instructions to resubmit after approval of the work product. After approval of the invoice, the Office of Facilities Planning and Construction sends it to the University accounting office for processing and transmittal to the State Comptroller. All invoices must be processed within the time limits described in Section 215.422, F. S.

Contact: *Director, Office of Facilities Planning and Construction*
Florida A&M University
2400 Wahnish Way, Suite 100
Tallahassee, Florida 32307
(850) 599-3197

ATTACHMENT 1

**OFFICE OF FACILITIES AND CONSTRUCTION
REPORT OF A/E NEGOTIATION CONFERENCE**

Project Name: _____ **Date:** _____
Project Number: _____
A/E Firm Name: _____
A/E Address: _____
City: _____ **State:** _____ **Zip:** _____ **Fed ID#:** _____
A/E represented by: _____
Others present: _____

NEGOTIATED FEE

Basic Services \$ _____ x _____ = \$ _____
Plus \$ _____ *(Add'l Services, incl. life cycle analysis) = **TOTAL FEE** \$ _____

Life Cycle Analysis: Req'd for this project? If so, determine the fee using the fee curve.

***Other negotiated additional services:** Any other additional services which are to be included the lump sum agreement must be documented by a proposal outlining the scope of services and a detailed breakdown of the fee.

SCHEDULE & REVIEW SETS

Phase	Fee %	# of Review Sets	Calendar Days
Conceptual Schematics	(10%)	_____	_____
Advanced Schematics	(10%)	_____	_____
Design Development	(15%)	_____	_____
50% Construction Documents	(15%)	_____	_____
100% Construction Documents	(20%)	_____	_____
Receipt of Bids	(5%)	_____	_____

Construction Phase (25%) (to be paid in monthly increments in proportion to payments made to contractor)

Post Occupancy Inspection \$ _____ (to be paid from Construction Phase Fee)

**include 4 signed and sealed sets which are required for Fire Marshal and Building Code Permitting

(NOTE: If currently available funds are not adequate to support the entire fee, the Agreement should provide for the A/E to suspend work at the completion of the last authorized phase, and to resume work only upon receipt of a "Letter of Activation" from the University.

If this is the case, so indicate by drawing a line under the last authorized phase.)

Review Time: How many calendar days maximum will be required for document review? _____

CAD? _____

Name & Date of Program: _____

If the **entire** program is not being implemented at this time, explain.

Professional Liability Insurance (amount stated in the advertisement) \$ _____

Attachment 2

ADDITIONAL SERVICE AUTHORIZATION

(Date)

Authorization No.

Reference: *(Project Name)*

TO: *(Name & address of A/E)*

FROM: *(Univ. Proj. Mgr. or other)*

Under the terms of Subparagraph/Paragraph No. ____ in the Agreement **(must verify in agreement)**, you are hereby authorized to perform or direct the following Additional Services:

Consultant: *name of Architect/Engineer and name of consultant, if any*

Maximum Authorized Cost: \$_____ Not-to-Exceed

- OR -

Authorized Cost: \$_____ Lump Sum

Description of authorization, including required deliverables, associated payments, and time schedule for services. Reference all proposals.

Please invoice in accordance with the following instructions:

Submit a signed original and three copies of the invoice as specified in your Agreement and in the *Professional Services Guide*. To three copies of the invoice attach: a copy of this authorization; for not-to-exceed authorizations based on hourly rates, a sheet displaying computations of hours and salary rates used to arrive at the invoiced amount and copies of time sheets; the consultant's invoice, where applicable, indicating your firm's approval; and, any other documents necessary to substantiate the invoice. For services to be paid directly to an authorized consultant, indicate separate payment on the invoice in the space provided.

APPROVED BY: _____

Name

Title

Sec. 0009 – Architect/ Engineer Evaluation



FLORIDA **A&M** UNIVERSITY

PC Project Management Guide

Sec. 0009

Administrative unit:	Division of Finance and Administration
Department:	Facilities Planning, Construction and Safety
Operational section:	Facilities Planning and Construction
Subject:	Architect /Engineer Evaluation
Specific Authority:	Sections 1001.74(5), 1001.75(5), 1013.45 - 1013.51 F. S. BOG Regulation 14.020

Objective & Purpose: To establish procedures for the evaluation of architects and engineers while under contract for a Florida A&M University construction project

Evaluation Schedule. Architects/engineers under contract with FAMU will be evaluated by the University on a semiannual basis, in January and July or as deemed necessary by the Director of Facilities. In order to be rated, a firm must have been under contract for at least two months of the rating period. An evaluation may be conducted at any time when a significant change in performance occurs.

General Development of Rating. The rating committee, as established by the University, discusses each firm's performance and assigns points for each category. Additional ratings will be requested from other universities in the region to assist in the determination of points. Individual category ratings values are assigned as whole numbers:

- 4 = Outstanding
- 3 = Above Satisfactory
- 2 = Satisfactory (meets expectations)
- 1 = Less than Satisfactory

Satisfactory, a score of 2, is the benchmark rating, and is defined as the level of performance that meets contract requirements.

Professional Services Evaluation Form (Attachment 1). "Firm" is the name of the firm being evaluated. If a joint venture is providing the services, the name of one party to the joint venture is "Firm" and the name of the other party to the joint venture is "Joint Venture" "Managing Office" is the site of the A/E's office providing the service, as stated in the architect/engineer agreement. "Project Manager" is the name of the primary representative with the firm for the project.

Rating Criteria for Categories:

- A. **Quality of Technical Services.** Documents the firm's ability to deliver technical services with a minimum of problems. Such problems may include mistakes in design or analysis, lack of thoroughness, lack of familiarity with codes, ignorance of contract document requirements, and, in general, deficiencies resulting from the lack or misapplication of technical skills and/or project specific knowledge that the firm is expected to have or to obtain. If the firm employs consultants, then the weight assigned this item is 5 and the "Consultants" section is completed. If the firm employs no consultants, then the weight assigned to this item is 9 and the "Consultants" section is omitted.
- B. **Timeliness of Service.** Documents the firm's ability to meet realistic schedules for the delivery of its services.
- C. **Quality of Technical Documentation.** Documents the clarity, accuracy, and general utility of technical documentation produced by the firm. This documentation includes reports, drawings, specifications, sketches, renderings, promotional materials, and various other forms of documentation intended to communicate information about the project to the Owner or others. Such documentation may not be in final form. The fundamental issue is how well the documentation accomplishes its intended purpose.
- D. **Cooperation/Concern for FAMU's Interests.** Documents the degree to which the firm cooperated with the Owner, and the extent of the firm's commitment to the protection and advancement of the interest of the
- E. **Administration of Project Paperwork.** Documents the accuracy, timeliness of submission, and thoroughness of paperwork associated with the administration of the project. Such paperwork includes pay requests, additional services requests, status reports, change orders, and shop drawing review.

Part A. Should be completed when evaluating the programming phase or design/ bidding phase of a project, or for evaluating studies. Part A evaluates the overall effectiveness of the firm in meeting study, programming, or design objectives. This item specifically includes an appraisal of the firm's effectiveness in coping with budget limitations and scheduling work to be accomplished by others. It is not necessary that the study, program, or design be completed during the period.

Part B. Should be completed when a project is in the construction phase. Part B evaluates the overall effectiveness of the firm in administering and enforcing the contract during construction. This item specifically includes an appraisal of the firm's effectiveness in working with the contractor to bring the project to a timely completion, keeping abreast of progress status, detecting problems, providing direction to the contractor, inspecting the work, and following-up on punch list and warranty items.

Combined Part A/Part B Evaluations. In the event the evaluation period spans Part A and Part B phases, both parts should be rated and the respective weights will each be adjusted to 2.5.

Final Rating. The “Total Weighted Points” amount is divided by 5 to determine the 20-point based rating. This calculation is made because the score used in the past performance category of an architect/engineer selection is based on a 20-point scale. The overall performance descriptor is entered on the form, and is assigned as follows:

- 18 - 20 Outstanding
- 15 - 17.9 Above Satisfactory
- 10 - 14.9 Satisfactory
- 0.0 - 9.9 Less than Satisfactory

Ratings for Joint Ventures. One evaluation is prepared for the joint venture, and a copy of the evaluation is sent to each party to the joint venture.

Signatures. The University completes the form and secures the signature of the director of the University facilities planning office and any other signatures required by the University to complete the process.

Transmittal of Rating to Firm. The University sends a copy of the completed evaluation form to the rated firm, certified mail, return receipt requested. The transmittal letter must contain the following statement: *"If you feel that your firm has been rated unfairly, you may appeal this rating by sending written notice stating the basis for your appeal. In order to be considered, such notice must be received by the University within 30 days of receipt of this letter."*

Appeal of Ratings. If an architect/engineer appeals its rating within the required time, the rating committee will discuss the rating with the firm and attempt to resolve the differences informally. If informal discussions do not result in a resolution, the University will notify the firm in writing of the time and place to appear before a review committee. This notification shall be sent certified mail, return receipt requested.

Review Committee for Appeals. The review committee shall consist of: the University project manager, the director of the University facilities planning office, and other individuals, as appropriate. The review committee discusses the rating and related issues, and meets with the firm making the appeal to hear the basis for the appeal. After reviewing the circumstances surrounding the rating and appeal, the review committee makes a finding. The University notifies the firm of the review committee’s finding and sets forth specifically the basis of the finding. The firm will be notified that the finding of the review committee is final unless a formal hearing is requested within fourteen (14) days. The notification is sent certified mail, return receipt requested.

Request for Hearing. If the firm requests a hearing, the matter will be referred to the Division of Administrative Hearings for handling as prescribed in Section 120.569, Florida Statutes. If the firm does not request a hearing, the finding of the review committee is final.

Maintenance of Rating Data Base. The University maintains the data base of ratings. The overall rating for each firm will be updated each time a new rating is received. Ratings will be kept on current record for three (3) years. The overall rating is used as the "Past Performance" score in architect/engineer selections.

Contact: *Director, Office of Facilities Planning and Construction*
Florida A&M University
2400 Wahnish Way, Suite 100
Tallahassee, Florida 32307
(850) 599-3197

ATTACHMENT 2

PROFESSIONAL SERVICES EVALUATION

University: _____ Date: _____

Project Title: _____ **Semiannual**

Firm: _____ **Project Closeout**

Joint Venture: _____ **Special (See Remarks)**

Managing Office: _____ Project Manager: _____

Rating

CATEGORIES (Completed for all evaluations) Value Weight Extension

Quality of Technical Services

Firm Listed Above..... X 9 * =

*Weight = 5 if

Consultants: Rating consultants are
Firm Name Specialty Value used on project.

Mechanical Eng.

Electrical Eng.

Structural Eng.

Civil Engineering *Average* = X 4 =

Timeliness of Service X 4 =

Quality of Technical Documentation X 3 =

Cooperation/Concern for SUS Interests X 2 =

Administration of Project Paperwork X 2 =

PART A (Completed when applicable)

Achievement of Study, Program, or Design Objectives X 5 ** =

PART B (Completed when applicable)

Administration/Enforcement of Contract Documents X 5 ** =

**Note: If both Part A and Part B are used, the weight for each part will be 2.5 instead of 5.

Total Weighted Points =

Numeric Rating (Total Weighted Points/5) =

Overall performance during the rating period is evaluated as

REMARKS (Completed for all evaluations)

Note: Individual category rating values are assigned as For The University:
whole numbers using the following scale.

Outstanding = 4 Above Satisfactory = 3

Satisfactory = 2 Less Than Satisfactory = 1

Satisfactory, the benchmark rating, is defined as the Signature/Name
level of performance that meets contract requirements.

Sec. 0010 – Liquidated Damages



FLORIDA **A&M** UNIVERSITY

PC Project Management Guide **Sec. 0010**

Administrative unit:	Division of Finance and Administration
Department:	Facilities Planning, Construction and Safety
Operational section:	Facilities Planning and Construction
Subject:	Liquidated Damages
Specific Authority:	1001.74, 1001.75, 1013.371, 1013.45, 1013.46, 1013.47, 1013.48, Florida Statutes

Objective & Purpose: To provide guidelines for establishing a reasonable construction contract time and for determining liquidated damages for failure to complete a construction project on time

I. Introduction

Florida Statutes, as adopted by the Board of Governors, provide for the Board of Trustees to administer a program for the maintenance and construction of facilities. Related thereto, on each construction project undertaken by the University, the Board of Trustees is also required to provide guidelines for establishing construction schedules and an amount of liquidated damages for delays in the schedule and for change orders.

II. Construction Contract Time

University projects must provide a realistic time for completion and should ordinarily provide for liquidated damages should a project not be completed on schedule.

III. Determination of Liquidated Damages

The project manager and the architect of the building project evaluate the implications of a delay in the project by considering loss of rental income, costs of equipment storage, costs to rent alternative space, and additional architect/engineer fees and any other costs that are projected to be incurred as a result of the delay. (When necessary for verification of legality, the university attorney is consulted.)

The daily interest cost = $\frac{\text{construction amount} \times .07}{365}$

The project manager, in consultation with the project architect/engineer, determines the amount of daily loss by considering interest cost and other costs related to delayed completion which are added to the amount generated by the formula, for a total daily liquidated damages amount.

The project manager communicates with architect /engineer sends a note to the file which explains how the liquidated amount was calculated. For inclusion in the contract documents.

A. Determination of Liquidated Damages

The University facilities office overseeing the project and the user of the building shall evaluate the implications of a delay in the project, considering interest costs, loss of use, loss of income, costs of equipment storage, costs to rent alternative space, additional professional fees, and any other costs that are projected to be incurred as a result of the delay in order to determine a liquidated damage for delay amount. At a minimum, the liquidated damages amount should include the daily interest cost.

B. Time for Determination of Liquidated Damages and Contract Time

For projects which the University procures under a competitive bidding process, the University includes the contract time and liquidated damages for delay amount in the bidding documents. For a project on which the University utilizes a construction management delivery method, the contract time and liquidated damages for delay amount are established by the parties during contract negotiations.

Contact: *Director, Office of Facilities Planning and Construction*
Florida A&M University
2400 Wahnish Way, Suite 100
Tallahassee, Florida 32307
(850)-599-3197

ATTACHMENT 1

LIQUIDATED DAMAGES

PURPOSE: To describe the method for determining daily liquidated damages (LDs) for Construction Management (CM), Design Build (DB), or hard bid (GC) builders.

A. Calculation. *(delete/ignore items not applicable)*

Description	Formulae / Explanation
<input type="checkbox"/> Interest cost	Daily interest cost = (Construction cost x 0.07) / (365)
<input type="checkbox"/> A/E fee	(Architect’s construction administration phase fee) / (contract duration in number of calendar days)
<input type="checkbox"/> Income loss	Owner’s revenue loss for the duration of construction completion delay or cost of rented facility necessary to conduct scheduled events
<input type="checkbox"/> Temporary Facilities	Owner’s temporary facilities costs for the duration of construction completion delay or the cost of an extension to existing leases, including utilities costs
<input type="checkbox"/> Storage costs	Cost for restocking and storage fees due to project completion delay
<input type="checkbox"/> Grants & funds	Initial loss of research grants and facilities enhancement funds due to missed completion date
<input type="checkbox"/>	If applicable, list other project-specific considerations

B. Implementation.

- 1) For CM or D/B projects, calculate LDs prior to or during negotiation of pre-construction services agreement. Pending agreement by the CM or D/B, enter the daily value in the applicable contract exhibit.
- 2) For GC projects, calculate LDs during the design phase and make this figure known to bidders through the solicitation and the bid documents. Enter the applicable value in the contract and finalize during negotiation of terms with low bidder (awardee).

Sec. 0011 – Receipt and Opening of Construction Bid Proposals



FLORIDA **A&M** UNIVERSITY

PC Project Management Guide

Sec. 0011

Administrative unit:	Division of Finance and Administration
Department:	Facilities Planning, Construction and Safety
Operational section:	Facilities Planning and Construction
Subject:	Receipt and Opening of Construction Bid Proposals
Specific Authority:	Sections 1001.74(5), 1013.45 – 1013.51, 255.29, 255.0525 F.S., BOG Regulations FAMU Procurement Manual 4.5, 5.2.2, 5.2.3, 6.0-6.13

Objective & Purpose: To describe the bidding process for all construction projects, which are separately funded, and for which a separate Capital Outlay Implementation Plan (COIP) has been established

Determination of Pre-Bid Budget. The University determines the pre-bid budget within which the construction award shall be made, reserving no less than 3% of the construction line on the COIP as a construction contingency for new projects, and 5% for renovation projects.

To establish the maximum pre-bid construction amount, the University shall submit a request for a revised COIP reflecting the pre-bid construction budget and contingency prior to placement of a Call for Bids. This COIP revision is in accordance with the requirements of the Capital Outlay Implementation Plans and Budget Releases, and Encumbrance Authorizations memorandum.

Scheduling Pre-Bid Meeting and Bid Date. The University schedules, in consultation with the project architect/engineer, the dates for the pre-bid meeting and the bid opening, in accordance with Section 255.0525, F.S.

Pre-Bid Meeting. Pre-bid meetings and/or site visits may be held for certain trade packages depending on the scope, complexity, schedule, and other demands of the project. The builder shall make the determination in consultation with the Professional and the FAMU PM, each of whom may attend such meetings. The builder shall record minutes during pre-bid meetings and shall assist the Professional in developing post-meeting addenda as needed to clarify the intent of the construction documents.

Determination of Bid Opening Location. The University selects a location for the opening of bids with consideration given to:

- a. Accessibility
- b. Parking facilities
- c. Room capacity
- d. Repetitive use of space

University Placement of Call for Bids. The University places a Call for Bids in accordance with the Advertisements for Architect/Engineer and Construction Manager Services and Calls for Bid memorandum.

Bidding Period. In accordance with Section 255.0525, F. S., the solicitation of competitive bids for projects projected to cost more than \$200,000 must be published in the Florida Administrative Register (FAR) at least 21 days prior to the established bid opening. The solicitation of competitive bids for projects projected to cost more than \$500,000 must be published in the Florida Administrative Register (FAR) at least 30 days prior to the established bid opening, and at least once in a newspaper of general circulation in the county where the project is located at least 30 days prior to the established bid opening and at least five days prior to any scheduled pre-bid conference.

Bid Tabulation Form. The University directs the project architect/engineer to prepare a bid tabulation form with columns to display the following information:

- a. acknowledgment of the required bid bond/security
- b. acknowledgment of receipt of all addenda (state number of addenda)
- c. sealed list of subcontractors (Only the apparent low bidder's list will be read aloud. All other bidders' lists will be retained until the award is made.)
- d. base bid amount
- e. each alternate bid amounts
- f. MBE participation percentage

The bid tabulation form also includes the construction budget and a statement at the bottom of the form which reads: "The bid results indicated hereon do not represent the final compliance review by the Owner and are subject to change. The University will notify each bidder by U.S. Mail of the successful bidder. Failure to file a protest within the time prescribed in Chapter 120, F. S., shall constitute a waiver of proceedings under Chapter 120, F. S."

Bid Chairman. The University designates an individual of appropriate authority from its staff as the chairman for the bidding procedure. To ensure compliance, the chairman for the bidding procedure reviews the requirements of the publicly advertised Call for Bids and of this memorandum.

Chairman's Assistant. The chairman may designate someone to provide assistance with opening and reading the bids.

Bid Date. Either the chairman for the bidding procedure, or the chairman's assistant, should be at the appointed place no less than 30 minutes prior to the time scheduled for the opening of bids. The actual chairman should be at the appointed place no later than 15 minutes prior to the time scheduled for the opening of bids. The chairman should verify the accuracy of his or her timepiece prior to the bid proceedings.

At two minutes prior to the closing of bids, the chairman announces aloud and publicly, in the place designated for the receipt of bids, that:

- a. the chairman's timepiece is the official timepiece for the closing time for the submittal of bid proposals;
- b. no bids will be considered which are incomplete or which are tendered after the closing time; and,
- c. there are precisely two minutes remaining until the closing time

Bid Closing. The chairman announces the closing time as becoming effective at the sound of the gavel (or other instrument capable of making a loud noise). Any bids submitted thereafter will be received, but not opened.

Bid Opening. The chairman's assistant opens the bid proposals, verifying that each proposal contains:

- a. the bid bond/security
- b. the acknowledgment of receipt of all addenda
- c. the sealed list of subcontractors

Upon the verification of completeness of the bid proposal, the chairman reads the bid aloud:

- a. acknowledging receipt of the required bid bond/security
- b. acknowledging the acknowledgment of the receipt of all addenda
- c. acknowledging receipt of the list of subcontractors
- d. reciting the proposed sum for the base bid
- e. reciting the proposed sums for each of the alternates

Non-responsive Proposals. Any obviously non-responsive proposal is not read aloud. The chairman announces the deficiency causing the bid to be non-responsive, and its disqualification thereby. The disqualified proposal must be impounded rather than returned. When there is doubt as to the responsiveness of the proposal, it must be read aloud, with an accompanying announcement as to the apparent deficiency.

Apparent Low Bidder. After a preliminary evaluation of all proposals, the chairman may announce to all persons present the apparent low bidder, who submitted the low responsive aggregate bid within the predetermined construction line of the official project budget. The aggregate bid consists of the base bid, plus additive alternate bids applied in the order in which they are listed on the bid tabulation form, awarding as many alternates as possible within the approved budget.

The chairman opens the sealed envelope and, if the apparent low bidder has previously been announced, reads the list of subcontractors aloud as submitted by the apparent low bidder.

Close of Proceedings. The chairman closes the proceedings and advises the bidders that all bids will be reviewed for compliance with the bidding conditions and that all bidders will be notified of the successful bidder.

Posting of Bid Tabulation Form. Unless the University announces an alternate location for the posting of the bid tabulation form at the bid opening, the University must post the bid tabulation form at the location where the bids were opened. The bid tabulation form should remain posted for 72 hours.

Contract Award. The contract award is made in accordance with Award of Construction Contracts policy.

Contact: *Director, Office of Facilities Planning and Construction*
Florida A&M University
2400 Wahnish Way, Suite 100
Tallahassee, Florida 32307
(850) 599-3197

Sec. 0012 – Award of Construction Contract



FLORIDA **A&M** UNIVERSITY

PC Project Management Guide

Sec. 0012

Administrative unit:	Division of Finance and Administration
Department:	Facilities Planning, Construction and Safety
Operational section:	Facilities Planning and Construction
Subject:	Award of Construction Contract
Specific Authority:	255.20, 1013.46, 1001.74 F. S

Objective & Purpose: Establish Procedures for Construction Contract Award

1. The University president or designee shall be responsible for the advertisement of all construction projects. All announcements will include information necessary for firms to submit a bid proposal on the project.
2. In order to be eligible to submit a bid proposal, a firm must, at the time of receipt of bids:
 - a. Hold the required applicable state contractor license in good standing where the project falls within the provisions of Chapter 489, Florida Statutes;
 - b. Hold a current and active Florida corporate charter in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation. If the bidder is an out-of-state corporation, it must hold a current and active foreign qualification authorization to do business in the State of Florida;
 - c. Not be disqualified at the time of bid submittal through disqualification procedures described in BOG Regulation 14.022,
 - d. Meet any special prequalification requirements set forth in the bid documents; and,
 - e. Not have been convicted of a public entity crime within 36 months prior to the date for receipt of bids.
3. The lowest responsible and responsive bidder, as determined by the university, must submit the following items within seven calendar days following the bid opening date:
 - f. Proof of compliance with subsection BOG Regulation 14.021(2),
 - g. Proof of insurance in effect which equals or exceeds the limits required by the project specifications;

- h. a Letter of Intent from a surety company which meets the standards set forth in the project specifications and is authorized to do business in the State of Florida; and,
- i. Proof of compliance with any special requirements which are set forth in the bid documents, and which were not required to be submitted with the bid proposal.

4. Any items so required by the project specifications shall be submitted with the bid proposal.

5. Projects will be publicly bid in accordance with the provisions in the bid documents. Except for informalities which may be waived by the president, a bid which is incomplete or not in conformance with the requirements of the bid documents shall be determined to be non-responsive and shall be rejected. Award of contract will be made to the firm determined to be responsive and qualified in accordance with the bid documents which submits the lowest priced proposal for the work except that if it is in the best interest of the State, any bids may be rejected, or all bids may be rejected and the project may be bid again.

6. The president may waive the requirements of BOG Regulation 14.021, and permit negotiation of the construction contract with a qualified firm in documented cases of valid public emergencies. When determined to be in the best interest of the university and reduction in the price of the lowest responsible and responsive bidder is necessary to provide for an award of a construction contract within the construction budget, the president may negotiate the construction contract or modification of the contract, including the specifications, with that bidder. Negotiations may be terminated and all bids may be rejected at any point in the negotiation process. The award of a negotiated contract will be made by the president.

AWARD OF CONTRACT

The OFPC determines the low bidder by determining the following:

- a. that the actual bid price for the Base Bid and alternates accepted in numerical order within the pre-established construction budget.
- b. that the bid proposal is in compliance with requirements of the bid specifications and the contract documents;
- c. that the contractor has the required current contractor's license and (a copy should be placed in the University project file);
- d. the contractor holds a currently active Florida Corporation Charter Number which may be verified by contacting the Department of State, Division of Corporations (if the contractor is a corporation).

After determination of the low bidder, the University prepares an "Award of Construction Contract" (Forms section) for the signature of the President or designee. Upon signature of the award, and in accordance with section 120.57, F.S., the notice of intended decision is posted on the FDC web site, with the following note: "Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under chapter 120, Florida Statutes."

Sec. 0013 – Change Orders



FLORIDA **A&M** UNIVERSITY

PC Project Management Guide

Sec. 0013

Administrative unit:	Division of Finance and Administration
Department:	Facilities Planning, Construction and Safety
Operational section:	Facilities Planning and Construction
Subject:	Construction Change Orders and Construction Change Directives
Specific Authority:	Section 1001.74(28), 1013.50(2) F.S. BOG Rule 6C-14.020

Objective & Purpose: To establish guidelines for change order and construction change directive approval for construction projects.

Change Orders

During construction, each change order that affects the construction time shall provide for a realistic time extension (or reduction) of the construction contract time prior to final approval by the University. Further information is provided in the Construction Change Orders policy.

Approvals

A Change Order (C.O.) is primarily used to formalize the addition, deletion, or modification of the Work and/or to modify the time allotted to perform the work. Change Orders are also used in CM and D/B projects to document the Bidding & Award of trade packages, to transfer monies for Owner Direct Purchases, to account for shifts between major GMP funding categories, and to fiscally close the contract. All change orders must be approved by the PDC Assistant Vice-President (AVP) or designee, the PDC Contract Administrator (CA), and the PDC Project Manager.

Time Extensions

All change orders shall address required time extensions. If no increase in time is necessitated by the change, the change order must contain a statement to that effect. The Construction Contract Time and Liquidated Damages policy discusses the identification of time extensions and change orders.

Funding of Change Orders

No change order shall be approved which is funded from funds other than those in the approved Capital Outlay Implementation Plan (COIP). If a change order is requested which requires the use of non-project funds, those funds must be added to the COIP and released prior to the execution of the change order. The Florida A & M University BOT Capital Outlay Implementation Plans, Budget Releases and Encumbrance Authorizations policy addresses procedures for COIP revisions and contingency requirements.

Facilities Program Compliance

The work required by the change order or CCD must be within the scope of the approved facilities program. If not, the University must revise the program and submit the program amendment for approval as required.

Construction Change Directives

Only changes for which the contractor is in absolute agreement with the terms on the face of the change order, and for which the backup to the change order contains no qualifying language from the contractor, may be issued as change orders. Changes for which the terms are unresolved must be issued as construction change directives. Prior to the execution of a CCD, the University must encumber adequate budget to cover the entire contractor's request. CCDs are not numbered separately from change orders, since a signed CCD becomes a change order and numbers would then be duplicated.

Change Order and Construction Change Directive Distribution

All change orders and construction change directives shall be distributed immediately upon execution as follows: State Comptroller's Office, contractor, OFP, University Controller's Office and to the project architect/engineer.

Contact: *Director, Office of Facilities Planning and Construction*
Florida A&M University
2400 Wahnish Way, Suite 100
Tallahassee, FL 32307
Phone (850) 599-3197

CONSTRUCTION CHANGE ORDERS

PURPOSE: To establish guidelines and procedures for the development and approval of change orders.

A. General Process

- 1) Builder initiates proposal due to change in scope or conditions, RFP, or other directive.
 - a) **NOTE:** COP (Change Order Proposal), not COR or PCO, is the preferred terminology for use on FAMU documents.
- 2) Proposal shall be substantiated with detailed estimates of labor, materials, and equipment from each sub-contractor or vendor, plus same for self-performed work.
- 3) Builder submits proposal and draft Justification form to the Project Manager (PM) for review and, if appropriate, signature by the A/E and FAMU PM. Approval of the COP shall authorize the CM/DB to perform the work prior to the formal Change Order process. The CM/DB will then update the COP log.
 - a) **NOTE:** D/B design professionals perform same C.O. review and preparation functions as A/E per D/B contract
- 4) "Funding source" for C.O.s under a D/B/B hard bid contract will always be Owner, meaning a contract change
- 5) The FAMU PM and CM/DB shall agree on an appropriate time to bundle approved COPs with a formal C.O. following these guidelines:
 - a) No more than ~15 proposals in one C.O.
 - b) Payment for changed/added scope may not be requested until C.O. executed
 - c) C.O.s in CM and D/B projects for bid savings reconciliation, ODP, and closeout shall be separate and distinct
- 6) CM/DB submit uploads the draft C.O to the PM for review and signature of the CM/DB, A/E, FAMU PM, FAMU Contract Administrator and FAMU AVP or designee.

B. General Form Procedures, Tips, and Suggestions

- 1) FPAC PM should draft CO #1 to ensure proper formatting
- 2) Certain cells in C.O. form are locked, along with all formatting options
- 3) First column on C.O. Form ("No.") should indicate the builder's proposal number (COP)
- 4) Description should reference the initializing directive (RFI #, Field Order #, ASI #, etc.)
- 5) Ensure deletions are entered as negative numbers and credits are entered as positive numbers
- 6) Check "Present Amount" figures against contract (Authorization) for C.O.#1, then against previous C.O. for all others
- 7) Confirm NTP and S/C dates (latter is formula-driven)
- 8) Backup should be arranged in same order as listed on C.O. form, with signed Justification form covering each proposal

C. General Proposal Review Procedures, Tips, and Suggestions

- 1) Consider scope and confirm not already covered by plans & specs (or GMP proposal for CM and D/B projects)
- 2) Confirm/discuss/negotiate funding source (CM and D/B projects) – see contracts
- 3) Confirm backup included for all subs AND any self-performed work (including equipment)
- 4) Check subs' unit prices and compare with previous proposals and/or bid unit prices (if applicable)
 - a) Subcontractor's change order mark-up shall not exceed the amount declared during bidding or negotiated with the Builder.
- 5) Spot-check math
- 6) Suggest requesting no-cents proposals to reduce math errors
- 7) Time extension requests must be substantiated by proof of impact on overall project critical path (see GT&C)
- 8) Check application of OH&P and bonds / insurance against contract (Authorization) for correct percentage(s)
- 9) **NOTE:** For CM and D/B projects, ensure no OH&P or bonds & insurance are included if change is funded by Contingency or Savings

D. Procedures Specific to CM (Construction Management) and D/B (Design/Build) Projects

APPLICATION

- 1) To add, delete, or modify Work (scope) or time
- 2) To reconcile the bidding & award process, including reduction of CM contingency
- 3) To delete monies for Owner Direct Purchase (ODP) items and capture ODP tax savings
- 4) To fiscally close contract by "zeroing out" CM or D/B contingency, bid/tax savings, Staffing, and General Conditions
- 5) To reallocate monies within the contract/GMP

DOCUMENTS

Change Order Form

- 1) Contractually incorporates additional Work and/or time extensions
- 2) Allocates cost of each item (COP) to one of three funding sources and documents time extensions
- 3) Substantiated by actual proposal(s) with detailed backup, plus Justification form for each proposal
- 4) Drafted by A/E per contract, but drafting by Builder may be more efficient

COP Justification Form

- 1) Used to allow change or addition of work prior to formalization with Change Order – one for each cost/time proposal
- 2) Cost and time portions drafted by Builder
- 3) Necessity/justification portion drafted by A/E
- 4) PDC PM denotes or confirms funding source
- 5) Signed by Builder, A/E, PM and included with proposal + backup in Change Order

PROCESS FOR BIDDING & AWARD RECONCILIATION

- 1) The reconciliation of the bidding/award process is done via Change Order, whereby each trade package savings (+) or “bust” (-) is documented, resulting in either a net credit or a net underage.
- 2) Given the timeframe for bidding & award, more than one C.O. may be necessary, but in any event, Change Orders involving bidding & award transactions should include no other Change Order actions, such as additional work.
- 3) The GMP estimate and actual award amount for each trade package should be spelled out in the description, with the partial or complete Bid Summary attached as backup.
- 4) Once 90% of trade packages are awarded (or other % per contract), reduction of CM or D/B Contingency is formalized with transfer to Bid Savings. Apparent savings should not be spent prior to this step.
- 5) No Justification form is required for these Change Orders.

PROCESS FOR OWNER DIRECT PURCHASE (ODP)

- 1) The cost for materials included within a trade contractor’s bid (should have) included sales tax. The ODP process takes advantage of the University’s tax-exempt status by deleting the pre-tax cost of certain materials from the construction contract and crediting the sales tax to the Bid/Tax Savings pot.
- 2) The formalization of this is done via Change Order, preferably with several ODP transactions bundled into one C.O. As with bidding & award reconciliation, Change Orders involving ODP should only include ODP transactions.
- 3) Backup shall consist of a partial or complete Bid Summary (to show contractual link to subs) and the vendor’s detailed quote and Bill of Materials
- 4) No Justification form is required for these Change Orders.

5) PROCESS FOR FISCAL CLOSE OUT

- a) At the completion of the project, a final Change Order must be processed to “zero out” unspent Bid/Tax Savings, CM or D/B Contingency, General Conditions, Staffing and GMP allowances (if any)

OTHER SPECIAL CHANGE ORDER ACTIONS

- 1) No-cost time extensions
- 2) No-cost scope changes/additions
- 3) Re-allocation of monies between “fenced” GMP categories (Cost of Work, General Conditions, Staffing)
- 4) Re-allocation of monies between trade packages (sub back-charges, e.g.)
- 5) Liquidated damages

E. Procedures Specific to D/B/B (Design/Bid/Build or “Hard Bid”) Projects

APPLICATION

- 1) To add, delete, or modify Work (scope) or time

DOCUMENTS

Change Order Form

- 1) Contractually adds work (scope) and/or time extensions
- 2) Substantiated by actual proposal(s) with detailed backup, plus Justification form for each proposal
- 3) Drafted by A/E per contract, but drafting by Builder may be more efficient

COP Justification Form

- 1) Used to allow change or addition of work prior to formalization with Change Order
- 2) One for each cost/time proposal
- 3) Cost and time portions drafted by Builder
- 4) Necessity/justification portion drafted by A/E 5) Signed by Builder, A/E, PM and included with proposal + backup in Change Order

OTHER SPECIAL CHANGE ORDER ACTIONS

- 1) No-cost time extensions
- 2) No-cost scope changes/additions

Sec. 0014 – Plans Review Fire Marshall



FLORIDA **A&M** UNIVERSITY

PC Project Management Guide

Sec. 0014

Administrative unit:	Division of Finance and Administration
Department:	Facilities Planning, Construction and Safety
Operational section:	Facilities Planning and Construction
Subject:	Plans Review and Approval by State Fire Marshal
Specific Authority:	Section 1001.74(29), 1013.12, 1013.371 F.S.

Objective & Purpose: To establish procedures for transmitting plans and specifications for University projects to the State Fire Marshal for review and approval and for paying the State Fire Marshal's fees.

Submission of Plans

The University shall encourage all architects/engineers under contract to review their designs with the State Fire Marshal (SFM) early in the design process. For every project, upon completion of 100% Construction Documents, the University will submit two signed and sealed sets of documents and one set of specifications to the SFM plan review section for approval. The University may, however, submit plans at an earlier stage, i.e., design review, in which case only one unsigned set needs to be submitted. When the documents are approved for construction, the plans and specs will be stamped "APPROVED" and returned to the project manager, engineer or architect. The stamped set of plans must be kept on the job site for the Fire Safety Inspector's use at the time of inspection. It shall be the responsibility of the Architect to see that the "approved" set of plans is on the construction site before work begins and remains there until final inspection and approval has been issued. Plan approval is good for one year from the date of issue. After one year, plans must be re-submitted with another review fee.

The University will send plans to the Division of State Fire Marshal, Plans Review Section, 325 John Knox Road, Atrium Building, Tallahassee, Florida 32301, at telephone number (850) 413-3736. If mailed, the address to be used is Division of State Fire Marshal, Plans Review Section, 200 East Gaines Street, Tallahassee, Florida 32399-0342. The transmittal letter will include the project construction budget and the architect/engineer's name address and phone number.

SFM Invoices The SFM will send an invoice for review fees to the University's Director of Facilities Planning within 4-5 days following receipt of the plans. Fees will be invoiced on an individual project basis. The invoice will include the project name, project number, SFM number and SFM reviewer assigned.

University Payment

The University will make payments to the SFM by Journal Transfer. The journal transfer will include the SFM number.

Sec. 0015 – Administration of Unbonded Construction Projects



FLORIDA **A&M** UNIVERSITY

PC Project Management Guide

Sec. 0015

Administrative unit:	Division of Finance and Administration
Department:	Facilities Planning, Construction and Safety
Operational section:	Facilities Planning and Construction
Subject:	Administering Un-bonded and Bonded Construction Projects
Specific Authority:	Section 1001.74(29), 1013.12, 1013.371 F.S.

Objective & Purpose: To establish guidelines for administering un-bonded construction Contracts.

Prohibition against bonds. Section 255.05, F.S., prohibits performance and payment bonds on any project of less than \$100,000. When projects are not bonded, the procedures described herein must be followed.

Certified list of the subcontractors and suppliers. The contract with the contractor shall require the contractor to provide a certified list of all subcontractors, laborers, and material suppliers to the University within thirty days of receipt of the notice to proceed with the work. This list shall be updated thereafter each month with a certified statement that the list and its updates include the names and addresses of all those subcontractors, laborers, and material suppliers furnishing labor and/or material for the project.

Progress payments. The contract with the contractor shall require the contractor to pay its subcontractors and suppliers in accordance with Section 287.0585, F. S. With each pay request, the contractor shall provide a written statement to the University that indicates how the payment requested will be distributed to subcontractors and suppliers.

This pay request breakdown shall define the disbursement intended for all the funds requested. With each pay request following the first, the contractor shall provide a written statement from each of the subcontractors and suppliers indicated in the previous pay request breakdown that they have in fact received payment as indicated in the preceding statements. In the event any payment is not made as indicated on a prior statement, the contractor shall furnish an explanation as to the reasons for such deviation. The contractor shall return such unpaid funds to the University by providing a credit properly identified on the next pay request.

Retainage. At no time prior to completion of the contract shall the University authorize or make payment to the contractor in excess of ninety percent (90%) of the amount due on the contract. The final payment of retainage shall not be made until:

- a) the work has been inspected by the project architect/engineer or other person designated by the University for that purpose, and that person has issued a written

certificate that the work has been constructed in accordance with the approved plans and specifications and approved change orders; and,

b) the University has accepted the building.

Payments to subcontractors in case of default by the contractor. In case of default by the contractor, the laborers, materialmen, and subcontractors, as defined in Section 713.01, F.S., making claims for unpaid bills, will be paid from the ten percent (10%) retainage on a pro rata basis as follows: the sum of all substantiated claims made shall be divided into each individual claim, thereby deriving a percentage for each claim. The total retainage will then be multiplied by the percentage value and the result shall be the pro rata share of the retainage to be paid to the claimants; however, the payment shall not be more than the claim.

Final payment to the contractor. Final payment shall not be made until the contractor has supplied the contracting authority with signed and dated statements from all laborers, materialmen, and subcontractors as defined in Section 713.01, F.S. and identified in the certified list described above, that they have no claims against the contractor for work under the contract. Said statements shall identify the project by name and project number.

Contact: *Director, Office of Facilities Planning and Construction*
Florida A&M University
2400 Wahnish Way, Suite 100
Tallahassee, Florida 32307
Phone (850) 599-3197

Sec. 0016 – Design Build Selection Process



FLORIDA **A&M** UNIVERSITY

PC Project Management Guide

Sec. 0016

Administrative unit:	Division of Finance and Administration
Department:	Facilities Planning, Construction and Safety
Operational section:	Facilities Planning and Construction
Subject:	Design-Build Services Selection Process
Specific Authority:	Section 1001.74(5)(28), 1001.75(5), 1013.45, 1013.46, 287.55 F.S. BOG 14.002(3) ,14.0055(3), FAMU Procurement Manual

Objective & Purpose: To establish procedures for selection of a design-build entity to provide design and construction services for selected State University System projects

Conditions for Use of Design-Build.

The definition of “Design-Build Services”), provides the criteria for projects considered for the design build process. In addition to those criteria, each project for which design-build is requested must have an approved facility program which meets the requirements of the Development of Facility Programs policy. The program should also address the aspects of the project, including budget implications, which meet the requirements of BOG. Funding for both the project design and construction costs, including fees for a design criteria consultant (DCC), must be approved prior to advertising the project. The selection process may proceed based upon legislative approval of the project and availability of funds as identified in the approved program. Contractual obligations for the project (design, construction, and/or furnishings and equipment costs) will not be made until budget authority and funds are available for expenditure.

The design-build delivery method may be based on either qualifications or proposal. The University will be the contracting agency for all design-build contracts and may obtain examples from other universities for development of the various documents and forms referenced in this policy. The Selection Committee may reject all proposals and stop the selection process at any time for either delivery method.

A. Qualifications Based Design-Build Selection Process.

Using this project delivery method, the award to a design-build entity (firm) will be based on selection of the most qualified firm to provide services (design and construction) for the proposed project as determined by review of the Request for Qualifications (RFQ) submittal to include the Design and Construction Services Qualifications Supplement (DCSQS) form and oral presentations. The selection will consist of a minimum of three firms being invited to submit a response for the Request for Proposal (RFP). Selection should be based upon the firm's qualifications and experience; understanding of the project's facility program and requirements; its approach and methods for design, construction and overall administration of the project; its ability to provide services to meet project scope, budget and schedule; and other project specific questions as determined by the Design-Build Certification and Selection Committee (Selection Committee).

1. Development of Request for Qualifications (RFQ). After the approval of the facility program, the University professional staff will develop a RFQ to include the DCSQS form; project specific data and other additional information necessary to understand the scope of work proposed; and the firm qualifications and experience required for a successful project. The Project Fact Sheet should be developed by the University to include information on the intent and scope of the project, a project description, proposed selection process schedule, the selection process and evaluation information, instructions for completing the DCSQS form, and any other general or specific information as necessary for a complete understanding of the process and project. Proposal Information categories are assigned preliminary weight (point) factors for evaluation of submissions.

2. Formation of Certification and Selection Committee. A Selection Committee will be convened pursuant to FAMU policy and procedure for selection committee. The committee will:

- a. Review the criteria listed in the RFQ including the DCSQS. Based on unique requirements of the project, the Selection Committee may add additional qualifications criteria to the proposal information.
- b. Review the weight factors to be applied to each of the categories as shown in the RFQ and agree on any adjustments in these factors.
- c. Review the standard reference check questions on a Design Build Reference Check form and add additional questions pertaining to the unique requirements of the project, if necessary.

3. Advertisement. The University will advertise for qualifications based design-build services in the *Florida Administrative Register* as described in the Advertisements for Architect/Engineer and Construction Manager Services and Calls for Bid policy. The advertisement provides information regarding application and will direct the applicants to contact the University for the RFQ package. The date and time of the pre-proposal conference, if required, should be indicated. The RFQ package is distributed to all firms responding to the advertisement.

4. Pre-Proposal Conference and Communications. Prior to the submittal date for the RFQ, a pre-proposal conference should be held for the purpose of verbally explaining and responding to questions concerning the project. Verbal responses are not permitted other than at this pre-proposal conference. Selection Committee members and other University personnel will not meet with or discuss the project with prospective firms once the project has been advertised until the selection process is complete, except at this conference. Any information requested after this meeting must be submitted in writing, and the responses will be in writing and furnished to all applicants. The period for questions/responses will end seven (7) calendar days prior to the scheduled date for receipt of the RFQ submittal.

5. University Review and Development of Shortlist. After receipt of the submittals from the applicants responding to the RFQ, the Selection Committee will review the submittals for completeness and evaluate and score each submittal in accordance with the previously defined criteria. Committee members will rank each submittal using a Qualification Based Design-Build Selection Form. Each completed form will be signed by the Selection Committee members. The individual rankings will be combined and averaged to determine the proposing firm's overall ranking. Based on the results of the ranking, with priority given to the lowest ranked order, a shortlist of no less than three (3) will be established. Scores established on the shortlist portion of the selection will not be considered in subsequent phases of the selection process.

6. Reference Checks. The Selection Committee reviews the standard reference check questions and adds additional questions pertaining to the unique requirements of the project, if necessary. The Selection Committee determines the number of references to be checked for each firm interviewed, and designates a person to conduct the reference checks. Reference checks are documented and presented to the Selection Committee for its consideration during the subsequent interview.

7.a. Notification of Short-Listed Firms. The University will send each firm which applied for consideration a certified letter, return receipt requested, notifying it of the selected short-listed firms. The notification is to include the following statement: "Failure to file a protest within the time prescribed in s.120.57(3), Florida Statutes, or failure to post bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

b. The University will notify, in writing, the firms which were short-listed and provide them, at a minimum, the following: a copy of the approved facility program and any additional technical studies available for this project, as necessary; a list of the final interview evaluation criteria; the time, date, and location of the interview; and the length of time allotted for the interview. The notification letter will request that each finalist firm bring a summary of its presentation to leave with the Committee members.

8. Interviews. The Selection Committee will convene to hear the finalists' oral presentations. A member of the Selection Committee from the University will introduce the voting members and other University observers. Following the presentation, a time may be set aside for questions by the Selection Committee and answers by the proposal finalists.

9. Selection Committee Recommendation. Following the completion of all interviews, the Selection Committee will rate each firm on a Qualifications Based Design-Build Selection Form in the categories identified in the RFQ (individual Committee members' scores will be averaged to arrive at composite scores). The Selection Committee will total the points for each firm interviewed and determine the recommended ranking. The Form will be prepared and signed by all members of the Selection Committee.

10. Approval of Selection Committee Recommendation. The University facilities planning office will present the Selection Committee's recommendation to the University president for action.

11. Notification of Interviewed Firms. Upon approval by the president, the University notifies each interviewed firm in writing of the results of the selection. The notification is sent certified mail, return receipt requested. The notification must include the following statement: "Failure to file a protest within the time prescribed in s.120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

12. Negotiation and Agreement. The University will, after project award, enter into negotiations, prepare, and execute a Design-Build Agreement.

13. Execution of Design-Build Agreement. The agreement will consist of two phases. The first phase of the agreement will be for design and pre-construction services, and will be compensated at a negotiated fixed fee amount for services to be performed. Design services for Phase One should include all necessary architectural and engineering services, as required and presented as part of the RFQ response, for development of a guaranteed maximum construction price (GMP). Prior to approval of the Advanced Schematic Phase, the design-build entity will confirm in writing that the available project budget, to include design and construction costs, is sufficient for the completion of the project scope as indicated in the approved Facility Program. Standard design services should include completion of the design development documents or 50% construction documents; the extent of document development is dependent on the

complexity, budget, scope and schedule requirements of each individual project. Phase One design service should be based upon the Division of Colleges and Universities approved fee schedule, available to the universities from the OFP, and negotiated to reflect project complexity and scope of services required. Phase One pre-construction services will include overall project administration, value engineering, cost estimating, scheduling, and the development and presentation of a GMP. GMP development should be based upon the Administration of Construction Manager Agreements policy. The firm will provide a written and itemized summary of all proposed design fees negotiated independently of the fee schedule prior to execution of the pre-construction agreement.

14. Acceptance of GMP. If the GMP is accepted, an amendment to the Design-Build agreement (the construction phase) will be implemented. If the GMP is not accepted, the University will follow the terms of the Design-Build agreement and compensate the firm in accordance with the terms of the agreement.

15. GMP Amendment. The amendment should be for a lump sum price consisting of any additional professional design services (architectural and engineering), contractor fees, cost of construction (site work, building, furnishings and equipment) and all other costs necessary to provide for a complete, functional, and operational facility. Contract provisions should include, at a minimum, provisions for scheduled substantial and final completion dates or number of calendar days, allowances, liquidated damages, maximum project contingencies, buy-out savings and termination clauses.

B. Proposal Based Design-Build Selection Process

Using this project delivery method, the award to a design-build entity (firm) will be based on the firm which offers the best solution (value based and/or cost based). The selection process is divided into two phases, Phase One is the University's development of a RFQ and Phase Two is the University's preparation of the project's design criteria documents (DCD) to be used as part of a RFP. Following a successful selection process, the University negotiates, prepares, and executes a Design-Build Agreement.

The RFQ development follows the process outlined for the Qualifications Based Design Build selection except as modified below.

Phase One

1. **Request for Qualifications.** The University follows steps 1 through 4 above.
2. **University Review and Development of Shortlist.** The University may follow step 5 above.
3. **Reference Checks.** The University follows step 6 above
4. **Notification of Short-Listed Firms.** The University follows step 7a but revises step 7b to read: "The University shall notify the short-listed firms in writing and provide each finalist a RFP only."
5. **Request for Proposal.** The University and the DCC will develop a RFP which further details the information provided in the RFQ relative to project scope, program intent, budget and schedule, and additional information directly related to RFP responses. The RFP will be distributed to all short-listed firms.

The RFP should include, at a minimum, the following:

- A. RFQ (previously distributed to interested firms)
- B. approved facility program
- C. copy of the approved Campus Master Plan and any other applicable planning documents
- D. University approved DCD
 1. design-build evaluation criteria and any mandatory criteria items
 2. interview evaluation criteria
 3. time, date and location for submitting the RFP document
 4. time, date and location for the interview
 5. length of time allotted for the interview
 6. assigned shortlist firm number code for the purpose of maintaining anonymity, if applicable
- E. RFP proposal forms
- F. Cost Containment Guidelines

- G. design-build agreement and related attachments
 - H. any other information deemed necessary to understand scope, budget, and schedule
6. **Interview Evaluation Criteria.** Prior to the release of the RFP to finalists, the Selection Committee will review, with the advisement of the DCC, the Proposal Based Design- Build Evaluation Criteria. Additional proposal evaluation criteria may be included to address any unique aspects of the project. The Committee will review the weight factors to be applied to each category listed on the Proposal Based Design-Build Evaluation Forms and agree on any adjustment in the factors.

Phase Two

7. **Design Criteria Documents (DCD).** The DCD may either be developed by University professional staff or by a DCC. If a DCC is used, a Notice to Professional Consultants will be issued pursuant to the Architect/Engineer Selection Process policy, to secure professional services for developing design criteria for the project and, if required, to provide consulting and inspection services for the University. The design criteria architect/engineer will be licensed and employed by the University or will be selected pursuant to the requirements of the Architect/Engineer Selection Process policy.
8. **Preparation of the Design Criteria Documents.** The DCC should furnish sufficient information to permit design-build firms to prepare a complete response to the University's RFP package and to permit the University to enter into a negotiated design build contract. The information provided by the DCD should reflect the contents of the facility program and provide more in-depth technical information as required to design and construct the project. Technical criteria should include the following, along with any additional information required by the specific project:
- A. legal description of the site
 - B. survey information concerning the site
 - C. interior space requirements
 - D. material quality and University construction standards
 - E. schematic layouts and conceptual design criteria of the project
 - F. fixed project cost, or proposed construction budget for projects requesting a proposed cost
 - G. design and construction schedules

- H. site development requirements
- I. provisions for utilities, storm water retention and disposal, etc.
- J. parking requirements
- K. geo-technical information
- L. hazardous material information and reports
- M. furnishings and equipment standards and requirements
- N. other related information

- 9. Pre-Proposal Conference and Communications.** The University follows step 4 as identified in Qualifications Based Design-Build approach.
- 10. Receipt of Design-Build Proposals.** Each short-listed firm will submit in a sealed and labeled package its design-build proposal in the quantities designated to the University office by the date and time specified in the RFP. If, at the discretion of the University and indicated within the RFP submittal requirements, anonymity is to be maintained, the identity of the proposing firm will not appear on any portion of the RFP submittal or any other document presented for review by the Selection Committee. Care should be exercised by the submitting firm to ensure that no identifying logos, etc., are included. All documents shall be identified by the numerically assigned code only. Disqualification of a short-listed firm may result should any documentation reveal the firm's name. For all submissions, the University office receiving the sealed packages shall note the date and time each package was received and place the packages in safekeeping until they are to be opened. The Selection Committee will not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless such items were formally requested, in writing, by the Selection Committee.
- 11. Evaluation of the Design-Build Proposals.** After the designated date for receipt, the proposals should be reviewed by University staff to ensure compliance with mandatory submittal items; and proposals should be deemed as 'responsive' or 'non-responsive' prior to further reviews by the DCC and Selection Committee. Non-responsive firms or proposals may require forfeiture of their Proposal Bond, if any, and the proposals will not be returned. Following the compliance review, proposals will then be reviewed by the DCC and the Selection Committee for evaluation of the following:
- A. compliance with specified design criteria package

- B. compliance with DCU Construction Program requirements, including Cost Containment Guidelines
- C. Master Plan compliance
- D. Code compliance
- E. Life Cycle Cost implications
- F. appropriateness of architectural building systems, structure and aesthetics
- G. engineered systems
- H. budget/revenue implications
- I. schedule compliance

An Evaluation Form should be used by the DCC and scored prior to the Selection Committee scoring the Selection Committee Review. Scores for each firm will be based on the pre-defined evaluation criteria. The DCC evaluation form will be completed and signed by the Selection Committee and DCC. Individual scores for each firm will carry forward and be considered in the final score to be determined as a result of the interview. All Interview Evaluation Criteria scores will be combined with previous scores to determine the overall final ranking.

12. **Clarifications.** Prior to the interview, the University, with the assistance of the DCC, may request written clarifications from each firm, as required, to clarify aspects of their RFP submittal. Any information or clarification requested will be submitted to the Selection Committee in written or graphic format.
13. **Design-Build Interview.** The interview for selection will be held approximately seven (7) days after the selection committee completes the Evaluation Criteria. The finalists will present their design-build proposals and respond to the Selection Committee interview questions in a manner that demonstrates their understanding of the project, explains their approach and method for project delivery, and proves their ability to perform the project requirements. After viewing the presentations, the Selection Committee will rate each firm.

Reference checks will be documented and presented to the Selection Committee for its consideration during the interview.

14. **Approval of Selection Committee Recommendation.** The University facilities office will present the Selection Committee's recommendation to the University president for action.
15. **Notification of Interviewed Firms.** The University follows step 11 in Qualifications Based Design-Build approach

Design-Build Agreement

16. **Negotiation and Agreement.** The University follows steps 12, 13, 14, and 15 in Qualifications Based Design-Build approach.

Contact: *Director, Office of Facilities Planning and Construction*
Florida A&M University
2400 Wahnish Way, Suite 100
Tallahassee, Florida 32307
(850) 599-3197

Sec. 0017 – LEED and Sustainability



FLORIDA **A&M** UNIVERSITY

PC PROJECT MANAGEMENT GUIDE

Sec.0017

LEED AND SUSTAINABILITY

PURPOSE: To outline high performance building procedures for the delivery and management of minor and major projects.

A. Introduction

The Florida A&M University began the process of “greening” its design & construction in 2001 using LEED v2.0 as the means of verifying that new construction and major renovations / expansions incorporated sustainable and energy efficient materials, systems, equipment, and practices. Over time, many aspects of green design & construction have been incorporated into the UF Design & Construction Standards and the FL Building Code, but thoughtful and project-specific attention must still be devoted throughout the project delivery process to ensure a “best value” solution that balances energy efficiency, overall building performance, cost, and ease of operation & maintenance.

B. FAMU LEED Program Designee

Act as an administrator of the implementation of high performance building and LEED process, provides support and resources to the project team internal and external members from project inception to post occupancy including:

- Manage the extended commissioning phase with PMs and CxA to assure compliance with post occupancy survey and review quarterly commissioning reports and generate reports on building O&M and performance and take action.
- Develop the initial assessment of project goal for LEED certification during programming.
- Document most credits based on the LEED rating system. This is reflected in the initial checklist assessment.

C. Process

Except where noted, each task listed here is assumed to be preceded by FAMU PM. He/she shall follow the process from project inception to completion including design meeting’s agenda, construction monthly meetings, and Cx meetings and follow up.

Planning/Programming

1. LEED Program Designee to work with the PM and AVP to establish the project goals that are in line with university’s sustainability mission. Review project scope and recommend the best LEED rating system for the project, and develop an initial LEED checklist.
2. Integrate goals and/or implications of this analysis into the Facilities Program – particularly the Owner’s Project Requirements (OPR) document and the budget.

Consultant/Commissioning/Contractor Selection & Contracting

1. Note specific LEED/sustainability goals and requirements in the advertisement(s).
2. Include other project-specific requirements and/or questions related to sustainability and LEED as needed in the other selection process documents for design, construction, and commissioning consultants.
3. Consider the past sustainable design and construction performance of applicants as proposals and interview presentations are evaluated.
4. Revisit the initial LEED checklist and project-specific sustainability goals during negotiation of contractual terms and fees with each consultant. Incorporate additional design services related to LEED certification or other sustainability efforts, when known – for example, energy modeling at three stages and life cycle cost analyses.
5. Program Designee and contractor administrator to review the fees with negotiating team associated with LEED before executing contract.

Design

1. The Program Designee shall lead a sustainability/high performance building charrette in schematic design for the project to brainstorm and discuss “big picture” goals, constraints & opportunities, etc., followed by one or more high-performance building workshops in advanced schematic design and Design Development.
2. The Program Designee shall update and review the LEED checklist at each design phase.
3. The design team shall develop and publish and update the Basis of Design (BOD) document at each design phase.
4. The commissioning consultant shall take ownership of the OPR once hired, updating and republishing the OPR as needed through the life of the project and reviewing the BOD to ensure compliance with the OPR.
5. The design team shall develop a project-specific Measurement & Verification (M&V) Plan using the FAMU template.
6. The Program Designee shall register the project and ensure that each responsible team member is provided access to the project’s USGBC website.
7. The design shall account and plan for an energy performance “dashboard” – a static or interactive display for public use, information, and education.

8. The plans & specifications shall stipulate the technical and non-technical requirements for achieving the agreed-upon LEED credits and other sustainability goals & requirements, including specifics from the M&V Plan. If cost control is an issue for certain non-critical goals (for example, FSC-certified wood), consider specifying as an additive alternate to allow for achieving such goals if cost/budget allows.
9. The project team shall strive to complete LEED design credits no more than 30 days after publishing the Conformed Bid Documents except for design credits that rely on construction phase product submittals and other information.
10. The construction team shall become familiar with sustainability aspects integrated into the design and account for same in its estimates, constructability reports, and schedules.

Construction

1. Review LEED & sustainability goals, requirements, and other expectations at the pre-construction conference.
2. Ensure that the builder's bid forms, subcontracts, special conditions, and other builder-produced procurement documents account for LEED/sustainability requirements.
3. Include the construction waste management plan, erosion sedimentation plan, and indoor air quality management plan in the sub-contractor's contracts.
4. LEED/sustainability should be a regular topic at all O/A/C jobsite meetings with Program Designee in attendance, including status updates on LEED credit documentation and energy rebate documents.
5. Likewise, the builder should regularly discuss and remind its subcontractors of the technical, nontechnical, and administrative requirements related to LEED and other sustainability efforts, including the University's no-tobacco policy.
6. Arrange for Indoor Air Quality tests to be conducted at/around Substantial Completion, prior to occupancy.
7. Coordinate with PD&C IT for content development and programming of the energy performance "dashboard" display.
8. Conduct a building turnover presentation with the project team for both the building occupants/users and the respective O&M entity (e.g., PPD) at or around Substantial Completion. The idea is to explain – both at a layman's, big picture level and at a more detailed & technical level – the building, its key systems, assumptions and bases for decisions, critical O&M considerations, etc.

9. The team shall complete and upload all LEED credit documents at or soon after Substantial Completion, but no later than Final Completion.

Post-Occupancy

1. Work with the FAMU LEED Program Designee to conduct a project-specific “case study” review of the LEED and sustainability efforts employed or at least considered. Capture lessons learned and best practices for dissemination by the FAMU LEED Program Designee to other project teams.
2. Plan and arrange for quarterly Cx inspections/visits to follow up on discrepancies & problems with commissioned systems, but also to track systems performance versus the project-specific BOD, OPR, and M&V Plan.
3. Ensure the final “calibrated” energy models are produced – normally 6-8 months after occupancy to allow for the incorporation of actual use and performance data. This effort should be closely coordinated with the CxA to ensure that data from quarterly Cx checks is accounted for in the updated models.
4. Plan for and administer a project-specific post-occupancy evaluation (electronic survey) of building occupants and users. Use the FAMU Facilities Planning and Construction Service Survey.
5. Review the survey results at the one-year warrantee walk through with the project team. Discuss and propose solutions for issues noted by 20% or more of the survey respondents. Disseminate results of the survey to the users/occupants, O&M entity, project team, and FAMU Program Designee.
6. For extended commissioning, submit the quarterly Cx reports to Program Designee for review and reporting to the administration.

Sec. 0018 – University Space Committee Procedures



FLORIDA **A&M** UNIVERSITY

PC PROJECT MANAGEMENT GUIDE

Sec.0018

**FLORIDA A&M UNIVERSITY
UNIVERSITY SPACE COMMITTEE PROCEDURES**

1.0 PURPOSE:

A. Introduction / Mission

The Florida A&M University began the process of “greening” its design & construction in 2001 using LEED v2.0 as the means of verifying that new construction and major renovations / expansions incorporated sustainable and energy efficient materials, systems, equipment, and practices. Over time, many aspects of green design & construction have been incorporated into the UF Design & Construction Standards and the FL Building Code, but thoughtful and project-specific attention must still be devoted throughout the project delivery process to ensure a “best value” solution that balances energy efficiency, overall building performance, cost, and ease of operation & maintenance.

The mission of the University Space Committee (USC) is to align the development and utilization of the University’s physical space resources with the University’s strategic goals in concert with Florida A&M University (FAMU) policies governing land planning, capital development and space utilization.

B. FAMU LEED Program Designee

Act as an administrator of the implementation of high performance building and LEED process, provides support and resources to the project team internal and external members from project inception to post occupancy including:

- Manage the extended commissioning phase with PMs and CxA to assure compliance with post occupancy survey and review quarterly commissioning reports and generate reports on building O&M and performance and take action. - Develop the initial assessment of project goal for LEED certification during programming.

- Document most credits based on the LEED rating system. This is reflected in the initial checklist assessment.

C. Process

Except where noted, each task listed here is assumed to be preceded by FAMU PM. He/she shall follow the process from project inception to completion including design meeting’s agenda, construction monthly meetings, and Cx meetings and follow up.

FAMU Committee Membership

-) Associate Vice President for Construction & Facilities Management
-) Director of Facilities Planning & Construction
-) Associate Director of Facilities Planning
-) Vice President for Research
-) Three (3) representatives from the Division of Academic Affairs
-) Two (2) representatives from the Division of Student Affairs, one of whom must be the University Registrar
-) One (1) representative from the Faculty Senate

FAMU Committee Staff

-) Two (2) Coordinators of Facilities Planning/Space
-) Administrative Assistant of Associate Vice President for Construction and Facilities Management
-) Administrative Assistant of Director of Facilities Planning & Construction

The Associate Vice President for Facilities Planning and Construction Management will serve as the Chairperson of the USC. Additionally, the Committee may, as appropriate, call upon other personnel, i.e., Community Relations, Risk Management, ADA experts, etc., to provide topical support on an ad-hoc basis.

Planning/Programming

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2. Integrate goals and/or implications of this analysis into the Facilities Program – particularly the Owner's Project Requirements (OPR) document and the budget.

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5. Program Designee and contractor administrator to review the fees with negotiating team associated with LEED before executing contract.

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Post-Occupancy

1. Work with the FAMU LEED Program Designee to conduct a project-specific "case study" review of the LEED and sustainability efforts employed or at least considered. Capture lessons learned and best practices for dissemination by the FAMU LEED Program Designee to other project teams.

2. Plan and arrange for quarterly Cx inspections/visits to follow up on discrepancies & problems with commissioned systems, but also to track systems performance versus the project-specific BOD, OPR, and M&V Plan.
3. Ensure the final “calibrated” energy models are produced – normally 6-8 months after occupancy to allow for the incorporation of actual use and performance data. This effort should be closely coordinated with the CxA to ensure that data from quarterly Cx checks is accounted for in the updated models.
4. Plan for and administer a project-specific post-occupancy evaluation (electronic survey) of building occupants and users. Use the FAMU Facilities Planning and Construction Service Survey.
5. Review the survey results at the one-year warrantee walk through with the project team. Discuss and propose solutions for issues noted by 20% or more of the survey respondents. Disseminate results of the survey to the users/occupants, O&M entity, project team, and FAMU Program Designee.
6. For extended commissioning, submit the quarterly Cx reports to Program Designee for review and reporting to the administration.

2.0 Space Management Principles

-) The Florida Board of Governors has ownership and control of all facilities belonging to or controlled by the university.
-) Ultimate responsibility for the assignment or reassignment of space resides with the University President upon recommendation of the University Space Committee to the CFO & Vice President and Provost.
-) Allocation of increased square footage depends on a demonstrated campus-wide need.
-) Allocation of space does not imply permanence, but rather a commitment based upon continued program justification and to changing program priorities.
-) Space vacated by a physical move, renovation, or new construction is allocated back to the campus. Likewise, space vacated due to a reduction in program size, reduction in workforce, or program elimination is also allocated back to the campus.
-) All university space, particularly classrooms and class labs, will be managed by the Registrar’s Office to ensure effective and efficient utilization. Facilities Planning, in conjunction with the Registrar’s Office will conduct annual classroom and class lab utilization studies to ensure optimum utilization of these spaces.
-) All space data, analysis, and reports are in the public domain and available for

inspection.

-) Appropriate use of office space.
 - o The nature of the occupant’s work should influence whether an individual is allocated a private office. Part-time faculty, graduate teaching assistants, and research assistants should expect to share space, two or more to an office, unless specific needs require otherwise.
 - o The assignment of more than one campus office to a specific individual is highly discouraged. However, when an individual has two different functions not performed in close proximity, the individual may need two separate offices.
-) Each building should have conference and meeting rooms, available for institutional use, to limit the need for large personal offices.
-) State owned space may not be leased to non-affiliated parties unless approved by the president. The Board of Governors has final approval authority.

3.0 Committee's Role and Scope

The role of the Space Committee is to ensure the orderly planning and development of all the University’s physical resources and the maximum utilization of its existing facilities in support of the University’s strategic goals. The Space Committee’s role includes oversight of University issues related to land use planning, development, and the assignment of space. Long-term strategic decisions are addressed in the University’s Master Plan.

3.0 Procedures

3.1 Committee Appointment

Appointment to the Space Committee is made by the President. The Committee meets monthly or as often as practicable, to review space related issues and correlated resources.

3.2 Meeting Schedule

The University’s Space Committee will meet on a regular basis to review space requests which should be sent to the Office of Facilities Planning and Construction. The University Space Committee will consider proposals and requests for space on a temporary basis and on a permanent basis for the entire University. The Committee will meet frequently to promptly review all requests within the context of total availability of space on the campus. Therefore, decisions will always be placed in a format that considers availability and changes in space assignments throughout the entire University.

3.3 Procedures for the Assignment and Reassignment of Space

- 3.3.1 The Space Committee will make recommendations concerning reassignment of occupied space at all administrative levels on the basis of campus and program priorities, the strategic and campus master plans, actual utilization, and overall need. The president may reassign space that is underutilized or required to address a campus priority or strategic need. FP&C must receive all changes within thirty days in order to ensure the space is properly reported on the university space inventory.
- 3.3.2 Space change requests and reporting of change within departments must be made with a Facilities/Space Request Form.

3.4 Procedures for Requests for New Space Available on Campus

- 3.4.1 Requestors seeking new space on campus must make the request to FP&C using the [Facilities/Space Request Form](#) outlining the need for the space, the implication if allocation is denied, space location by building name and room number, space use (instruction, research or lab, office, storage), and the need for and description of any needed renovation.
- 3.4.2 After completing the [Facilities/Space Request Form](#), it should be routed through appropriate channels (director or chair, associate vice president or dean, vice president or provost) for the proper signatures.
- 3.4.3 FP&C will submit the request to the assistant director of Facilities Planning, Design and Construction to develop a cost estimate if renovation is requested.
- 3.4.4 Once the cost estimate is complete, FP&C will present the request to the Space Committee for review and consideration at their monthly meeting. It is recommended that the space requestor attend the meeting to answer the Committee's questions.
- 3.4.5 When reviewing requests for space, the USC will, in addition to their "Space Management Principles," consider the following:
-) Appropriateness of the space to the intended function
 -) How the physical proximity of departmental units would enhance programs
 -) Accessibility of the space to persons with disabilities and resulting impact on program accessibility
 -) Impact additional space or changed space has on classroom or lab utilization
 -) Potential of the project to resolve other space problems and issues
 -) Source and availability of funding
 -) Target audience needs

- 3.4.6 FP&C will present all requests for allocation of space between one college or administrative division to another, after endorsement by the Space Committee to the CFO & Vice President and Provost. The president has final approval authority.
- 3.4.7 FP&C will maintain all documentation of all actions regarding space assignments and renovation requests.

3.5 Requests to Change Function of Space

- 3.5.1 Even if there is no change in ownership, requestors seeking to change space function (e.g., conference room converted to office space) must submit the completed [Facilities/Space Request Form](#) up through the appropriate channels (e.g., director or chair, associate vice president or dean, vice president or provost) and then to FP&C.
- 3.5.2 FP&C will present the request to the provost to review and approve.
- 3.5.3 FP&C will be responsible for maintaining written records and documentation of all changes.

3.4 **Campus Master Plan**

The USC is responsible for the development and implementation of an inclusive, participatory planning process for the Campus Master Plan that includes the broad representation from campus and local constituencies.

-) The USC is responsible for compliance with FAMU policy regarding the maintenance of an on-going campus physical planning process and conducting comprehensive plan reviews and updates at five year intervals.
-) The USC shall consider recommendations from the Office of Planning and Construction on campus land planning, functional plans (e.g., storm water drainage; campus circulation), and facility site selection.

The Space Committee makes space assignments and resolves conflicts and priorities consistent with the University's overall mission and requirements. Space assignments are made to the appropriate administrative unit (school, college, vice president, and etc.) and then assigned to a sub-unit. Space is not assigned to individuals. The following list defines space requests or changes that must be reviewed:

-) Both departmentally controlled and centrally scheduled classroom space are protected from conversion to other uses unless the requesting administrative unit:
 - o identifies replacement space
 - o makes a formal request through the Space Request Process
 - o the conversion is recommended by the University Space Committee, in consultation with the Registrar's Office to the Provost.

Note: All requests to convert classrooms to other uses that may affect Instructional Space will be forwarded to the Registrar's Office for review and recommendation, prior to submission by the USC to the Provost.

- J New usable space can be created by new construction, remodeling, reassignment of adjacent space, or by allocation of currently unallocated space.
- J Vacated space – When an administrative unit moves to a different location, the vacated space reverts automatically to the USC; its disposition will be recommended by the USC to the CFO & Vice President and Provost.
- J When a department, center, or institute is officially closed, the vacated space reverts to the USC for review and recommendation for reassignment. When space is created by the build out of the Master Plan, the space that is vacated reverts to the USC for review and recommendation for reassignment.
- J Resolution of space conflicts – all space conflicts must be presented to the USC and the committee will develop a plan to recommend to the Provost.
- J Auxiliaries – All auxiliary space is treated similarly to administrative and academic space, and will be reviewed and have recommendations made by the USC, as appropriate.
- J Requests for use of temporary space is to be submitted to the USC for consideration.

Administrative units requesting new space, a change in the reallocation of space, or change in use of space, must submit a completed Facility/Space Request form to the Office of Facilities Planning and Construction to inform the USC. The administrative head (or proxy) making the request(s) may be invited to appear before the Space Committee.

Written requests must be submitted by the administrative head responsible for the program, with justification for additional space, a description of any special needs, and the number of personnel who would occupy the space. A Facility/Space Request form is available on the Office of Planning and Construction website to use for submission to the USC.

A space needs analysis/assessment is prepared by the Office of Planning and Construction in consultation with the individual unit. This analysis provides reasonable assurance to the USC that the administrative unit is monitoring efficient space utilization within adopted policy and practice standards. Each analysis shall be presented to the USC for review and recommendations.

An on-site review of space will be conducted a minimum of every two years with each administrative head, and will include a visit to each assigned area. Audits of existing space will be conducted regularly by the Space Committee staff.

Space Assignments - Priorities, in rank order, for dealing with space allocation are as follows:

- J Curricular needs that address the availability of safe and accessible teaching space to meet course offerings is the highest priority.

-) Appropriate space for academic programs, support services, and research projects is next as established by the Provost's Office, the University's Academic Plan, and/or President's management team.
-) Proximate location of programmatically related activities, especially the physical proximity of programs in relation to corresponding departments, is a higher priority than proximate location of non-programmatically related activities.
-) All space considerations will include review of disruption of on-going activities relative to faculty, students, and staff.
-) Space allocation is consistent with the University's Master Plan goals and recommendations.
-) Space not required for academic programming or other administrative uses may be made available for lease, subject to the university policies on leasing.

Commitments of Space - All commitments of space and correlated funding issues for the following should be reviewed by the Space Committee prior to obligating the institution.

-) Grants/Contracts – all grants or contracts that require additional space not under the control of the administrative unit must note the need for the space on the proposal routing sheet for approval by the Vice President for Research prior to the grant submittal. The Vice President for Research will transmit the information to the Office of Facilities Planning and Construction for reporting to the Space Committee.

Note: All improvements to existing space shall require a request to the Office of Facilities Planning and Construction for upgrade on a Project Initiation Form. These types of requests do not need to be reviewed by the University Space Committee. Approval does not imply that funding will follow.

**Sec. 0019 – CAPITAL OUTLAY
IMPLEMENTATION PLANS,
ENCUMBRANCE AUTHORIZATIONS
AND BUDGET AUTHORITY**



FLORIDA **A&M** UNIVERSITY

CAPITAL OUTLAY IMPLEMENTATION PLANS, ENCUMBRANCE AUTHORIZATIONS AND BUDGET AUTHORITY **Sec.0019**

Administrative unit: Division of Finance and Administration

Department: Facilities Planning, Construction and Safety

Operational section: Facilities Planning and Construction

Subject: Capital Outlay Implementation Plans, Encumbrance Authorizations, and Budget Authority

Authority **2019 Florida Statutes - Chapter 216 Section 192 (216.192)**

Objective

To provide guidelines and procedures for establishing and revising individual fixed capital outlay project budgets, known as Capital Outlay Implementation Plans (COIPS) and for encumbrance authorizations.

Overview

A COIP is a project budget document approved by the President, or designee, which provides information regarding the project funding sources, project scope and planned uses of the funds for a major project or any project funded by a legislative appropriation. Encumbrance authorization and budget authority are required prior to encumbering funds on fixed capital outlay projects.

Annual Appropriation Summary

1. The schedule of project components section lists budget categories applicable to the project. Standard budget categories are defined as follows:
 - *Construction* - Initially, this budget category corresponds to the approved construction amount included in the project budget supporting the request for appropriation. Extraordinary costs not normally included in average costs per GSF but planned to be part of the basic building construction contract are identified in summary form as a separate line until the single contract is awarded. Prior to the receipt of bids, the total construction line indicates the maximum amount available for award of a construction contract(s); thereafter, the construction line reports the actual award amount for each contract, and shall include change order amounts as the project progresses, if the COIP is revised for other reasons. If the project is to be bid in more than one bid package, a budget shall be established for each in a separate bid package. The individual packages shall be described, e.g. site work, renovations, building contract and indented under the general heading of "Construction".
 - *Infrastructure Assessment* - 2% of the programmed construction budget is set aside to fund project related infrastructure needs.
 - *Professional Fees* - The fees paid to the architect/engineer for basic and additional services (including special consultants) and reimbursable expenses.
 - *Construction Manager Fees* - For construction management projects, the fees paid to the construction manager for pre-construction services.
 - *Surveys & Tests* - Costs associated with surveys, soil tests and all construction tests to be paid by the owner, such as concrete tests & HVAC system tests.

- *Inspection Services* - Costs associated with inspections, e.g. architect/engineer's project representative, roofing inspection, threshold inspection.
 - *Impact/Environmental Fees* - The fees required to be paid to governmental agencies or other utility providers.
 - *Permit Fees* - The fees paid to the State Fire Marshal's Office for reviewing plans for compliance with fire code and fees paid to the University Building Code Administrator's Office for permit and inspections.
 - *Insurance Consultant* - The cost of services to analyze, verify and monitor insurance coverage provided by the design professional and construction contractor.
 - *Art Work* - Section 255.043, F.S., requires the set-aside of funds for the purchase of art on all new construction projects. The art amount should be one half of one percent of the original construction estimate for new space, not exceeding \$100,000.00. If the construction amount includes funds for both renovation and new construction, only the portion provided for new space should be considered in the calculation of the art amount. Once established, the art amount is not changed unless the construction amount is increased substantially.
 - *Moveable Furnishings & Equipment* - Includes the costs associated with moveable furnishings and equipment.
 - *Project Contingency* - Reserved for unforeseen design and construction costs and incidental expenses, such as advertising. In general, this amount should not be less than 3% of the construction amount prior to receipt of bids for new construction and should not be less than 5% of the construction amount prior to receipt of bids for renovation projects.
 - *13. Narrative* Each COIP request shall contain a descriptive narrative. The narrative on the initial COIP provides a brief description of the project and a description (fiscal year and source) of the funds being used to establish the project. Thereafter, when the COIP is revised, the narrative describes in detail the purpose for the revision, e.g. transfer or addition of funds, project close-out, etc.
2. Upon receipt of the Annual Capital Project Plan allocation,
- **For Major Projects** - the Director FP&C prepares a draft COIP for each project for review by the PM. Each COIP for a project is numbered consecutively. After modification/approval by the PM, the Director FP&C prepares a final COIP for review/approval by the Associate Vice President of Construction and Facilities Management.
 - **For Minor Projects** - the Director FP&C and Associate VP for Construction and Facilities Management prepare a Proposed Minor Project List for the Fiscal Year.

Review and Approval Process

3. Upon approval of COIPs by the Associate VP for Construction and Facilities Management, the signed COIP is submitted to the Controller's Office.
4. Coordinator of Accounting in Controller's Office completes a 352 form (request authorization) with the approved appropriations. The Controller, VP, and the University President sign the form.
5. The President's Office returns the 352 form to the Controller's Office with the President's signature and the Coordinator of Accounting submits the form (fax or electronically) to the state.
6. The State receives and processes the 352 form; DOE will send back a Form OEF 1, with an Encumbrance Authorization number giving FAMU authorization to spend funds.
7. The Coordinator of Accounting then forwards this information over to the Assistant Director of Business-FPAC to establish a budget in PeopleSoft so spending can begin.

Revisions to Existing COIPS

8. If the COIP request is a revision to an existing COIP, the request must display the currently approved budget categories and amounts, as well as the proposed budget categories and amounts.

Projects Funded from Funds Other Than Legislative Appropriations

9. For a major construction project funded from University funds (auxiliary, foundation, grant funds, etc.) the FP&C Account will establish budget based on the COIP. For these projects, FP&C will not enter a contract until it has received a certification of fund availability from the University Controller. For auxiliary trust funds, the revenue source must be associated with a specific auxiliary enterprise. For projects funded from revenue bonds, the Department of Education, Office of Educational Facilities will coordinate the request for capital outlay budget from the Executive Office of the Governor as part of the bond approval process.

For projects funded from university funds, the file should contain the following documentation:

- For grant funds, a copy of the grant agreement.
- For private gifts or grants which are not on deposit in a university accounts, a custodial trust agreement is required with a provision that the trust is irrevocable and that FAMU may withdraw funds when necessary to make payments for the project.

Encumbrance Authorization

10. An encumbrance authorization represents approval to obligate all Public Education Capital Outlay (PECO) appropriations or Capital Improvement Fee appropriations budgeted within the Capital Improvement Fee Trust Fund. This approval confirms the availability of cash for payments to be made for a contractual obligation. The Construction Accounting section of the University's Controller's Office has responsibility for requesting encumbrance authorizations from the Department of Education. The University must request that sufficient funds be released and receive approval prior to the execution of any contract, change orders, additional service authorizations or any other contractual obligation. Generally, releases are provided for each phase of a project: planning, construction and equipment. FP&C must notify the Construction Accounting Office at least thirty (30) days prior to the anticipated dated for execution of the contractual obligation. The Construction Accounting Office will secure the required encumbrance authorization from the Department of Education in an amount sufficient to fund the obligations based on the information provided by the FP&C.

Project Closeout

11. Upon completion of a project and payment of all obligations, the Project Administrator shall coordinate with the Construction Accounting Office to determine final project commitment amounts. The Project Administrator shall then prepare a final COIP to close the project. The request shall include an account of all revenue by funding source and all expenditures by current COIP budget categories.