

Project Coordination Procedures

DESIGN

1. For projects with budgets over 1 million dollars, coinciding with the Permission to Proceed for the project, Facilities Planning will establish a Building Advisory Committee for the project. The committee will be comprised of campus users, a Physical Plant representative, a representative from Information Technology Services (ITS), Facilities Planning personnel, and other appropriate individuals. For projects with budgets less than 1 million dollars, Facilities Planning will establish committees as appropriate for the specific project. At this time, information will be solicited with regard to user needs, existing conditions, and mechanical/electrical systems. For renovation projects this information should include past system performance, advantages and disadvantages of specific systems, and concerns or ideas related to the specific renovation. For new construction, information would center on user needs, information on utility connections, and information with regard to similar systems or buildings across campus and university experience with similar systems or buildings. The purpose of this information gathering is to allow input for design consideration.

2. When the project enters the Schematic Design Phase, early decisions regarding design concepts and mechanical/electrical systems will be made by the consultant after study of available options. These concepts will be presented to the appropriate committee as noted above for comment and recommendation. This process will be monitored by the Facilities Planning department. For projects over 1 million dollars, at the conclusion of the Schematic Design Phase, a presentation booklet will be prepared and distributed to advisory committee members, and to the Physical Plant for review and comment. For projects less than 1 million dollars a schematic design statement will be forwarded to appropriate personnel including the Physical Plant. The transmittal forwarding the schematic design will include a date when comments are due to Facilities Planning, a space for individuals to sign off on the review, and an area for comments. In general 7-10 working days will be provided for review. On projects over 1 million dollars this time will generally be extended to 15 working days.

3. As the project moves into the Design Development Phase, the consultant will be responsible for responding in writing to all comments received from Schematic Design review and for incorporating agreed upon changes into the documents. During the Design Development Phase, meetings will be held to further advance the design and refine system decisions. Selection of major mechanical/ electrical equipment, its location, and physical layout will be determined during this phase of design. Physical plant review and comment will be solicited through the physical plant representative on the advisory committee. At the conclusion of the Design Development Phase, documents would be distributed to the Director of the Physical Plant and appropriate parties for review and comment. Similar to the Schematic Design phase, the transmittal forwarding the design development documents will include a date when comments are due to Facilities Planning, a space for individuals to sign off on the review and the method for returning comments. As with Schematic Design review, in general 7-10

working days will be provided for review. On project over 1 million dollars this time will generally be extended to 15 working days.

4. As the project moves into the Construction Document Phase, the consultant will be responsible for responding in writing to all comments received from Design Development review and for incorporating agreed upon changes into the documents. At the 95% completion stage of Construction Documents, a copy of the documents will be distributed to users, Information Technology Services and the Physical Plant for review. Again the transmittal forwarding the 95% completion documents will include a date when comments are due to Facilities Planning, a space for individuals to sign off on the review and an area for comments. As with the Schematic Design and Design Development review, in general 7-10 working days will be provided for review. On projects over 1 million dollars this time will generally be extended to 15 working days. It will be the responsibility of the consultant to respond in writing to all comments received during the 95% review and to incorporate agreed upon changes into the bidding documents. At the time of the 95% review, the Physical Plant and users will be asked to identify equipment and systems where training is needed. The consultant will list these systems in the specifications so the contractors are aware of these requirements.

5. Based on input received, the consultant will finalize the documents for bidding. Bid documents will be distributed to contractors, users, Information Technology Services and the Physical Plant. Any comments or questions will be directed to the consultant through Facilities Planning. If there are agreed upon changes at this point the consultant will include this information in addendums prior to bidding.

6. During the bidding phase a Pre-bid conference will be conducted by the consultant to review standard procedures and answer questions raised by prospective bidders and others. Physical Plant representatives, end users and ITS representatives are welcome to attend and raise questions.

7. After receipt of bids, Facilities Planning will review all bids received, all alternates and the project budget with the consultant. If the project is within budget, a contract will be awarded as soon as approval is obtained from the Board Office. A contingency will be maintained to allow for unforeseen conditions and other changes that may be made during the construction process.

CONSTRUCTION

1. After the notice of award is issued to the successful bidder a preconstruction conference will be conducted with the contractor, subcontractors, consultants, Facilities Planning and other interested UNI personnel. The conference addresses standard procedures to be followed during the course of the project. Physical Plant and ITS personnel may attend if desired.

2. Throughout the initial stages of a project numerous shop drawings, catalog cuts and other manufacturer's data will be submitted by the contractor to both the consultant and the Facilities Planning OCR simultaneously. The OCR will distribute copies of this information to appropriate members of Physical Plant, ITS and the end users for review and comment. These submittals need to be processed immediately to prevent delays in receipt of materials. In all cases shop drawings are distributed with a deadline noted on the transmittal, typically 5 working days. The disposition of the shop drawings is also

noted on the transmittal, either to be returned to Facilities Planning or retained by the reviewer. In either case comments need to be returned in accordance with the deadline. When all comments are received or the deadline is reached, the OCR coordinates and forwards all comments to the consultant. The consultant completes their review and incorporates the comments that they consider to be valid into the submittal. The consultant is responsible to notify the OCR of any comments not incorporated. The OCR in turn is responsible to notify the reviewer. Two copies of the final reviewed copy of the shop drawings are returned to the OCR by the consultant. One copy is maintained for the project file, the other copy is forwarded to the Physical Plant, ITS or the end users for their records and information.

3. At anytime during the construction phase, end users, ITS personnel, and Physical Plant personnel are welcome to visit the construction site. Individuals must wear the appropriate personal protective equipment, they must coordinate their visit through Facilities Planning and they must sign in at the contractors trailer. In general visits should be limited to 1 or 2 people at a time and areas of active work should be avoided for safety reasons. If a larger group would like to visit the site it must be coordinated in advance by Facilities Planning and the time must be acceptable to the contractor. Typically a representative of the contractor and Facilities Planning will accompany any visitors.

4. If the individuals touring the site notice something that they feel is incorrect they should report it to the Owners Construction Representative (OCR) from Facilities Planning. If the suspected problem is something that was included in the contract documents the OCR will direct either the contractor or consultant to correct the problem. If it was not part of the contract the OCR will inform the person making the request that it was not in the contract and they must request a change through appropriate channels. If a change is requested the OCR will review the request with the consultant and if appropriate, a proposal Request (PR) will be issued to the contractor identifying the additional work to be done and requesting a price to perform the work. Once the PR is priced, the price and value of the change will be evaluated by the OCR and the consultant. If it is reasonable and the project budget can afford the additional cost, the PR will be approved and the work added to the project. If the OCR does not feel that it can be worked into the budget the cost will be presented through channels to the person making the request asking if they want to fund the change.

5. During the construction period, representatives of the end users, the Physical Plant representative and the ITS representative are welcome to attend construction meetings for informational purposes.

6. As construction draws to a close the OCR will schedule with the contractor training on various equipment and systems as identified by the Physical Plant and end users during the design phase. The Physical Plant will be notified when the training sessions are scheduled and will be responsible for having appropriate personnel in attendance. The contractor will keep a record of those in attendance and the type and extent of the training, this will be documented in the project closeout documentation.

7. The Director of the Physical Plant and the end users will be notified in advance of when the substantial completion inspection will take place and will be invited to have a representative or a limited number of representatives present. A record will be maintained of individuals participating in the substantial completion inspection. Physical

Plant personnel may opt to visit the site in advance of the inspection to prepare a list of questions and concerns for investigation during the inspection. Such visits shall be done in accordance with procedures for site visits noted above in item 3 of Construction. A copy of the punchlist will be provided to the Director of the Physical Plant. If Physical Plant representatives question or disagree with items contained in the Substantial Completion Inspection Report, they are to notify the Owners Construction Representative in writing not later than 10 working days after receipt of the Substantial Completion punchlist.

8. Once the substantial completion inspection has been completed, UNI takes ownership of the building and the responsibility to investigate operational problems and complaints transfers to the Physical Plant. All contacts with the contractor for warranty work should be made by the Physical Plant. Facilities Planning will remain involved in completion of punchlist items, areas found to be possible omissions by the contractor, or design defects, and they will contact either the contractor or the consultant to attempt to resolve those issues.

9. When the Substantial Completion Inspection punchlist has been completed by the contractor, a final inspection will be scheduled. Representatives of the end user and Physical Plant will be invited to attend. A record of individuals participating in the final inspection will be maintained. Facilities Planning should be notified before the final inspection is scheduled, if advanced inspections have been conducted by other parties.

10. During substantial completion and final inspection the contractor will assemble the closeout documents required for the project to be reviewed by the consultant. Copies of approved shop drawings, instructions and other pertinent data will be bound into an Operations and Maintenance manual that will be reviewed by the consultant. When the manual is accepted three copies are provided to the OCR. One copy is maintained for the file and two copies are forwarded to the Physical Plant for their use and record. The contractor also provides the record set of documents to the OCR for review at Substantial Completion. After review the OCR forwards the record set to the consultant for his use in preparing the final record documents. When completed by the consultant the record documents are reviewed by the OCR and Facilities Planning drafter for compliance with UNI standards. After the documents are completed the originals and the electronic copies are archived and one set of record documents is forwarded to the Physical Plant for their records and use.

11. The Physical Plant is responsible for all warranty coordination during the one year (or longer) warranty period. If a problem develops Facilities Planning will be available to assist the Physical Plant or to conduct a joint investigation of the problems.

Just prior to completion of the one year warranty period, Facilities Planning will notify the Physical Plant and the end users of the date of the one year inspection. At that time any concerns that have surfaced during the past year that have not been addressed, should be raised for investigation by the consultant. A one year inspection is conducted with the consultant, contractor and UNI representatives and a list of problems is prepared for correction by the contractor. The contractor notifies UNI when all items have been corrected and a final inspection is conducted by the Physical Plant and Facilities Planning personnel. At this point the facilities belongs to UNI unless unforeseen problems develop that can be attributed to others.