



UNIVERSITY OF NORTHERN IOWA  
FACILITIES PLANNING

CONSTRUCTION PHASE PROCEDURES  
UNI PROJECT ADMINISTRATION  
TYPE II PROJECT

DESIGN PROFESSIONAL

March 2008

## PREFACE

The information provided within this manual is merely intended as a guide in which the user may refer to throughout the construction phase of a contract awarded project at the University of Northern Iowa.

Within the manual is information relating to the various phases of a project including samples of standard documents to be used and routing procedures of these documents.

Specific questions with regard to the content of the manual shall be directed to the project Owner's Construction Representative for the project.

Note: A Type II project is one where the Design Professional performs limited services during the construction phase.

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1. Upon the receipt of the Notice of Award to the Contractor, the construction phase begins. The construction phase ends with acceptance of the project by the Owner and upon furnishing by the Design Professional (DP) to the Owner the record documents. Unless designated otherwise, UNI's representative shall be the Owner's Construction Representative (OCR).
2. **Pre-Construction Meeting** - By OCR.
3. **Project Progress Meetings** - By Contractor and OCR
4. **Site Visits**
  - 4.1 The Design Professional shall be on call for interpretation of documents by phone. Site visits, if requested by OCR, will be an additional service.
5. **Shop Drawings/Product Data/Samples**
  - 5.1 The Design Professional shall provide in Division 1 of the specifications a list of shop drawings to be submitted as per specifications.
  - 5.2 The Design Professional receives shop drawings of items as per the project specifications from the Contractor for review. Generally five copies are received from the Contractor by the Design Professional and four by the OCR simultaneously unless otherwise determined. The total number of copies received by the Design Professional may vary due to the number of approved copies required by the Contractor and Design Professional. Each submittal shall be numbered by the project contractor, according to specification section and a sub number. Resubmittals will have an R added after the

number.

- 5.3 Electronic submittals may be used if agreed to by the Design Professional and OCR.
- 5.4 The OCR shall submit comments pertaining to the shop drawings to the Design Professional for review prior to the Design Professional taking action on the shop drawing submittal.
- 5.5 The Design Professional shall review each shop drawing submittal for conformance with the contract documents and take appropriate action as follows:
1. Reviewed.
  2. Reviewed with comment.
  3. Return for correction.
  4. Rejected.
- 5.6 The Design Professional shall then distribute the shop drawing copies as follows:
1. OCR - 2 copies.
  2. Contractor - 1 copy. (This total may vary due to project circumstances)
  3. Design Professional - 1 copy. (possible copy to Subconsultants)
- 5.7 Final decisions on finish materials and color selections shall be reviewed with and approved by Facilities Planning before instructions are given to Contractors for ordering of material. Submit color schedules or charts and samples in duplicate for Owner review.

6. **Proposal Request (PR)** - Prepared and reviewed by OCR.
7. **Construction Change Directive (CCD)** - Prepared and reviewed by OCR.
8. **Request For Information (RFI)**

A RFI is a form from the Contractor requesting clarification or missing information. RFI's should be submitted to the OCR on the standard form.

The OCR will request input from the Design Professional.
9. **Supplemental Instructions (SI)**
  - 9.1 A supplemental instruction document is a written instruction or a certification from the Design Professional to supplement the contract documents. (See Appendix)
  - 9.2 The Design Professional prepares a supplemental instructions document when necessary due to circumstances of the project and sends a copy to the OCR for review. This document does not change contract price or time.
  - 9.3 The OCR signs and sends the document to the Contractor for signature.
10. **Change Order (CO)** - Prepared and reviewed by OCR.
11. **Application for Payment** - Reviewed and approved by OCR.
12. **Substantial Completion of Construction** – Observation & list of incomplete items by OCR.
13. **Project Close-Out/List of Incomplete Items/Final Observation** - By OCR.
14. **Project Close-Out/Acceptance/Final Payment** - By OCR.
15. **Project Close-Out/Record Documents/Operation and Maintenance Manuals.**
  - 15.1 The OCR reviews and submits Contractor mark up documents to Design Professional.
  - 15.2 The Design Professional submits "as-built" record document drawing data to

OCR.

- 15.3 The OCR reviews the "as-built" record drawing data and notifies the Design Professional of any discrepancies. The Design Professional shall revise and re-submit as needed.
- 15.4 The Design Professional submits other required record document data in accordance with the contract.
- 15.5 The Design Professional submits the final pay invoice to the OCR. Noted on the invoice as "Final".
- 15.6 The OCR releases final payment to the Design Professional pending receipt of all "as-built" record documents.