

**SUPPLEMENTAL
CONSTRUCTION & PLANNING OFFICE
PRAIRIE VIEW A&M UNIVERSITY**



ARTICLE I - INTRODUCTION

Para: II

The Construction & Planning Office is responsible for the overall management and administration of the PVAMU System's Construction & Planning program. The office consists of the Construction & Planning Manager and staff which reports directly to Vice President of Auxiliary and Administration. The department provides planning and programming services; design phase management and administration; construction phase management and administration; construction project inspection; topographic surveys; interior furnishings and programming design, project selection, bidding, inspection and acceptance, and construction project accounting for the Components of PVAMU. A list of services currently provided by Construction & Planning Office are shown below.

Programming, Planning and Design Services

- Prepare project initiation documents and assign project number and name
- Meet with assigned user to identify project needs and develop a Program of Requirements
- Conduct A/E selection interviews and prepare formal recommendation for A/E contract award
- Administer and manage design contracts
- Perform milestone design development reviews
- Coordinate studies for project environmental clearances
- Administer geotechnical services and reports
- Administer site topographic surveys and utility survey

Bidding and Contract Award Services

- Advertise for construction contract bids
- Conduct pre-bid conferences
- Preside at bid openings and perform initial HUB Good Faith Effort presentation
- Conduct bidder/proposer evaluation and scoring meetings for competitive seal proposal
- Conduct value engineering/contract negotiations meetings for competitive seal proposal
- Prepare documents for award of contracts and appropriation of funds by the University President
- Prepare and process construction and moveable furnishing contracts for execution and issuance of the Notice(s) to Proceed

Construction and Furnishing Services

- Conduct pre-construction conferences
- Design and specify moveable furnishing bid packages
- Administer and manage construction and moveable furnishings contracts
- Provide on-site inspection services for construction quality assurances
- Utilize specialty inspectors to oversee construction of mechanical, plumbing, HVAC, electrical, and civil components
- Administer construction contingency fund
- Administer contract revision log
- Process and confirm prices for revisions and construction contract changes
- Negotiate change orders for construction and moveable furnishings
- Select and coordinate construction materials testing services and HVAC air balancing services, approval by Campus Utilities
- Oversee Energy Management System (EMS) installation, approval by Campus Utilities
- Obtain and verify completeness of record drawings, and operation and maintenance manuals.
- Conduct one-year inspections and monitor contractor completion of work

General Administration and Accounting Services

- Prepare project budgets and appropriation documents for project funding
- Process progress payments to architect/engineers; construction and furnishings contractors, bid ads, material testing, and etc.
- Post and maintain project budget line item balances
- Process purchase orders for Construction & Planning projects
- Reconcile and maintain project accounting balances
- Process and maintain construction procedures manual
- Comment on and monitor proposed legislation and develop departmental procedures to implement new or modified statutes
- Maintain departmental budgets, physical inventory and human resources interface function.
- Prepare project close-out and unexpended balances reversion documents

The President is authorized to promulgate construction procedures for the effective administration of the PVAMU System's construction program.

This Construction Procedures Manual is written using a Major Construction Project as the basis for analysis and discussion with supplementals included for conducting Minor Construction Projects utilizing the modified procedure applicable to Prairie View A&M University. The phases and procedures involved in the development, planning, design, constructing, and furnishing a major construction project are shown in chronological steps in (Exhibit 3) TAMUS System Policy and Minor Construction Projects are shown in chronological steps in (Exhibit 3A) TAMUS System Policy.