

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



ARTICLE XXI- MOVABLE FURNISHINGS

- 21.1 All projects for new buildings or repaired/renovated/rehabilitated buildings, managed by Physical Plant and CPO, required furnishings will be assigned to a state licensed Interior Designer on call to CPO. The Interior Designer will be responsible for programming, design, coordination, product selection, bidding, purchase/contracting, installation and inspection of all movable furnishings for the project.
 - 21.1.1 The User Coordinator will provide data to the Interior Designer for programming the furnishings needed for the building. During the programming process, a thorough evaluation will be made to determine the feasibility of using existing movable furnishings rather than purchasing new items. In accordance with Board Policy 51.05, the POR document shall contain a statement to the effect that the Component staff and administration have participated with the CPO's Interior Designer in the evaluation of existing furnishings for possible re-use in the project. The component CEO will be required to indicate concurrence with the decision of new/existing furnishings for the project by executing the POR.
- 21.2 the Interior Designer will verify that the new assignable square feet (NSF) areas will accommodate the requested furnishings. The Interior Designer in conjunction with Construction Project Manager will also verify that the number of person that will occupy the space in the accordance with the latest version of the Life safety Code. The Interior Designer also assists with assessing the functional uses of the space design and issues relating to architectural barriers as defined by the Americans with Disabilities act of 1990 (ADA) and Architectural Barriers, Chapter 469 Texas Government Code.
- 21.4 During the design process, the Interior Designer will work closely with the User, A/E and CPM to determine the best configuration, and placement of furnishings to be used. Details, such as placement of electrical outlets, data/telephone locations as well as door locations will be reviewed and discussed during this process. The Interior Designer will also be responsible for producing furnishings layouts and cost estimates at each phase of the process.
 - 21.4.1 The Interior Designer will coordinate the finishes of the furnishings with the architectural interior finishes of the building. Strict adherence to finish durability determined by the Interior Designer will be followed and finishes not conforming to the industries highest level of affordable standards will not be specified on future projects.

- 21.6 The Interior Designer will prepare bid documents after the User Coordinator and CPM Manager has agreed to the furnishing's layouts and selections. Bids will be published at least twice in a local newspaper(s), and in a minority focused print media of general circulation in accordance with System Policy 51.01, Advertising Policy for Construction Projects. (Exhibit 2a) Advertisements for bids will also be placed on the State Electronic Business Daily I accordance with the same System Policy 51.01 bids will be paid for by the User Coordinator but processed through CPO.
- 21.8 CPO will receive and tabulate the bids and make the recommendation for contract award to the CEO, PVAMU President in accordance with authority in System Police 51.04, Delegation of Authority on Construction Projects (Exhibit 2e) and System Regulation 51.04.01 (Exhibit 2f).
- 21.11 The Interior Designer is responsible for coordinating the movable furnishings' installation with the furnishings' Contractor, PVAMU CPM, the Construction Contractor, and the User Coordinator.