

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**



51.04.99.P0.01 Administration of University Construction and Maintenance Projects

Approved January 16, 2002

Revised May 24, 2021

Next Scheduled Review: May 1, 2026

UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to establish the guidelines for construction and maintenance projects on the campus of Prairie View A&M University (PVAMU) in accordance with System Policy [51.04 Delegations of Authority on Construction Projects](#).

Definitions

University Construction Project - the construction of new buildings, facilities or other permanent improvements and/or the repair, renovation or rehabilitation of existing buildings, facilities or other permanent improvements that do not exceed the dollar thresholds referenced in System Policy [51.04 Delegations of Authority on Construction Projects](#).

Maintenance Project - generally, repairs and replacements involving a single trade and not requiring an Architect/Engineer (A/E) design.

Official Procedures and Responsibilities

1. DELEGATIONS OF AUTHORITY AND RESPONSIBILITIES

- 1.1 Delegated responsibilities are defined in System Regulation [51.04.01 Chancellor's Delegation of Authority on Construction Projects](#).
- 1.2 The President has delegated the management responsibility of projects to the Senior Vice President for Business Affairs (SVPBA), who will define the process that the contracted facilities services provider and other areas under his/her administration are to follow.

2. PROJECT REQUESTS

- 2.1 To initiate a construction or renovation project in space not currently assigned to a department, the requesting department must complete and submit a [Request for New Space and/or Moves Form](#) to the Office of Campus Planning and Space Management.

- 2.2 The Office of Campus Planning and Space Management staff will review each request and route it through the appropriate responsible parties with final review and approval to be made by the SVPBA.

3. MAINTENANCE PROJECT - BUILDING MAINTENANCE

- 3.1 For renovation projects occurring in space currently assigned to a user, a [Work Order Request Form](#) must be completed and routed through the approval process.
- 3.2 Upon receipt of an approved Purchase Order (PO), the contracted facilities services provider will handle all aspects of the project, including the procurement of materials, hiring of labor, scheduling of work, and inspection of work.

4. MAINTENANCE PROJECT - PRIVATE CONTRACTOR

- 4.1 Initiation Process
 - 4.1.1 The requesting department will submit a [Work Order Request Form](#) to the contracted facilities services provider, who will then provide estimates of the work back to the department through the Office of Campus Planning and Space Management, with any required supporting documentation attached.
 - 4.1.2 If the requesting department desires to proceed with the work, they will indicate approval and initiate the processes for issuance of a purchase requisition.
- 4.2 Procurement Process
 - 4.2.1 The University will issue a purchase order to the current outsourced provider, who will issue notice to proceed to the contractor and pay all invoices associated with the work.
 - 4.2.2 The contracted facilities services provider will provide the University with documented evidence of the work performed through the invoicing process.

5. MINOR CONSTRUCTION PROJECT

- 5.1 General
 - 5.1.1 The University's contractual arrangement with the contracted facilities services provider includes project management of minor projects less than \$4,000,000 in scope. . The contracted facilities services provider will develop, publish, and communicate its construction procedures to all parties and ensure that all processes are followed.
- 5.2 Project Initiation and Approvals
 - 5.2.1 Upon receipt and approval of a v Space Request for a minor construction project, the Office of Campus Planning and Space Management will establish project funding source..

- 5.2.2 If the approved project requires the establishment of a separate account, Space Management will prepare the C1. The completed C-1 Form is routed for the following approvals:

Approval	Purpose
Requesting Budget Head	Approval of project scope and funding source.
Office of Sponsored Projects Grants and Appropriations Supervisor	Approval of compliance with grant or contract requirements.
Office of Campus Planning and Space Management Director and Associate Director	Certification that C-1 Form is correct and complete.
Assistant Vice President for Facilities and Risk Management	Certification that all facilities services requirements have been met; Recommendation that project proceed.
Assistant Vice President for Financial Management Services	Certification that sufficient funding is available in source account and that source of funds can legally be used for construction.
Senior Vice President for Business Affairs	Certification that all financial and legal requirements have been met; Recommendation that project proceed.

5.3 Architect/Engineer (A/E) Contracting Process

- 5.3.1 Specific minor construction projects will be assigned to an eligible A/E firm based upon project requirements.
- 5.3.2 The contracted facilities services provider will recommend the suggested A/E to the SVPBA; and if approved, will proceed with issuing a contract to the A/E upon receipt of a Purchase Order from the University for the project.
- 5.3.3 The A/E shall be responsible for developing the Program of Requirements (POR) and/or design documents as contracted.

5.4 Construction Bidding and Contracting Process

- 5.4.1 Upon approval of the project design, the contracted facilities services provider and the A/E will put together a bid package containing the scope of work, construction contract form, design and work specifications, and all required standard forms relative to the project.
- 5.4.2 A Request for Bid (RFB) will be issued and advertised by the contracted facilities services provider and/or the A/E.
- 5.4.3 Bids will be secured by the contracted facilities services provider until the scheduled bid opening. The bid opening will be jointly administered and witnessed by representatives from the contracted facilities services provider and the A/E.

- 5.4.4 The contracted facilities services provider, with consultation from the assigned A/E firm, will review the bids and make the selection based upon conformance to bid requirements and pre-determined evaluation criteria.
- 5.4.5 The selected contractor will be asked to execute the contracted facilities services provider's standard construction contract form. [See Section 9 for required contract approvals.]
- 5.4.6 Upon execution of the contract, receipt of required bonding and insurance documentation by the contracted facilities services provider, and issuance of a Purchase Order from the University to the contracted facilities services provider, the contractor is authorized to begin construction.
- 5.4.7 If during the construction project a change to the project specifications is required to address an issue identified and the issue is within the original project scope, the standard Change Order Form will be processed by the contracted facilities services provider and the A/E and approved by all parties who approved the original contract. Except in the case of an emergency, work associated with the Change Order Form will not be authorized until all approvals are obtained.

5.5 Payment Process

- 5.5.1 The University will adhere to its standard payment processes.
- 5.5.2 Upon receipt of a billing from an A/E or construction contractor, the contracted facilities services provider will review and verify that the billing amount is correct and conforms to the contract and that the work has been completed. The contracted facilities services provider will pay the contractor under the issued Purchase Order by the University and submit all necessary supporting documentation/paperwork to the University for payment under the issued Purchase Order.

5.6 Project Design and Management Fees

- 5.6.1 The project design and management fees for construction projects will be handled as follows:

Project Design	The contracted facilities services provider will negotiate the A/E fee for each project, with review and approval provided by the SVPBA.
Project Management	A project management fee will be assessed by the contracted facilities services provider as per the terms of the facilities services agreement between the contracted facilities services provider and the University.

5.7 Project Accounting and Close-outs

- 5.7.1 Upon completion of the construction project and payment of all billings, the Office of Campus Planning and Space Management will prepare the standard C-30 Form to close out the project and revert any unspent funds

to the source accounts. As part of the close out, the Office of Assets Management will determine the proper breakdown of project costs between capital and non-capital. Within the capital category, a breakdown by asset class to meet the State Comptroller's componentization requirements will be provided. The C-30 Form should be completed and processed within 90 days of the project completion.

- 5.7.2 Upon receipt of the C-30 Form, the Office of Accounting Services will prepare the necessary journal entries to record the reversion of funds and close out of construction costs from Construction in Progress to the appropriate asset accounts and/or expense codes.

6. MAJOR CONSTRUCTION PROJECT

6.1 General

- 6.1.1 The University's contractual arrangement with the contracted facilities services provider includes project management of projects with scopes of \$4,000,000 or more in cost and less than \$10,000,000 in cost. The contracted facilities services provider will develop, publish, and communicate its construction procedures to all parties and ensure that all processes are followed.

6.2 Project Initiation and Approvals

- 6.2.1 Upon receipt and approval of a Space Request for new or renovated space, or permanent improvements that have an anticipated scope of \$4,000,000 or more, the Office of Campus Planning and Space Management will establish project funding source to develop a Program of Requirements (POR)/Scope of Work (SOW) in accordance with System Policy 51.01, Capital Planning.
- 6.2.2 Upon addition to the Capital Plan in accordance with System Policy 51.01, Capital Planning and authorization of the Board of Regents, 10% of the project funds shall be appropriated for pre-construction activities.

6.3 Architect/Engineer (A/E) Contracting Process

- 6.3.1 In selecting A/E design teams for major construction projects as defined in System Policy 51.04, Delegations of Authority on Construction Projects, the contracted facilities service provider shall follow the process as defined in System Policy 51.02 Selection of Architect/Engineer Design Team and Construction Contractor.
- 6.3.2 The contracted facilities services provider, in coordination with the selection committee, will review the qualifications, rank the responses and make the selection based upon conformance to bid requirements and pre-determined evaluation criteria.
- 6.3.3 Ranked Responses:

- a. The contracted facilities services provider submits the ranked responses to the SVPBA for concurrence with the committee's recommended order of ranking.
- b. The SVPBA / University Contracts Officer forwards the ranked order through the Office of the President to the Office of the Chancellor for approval with additional seven-day notice to the board to give exception.

6.3.4 Upon execution of the contract, receipt of required bonding and insurance documentation by the contracted facilities services provider, and issuance of a Purchase Order from the University to the contracted facilities services provider, the A/E is authorized to begin design.

6.4 Construction Bidding and Contracting Process

6.4.1 Upon approval of the project design, the contracted facilities services provider and the A/E will put together a bid package containing the scope of work, construction contract form, design and work specifications, and all required standard forms relative to the project.

6.4.2 A Request for Bid (RFB) will be issued and advertised by the contracted facilities services provider and/or the A/E.

6.4.3 Bids will be secured by the contracted facilities services provider until the scheduled bid opening. The bid opening will be jointly administered and witnessed by representatives from the contracted facilities services provider and the A/E.

6.4.4 The contracted facilities services provider, with consultation from the assigned A/E firm, will review the bids, rank the responses and make the selection based upon conformance to bid requirements and pre-determined evaluation criteria.

6.4.5 Ranked Responses:

- a. The contracted facilities services provider submits the ranked responses to the SVPBA for concurrence with the committee's recommended order of ranking.
- b. The SVPBA / University Contracts Officer forwards the ranked order through the Office of the President to the Office of the Chancellor for approval.

6.4.6 Upon authorization of the project by the board in accordance with System Policy 51.04, Delegation of Authority on Construction Projects, the remaining project funds shall be released for construction activities.

6.4.7 Upon execution of the agreement, receipt of required bonding and insurance documentation by the contracted facilities services provider, execution of the Notice to Proceed, and issuance of a Purchase Order from the University to the contracted facilities services provider, the contractor is authorized to begin construction.

6.4.8 If during the construction project a change to the project specifications is required to address an issue identified and the issue is within the original project scope, the standard Change Order Form will be processed by the contracted facilities services provider and the A/E and approved by all parties who approved the original contract. Change Orders may not add scope to the project or exceed 10% of the board-approved project budget in accordance with System Policy System Policy 51.04, Delegation of Authority on Construction Projects without going back to the board for authorization.

7. TELECOMMUNICATIONS AND CAMPUS NET

- 7.1 Telecommunications Projects must be submitted to the Office of Information Resources Management (IRM). The Assistant Vice President for IRM is responsible for overseeing the project and providing proper coordination with the contracted facilities services provider. A copy of all As-Built Drawings for each project will be submitted to the Office of Campus Planning and Space Management for record.
- 7.2 Campus Net Projects must be submitted to the Office of Information Technology Services. The Chief Information Officer (CIO) is responsible for overseeing the project and providing proper coordination with the contracted facilities services provider. A copy of all As-Built Drawings for each project will be submitted to the Office of Campus Planning and Space Management for record.

8. PROJECT REVIEW AND INSPECTION PROCESS

- 8.1 All University construction and maintenance projects will be inspected by the appropriate contracted facilities services provider's personnel. The purpose of the reviews and inspections is to ensure University facility standards are maintained.

9. CONTRACT APPROVALS

- 9.1 All construction related contracts will be subject to the following approval process:

Approval	Purpose
Contracted Facilities Services Project Manager	Certification that all requirements of the bid and/or selection process have been met and that vendor is qualified.
Contracted Facilities Services Unit Director	Verification that all Physical Plant requirements have been met.
Office of Campus Planning and Space Management	Verification that all Physical Plant requirements have been met; Recommendation that contract be executed.
Contracted Facilities Services Provider	Approval of contract.

Related Statutes, Policies, Regulations and Rules

[System Policy 25.07, Contract Administration](#)

[PVAMU Rule 25.07.99.P1 Contract Administration \(Attachment: Delegation of Authority\)](#)

[System Policy 51.01, Capital Planning](#)

[System Policy 51.02 Selection of Architect/Engineer Design Team and Construction Contractor](#)

[System Policy 51.04 Delegations of Authority on Construction Projects](#)

[System Regulation 51.04.01 Chancellor's Delegation of Authority on Construction Projects](#)

Contact Office

Office of Campus Planning and Space Management 936-261-9172
