

PROJECT MANAGEMENT GUIDELINES MANUAL (EXTERNAL)



PLANNING DESIGN & CONSTRUCTION

PROJECT MANAGEMENT GUIDELINES MANUAL

Table of Contents

External Project Management Guidelines 2

- PMG-E01: BIM 360 System (rev. June 2023) 3
- PMG-E02: Bidding and Award of Construction Trade Contracts (CM and D/B) (rev. March 2024) 5
- PMG-E03: Self Performed Work Construction Management & Design/Build Agreements (rev. June 2023) 9
- PMG-E04: Energy Rebate Process (rev. March 2022) 11
- PMG-E05: Change Orders (rev. January 2024)..... 13
- PMG-E06: Consultant Invoices (rev. June 2023)..... 19
- PMG-E07: UF Network Security (rev. February 2014)..... 24
- PMG-E08: Owner Direct Purchase (rev. June 2023) 26
- PMG-E09: Liquidated Damages (rev. June 2023) 29
- PMG-E10: Preparation of GMP (CM/DB) (rev. July 2024) 30
- PMG-E11: Labor Burden (rev. May 2023)..... 32
- PMG-E12: Move Checklist (rev. May 2023)..... 33
- PMG-E13: LEED and Sustainability (rev. January 2014) 36
- PMG-E14: Building Numbers, Street Addresses, and Room Numbers (rev. June 2023) 39
- PMG-E15: Project Approval Process and CPPEC Review (rev. August 2021) 42
- PMG-E19 Jobsite Management Plan (rev. February 2022) 50
- PMG-E20: Substantial Completion - Final Completion - Project Closeout (rev. March 2024) .52

External Project Management Guidelines

PROJECT MANAGEMENT GUIDELINES MANUAL

PMG-E01: BIM 360 System (rev. June 2023)

PURPOSE: To describe the use of BIM 360, as mandated on all UF projects, to outline the process for gaining access, and to provide document management and communication.

A. Introduction

UF Planning Design & Construction (PDC) uses **Autodesk BIM 360** to manage Plans and Project Files for all University projects. BIM 360 is a cloud-based system that is designed to facilitate and support the sharing of information and communication. This software supports the flow of information, sharing of tasks, UF internal reviews and document management.

B. Instructions for Obtaining Access

- 1) External users are not required to obtain a UF ID and GatorLink account. Each external user must provide their name, title, company, phone number and email address to the Project Manager.
- 2) An external user team member will receive a notification email invitation to sign in to the BIM360 project site.

C. BIM 360 Navigation

- 1) Project sites are created from a template to ensure consistency of folder and file structure across projects, and every project structure contains two major categories of file types by default: **Plans** and **Project Files**. The Plans folder is where design documents produced by professional consultants are stored and reviewed. The Project Files folder is where all other documents are stored, in one of four subfolder categories: General, Financial, Design, and Construction.
- 2) Access to the various folders within the BIM 360 file structure is based on the user's role on the project team. A security matrix template identifies each user role and the applicable access permissions.

D. Using BIM 360

- 1) BIM 360 works best when accessed through Chrome or Firefox. Guidelines are available to provide detailed user instructions. Request the most current documentation of the Project Manager.
- 2) The Project Files folder for the project site may also be accessed through the BIM 360 Desktop Connector Add-In in the Windows Explorer environment.
- 3) Once in a subfolder, depending on access permissions, users can upload new documents by using the upload button or dragging and dropping files.
- 4) BIM 360 utilizes a versioning system that provides display of the most current version of a document or plan sheet, as long as each upload of the document retains its original file name.
- 5) Document types (Word, Excel, PDF, etc.), AutoCAD and Revit (BIM) files can be viewed from BIM 360. Project teams should discuss and thoroughly plan the protocols for the proper upload and naming conventions of BIM 360 files. The Project Manager will provide a copy of PMG-I21, Project Filing System, for the naming convention and filing guidelines of project related documents. The

PROJECT MANAGEMENT GUIDELINES MANUAL

filing guidelines are also available on the PDC website at the following location, [Project Filing Guidelines](#)

- 6) BIM 360 Support, Information, & Training can also be found on the PDC website at the following location, <https://facilities.ufl.edu/projects/bim360/>

PROJECT MANAGEMENT GUIDELINES MANUAL

PMG-E02: Bidding and Award of Construction Trade Contracts (CM and D/B) (rev. March 2024)

PURPOSE: To describe the bidding and award process for project trade packages.

A. Bid Packages

Projects:

Before the pre-qualification and bidding processes begin, the builder should provide its proposed structure of trade/bid packages to the Professional and UF Project Manager (PM) for review and input. In subdividing the Work, the builder shall consider industry standards, the technical scope of the project, schedule, small/minority business outreach efforts, and any other considerations the builder – in its professional judgment – believes are appropriate.

Prior to beginning the trade contractor pre-qualification process, the builder should provide its project-specific pre-qualification forms and a complete list of the name/number and scope of each trade package to the UF PM and SBSB (Small Business & Supplier Diversity) Director for review. SBSB will encourage appropriate small/minority businesses to participate and otherwise assist the builder in its outreach efforts. Additionally, the builder should encourage larger trade contractors to obtain qualified small business participation within its scope of work.

Additionally, the builder should provide draft bid packages to the Professional and UF PM for review and input. Such documents, which typically explain the particular scope of each trade package, shall be tailored to the project and to work at UF in general. Within the A/E agreement, this is the part “bidding/negotiations” phase scope for A/E to review the documents, assist with scope gaps and attend the scope review with select bidders. The bid documents must also include or reference the “front end” specs and General Terms & Conditions of the construction documents, both of which apply to all trade contractors. Bid documents should also call attention to LEED-related requirements on projects where LEED certification is being pursued.

B. Procurement

- 1) For trade packages with a value of less than \$10,000, the builder may negotiate with trade contractors to perform such Work by whatever means it deems appropriate in its reasonable discretion.
- 2) For trade packages with a value between \$10,000 and \$149,999, the builder shall, where competition is available and feasible, obtain three (3) or more written quotes.
- 3) For trade packages valued at \$150,000 or more, the builder shall, where competition is available and feasible, obtain at least three (3) sealed bids.
- 4) Best Value procurement, where both price and technical factors such as experience and qualifications are considered, may be used to procure certain trades with the prior written approval of the UF PM.

C. Advertisement and Pre-Qualification Process

The builder shall evaluate the standing, capability, staffing, and past performance of prospective trade contractors prior to bidding. For packages that the builder intends to bond, the pre-qualification process must include verification of each bidder’s ability to be bonded.

The pre-qualification process can and should be undertaken before the formal Notice to Proceed (NTP) for construction is issued by UF. The advertisement for pre-qualification should be distributed widely enough to garner interest from a variety of qualified potential bidders to facilitate competitive pricing for

the benefit of the University. The solicitation(s) shall be published, at a minimum, in trade publications in the region where the project is located. The advertisement(s) shall be updated throughout the pre-

PROJECT MANAGEMENT GUIDELINES MANUAL

qualification process as necessary to clarify scope, dates, and other information, with copies of all advertisements provided to the UF PM.

The builder should coordinate with SBSB to advertise the bid packages on the SBSB website and vendor emails.

The invitations to Bid, Requests for Proposal and Invitations to negotiate for commodities expected to be in excess of \$150,000 shall be advertised in the Florida Administrative Register or in a newspaper of general circulation in the county where the project is located at least seven (7) calendar days prior to the established bid opening.

If the bid package is \$200,000 or above, it shall be advertised in the Florida Administrative Register for a period of 21 days. If the bid package cost is more than \$500,000, the advertisement shall be published in the Florida Administrative Register at least 30 days prior to the established bid opening and at least once in a newspaper of general circulation in the county where the project is located at least 30 days prior to the established bid opening and at least 5 days prior to any scheduled prebid conference. The bids or proposals shall be received and opened publicly at the location, date, and time established in the bid or proposal advertisement.

See Owner's policy regarding self-performed work ([PMG-E03, Self Performed Work Construction Management & Design/Build Agreements](#)).

D. Pre-Bid Meetings

Pre-bid meetings and/or site visits may be held for certain trade packages depending on the scope, complexity, schedule, and other demands of the project. The builder shall make the determination in consultation with the Professional representative(s) and the UF PM, each of whom shall attend such meetings. The builder shall record minutes during pre-bid meetings and shall assist the Professional in developing post-meeting addenda as needed to clarify the intent of the construction documents.

E. Bid Process and Format

The builder should publish and distribute a schedule of all bid deadlines to the bidders, the Professional, and UF (PDC and SBSB). This schedule should be consistent with the construction schedule itself so that "early start," critical, and/or long-lead trades are bid and awarded first. The builder shall also provide to the Professional and UF a notice of bid openings, each of which shall be attended by the UF PM and/or Contract Administrator. The bids should be opened after the Notice to Proceed for construction is issued but may be opened earlier with prior approval from the PDC AVP.

In preparing for each bid opening, the builder shall draft a Bid Tabulation spreadsheet for each trade package using the PDC template forms. Actual bids should be provided on the builder's forms,

Bids or proposals for trade packages valued at \$150,000 or more shall be received in a SEALED envelope by the builder, who should record or time-stamp each bid to verify timely submission or via an electronically sealed bidding software. As bids are opened and read aloud by the builder in the presence of a UF representative (PM and/or Contract Administrator), each base bid and alternate or unit price number shall be recorded by the builder and verified by UF. Results of the bid opening are confidential unless required by law to be disclosed.

If less than three bids are received on a package, the builder shall document the prospective bidders which they reached out to and any correspondence from prospective bidders who declined to bid.

F. Post-Bid Review

The builder may conduct post-bid discussions with the lowest and other responsive bidders as needed to confirm accurate pricing and a mutual understanding of the scope(s) of work. Such meetings should

PROJECT MANAGEMENT GUIDELINES MANUAL

take place within a reasonable time of the bid opening, and the UF PM, AE and/or Contract Administrator should be invited to attend.

The builder shall determine if bidders – particularly the prospective awardee – properly included or excluded contractually-required work in its original bid. If not, **all** bidders shall be afforded the

opportunity to revise and/or clarify their bids by providing such revisions or clarifications in writing. The bid award acknowledgement shall include all changes to the original bid for all prospective awardees.

The builder shall obtain written confirmation from any bidders who elect to not revise their original bids and include this with the bid award package.

With the exception of multiple package discounts and packages worth \$100,000 or less, builder may not accept revised bids which have increased by more than 3% during this post-bid review or “scoping” process without written explanation by the builder and written acknowledgment by the UF PM.

All post-bid price adjustments and related correspondence, notes, etc. shall be in writing and included in the bid package file.

G. Bid Tabulation & Award Recommendation

When the analysis of bids, including any post-bid reviews, is complete, the builder shall formalize its recommendation for award. At a minimum, such recommendation shall include finalized Bid Tabulation and Bid Award & Analysis forms using the PDC template forms. The process is finalized with signatures by the builder and the UF PM acknowledging both the bid results and the recommendation for award. The following shall be included – for each trade package and uploaded to BIM 360 folders to the appropriate library:

- a. Recommendation letter, scope description, awarded to, GMP value, Bid Award value.
- b. Bid Award and Analysis form (executed)
- c. Initial Bid Tab Summary (original from time of bid)
- d. Final typed version of the Bid Tab Summary, including notation of all invited bidders who declined to bid.
- e. Bid comparison/analysis form to document initial bid and post-bid adjustments for all bidders.
- f. Original bids from each bidder with the contracted bidder in front
- g. Any written post-bid pricing revisions
- h. Relevant post-bid correspondence (from each bidder)
- i. Documentation of all small/minority business outreach efforts
- j. Subcontract agreement for the trade package, when executed.

NOTE: Where circumstances require it, an award may be made to other-than the low responsive and responsible bidder, but the award recommendation shall elaborate on the reasons for, and justification of, such awards.

H. Bid Savings and Formalization of Award

To document the award of trade contracts, builder will prepare a change order to the Agreement for Professional’s and Owner’s review. Variances between the GMP estimate for each trade package and the actual award amount for same are annotated on the change order (refer to [PMG-E05, Construction Change Orders](#) for the approval process).

PROJECT MANAGEMENT GUIDELINES MANUAL

I. Bid Tabulation & Award Recommendation Forms and Sample Documents

- 1) [Bid & Award Forms \(Bid Tabulation\)](#)
- 2) [Bidding & Award Table of Contents – SAMPLE](#)
- 3) [Bidding & Award Recommendation Letter – SAMPLE](#)

PROJECT MANAGEMENT GUIDELINES MANUAL

PMG-E03: Self Performed Work Construction Management & Design/Build Agreements (rev. June 2023)

PURPOSE: To establish guidelines for the award of self-performed work under Construction Management and Design/Build contracts, including defining the inclusion of work performed by related parties.

A. Introduction.

Construction Management and Design/Build contracts are awarded based on qualifications and experience. Construction Management and Design/Build fees are negotiated with the most qualified firm after the selection process. It is to the University's advantage for the Construction Manager or Design/ Builder, referred to herein as Builder, to competitively bid out the trade contracts. While trade contracts may reasonably be awarded to the Builder or its subsidiaries and related parties in certain circumstances, this practice increases the potential for non-competitive pricing.

B. Policy.

Unless otherwise authorized by PDC, all Work shall be performed under trade contracts held by the Builder. The Builder shall not bid on any of the trade contractor work or perform such work with its own forces without the prior written consent of PDC. The requirement to obtain prior written PDC consent also applies to trade contracts with related parties which share the same or related ownership, management, and/or administration.

The Builder is required to disclose, in writing, all related parties during the trade contractors bidding process. The Builder's prequalification form shall contain a statement requiring all trade contractors to disclose any related party relationships. This is not the PDC Project Manager's responsibility.

Consent may be given either for the Builder to bid on a specific portion of the Work or to submit a proposal for self-performance of the Work, together with two bids from other contractors for performance of that same work in compliance with Owner's policy.

Items that may be considered for self-performance under this policy include, but are not limited to:

- 1) Work for which sufficient scope does not exist to attract trade contractor interest,
- 2) Work for which the schedule spans a sporadic and broken time period over the duration of the project, which reduces Trade Contractor interest,
- 3) Work which must be performed to eliminate safety violations or to remedy emergency conditions,
- 4) Unforeseen work for which the timing has a significant and negative impact on the schedule of the Project,
- 5) Work for which PDC mandates an accelerated schedule to complete component parts of the Project,
 - a) Circumstances such as completeness of architectural drawings, time required to generate appropriate bid packages and change order liability will be considered.
- 6) Portions of the Work for which the Builder has a proven track record of performing such Work and for which the participation of the Builder would be advantageous to the University.
- 7) Subcontractor default or failure to perform work.

If consent is granted for self-performed Work – see form on next page – the work will be paid for on a cost reimbursement basis with a guaranteed maximum price, unless two other competitive bids are received in compliance with Owner's policy. In that case, the work may be invoiced in the same manner as other trade contractors.

PROJECT MANAGEMENT GUIDELINES MANUAL
Self-Performance of Work Approval Form

PROJECT #:		GMP AMOUNT:	
PROJECT NAME:		BID PKG. BUDGET:	
BUILDER:		BID DATE:	

In accordance with the provisions of the Agreements for CM and D/B Services, the Builder requests approval to Self-Perform the scope of work described below. Changes to this self-performed scope of work shall be documented and approved in accordance with the bid award and analysis and payment certification requirements of the applicable Agreement. A fully executed copy of this approval letter shall be included with the other bid & award documentation for this bid package.

BID PKG. NAME, #:		JUSTIFICATION:
DESCRIPTION OF BID PACKAGE SCOPE:		LACK OF QUALIFIED OR COMPETITIVE SOURCES SPORADIC PERFORMANCE DURING PROJECT SAFETY VIOLATION OR EMERG. CONDITIONS SIGNIFICANT/NEGATIVE SCHEDULE IMPACT PDC-MANDATED SCHEDULE ACCELERATION PROVEN BUILDER ADVANTAGE TO UF OTHER:

REQUESTED BY: (Required Signature)

For the BUILDER

DATE

RECOMMENDED FOR APPROVAL:

For the ARCHITECT/ENGINEER

DATE

RECOMMENDED FOR APPROVAL: (Required Signature)

For the Owner: UNIVERSITY PROJECT MANAGER

DATE

APPROVED: (Required Signature)

For the Owner: ASSISTANT VICE-PRESIDENT
 PLANNING DESIGN AND CONSTRUCTION

DATE

PROJECT MANAGEMENT GUIDELINES MANUAL

PMG-E04: Energy Rebate Process (rev. March 2022)

PURPOSE: The purpose of the Energy Rebate Process is to capitalize on the installation of energy-efficient equipment and/or systems that benefit the University’s efficiency goals across campus.

A. Introduction

Typically, energy rebates are received from utility providers (such as Duke Energy or Florida Power and Light) for meeting their minimum rebate requirements.

Minimum utility rebate requirements often change and so project teams are encouraged to stay current by referencing the Duke Energy Rebate Form found on the PDC Forms and Standards webpage. Though most of our energy rebates come from Duke Energy, note that the process below will be consistent for projects outside of main campus. Below outlines how to maximize rebate opportunities while also obtaining funding once the project is complete.

B. Process

Design phase: Integrating energy-efficient equipment into every project; Major and Minor

- 1) Keep in mind projects that require energy have a responsibility to save costs beyond obtaining rebates as the installation of efficient equipment will save operational costs either during the life of the equipment or building.
- 2) Early into the design, minimum rebate requirements must be understood and discussed with the team. These discussions are intended to clarify project performance goals as well as determine which rebates are achievable. These requirements can be found in the Duke Energy Rebate Form under the PDC Forms and Standards webpage. <https://facilities.ufl.edu/projects/forms-standards/>
- 3) Typically, major projects will discuss rebates early during the green building sessions/ charrette and throughout various design reviews. Minor projects require the PM to either lead this conversation or involve either the Duke Energy rebate representative (currently David Hines, (David.Hines2@duke-energy.com)) or PDC sustainable building coordinator to aid discussions.
- 4) List of qualified equipment and materials for rebates must be finalized by the team during Design Development (DD) phase. Project manager shall confirm integration of the list into the project throughout design phases and before processing any ODP or other invoices. Identified projects and rebates will be recorded in Project tracker for future referencing.

C. Construction Phase: Compile Documentation for Rebate Application

- 1) During pre-construction, the contractor must be familiar with the rebate process and understand specific documentation needed to obtain the identified rebate(s). This information can be found either by reviewing the above Duke Energy Rebate Form, by reviewing BIM360 comments made by the Duke Energy rebate representative, or the PM can look up what is required within Project Tracker, under the Rebates tab.
- 2) All supporting documents (e.g., product data sheets, invoices, floor plans, certificate of occupancy (CO), etc.) are to be filed in the General>Sustainability>Rebates folder within BIM360. The PM is to compile with the contractor ongoing information of systems and equipment and to coordinate with the sustainable building coordinator when all supporting documentation is complete.

PROJECT MANAGEMENT GUIDELINES MANUAL**D. Submission**

- 1) Please note that time is limited to obtain rebates. Rebates must have all supporting documentation submitted no later than 3 months after the CO.
- 2) Duke Energy rebate representative will review and verify the application for completeness. He or others may need additional information and therefore it is important to share outstanding documents as soon as possible.
- 3) After documentation has been submitted, Duke Energy may request an on-site visit to verify that the equipment installed is matching what was submitted and that the equipment is functioning.

E. Other Energy Providers

- 1) If a project is located outside of main campus, the rebate process will be the same. It is the PM's responsibility to engage the design team with either utility provider or the sustainable building coordinator early in effort to optimize energy-efficiency and rebate potential.
- 2) GRU does not currently offer utility rebates.

F. Received Rebate Checks

- 1) All rebate checks are to be distributed to the entity that funded the project (for example IFAS, Housing, UAA, and Aux will get their rebate checks). E&G projects will disperse the received rebates into the rebate account which is designed to fund future energy efficiency projects.

PROJECT MANAGEMENT GUIDELINES MANUAL

PMG-E05: Change Orders (rev. January 2024)

PURPOSE: To establish guidelines and procedures for the development and approval of change orders.

A. Application and Approval

A Change Order (C.O.) is primarily used to formalize the addition, deletion, or modification of the Work and/or to modify the time allotted to perform the work. Change Orders are also used in CM and D/B projects to document the Bidding & Award of trade packages, to transfer monies for Owner Direct Purchases (ODP), to account for shifts between major GMP funding categories, to add phases of the project GMPs, and to fiscally close the contract. All change orders must be approved in order by the PDC Project Manager, PDC Director of Construction, the PDC Contract Administrator and Assistant Vice-President (AVP) or designee. Change Orders \$1 Million dollars and above will require additional routing for approval. Once approved within PDC, Change Orders \$1 Million dollars and above are to be routed through the Vice President (VP) of Business Affairs, Office of the General Counsel, Office of the Chief Financial Officer and Office of the President for the President or designee to approve, which will require additional approval time so plan for any expected delays.

B. General Process

- 1) Builder initiates proposal due to change in scope or conditions, RFP, or another directive.
 - a) **NOTE:** Change Order Proposal (COP), not COR or PCO, etc. is the terminology for use on UF documents.
- 2) The COP shall be substantiated with a detailed plain language (layman’s terms) justification of the changes proposed. The COP shall also be substantiated with detailed estimates of labor, materials, and equipment from each sub-contractor or vendor, plus same for self-performed work. DO NOT include a single number on a proposal without the details.
- 3) Any request for time extension shall be included in the COP request with proper justification and back-up materials. Any request for time extensions shall also be reviewed by the Construction Coordinator.
- 4) Builder uploads proposal and draft Construction Contract Change Justification (COP) form to the BIM360 COP folder and notifies the project manager and A/E for review and signatures, if appropriate. Approval of the COP shall authorize the CM/DB to perform the work prior to the formal Change Order process. The CM/DB will then update the CO Summary in the Pay Application once the Change Order is executed.
 - a) **NOTE:** D/B design professionals perform same CO review and preparation functions as A/E per D/B contract
- 5) If the amount of Construction Contract Change Justification is \$50,000 and above, the PM shall request the Director of Construction (DOC) to review and approve the change justification after it has been carefully examined by the A/E and CM.
- 6) If the amount of Construction Contract Change Justification is \$200,000 and above, the PM shall request the AVP or designee to review and approve the change justification after it has been carefully examined by the A/E and CM.
- 7) If the amount of the Change Order is \$1 Million Dollars and above, the DOC or AVP will route the Change Order through the Vice President (VP) of Business Affairs, Office of the General Counsel,

PROJECT MANAGEMENT GUIDELINES MANUAL

Office of the Chief Financial Officer and Office of the President for the President or designee to approve, which will require additional approval time so plan for any expected delays.

- 8) "Funding source" for COs under a D/B/B hard bid contract will always be Owner, meaning a contract change.
- 9) The approved COPs should be incorporated into a Change Order within 30 days of approval and should follow these guidelines:
 - a) No more than 8-10 COPs in one Change Order
 - b) Payment for changed/added scope may not be requested until CO executed.
 - c) COs in CM and D/B projects for bid savings/overrun reconciliation, ODPs, and closeout shall be separate and distinct.
- 10) CM/DB uploads the CO to the BIM360 Change Order Folder for review for PM to process.

C. General Form Procedures, Tips, and Suggestions

- 1) CM/DB shall ensure proper formatting of COP's and CO's.
- 2) Certain cells in CO form are locked, along with all formatting options.
- 3) First column on CO Form ("No.") should indicate the builder's proposal number (COP), e.g., COP001(three digits for COPs)
- 4) Description should reference the initializing directive (RFI #, Field Order #, ASI #, etc.)
- 5) Ensure reduction of contract amount are entered correctly as subtraction to the contract.
- 6) Check "Present Amount" figures against contract (Authorization) for CO-01, then against previous CO for all others
- 7) Confirm NTP and S/C dates (latter is formula-driven).
- 8) Signed COP Justification coversheets only will serve as backup and should be arranged in same order as listed on CO form.

D. Procedures Specific to CM (Construction Management) and D/B (Design/Build) Projects

APPLICATION

- 1) To add, delete, or modify Work (scope) or time.
- 2) To reconcile the bidding & award process, including reduction of CM contingency
- 3) To reduce monies for Owner Direct Purchase (ODP) items and capture ODP tax savings as well as the reconciliations at the end of the project.
- 4) To fiscally close contract by "zeroing out" CM or D/B contingency, bid/tax savings, Staffing, General Conditions and remaining balance of OH&P.
- 5) To reallocate monies within the contract/GMP/SOV
- 6) Some Change Orders will be zero cost, and shall be appropriately listed, and processed on COs.

PROJECT MANAGEMENT GUIDELINES MANUAL

DOCUMENTS

Change Order Form

- 1) Contractually incorporates additional Work and/or time extensions.
- 2) Allocates cost of each item (COP) to one of funding **five** sources and documents time extensions
- 3) Substantiated by actual proposal(s) with Justification form for each proposal.
- 4) Drafted by Builder.
- 5) CO's for ODP or transfer of funds and buyouts do not need to be signed by A/E

Construction Contract Change Justification (COP) Form

- 1) Used to allow change or addition of work prior to formalization with Change Order – one for each cost/time proposal, e.g., do not include more than one RFI in each COP.
- 2) Cost and time portions drafted by Builder.
- 3) Necessity/justification portion drafted by CM and reviewed & acknowledged by the A/E
- 4) PDC PM denotes or confirms funding source.
- 5) COP coversheet signed by Builder, A/E, PM and as required by DOC and AVP or designee. Include only the COP coversheets with the Change Order

PROCESS FOR BIDDING & AWARD RECONCILIATION

- 1) The reconciliation of the bidding/award process is done via Change Order, whereby each trade package savings (+) or “bust” (-) is documented, resulting in either a net credit or a net underage.
- 2) Given the timeframe for bidding & award, more than one CO may be necessary, but in any event, Change Orders involving bidding & award transactions should include no other Change Order actions, such as additional work.
- 3) The GMP estimate and actual award amount for each trade package should be spelled out in the description, with the Construction Buyout Spreadsheet attached as backup. This is best represented with a spreadsheet showing the BP#, Trade, Trade Contractor Name, GMP Value, Actual Value, Savings/Overrun columns.
- 4) Once 90% of trade packages are awarded (or other % per contract), reduction of CM or D/B Contingency is formalized with transfer to Bid Savings. Apparent savings should not be spent prior to this step.
- 5) No Construction Contract Change Justification (COP) form is required for these Change Orders.

PROCESS FOR OWNER DIRECT PURCHASE (ODP)

- 1) The cost for materials included within a trade contractor's bid (should have) included sales tax. The ODP process takes advantage of the University's tax-exempt status by deleting the pre-tax cost of certain materials from the construction contract and crediting the sales tax to the Bid/Tax Savings column.
- 2) The formalization of this is done via Change Order, preferably with several ODP transactions bundled into one CO. As with bidding & award reconciliation, Change Orders involving ODP should only include ODP transactions. No exceptions.

PROJECT MANAGEMENT GUIDELINES MANUAL

- 3) Backup shall consist of the Approved ODP Purchase Order Requisition Form.
- 4) No Change Order Justification (COP) form is required for these Change Orders.
- 5) The A/E is not required to sign the CO for ODP transactions.

PROCESS FOR PROJECTS WITH PHASED CONSTRUCTION/ERPs/GMPs

- 1) For Minor Projects only, Project Managers shall document, for audit records, any project which would have multiple phases. In all cases, the project shall not proceed to design until all design funds are available. For construction with multiple phases and significant changes to the scope, the project manager shall document as such and shall start with an initial authorization and a purchase order for the ERP/GMP. If there are no gaps in construction activities between construction phases, the next phase GMP could begin with a continuous authorization addition on the original authorization with the same process and once signed, a change order to the original PO shall be created for the additional construction authorization. If there is a gap with no construction activities occurring in between phases, a new authorization and PO shall be created to start the phase as new construction, and it should follow the same format for the balance. All increased scope shall obtain at least three sealed bids, where competition is available and feasible, for trade packages that may cumulatively exceed \$150,000 (refer to [PMG-E02, Bidding and Award of Construction Trade Subcontracts](#)), and the project managers shall document verification of the bid results. Prior approval from the PDC DOC shall be required if circumstances require a deviation from this process. In all cases, do not proceed with construction until all funds are available to proceed for the phase being performed.
- 2) For Major and Minor Projects, CMs shall utilize the Phased Construction Summary tab within the pay application to track each ERP/GMP authorization issued. Within the pay application schedule of values, the CM shall input each ERP/GMP phase authorizations Cost of Work, Contingency, Staffing, OH&P, and General Conditions within the GMP Scheduled Values column. At each ERP/GMP authorization issued, the CM shall clearly identify the ERP/GMP number for the cost of work trade package it is associated with. Once all ERP/GMP authorizations are issued, the total of the GMP Scheduled Values column shall total the projects GMP and match the Phased Construction Summary tab.

PROCESS FOR FISCAL CLOSE OUT

- 1) At the completion of the project, a final Change Order must be processed to “zero out” unspent Bid/Tax Savings, CM or D/B Contingency, General Conditions, Staffing and GMP allowances (if any) and balance of the OH&P.
- 2) The A/E is not required to sign the CO for these transactions.

OTHER SPECIAL CHANGE ORDER ACTIONS

- 1) No-cost time extensions.
- 2) No-cost scope changes/additions.
- 3) Re-allocation of monies between “fenced” GMP categories (Cost of Work, General Conditions, Staffing)
- 4) Re-allocation of monies between trade packages (sub back-charges, e.g.)
- 5) Liquidated damages

PROJECT MANAGEMENT GUIDELINES MANUAL

E. Procedures Specific to D/B/B (Design/Bid/Build or “Hard Bid”) Projects

APPLICATION

- 1) To add, delete, or modify Work (scope) or time.

DOCUMENTS

Change Order Form

- 1) Contractually adds work (scope) and/or time extensions.
- 2) Substantiated by actual proposal(s) with detailed backup, plus Justification form for each proposal.
- 3) Drafted by Builder. Reviewed by the Architect. Approved by PM.

COP Justification Form

- 1) Used to allow change or addition of work prior to formalization with Change Order
- 2) One for each cost/time proposal
- 3) Cost and time portions drafted by Builder.
- 4) Necessity/justification portion drafted by the CM and acknowledged by the A/E
- 5) Signed by Builder, A/E, PM and as required by the DOC, AVP or designee and included with proposal+ backup in Change Order

OTHER SPECIAL CHANGE ORDER ACTIONS

- 1) No-cost time extensions.
- 2) No-cost scope changes/additions.

F. Review of COPs and COs by Project Managers

APPLICATION

- 1) To ensure all costs presented by the builder is a) reviewed and acknowledged by the Builder prior to presentation to Owner and A/E; b) reviewed and confirmed as appropriate by the A/E and reviewed and approved by the project manager.

DOCUMENTS REVIEW

- 1) Ensure details are provided for all costs associated with the change.
- 2) Time extensions are substantiated w/Justification/Details in compliance w/the GT&C and shall also be reviewed by the Construction Coordinator.
- 3) Ensure the percentages for the OH&P is appropriate per the contract documents.
- 4) PM to initial at appropriate locations confirming the review of and the approval of the amount presented.
- 5) Ensure the COPs and COs are presented correctly per the guidelines above.
- 6) Ensure the right box is crossed for the COP funding source and initialed.
- 7) Ensure details of justification does not include any language such as, “Builder reserves the right to...” and if so, cross.

PROJECT MANAGEMENT GUIDELINES MANUAL

- 8) Ensure both Builder and A/E signatures are in place when appropriate.
- 9) Ensure COPs \$50,000 and above are reviewed and signed by DOC or if \$200,000 and above the AVP or designee.
- 10) Ensure all COPs and COs are reviewed and processed and uploaded within 7 days.

PROJECT MANAGEMENT GUIDELINES MANUAL

PMG-E06: Consultant Invoices (rev. June 2023)

PURPOSE: To outline the process for payment applications for Construction Management (CM) or Design/Build (D/B) builders and Professional invoices (A/E and CxA).

A. Introduction

Prior to drafting and submitting the first invoice, the consultant/builder should meet with the UF Project Manager (PM) and Contract Administrator (CA) to review the forms, procedures, and guidelines related to this process. The Pay Application and Professional Invoices templates are available on the PDC website. Ensure the latest template is used.

Due to recent Florida Legislative, Board of Governors, UF Board of Trustees, and UF Administration policy changes related to the use of State appropriated E&G/Carry Forward funds, additional guidelines as specified in this policy shall be followed for construction projects utilizing E&G source(s) of funds as follows:

External PMG: If E&G/Carry Forward funding will be utilized, CM/DB is required to prepare separate GMPs each for both the Renovation/Remodeling and New Construction scopes. GMP "A" will be specific to the renovation scope only, and GMP "B" will be specific for the new construction scope of the total project. UF-PDC will issue separate purchase orders for each GMP. CM/DB will be required to prepare separate pay applications and pre-construction service invoices (if services are required) for each scope/purchase order. Material packages that qualify for the UF Owner Direct Program will also be specific to the respective GMP that material is identified in.

External PMG: If E&G/Carry Forward funding will be utilized, AE Consultant will be required to prepare separate design proposals each for both the Renovation/Remodeling and New Construction scopes. Proposal "A" will be specific to the renovation scope only, and Proposal "B" will be specific for the new construction scope of the total project. UF-PDC will issue separate purchase orders for each Design proposal. AE Consultant will be required to prepare separate pay applications and additional services invoices (if additional services are required) for each scope/purchase order.

External PMG: If E&G/Carry Forward funding will be utilized, CxA Consultant will be required to prepare separate Commissioning proposals each for both the Renovation/Remodeling and New Construction scopes. Proposal "A" will be specific to the renovation scope only, and Proposal "B" will be specific for the new construction scope of the total project. UF-PDC will issue separate purchase orders for each Commissioning proposal. CxA Consultant will be required to prepare separate pay applications and additional services invoices (if additional services are required) for each scope/purchase order.

B. My UF Market Admin

- 1) Once invoices or pay applications have been reviewed, corrected and/or marked if necessary, and approved via email and uploaded to BIM360 – see below – the Contract Administrator shall upload the final approved invoice or pay application as a PDF attachment to MyUF Marketplace.
- 2) Invoices and pay applications must include the UF Project Number, the UF Purchase Order number.

C. Processing of CM/DB Pay Applications

- 1) The CM/DB shall upload the construction pay applications and backup documentation to the BIM360 Builder Invoices folder.
 - a) Documents to be uploaded in BIM360 include three PDF files and the excel version for each pay application:

PROJECT MANAGEMENT GUIDELINES MANUAL

1. PDF of multiple-tab Excel worksheet
2. PDF of all trade contractor invoices and backup.
3. PDF of Staffing and General Conditions backup (if applicable).
4. The completed Excel spreadsheet for that month
(Use UF's Project Filing Guidelines for naming, refer to PMG-I21 Project Filing Guideline)

b) The CM/DB shall notify the Professional and the PM that the application is ready for review.

2) The PM and CA shall use the PDC pay application checklist as a means of quality control, completing each applicable line of the checklist during each pay application review. The PM and CA shall also notate the date of pay application receipt within the appropriate line on the Certificate of Partial Payment. The PM and CA shall each have four business days from their date of invoice receipt to review and approve the pay application. At the PM and CA discretion, minor corrections or changes initiated by the PM or CA can be completed within the submitted pay application to ensure processing of the pay application occurs in a timely manner. If this method is employed, the PM shall ensure that the next pay application submitted includes all updated corrections to the pay application required prior to approval. If the pay application requires major corrections or changes, the invoice will be rejected. The CM/DB shall correct the necessary worksheets and re-submit revised versions of all modified documents to BIM360 (in version format) for the PM, A/E and CA to restart the review process.

3) Once all reviews, notes and corrections have been made, signature approval by the Professional is received and approval from the PM, the PM shall notify the CA of the approved pay application in BIM 360 for their review. After completion of the CA review, the CA shall upload a single PDF consisting of excerpts from the revised & final pay application (item #1 only under C.1.a listed above) into MyUF Marketplace for processing. This PDF shall include the following, in this order:

- Certificate of Partial Payment (signed by the Professional and CM/DB)
- Change Order Summary
- Schedule of Values
- Staffing Worksheet
- General Conditions Worksheet
- Project-Funded Furniture and Equipment Inventory
- Small Business and Supplier Diversity Reporting Form*
- PDC checklist

**If working with UF Small Business and Supplier Diversity Office on B2G Now, this form is not necessary*

4) The UF PM, Contract Administrator, and AVP or designee will then approve the pay application through MyUF Market Admin. If corrections or changes are required at this stage of the process, the invoice will be rejected, and the CM/DB shall correct the necessary worksheets and re-submit revised versions of all modified documents to BIM 360 (In Version Format) for the PM and CA to repeat the process in number 3 above.

D. Documentation Requirements for CM/DB Pay Applications

- 1) All pay applications from subcontractors should be included to support the Cost of Work.
 - a) All trade contractors' pay applications shall be signed by the trade contractor and notarized.
 - b) If the CM/DB is self-performing work, supporting documentation equal to that required of a trade contractor must be included in the payment request.

PROJECT MANAGEMENT GUIDELINES MANUAL

- 2) All pay applications Staffing costs
 - a) Each pay application shall include the employee’s name, position, units being charged (hours or weeks), total amount due for the pay application period, and the signed builder certification of the hours billed during the pay application period. No backup documentation will be required with the submitted pay application. However, if requested by the University and/or its auditors, backup documentation for any submitted pay applications staffing shall be provided. Paid leave (Vacation, Holiday, and Sick) shall not be included in any submitted pay application since it is included in the labor burdened hourly rate. The pay application shall only include actual hours worked on the project.

- 3) General Conditions costs
 - a) General Conditions negotiated as a lump sum (excluding bond/insurance/permit cost)
 - 1. The General Conditions shall be invoiced as equal monthly payment amounts based upon the total contract time in months. The vehicle allowance (vehicle, fuel, and maintenance), for the project Superintendent only, will be negotiated at an amount not to exceed \$800 per month and shall be billed with the lump sum general conditions.

 - b) General Conditions negotiated as actual expenditures listed in the Minor Projects Fee Guidelines (Minor Projects only)
 - 1. Receipts shall be provided for all expenditures. Disallowable items include but are not limited to the following items:
 - i) Late fees or charges.
 - ii) Interest or finance charges.
 - iii) Meals, food or beverages only as allowed by contract (other than water and ice).
 - iv) Items not required for or related to the project (e.g., car washes, business cards, safety luncheons or awards, continuing education, job certification, general tools such as measuring tapes, pliers, drills etc.).

 - c) Bonds/Insurance costs shall be substantiated during the selection process with a percentage and paid for by an invoice from the CM with the confirmed percentage rates from the insurer or surety, no exceptions. It is a business decision of Planning, Design and Construction to not reconcile bond/insurance costs since the best value percentage was determined during the selection process.

- 4) Change Orders (CO) must be approved before invoicing for those services in the pay application (refer to [PMG-E05, Construction Change Orders](#) for the approval process).

E. Final Payments

- 1) The final payment is processed as described above, except for the following special rules:
 - a) The final payment to the CM/DB shall not be made until the Project Manager has determined the project is complete (e.g., punchlist completion and all deliverables received, including as-builts, O&M manuals, Conditional Releases of Lien for trade contractors, sustainability requirements, attic stock, keys, etc.). Refer to PMG-E20 Substantial Completion – Final Completion.

 - b) The final payment to the CM/DB shall not be made until final completion of the Work has been recommended by the Professional, Project Manager, Business Affairs Technical Services, Contract Administrator and approved by the Director of Construction (or when the certificate of final completion is executed).

PROJECT MANAGEMENT GUIDELINES MANUAL

F. Processing of Professional Invoices (i.e., Design Invoices, Pre-Construction Invoices, and Commissioning Invoices)

- 1) The Professional shall prepare the invoices using the appropriate templates available on the PDC website.
- 2) The Professional shall upload the signed invoice, appended with backup, to the appropriate BIM 360 folder, under Design Invoices and notify the Project Manager. Use UF's Project Filing Guidelines for naming, refer to PMG-I21 Project Filing Guidelines
- 3) The UF PM, Contract Administrator, and AVP or designee will review and approve, if appropriate. The PM and CA have approximately four business days from their date of invoice receipt to review and approve the professional invoice. If the review determines corrections are required, the invoice will be rejected, and the Professional shall correct the invoice and/or backup documentation and re-submit to BIM360.
- 4) Once approved and/or corrected, the final signed invoice (with backup) shall be uploaded into MyUF Marketplace by the CA. The UF PM, Contract Administrator, and AVP or designee will then approve the professional invoice through MyUF Marketplace. If corrections or changes are required at this stage of the process, the invoice will be rejected, and the CM/DB shall correct the Necessary worksheets and re-submit revised versions of all modified documents to BIM360 (In Version Format), and PM to repeat the process 3 above.

G. Documentation Requirements for Professional Invoices:

- 1) The initial invoice must be itemized to match the contract exhibit fee schedule.
- 2) Additional Service Authorizations (ASA) must be approved before invoicing for those services (refer to PMG-I08, Additional Service Authorization for the approval process).
 - a) A copy of the approved ASA must be included with the invoice, along with the associated invoice(s) from sub-consultants and other backup as needed.
- 3) Invoices for Construction Administration fees must include a copy of the (builder's) Certificate of Partial Payment or referencing the CM pay application reflecting the allowable "Progress Payment Calculation."
- 4) Reimbursable Expenses shall be invoiced within 90 days of the actual receipts. Project-related travel and lodging costs are for trips which UF participated in the meeting and will be reimbursed based on actual costs, evidenced by receipts or invoices under the guidelines below:
 - a) Mileage – It is recommended that the traveler use the most economical means of travel considering the traveler's time, number of travelers, need to transport equipment, and total mileage to destination. The determination of the most economical means is left to the discretion of the UF PM and the Contract Administrator.
 - b) The allowable mileage reimbursement rate for private automobile travel as per contract.
 - c) If a rental car is used, the reimbursement will be for the actual cost of the rental considering the number of people and equipment and fuel as evidenced by receipts and invoices. Discounted preferred rates are available on the UF Procurement Services (formerly Purchasing) website.
 - d) Hotels are billable at the Contract rate plus taxes as evidenced by lodging receipts.

PROJECT MANAGEMENT GUIDELINES MANUAL

- e) Meals are reimbursed based on the times of travel and an overnight stay and as per contract.
- f) Tolls and parking fees are reimbursable at actual cost with receipts.
- g) Airfare will be reimbursed with receipts, if approved by the PM, for coach fares only. If the consultant chooses to travel business class, first class or by private plane, reimbursement will be at the lowest coach fare available for the trip. The lowest fare will be based on a web search of the cheapest fares available considering the length of time available for booking of the fares and reasonable travel hours. Reasonable luggage fees will be reimbursed with documentation.
- h) Taxi or rideshare fares will be reimbursed, with receipt, based on the most economical means of transportation. Town cars and limousines are not approved forms of transportation unless it can be proven to be more economical than taxis or that taxi service was not available.
- i) UF does not re-imburse for in-house printing costs for items not requested by UF but will reimburse for sets of drawings delivered to UF.

PROJECT MANAGEMENT GUIDELINES MANUAL

PMG-E07: UF Network Security (rev. February 2014)

PURPOSE: To describe the procedure for builders, designers, commissioning consultants, and other authorized consultants to gain access to building automation system (BAS) for a specific project during the construction.

To outline rules and procedures pertaining to network security for building systems and to describe the procedure for establishing Internet Protocol (IP) addresses for building systems that use the UF network.

A. Introduction

Security is a serious concern in wired and wireless networks. The objective of this PMG is to provide a procedure to all users with respect to data confidentiality, integrity, and authentication. In order to eliminate the vulnerabilities within UF network systems, Physical Plant Division (PPD) and Customer Technology Services (CTS) have established certain protocols to authenticate all equipment that will be used in line with UF Network system and to securely allow certain personnel (UF/others) to gain access to the system to install certain programming in line during and after construction and sequences required to run the building automation system, security system, and other building components. The UF network provides strong data confidentiality, integrity, and provides protection for every transmitted message. This is an ongoing process. As part of any new construction or renovation for any BAS, Security or other building component, the following procedures must be followed.

B. New Construction or Renovation

1) During early stages of construction and upon approval of all shop drawings, each project manager (PM) shall request that the builder identify and provide a list of IP-addressable devices that need to be connected to the network.

2) This list shall be provided in the form of a spreadsheet.

3) As the material arrives on site, the builder and its subcontractors (BAS, electrical, security, A/V, etc.) shall provide the following information for each device to the UF PM. Since material & equipment likely won't arrive at one time, multiple iterations of the spreadsheet will likely be required.

- Building Number (e.g., 0213)
- Room Number (e.g., 0276)
- Device Make (e.g., Wattstopper, Lenel, Phoenix Controls, Etc.)
- Device Model (e.g., LGR1000)
- Device Description (e.g., Lighting Control Processor)
- Device MAC Address (e.g., 0001G406IDN8)
- Device Serial Number (if available)

4) The PM shall forward the information to the appropriate entity (see below) to get the following information:

- IP Address
- Netmask, if any
- Gateway, if any

PROJECT MANAGEMENT GUIDELINES MANUAL

- 5) For E&G projects, the PM shall contact PPD E&G Controls Department at 352-294-0824. For HSC projects, the PM shall contact PPD HSC Controls Department at 352-273-5577. For Lenel devices, the PM shall contact PPD Information Technology Staff (ITS) at 352-846-1909.
 - a) These departments will then issue a ticket (work request) to CTS, which then works directly with CNS (for E&G) or HealthNet (for HSC) to provide the IP address, netmask, and gateway information for each device.
 - b) The Controls Department will provide and assign Device Name/ID and BACnet instance numbers for the requested devices upon request for IP addresses.
 - c) This information will then be given to the appropriate subcontractor, who shall ensure that network connections (Ethernet ports) are installed, and devices are programmed and coordinated with CNS or HealthNet and work in accordance with the required design specifications.
 - d) For UF-purchased PCs or servers for any BAS, Security, A/V, etc., the same protocols must be taken, but PCs and servers must be taken directly to CTS to ensure they are authenticated and have secured usernames and passwords. These devices are generally installed by a member of the CTS team.
 - e) All UF purchases for computers should be executed via UF Purchasing Division's State contracts and not through the project builder. This provides better PCs with updated systems, longer warranties, and lower prices.
 - f) Temporary access during construction and view-only access during post-occupancy commissioning for the builder, subcontractor(s), and consultant(s) shall be coordinated through CTS and PPD.
- 6) For IFAS projects, contact the IFAS AG-FPO Administration Department at 352-392-6488, x242.
- 7) For Housing projects, contact the DHRE Project Liaison at 352-392-2171, x10177.
- 8) For UAA projects, contact the UAA HelpDesk at 352-375-4683, x6499.

C. Forms

- 1) [IP Addressable Devices Spreadsheet](#)

PROJECT MANAGEMENT GUIDELINES MANUAL

PMG-E08: Owner Direct Purchase (rev. June 2023)

PURPOSE: To establish guidelines for the administration of the Planning Design & Construction (PDC) Owner Direct Purchase (ODP) program.

A. Introduction.

The Owner (UF) may elect to implement a direct purchase program, where eligible materials included in any Trade contractor’s bid are purchased by UF directly from the supplier of such materials in order to achieve sales tax savings. Such materials are referred to as “Direct Purchase Materials” or “Owner Direct Purchase” (ODP) materials. See also the Agreements for Construction Management Services and Design/Build Services.

Materials NOT eligible for Direct Purchase include cases where:

- 1) The contractor or subcontractor is the manufacturer of the materials.
- 2) The contractor or subcontractor has exclusive rights from the manufacturer of the materials to furnish and install the materials.
- 3) The contractor or subcontractor has already purchased the materials.

B. Instructions for Preparation of Purchase Order Request Forms.

- 1) Prior to initiating any ODP actions, the Construction Manager or Design Builder, herein referred to as CM/DB, should provide Owner with a list of proposed ODP materials for consideration and approval by UF. Minimum purchase is \$10,000, if a purchase of less than \$10,000 is proposed, the PM should review with Director and Contract Administrator (CA)

NOTE: The project team should coordinate its efforts at this point with UF Purchasing, which might be able to offer in-place contracts for materials & equipment to bidders as a procurement option.

- 2) If UF elects to purchase any ODP materials, the PM will notify the CM/DB, who shall then upload the completed ODP Requisition forms to the BIM360 ODP Library. The ODP request should be sent to UF in sufficient time to allow for the approval and processing of the purchase orders. At least 10 workdays should be allowed for approval and dispatch of purchase orders for items related to the construction schedule’s critical path.
 - a) The ODP Requisition Form is available on the PDC website under Forms and Standards. The CM/DB should carefully prepare the form to ensure the delivery address, contact and phone numbers are accurate.
 - b) The ODP Requisition backup shall include a copy of the written quote from the vendor(s) to the trade contractor(s). This quote must document the specific materials to be purchased and their pre-tax price. The quote shall be included with the ODP Requisition.
 - c) Quotes shall be denoted as Delivered At Place (DAP), previously known as Freight/Free On Board (FOB).
 - d) Materials may be delivered to, and temporarily stored at, a location other than the project site provided Builder’s Risk insurance is Owner-furnished and includes coverage for temporarily stored materials.
 - e) The direct purchase of materials by the Owner does not relieve the CM/DB and/or its trade contractors of their responsibility to ensure the materials and equipment meet the specifications and requirements of the Contract Documents.

PROJECT MANAGEMENT GUIDELINES MANUAL

- f) The CA will process the ODP requisition using the “UF Owner Direct Purchase Program Form” in MyUFMarket and insert the properly completed UF ODP Comment Letter and Certificate of Entitlement as an attachment. The Certificate of Entitlement must be retained in the Vendor’s and the Contractor’s books and records for review by the Department of Revenue.
 - g) The UF ODP Comment Letter and the Certificate of Entitlement will be sent to both the vendor and the contractor with the purchase order after approval by UF Purchasing.
 - h) Requisitions exceeding \$1,000,000 exceed the purchasing authority of the UF Division of Purchasing and must be approved by the Office of the CFO which will require additional approval time.
- 3) A change order shall be executed by the CM/DB to both reduce the Owner-Builder contract by the amount(s) being directly purchased and transfer the tax savings for these materials to ODP Tax Savings within the GMP. The ODP Summary Log (see below) shall be provided as backup for this type of Change Order. This change order should be submitted with the ODP Requisition and processed first. The Change Order does not require the AE approval. Please refer to [PMG-E05, Change Orders](#). Additionally, the CM/DB shall in a timely manner reduce the applicable trade contractors’ contract amount(s) by the cost of the Owner Direct Purchase materials and sales tax related thereto.
 - 4) To avoid confusion, a uniform and consistent sales tax percentage shall be used for all ODP actions on a particular project.

C. Tracking & Reporting.

The CM/DB shall develop and update on a regular basis the ODP Summary Log and ODP Invoice Log within BIM360. See Section F - Forms below.

D. Instructions for Preparation of Invoices.

- 1) Invoices should include the UF purchase order number.
- 2) Upon delivery of the ODP materials to the Project Site, the CM/DB and/or its trade contractor(s) shall confirm the type, quantity, and condition of the materials. If the materials are in good order, the CM/DB shall clearly indicate its approval by stamping/signing each invoice and forwarding to TrustFlow (ufl.invoices@trustflowds.com) for payment.
- 3) The CM/DB shall also update both the ODP Summary Log and the ODP Invoice Log within BIM360.
- 4) To process ODP invoices for payment, the CM/DB shall upload **each individual invoice** – with annotated CM/DB and subcontractor approval – to ufl.invoices@trustflowds.com.

E. Closeout.

- 1) The CM/DB shall provide to UF confirmation, in writing, from each subcontractor signed by the vendor, the amount of actual purchases on each ODP Purchase Order. The UF Contract Administrator will then verify these amounts match the purchase orders in PeopleSoft. Project Managers will need to keep 5-10% of the ODP saving for the reconciliations.
- 2) Upon reconciliation of all Purchase Order amounts, a final change order will be executed to finalize the amounts for all subcontractor deductions and sales tax savings. The final reconciled amount will then be returned to the CM/DB GMP contract.

PROJECT MANAGEMENT GUIDELINES MANUAL

- 3) Following execution of this change order, it becomes the CM/DB's responsibility to work with the subcontractor to pay any remaining balances on ODP Purchase Orders.

F. Forms

- 1) [ODP Summary Log](#)
- 2) [ODP Invoice Log](#)
- 3) [ODP PO Requisition](#)

PROJECT MANAGEMENT GUIDELINES MANUAL

PMG-E09: Liquidated Damages (rev. June 2023)

PURPOSE: To describe the method for determining daily liquidated damages (LDs) for Construction Management (CM), Design Build (DB), or hard bid (GC) builders.

A. Calculation. *(delete/ignore items not applicable)*

	Description	Formulae / Explanation
<input type="checkbox"/>	Interest cost	Daily interest cost = (Construction cost x 0.07) / (365)*
<input type="checkbox"/>	A/E fee	(Architect's construction administration phase fee) / (contract duration in number of calendar days)
<input type="checkbox"/>	Income loss	Owner's revenue loss for the duration of construction completion delay or cost of rented facility necessary to conduct scheduled events
<input type="checkbox"/>	Temporary Facilities	Owner's temporary facilities costs for the duration of construction completion delay or the cost of an extension to existing leases, including utilities costs
<input type="checkbox"/>	Storage costs	Cost for restocking and storage fees due to project completion delay
<input type="checkbox"/>	Grants & funds	Initial loss of research grants and facilities enhancement funds due to missed completion date
<input type="checkbox"/>		If applicable, list other project-specific considerations

*This value will be adjusted depending on the project type.

B. Implementation.

- 1) For CM or D/B projects, calculate LDs prior to or during negotiation of pre-construction services agreement. Pending agreement by the CM or D/B, enter the daily value in the applicable contract exhibit.

- 2) For GC projects, calculate LDs during the design phase and make this figure known to bidders through the solicitation and the bid documents. Enter the applicable value in the contract and finalize during negotiation of terms with low bidder (awardee).

PROJECT MANAGEMENT GUIDELINES MANUAL

PMG-E10: Preparation of GMP (CM/DB) (rev. July 2024)

PURPOSE: To describe the requirements for development of Guaranteed Maximum Price (GMP) proposals by Construction Management (CM) or Design/Build (D/B) builders.

INTRODUCTION:

Due to recent Florida Legislative, Board of Governors, UF Board of Trustees, and UF Administration policy changes related to the use of State appropriated E&G/Carry Forward funds, additional guidelines as specified in this policy shall be followed for construction projects utilizing E&G source(s) of funds as follows;

Internal PMG: Upon meeting with the client/user group, and development of the Facility Program, the UF Project Manager will determine if the project scope includes both renovation/remodeling of existing space, and/or new construction. If the scope includes both, the PM must consult with the user group whether E&G/Carry Forward funds will be utilized as a project funding source. This will aid in determining the extent to which delineation of GMP Proposals, Purchase Orders, and Pay Applications will be required.

External PMG: If E&G/Carry Forward funding will be utilized, CM/DB is required to prepare separate GMPs each for both the Renovation/Remodeling and New Construction scopes. GMP “A” will be specific to the renovation scope only, and GMP “B” will be specific for the new construction scope of the total project. UF-PDC will issue separate purchase orders for each GMP. CM/DB will be required to prepare separate pay applications and pre-construction service invoices (if services are required) for each scope/purchase order. Material packages that qualify for the UF Owner Direct Program will also be specific to the respective GMP that material is identified in.

EXECUTION:

One or more Guaranteed Maximum Price (GMP) proposals shall be developed at the phase(s) specified in the Agreement for Construction Management Services or Agreement for Design/Build Services.

The GMP proposal shall be entitled "Guaranteed Maximum Price Proposal for “(name of project, project number, phase);” dated on the cover; with pages numbered in the following order:

- 1) Transmittal letter.
- 2) Table of contents
- 3) Executive Summary (a brief general summary of the project/scope, guaranteed maximum price, schedule, and other notable particulars)
- 4) List of Documents. A recital of the specific Construction Documents, including drawings, specifications, and all addenda thereto, which form the basis of the GMP proposal (project manual(s), drawings by sheet number & date, etc.)
- 5) Description of Work
 - a) Qualifications, Exclusions, and Assumptions. A summary of all qualifications, exclusions, and assumptions incorporated into the GMP proposal, none of which shall conflict with the requirements of the General Terms & Conditions, the Agreement for CM or D/B services, the Owner’s policies, or the construction/bid documents.
 - b) Proposed Substitutions, Modifications, or Variances.
 - c) Value Engineering Recommendations.
 - d) Schedule of Allowance
 - e) Additive/Deductive Alternates. A description of alternates with accompanying breakdown of cost/savings in the GMP format including critical dates for inclusion in GMP.

PROJECT MANAGEMENT GUIDELINES MANUAL

- 6) GMP Proposal
 - a) Order of calculation. Percentage-based items shall be calculated as prescribed in the Construction Authorization.
 - b) Major Elements of the GMP
 - i. Cost of the Work, detailed by CSI division and/or subcontract/trade, including all quantities and unit prices.
 - ii. Contingency, calculated as a fixed percentage of the Cost of the Work as agreed to in the contract.
 - iii. Staffing Cost, as approved during contract negotiations, detailed by staff member and expense category and coded to the relevant paragraphs in the Agreement for CM or D/B services. For the GMP, this includes number of weeks and percentage of construction duration each personnel would be involved in the project. Also include a tabular summary of the UF-approved labor burden rates for each billable staff member. This rate would be forwarded only to Associate Director of Finance for audit confirmation.
 - iv. General Conditions Costs, as approved during the contract negotiations, including the contract bond, insurance and if applicable, subcontractor default insurance (SDI) – detailed by expense category and coded to the relevant paragraphs in the Agreement for CM or D/B services.
 - v. Overhead & Profit, as approved during contract negotiations, calculated as a fixed percentage of the (4) items listed above excluding contract bond, insurance & permit fees. SDI, if applicable and approved, for the subcontractors/trades will be included in the cost of work by either individual line items per trade or as an overall value of the cost of work in a single line, which will be included in the calculated OH&P.
 - c) Schedule of Values. Also provide a draft Schedule of Values, organized by anticipated bid packages and including quantities, unit prices, and cost extensions. In addition, provide a reconciliation to/with the GMP and previous estimates, if those proposals or estimates were organized or broken down differently.
- 7) Detailed Construction Schedule
- 8) Bidding Phase Outline
 - a) List and description of bid packages
 - b) Bidding and award schedule
 - c) Draft bid tabulation summary
- 9) Jobsite management/logistics plan
- 10) Other information as needed.

Provide an electronic copy (searchable PDF) via e-mail or the project's BIM360 folder. For second, third, or subsequent GMP proposals, assume the scopes and prices will be additive (cumulative) and account in the new GMP proposal for bid/tax savings and CM or D/B contingency already accrued or expended under prior Authorizations.

Verbal/informal agreement on the GMP proposal does not constitute a Notice To Proceed (NTP). A formal NTP will be issued by the Owner, along with an executed Construction Authorization that itemizes primary elements of the GMP and establishes the dates for Substantial and Final (and/or punchlist) Completion and a purchase order.

PROJECT MANAGEMENT GUIDELINES MANUAL

PMG-E11: Labor Burden (rev. May 2023)

PURPOSE: To establish guidelines for allowable labor burden rates charged by Construction Manager (CM) and Design/Builder (D/B) herein called Builder.

A. Introduction

In an effort to determine a fair and reasonable rate for reimbursement of labor burden, UF will reimburse labor burden at a percentage agreed upon by UF and the Builder. The rate will be determined after a review of the payroll and supporting records for the members of the construction team.

B. Policy

UF will reimburse labor burden as a percentage of the total allowable benefits, as established by the U.S. Bureau of Labor Statistics for the construction industry. The labor burden will be determined for each member of the jobsite team to be billed under Staffing Costs. The Builder will then bill the team members based on the verified salary rate multiplied by the Labor Burden percentage and then multiplied by the units (hours, weeks or months) worked.

C. Implementation

The Labor Burden rate for major and minor projects will be established prior to the negotiation of the Guaranteed Maximum Price (GMP). The Labor Burden rate agreed to prior to the GMP negotiations will be effective for the full term of the contract, unless necessary updates to the Builder's staff are required. Prior to changes in the Builder's staff, UF requires written notification Project Manager and Contract Administrator as per terms of the contract. If the staffing change is approved, Labor Burden rate verification is required prior to billing for new staff member(s).

The Annual Minor Contract vendors will be audited in each year of the contract. Salary changes or new additions will be audited as needed and billed with proper documentation. The rate determined for each review will be effective until the next review.

The labor burden rate, as defined by the Bureau of Labor Statistics and for purposes of PDC's review is based on the most recent employee pay stub as well as the following documentation: (For new hires, the rate will be determined based on the benefits available at the time of the review.)

- a) Paid leave (Vacation, Holiday, and Sick) based on Builder's Employee Handbook.
- b) Supplemental pay (Lump sum and non-production bonuses) verified with payroll registers.
- c) Insurance (Disability, Life, Medical Care, Dental Care, and Vision Care) with invoice backup reflecting Owner's share.
- d) A retirement plan with statements or pay stubs reflecting the Builders actual contribution per employee. (Only one retirement plan permitted per employee for reimbursement.)
- e) Legally required benefits--Social Security, Medicare, Federal unemployment insurance, State unemployment insurance and Worker's Compensation with employee class code and rate defined.

The Summary Labor Burden Calculation Worksheet is signed by both UF and the Builder. The signed Summary Labor Burden Worksheet and supporting Employee Labor Burden Calculation Worksheets become a permanent part of the project file in the SharePoint Labor Burden Library.

PROJECT MANAGEMENT GUIDELINES MANUAL

PMG-E12: Move Checklist (rev. May 2023)

PURPOSE: To provide guidelines for projects that require occupants to move during construction.

A. Introduction

Some projects will require the occupants to move – sometimes to vacate an area for a renovation and at the end of a project to move into the space. This PMG is to provide guidelines on the moving process.

B. Moving Out

- 1) Identify a Move Coordinator within Department and schedule move meetings.
- 2) Communicate with the project team re: schedule, scope of work, funding, etc.
- 3) The move coordinator will discuss with BATS efforts to find temporary/swing space – on campus vs. off campus.
- 4) Personal items must be moved home.
- 5) If leasing existing space – identify lease extension options.
- 6) Assess and quantify needs – *what's* going or staying; *who's* going (maybe some are on leave or sabbatical)
- 7) Who's doing the moving? If outsourcing, [UF has contracts](#) with vendors to do that. Hire as early as possible by requesting a meeting(s) and site visit with vendors, then get a written quote and submit for a P.O.
- 8) Consider the phases of the move and location of boxes while packing. This will make the move back easier by having those boxes needed first at the front of the storage unit.
- 9) Request climate-controlled area for storage, if necessary
- 10) Order boxes – or consider using re-usable totes.
- 11) Identify where each staff member is going.
- 12) Label boxes clearly by office.
- 13) Use this opportunity to purge to reduce out/in workload. The less boxes to move and store, the lower the cost to do so.
 - a) Scan hard copies to PDF.
 - b) Eliminate old/unnecessary furniture & equipment – see [Asset Management](#) website re: options.
 - c) Contact Surplus property, at least two months in advance of the move date, to coordinate the pick-up of the items needing to be removed.

C. Furniture

- 1) Existing furniture staying or going? If staying, can work be accomplished around furniture and will furniture be protected?

PROJECT MANAGEMENT GUIDELINES MANUAL

- 2) If furniture is going, other furniture may be needed depending on size & layout of temp/swing space (buy or lease).
- 3) Is furniture needed for construction trailers? Contact Surplus for available products
- 4) If an existing furniture inventory is not current, one may need to be completed.
- 5) Donations to non-profit charities. Request paperwork from the UF Foundation
- 6) Request and coordinate with Surplus early – there may be a need for multiple pick-ups.

D. Equipment

- 1) “PrintSmart” equipment (most copiers & scanners) must be relocated by Xerox. Use the [Device Relocation Form](#) on the PrintSmart website to coordinate with Xerox well in advance. Also coordinate with IT
- 2) Special lab/research equipment to consider?
- 3) All hoods and some other equipment will need decommissioning by EH&S
- 4) Manufacturer involvement for specialty equipment.
- 5) Licensed or Specialty Contractor to conduct moving of equipment.

E. IT & AT

- 1) Coordinate with UF IT or HealthNet re: IT needs in temporary/swing space – data/VOIP drops for PCs, “PrintSmart” equipment, phones, etc.
- 2) Contact Academic Technology for moving of existing A/V equipment.
- 3) Coordinate Bluephone locations with Security and IT.
- 4) Taking land lines to temp/swing space?
- 5) Coordinate WAP removal and IT equipment removal if needed.
- 6) Coordinate with Department IT for movement of physical computers.

F. Facilities Services

- 1) Project or client should ensure FS (Building Services) knows about the move so housekeeping schedule can be adjusted. If there is a renovation of the entire floor, request FS to remove any controls or devices which will not remain in the building for future use.
- 2) If additional recycling bins or other waste receptacles are needed, submit a [Facilities Services Work Request](#) for [Grounds Department](#) support.
- 3) If additional dumpsters or dumpster move is needed, coordinate with FS.

G. UF Security / UPD

- 1) Does UF Security and/or UPD need to be informed (if moving to an isolated area)?
- 2) Does new Lenel access need to be added to temp space?

PROJECT MANAGEMENT GUIDELINES MANUAL

- 3) Does Lenel access need to change?
- 4) Coordinate Bluephone locations with Security and IT
- 5) If panic buttons are on furniture or alarms in the space, work with Security to disable and move.

H. Mail

- 1) Temporarily re-route mail to temp/swing space? Coordinate with [UF Mail & Document Services](#).

I. Art

- 1) Contact Art in State Coordinator here at UF and in Tallahassee
- 2) If pieces of art are on loan, the Harn Museum of Art can assist in finding a new location.
- 3) Contact University Archives for applicable materials not being relocated.
- 4) Plaques on trees – do they need to be removed or relocated?

J. Moving In

- 1) Stay in close touch with project team re: dates since construction – and especially renovation – often involves unpleasant surprises that impact cost or schedule.
- 2) Plan & coordinate with all of the above entities to reverse the process and move back in.
- 3) Coordinate with furniture reps on the timing of furniture installation – for larger jobs, it may take weeks to install.
- 4) If it is a large move in, coordinate with FS to have recycling pick up for used boxes.

PROJECT MANAGEMENT GUIDELINES MANUAL

PMG-E13: LEED and Sustainability (rev. January 2014)

PURPOSE: To outline high performance building procedures for the delivery and management of minor and major projects.

A. Introduction

The University of Florida began the process of “greening” its design & construction in 2001 using LEED v2.0 as the means of verifying that new construction and major renovations / expansions incorporated sustainable and energy efficient materials, systems, equipment, and practices. Over time, many aspects of green design & construction have been incorporated into the UF Design & Construction Standards and the FL Building Code, but thoughtful and project-specific attention must still be devoted throughout the project delivery process to ensure a “best value” solution that balances energy efficiency, overall building performance, cost, and ease of operation & maintenance.

B. UF LEED Program Director

Act as an administrator of the implementation of high-performance building and LEED process, provides support and resources to the project team internal and external members from project inception to post occupancy including:

1. Manage the extended commissioning phase with PMs and CxA to assure compliance with post occupancy survey and review quarterly commissioning reports and generate reports on building O&M and performance and take action.
2. Develop the initial assessment of project goal for LEED certification during programming.
3. Document most credits based on the LEED rating system. This is reflected in the initial checklist assessment.

C. Process

Except where noted, each task listed here is assumed to be preceded by UF PM. He/she shall follow the process from project inception to completion including design meeting’s agenda, construction monthly meetings, and Cx meetings and follow up.

Planning/Programming

- 1) LEED Program Director to work with the PM and AVP to establish the project goals that are in line with university’s sustainability mission. Review project scope and recommend the best LEED rating system for the project and develop an initial LEED checklist.
- 2) Integrate goals and/or implications of this analysis into the Facilities Program – particularly the Owner’s Project Requirements (OPR) document and the budget.

Consultant/Commissioning/Contractor Selection & Contracting

- 1) Note specific LEED/sustainability goals and requirements in the advertisement(s).
- 2) Include other project-specific requirements and/or questions related to sustainability and LEED as needed in the other selection process documents for design, construction, and commissioning consultants.
- 3) Consider the past sustainable design and construction performance of applicants as proposals and interview presentations are evaluated.
- 4) Revisit the initial LEED checklist and project-specific sustainability goals during negotiation of contractual terms and fees with each consultant. Incorporate additional design services related to

PROJECT MANAGEMENT GUIDELINES MANUAL

LEED certification or other sustainability efforts, when known – for example, energy modeling at three stages and life cycle cost analyses.

- 5) Program Director and contractor administrator to review the fees with negotiating team associated with LEED before executing contract.

Design

- 1) The Program Director shall lead a sustainability/high performance building charrette in schematic design for the project to brainstorm and discuss “big picture” goals, constraints & opportunities, etc., followed by one or more high-performance building workshops in advanced schematic design and Design Development.
- 2) The Program Director shall update and review the LEED checklist at each design phase.
- 3) The design team shall develop and publish and update the Basis of Design (BOD) document at each design phase.
- 4) The commissioning consultant shall take ownership of the OPR once hired, updating and republishing the OPR as needed through the life of the project and reviewing the BOD to ensure compliance with the OPR.
- 5) The design team shall develop a project-specific Measurement & Verification (M&V) Plan using the UF template.
- 6) The Program Director shall register the project and ensure that each responsible team member is provided access to the project’s USGBC website.
- 7) The design shall account and plan for an energy performance “dashboard” – a static or interactive display for public use, information, and education.
- 8) The plans & specifications shall stipulate the technical and non-technical requirements for achieving the agreed-upon LEED credits and other sustainability goals & requirements, including specifics from the M&V Plan. If cost control is an issue for certain non-critical goals (for example, FSC-certified wood), consider specifying as an additive alternate to allow for achieving such goals if cost/budget allows.
- 9) The project team shall strive to complete LEED design credits no more than 30 days after publishing the Conformed Bid Documents except for design credits that rely on construction phase product submittals and other information.
- 10) The construction team shall become familiar with sustainability aspects integrated into the design and account for same in its estimates, constructability reports, and schedules.

Construction

- 1) Review LEED & sustainability goals, requirements, and other expectations at the pre-construction conference.
- 2) Ensure that the builder’s bid forms, subcontracts, special conditions, and other builder-produced procurement documents account for LEED/sustainability requirements.
- 3) Include the construction waste management plan, erosion sedimentation plan, and indoor air quality management plan in the sub-contractor’s contracts.

PROJECT MANAGEMENT GUIDELINES MANUAL

- 4) LEED/sustainability should be a regular topic at all O/A/C jobsite meetings with Program Director in attendance, including status updates on LEED credit documentation and energy rebate documents.
- 5) Likewise, the builder should regularly discuss and remind its subcontractors of the technical, non-technical, and administrative requirements related to LEED and other sustainability efforts, including the University's no-tobacco policy.
- 6) Arrange for Indoor Air Quality tests to be conducted at/around Substantial Completion, prior to occupancy.
- 7) Coordinate with PD&C IT for content development and programming of the energy performance "dashboard" display.
- 8) Conduct a building turnover presentation with the project team for both the building occupants/users and the respective O&M entity (e.g., PPD) at or around Substantial Completion. The idea is to explain – both at a layman's, big picture level and at a more detailed & technical level – the building, its key systems, assumptions and bases for decisions, critical O&M considerations, etc.
- 9) The team shall complete and upload all LEED credit documents at or soon after Substantial Completion, but no later than Final Completion.

Post-Occupancy

- 1) Work with the UF LEED Program Director to conduct a project-specific "case study" review of the LEED and sustainability efforts employed or at least considered. Capture lessons learned and best practices for dissemination by the UF LEED Program Director to other project teams.
- 2) Plan and arrange for quarterly Cx inspections/visits to follow up on discrepancies & problems with commissioned systems, but also to track systems performance versus the project-specific BOD, OPR, and M&V Plan.
- 3) Ensure the final "calibrated" energy models are produced – normally 6-8 months after occupancy to allow for the incorporation of actual use and performance data. This effort should be closely coordinated with the CxA to ensure that data from quarterly Cx checks is accounted for in the updated models.
- 4) Plan for and administer a project-specific post-occupancy evaluation (electronic survey) of building occupants and users. Use the UF template questionnaire, but tailor to the specifics of the building, its systems, and its occupants and use(s).
- 5) Review the survey results at the one-year warrantee walk through with the project team. Discuss and propose solutions for issues noted by 20% or more of the survey respondents. Disseminate results of the survey to the users/occupants, O&M entity, project team, and UF Program Director.
- 6) For extended commissioning, submit the quarterly Cx reports to Program Director for review and reporting to the administration.

PROJECT MANAGEMENT GUIDELINES MANUAL

PMG-E14: Building Numbers, Street Addresses, and Room Numbers (rev. June 2023)

PURPOSE: To communicate guidelines and procedures for numbering facilities, establishing street addresses, and assigning space/room numbers.

A. Introduction

Business Affairs Technical Services (BATS) is responsible for numbering, tracking, and reporting facilities-related information for the University. PDC/BATS utilizes CAD/BIM technology in the data management of facilities information, so a meaningful numbering and CAD/BIM standard must be followed. Additionally, BATS is required to submit the Physical Facilities Space File to the Board of Governors regularly and must take necessary actions to ensure the incorporation of required data elements into its operating database. Data elements are based on the Postsecondary Education Facilities Inventory and Classification Manual, 2006.

B. Street Addresses

A request for a street address should be made through BATS Space Management staff once a project’s physical locale has been established and before site work begins. At a minimum, a CAD file should be provided showing the building footprint and major entry doors should be drawn within the context of the site, with all immediately adjacent buildings and streets. This CAD file needs to be georeferenced in NAD83 State Plane North. All buildings on UF campus will use UF benchmarks and densification. The new address will be entered in UF-STARS for local notification to PeopleSoft, Purchasing, EH&S, and the UF community. The Alachua County E911 office will be responsible for notification to the Alachua County Call Center, USPS, major package carriers, and other external entities.

New addresses outside of Alachua County should be requested by the PDC Project Manager (PM) through BATS, who will work with the appropriate local authorities. All address requests require a CAD file as described above.

C. Building Numbering

All owned, shared, and leased buildings, both permanent and temporary, are required to be numbered, tracked, and reported to the BOG. Building numbers consist of a four-digit code. New facilities shall be assigned a building number once funding is appropriated. Other acquisitions, purchases, leases, or donations shall be numbered at point of acquisition.

A request for a building number should be made to BATS by the PDC Project PM in the Schematic Design phase.

D. Floor Numbering

Stand-alone buildings shall have floor numbers starting at the main entrance with floor “01 – First Floor” and proceed upward. If the building has multiple level entries the main entrance shall be floor “01 – First Floor” and the lower level labeled “G – Ground Floor.” Floors located predominantly below grade and below the building’s entrance level(s) should be designated with “B – Basement.” In large complexes, e.g., Health Science Center, new buildings shall have floors labeled consistent with adjoining buildings.

E. Room Numbering

Room numbering standards are to be followed in all new construction and renovations unless exceptions are approved by BATS. It is intended that the numbering standard be specific enough to accomplish standardization, but general enough to allow for existing spaces and special circumstances.

Room numbering for new and renovated facilities shall occur during the design process to ensure that bid documents and as-built drawings display University-approved room numbering. To accomplish this,

PROJECT MANAGEMENT GUIDELINES MANUAL

the Project A/E or other appropriate entity, shall create room numbers consistent with the conventions listed below at or prior to the Design Development stage. Upon completion of room numbering, the

floor plans shall be submitted to BATS for review. Room numbering reviews should be submitted as a space review in BIM360. The University will respond with any needed changes in room numbering as assigned. Changes shall be integrated prior to production of the bid documents and beginning construction. Any subsequent design changes shall be submitted to BATS for review and approval.

Projects that impact the flow of room numbers (as determined by BATS) will be responsible for the cost of re-signing adjacent rooms to maintain numbering consistency. If incorrect signage is installed due to a failure to appropriately incorporate the room numbers provided by BATS in the BIM360 Space Review, the project will be responsible for the cost of re-signing rooms.

The University's room numbering conventions are generally as follows:

- 1) A three (3) or four (4)-digit number is to be used to represent the room number (four (4)-digits are preferred). The first and second digits generally represent the floor level, while the third and fourth digits represent the rooms' number within the floor. For buildings with larger floors (90 or more rooms on any floor), the first digit will be the floor level and the second, third, and fourth digits will represent the rooms' number within the floor. A letter prefix may be added as the first digit of the room number to designate an area or wing of the building. Room numbers cannot exceed eight (8) digits, nor can they contain symbols ("/", "-", "?", "*").
- 2) On buildings designed with a central corridor layout, even numbers are used on one side of the corridor, odd numbers on the other. On more complex designs, the "odd-even" format should be abandoned if consecutive numbering will result in a more logical "user-friendly" scheme.
- 3) Numbers should be skipped to allow for future partitioning of rooms and to keep rooms on opposite sides of a corridor in approximate sequence.
- 4) Rooms that are accessed only through another room (not through circulation space) are given the same room number as the room they are accessed through, plus a letter suffix. The first sub-room encountered should be assigned the suffix "A", regardless of which side of the suite it's on. Subsequent rooms should be assigned the suffixes "B," "C," and so on (e.g., a room that is accessed only through room 101 is designated as room 101A).
- 5) Non-assignable spaces such as corridors, stairs, elevators, exterior spaces, mechanical, electrical and telecommunication rooms shall be numbered with an identifying prefix, floor level, standard number, and unique suffix (**see table on next page**). Where rooms are stacked, an effort should be made to maintain the same suffix throughout the stack.

PROJECT MANAGEMENT GUIDELINES MANUAL

Identity Type	Prefix	Number	Example
Corridor	C	99	CG99A,B,C, ... C199A,B,C, ... C299A,B,C, ...
Stair	S	98	SG98A,B,C, ... S198A,B,C, ... S298A,B,C, ...
Elevator	E	97	EG97A,B,C, ... E197A,B,C, ... E297A,B,C, ...
Exterior	X	96	X096A,B,C, ... X196A,B,C, ...
Mechanical	M	95	MG95A,B,C, ... M195A,B,C, ... M295A,B,C, ...
Electrical	EL	95	ELG95A,B,C, ... EL195A,B,C, ... EL295A,B,C, ...
Telecommunications	TR0	(none)	TR0GA,B,C, ... TR01A,B,C, ... TR02A,B,C, ...

Questions regarding any of the above should be directed to Business Affairs Technical Services

Phone: 352-392-BATS (2287) | Email: space@admin.ufl.edu

PROJECT MANAGEMENT GUIDELINES MANUAL

PMG-E15: Project Approval Process and CPPEC Review (rev. August 2021)

PURPOSE: To ensure university leadership approves projects as required consistent with the Construction Project Planning and Approval Guidelines

A. Background

The UF Senior Vice President and Chief Operating Officer established a Construction Project Planning and Approval Executive Committee (CPPEC) in 2016 with an operating guidelines policy to ensure high-level authorization of certain construction activities. At that time, PDC established processes and a Project Tracker interface to identify subject projects and facilitate reviews by the appropriate authority. The Construction Project Planning and Approval Guidelines were updated in 2020. The Guidelines and policy contained therein, together with this PMG, constitute an approval process sometimes referred to as the “CPPEC Process.”

B. CPPEC Guidelines and Policy

The CPPEC Guidelines establish criteria for project reviews and assign certain project thresholds to different levels of review and authorization. They also provide details on the CPPEC committee including membership, meetings, and stages of review.

CPPEC Project Criteria. The CPPEC Guidelines specify criteria to identify projects that are subject to the CPPEC review process as follows. These criteria will be consistently checked in the Project Tracker and PDC online project request portals.

“regardless of project location, projects that meet one or more of the following criteria must be reviewed and approved according to the approval process outlined herein before being allowed to proceed:

- *Exceeds \$2m in total project cost.*
- *Generates new GSF including temporary space (either as a new stand-alone building or as an addition)*
- *Renovates or re-configures over 3,000 NSF or exceeds \$1m in construction cost.*
- *Alters landscape and/or open space with a total project cost ≥\$250,000 or deviates from the Landscape Master Plan*
- *Alters circulation or parking.*
- *Includes property acquisition or conveyance.*
- *Includes private partnership implications with or without building/land leasing.*
- *Includes demolition of existing building(s)*
- *Includes non-standard exterior signage/branding.*
- *Includes art, plaques, or memorials (installation or removal) not provided through the Art in State Buildings program.”*

PDC is responsible for screening all incoming projects to ensure that projects meeting these criteria are flagged and submitted to the CPPEC module of Project Tracker. Primarily, the Director of Construction and Assistant Director for Minor Projects are tasked with this initial screening before assigning a project to a project manager. However, project managers are advised to be aware of the criteria and confirm CPPEC approval with their supervisor if they are assigned a project that appears to meet the above criteria. Other authorized project management entities working within the Project Tracker interface (e.g., Housing, IFAS, Engineering) are responsible for screening their projects and ensuring compliance with this PMG.

CPPEC Process. The Senior Vice President and COO is responsible for convening the CPPEC. PDC shall prepare agendas, meeting materials, and minutes for these meetings. PDC is responsible for soliciting input from UF Advancement and others as needed to facilitate preliminary project review and

PROJECT MANAGEMENT GUIDELINES MANUAL

preparation of CPPEC meeting materials. Facilities Services and Transportation and Parking Services may be consulted as appropriate to develop project information for the CPPEC. PDC is also

responsible for convening the Architectural Review Council (ARC) to review arts/memorials and signage/branding projects as needed. Detailed Utility Impact Assessments will not be required at the Initial Review phase but should be sought for the Scoping/Budget Review phase.

Project Approval Authority. The CPPEC Guidelines define the following approval authorities.

“Depending upon project complexity, PDC will assign the project approval to one of three review levels. At the highest threshold of complexity (Level 1), project approval is provided by the CPPEC. A mid-level threshold of complexity (Level 2) requires approval by the Vice President for Business Affairs and Senior Vice President/Chief Operating Officer with notification to the CPPEC. At the lowest threshold of complexity (Level 3), project approval is provided by the Assistant Vice President for Planning, Design and Construction.”

C. Project Level Definitions

Following are criteria used to identify the level of CPPEC review required. Exceptions to these review levels may be made by the CPPEC Chair for projects that are primarily maintenance or utilities, (e.g., hurricane damage repair or deferred maintenance), not UF-funded (e.g., Fraternity/Sorority Houses) or have otherwise received vetting and approval by the UFBOT prior to CPPEC review.

Level 1 – Full CPPEC Committee

- All projects >\$2m total project cost and/or included in a UF unit’s Capital Budget
- All projects utilizing state funds.
- All projects that demolish an existing building with replacement cost >\$1m (BOG threshold for individual building replacement, not aggregated to the project)
- All projects necessitating real estate transactions that require BOT approval.
 - purchase/sale of property
 - easements >25 years
 - leases ≥10 years
 - leases >50K GSF
 - leases ≥\$10m total spend.
- All projects with debt financing
- All projects with donor financing > \$250,000

Level 2 – Sr. VP/COO, VPBA, and area VP (with information report to Full Committee)

All projects that meet one or more CPPEC criteria but are below Level 1 thresholds; and meet one or more of the following criteria:

- have total project cost >\$1m to ≤\$2m
- demolish an existing building valued at ≤\$1m (BOG threshold for individual building replacement, not aggregated to the project) – may require VP for Business Affairs approval only
- renovate or re-configure over 3,000 NSF
- trigger Campus Master Plan Compliance Criteria with total project cost ≤\$2m
- reassign space from one UF budget entity to another (E&G, IFAS, etc.)
- include art, memorials, monuments, plaques or similar installations with total project cost ≤\$2m
- include non-standard exterior signage/branding
- necessitate other real estate transactions NOT requiring BOT approval

Level 3 – AVP PDC and area VP

All other projects that meet one or more CPPEC criteria

PROJECT MANAGEMENT GUIDELINES MANUAL

D. Project Review Stages and Submittals

The CPPEC Guidelines establish the following stages of project review.

*“All projects will proceed to an **Initial Review** presenting this concept-level information to the appropriate CPPEC level reviewer. Approval criteria at this stage include consistency with academic priorities, other planning documents, funding potential, and Board of Trustees/Board of Governors guidance. Projects approved at the Initial Review will be authorized to proceed to preliminary programming and financial planning, which shall include a Private Gift Feasibility Study by UF Advancement for fundraising potential if applicable. The Initial Review approval may include site selection, or this may be confirmed at the next stage. If start-up funding is available, the Initial Review approval may also include authorization to hire architect/engineering consultants to assist with programming and prepare concept images that may be used for fundraising. Level 2 and 3 projects may only be required to achieve approval at the Initial Review stage if information is fully developed at submittal.*

*The next step of project approval is the **Scoping/Budget Review**. Submittals to the CPPEC at this stage include a preliminary program, financial plan, and executive summary. Approval criteria include an “assured” funding plan with committed funds for maintenance and operation of new facilities. Projects approved at the Scoping/Budget Review stage are authorized to proceed to funding development, final programming, consultant selection and design without returning to the CPPEC committee unless directed otherwise by the CPPEC chair. Some projects may return at this stage for multiple reviews and “conditional approvals” as project details are gathered. In particular, additional reviews are likely for projects with donor funding. Once final CPPEC approval is granted and BOT notified per its Governance Standards, official program documents will be prepared by PDC and signed by the VP for Business Affairs, who has final approval authority for facility design and construction on behalf of the University President. Conceptual project renderings may be developed at the Scoping/Budget Review stage or thereafter depending on availability of start-up funds from the project sponsor. Significant projects that advance through a design phase may return to the CPPEC committee for information or review at the request of the committee chair.*

*Projects with donor funding may be presented multiple times at the Scoping/Budget Review stage. The first Scoping/Budget Review submittal will include results of the Private Gift Feasibility Study and will likely result in approval to develop concept renderings for use in fundraising. Start-up funds from the project sponsor will be required to develop these renderings. The design concepts will then be presented for Scoping/Budget Review in advance of donor discussions. PDC will also work with UF Advancement and the project sponsor to develop more detailed financial plans for design and construction phasing to coincide with donor or other funding commitments. These detailed financial plans may also be presented to CPPEC for approval in a **Funding Review** phase if needed.*

Term: *Project approvals granted through this CPPEC process are understood to be **valid for a maximum of eighteen months from final approval**. Beyond that anniversary, projects must return for update and approval if they have not advanced to a signed final program and identified project funding.*

UFBOT: *Projects that meet the University Board of Trustees Governance Standards criteria must be approved by the BOT via the Facilities and Capital Investment Committee and Board as required. (See Figure 2: Capital Project Model)*

Design: *Once a project has been approved through this approval process, it must still receive design phase review by the appropriate entity. PDC maintains design standards and guidelines and empanels an Architectural Review Council (ARC) for this purpose. On the main campus, additional review is accomplished through University committees as established in the Faculty Senate Bylaws.*

PROJECT MANAGEMENT GUIDELINES MANUAL

These committees recommend approval to the Vice President for Business Affairs, who has final approval authority for facility design and construction on behalf of the University President. The following committees are charged with facility design reviews. The Land Use and Facilities Planning Committee receives recommendations from the other three committees.

- *Land Use and Facilities Planning Committee*
- *Parking and Transportation Advisory Committee*
- *Lakes, Vegetation and Landscaping Committee*
- *Preservation of Historic Buildings and Sites Committee*

To facilitate CPPEC reviews, PDC will gather project information from the project sponsor (i.e., requestor). The Director of Capital Programs and Financial Management and the Director of Planning are primarily responsible for gathering initial project information, although project managers and other directors may be asked to provide information and facilitate communication with the user group or project requestor. PDC will provide a CPPEC Project Intake Form to facilitate information gathering. Much of this information must be obtained from the project requestor, and initially includes:

- project description, scale, drawings (if any).
- purpose/project justification.
- proposed location and land ownership issues (if any).
- estimated cost and proposed funding source, including ROI statement and operational considerations (i.e., maintenance and operation expense commitment).
- consistency with campus master plan, including environmental, historic, parking and circulation, and urban design considerations.
- procurement method; and
- concept approval and authorization to submit the project from the appropriate unit leadership (VP or Senior VP; Level 1 and 2 projects only).

E. PDC Roles and Responsibilities

PDC Managers have varying roles and responsibilities in the CPPEC process. Activities defined below as “Project Intake” relate to the initial project request, filtering, and review. “Project Preparation” activities are associated with the data gathering in preparation of Initial Review and Scoping/Budget Review. Some activities, such as design reviews and consultant selection processes are only required to prepare projects that advance to Scoping/Budget Review. **See table on next page.**

PROJECT MANAGEMENT GUIDELINES MANUAL

TITLE	ROLE		
	Project Intake	Project Preparation	Project Review & Reporting
Director of Construction	<ul style="list-style-type: none"> • screen Major Project requests • assign Major Projects to project managers once approved 	<ul style="list-style-type: none"> • review/prepare project budgets (secondary) • review design or design selection process (secondary) • review/prepare construction selection process (primary) 	
Assistant Director for Minor Projects	<ul style="list-style-type: none"> • screen Minor Project requests • assign Minor Projects to project managers once approved 		
Director of Capital Programs and Financial Management	<ul style="list-style-type: none"> • screen project requests (secondary) • manage CPPEC process 	<ul style="list-style-type: none"> • gather information on "Unsubmitted" projects (secondary) • input appropriate review information • review/prepare project budgets (primary) • assign review levels 	<ul style="list-style-type: none"> • ensure committee action is recorded (secondary) • manage CPPEC reporting
Director of Planning	<ul style="list-style-type: none"> • manage CPPEC process 	<ul style="list-style-type: none"> • gather information on "Unsubmitted" projects (primary) • input appropriate review information • assign review levels 	<ul style="list-style-type: none"> • prepare agendas and review submittals • ensure committee action is recorded (primary)
Director of Business Affairs Technical Services	<ul style="list-style-type: none"> • manage CPPEC software 	<ul style="list-style-type: none"> • ensure appropriate review information is input for space tracking 	<ul style="list-style-type: none"> • manage CPPEC reporting
University Architect		<ul style="list-style-type: none"> • review project budgets (secondary) • review/prepare design or design selection process (primary) • review art/memorial projects and non-standard signage/branding projects; forward to Architectural Review Council as needed (primary) 	<ul style="list-style-type: none"> • prepare and present design submittal and project status updates as requested by COO
Assistant Vice President		<ul style="list-style-type: none"> • confirm review levels 	<ul style="list-style-type: none"> • authorize and transmit agendas and review submittals • monitor CPPEC reporting • approve Level 3 projects

PROJECT MANAGEMENT GUIDELINES MANUAL

F. Project Tracker

PDC shall work with the Business Affairs Technical Services team (BATS) to maintain and refine the CPPEC interface in Project Tracker including process facilitation and project reporting. Within the Tracker environment, the following definitions identify project status in the CPPEC approval process workflow.

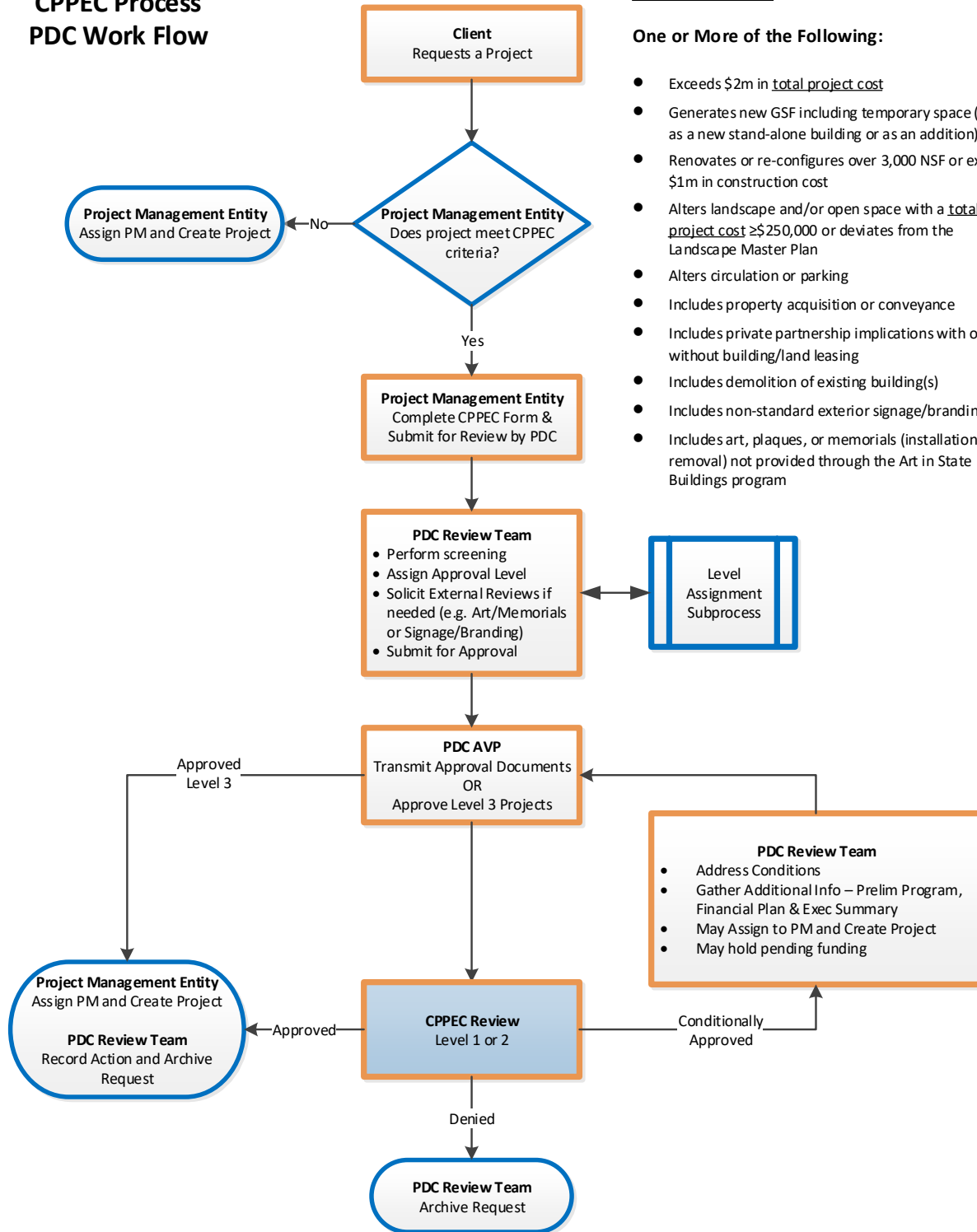
Unsubmitted	project request has been received; information pending
Pending Review	CPPEC form is complete along with any back-up materials; ready for input from PDC Review Team, CPPEC advisors, and others as needed
Pending Committee	PDC Review Team has completed all reviews; project is queued for the appropriate level review
Conditionally Approved	project has received the appropriate level review, but is pending additional information or funding
Archived	project has been approved and either forwarded for assignment to a project manager or project has been denied

CPPEC decisions will be recorded in the Project Tracker interface along with project submittal materials. Other CPPEC records, including minutes, agendas, and reference documents will be stored on the PDC SharePoint system.

G. Process Diagrams – See Diagrams on the following pages.

PROJECT MANAGEMENT GUIDELINES MANUAL

**CPPEC Process
PDC Work Flow**



CPPEC Criteria

One or More of the Following:

- Exceeds \$2m in total project cost
- Generates new GSF including temporary space (either as a new stand-alone building or as an addition)
- Renovates or re-configures over 3,000 NSF or exceeds \$1m in construction cost
- Alters landscape and/or open space with a total project cost ≥\$250,000 or deviates from the Landscape Master Plan
- Alters circulation or parking
- Includes property acquisition or conveyance
- Includes private partnership implications with or without building/land leasing
- Includes demolition of existing building(s)
- Includes non-standard exterior signage/branding
- Includes art, plaques, or memorials (installation or removal) not provided through the Art in State Buildings program

PROJECT MANAGEMENT GUIDELINES MANUAL

Level Assignment Subprocess

Level 1 (Full Committee) Decision Criteria:

1. Total Project Cost > \$2m total project cost and/or included in a UF unit's Capital Budget
2. State funds
3. Demolish an existing building with replacement cost of >\$1m
4. Necessitate real estate transaction requiring BOT approval
5. Debt financing
6. Donor financing > \$250,000

No
↓

Level 2 (VP & SRVP-COO) Decision Criteria:

1. Total project cost >\$1m to ≤\$2m
2. Demolish an existing building with replacement cost of ≤\$1m
3. Renovate or re-configure over 3,000 NSF
4. Trigger CMP Compliance Criteria with total project cost ≤\$2m
5. Reassign space from one UF budget entity to another
6. Art, memorials, monuments, plaques or similar installations with total project cost ≤\$2m
7. Non-standard exterior signage/branding
8. Necessitate other real estate transactions NOT requiring BOT approval

No
↓

Level 3 (AVP) Decision

PROJECT MANAGEMENT GUIDELINES MANUAL

PMG-E19 Jobsite Management Plan (rev. February 2022)

PURPOSE: To describe the Jobsite Management Process

A. Introduction

Projects may have a jobsite that includes a fenced in area and this describes the process for establishing the jobsite area and approvals needed.

B. Division 1 of Non-Tech Specifications

The Non-Technical Specs are among documents UF provides to our design and construction teams and which are tied to UF contracts in Exhibit D for Professionals and Exhibit A for Builders and section 1.5 of the Agreement.

- 1) For both Minor and Major projects, the Professional shall include the UF provided General Terms & Conditions, Non-Technical Specs (Div 0) and Non-Technical Specs (Div 1) in their documents.
- 2) The Non-Technical Specs (Div 1) section 015000 Temporary Facilities and Controls which requires the Builder shall present a jobsite management plan in the form of a scaled marked-up site plan for the Owner’s review at or prior to the Pre-Construction Conference. The drawings shall identify:
 - a) Temporary fencing with gated point(s) of access
 - b) Materials delivery & storage areas
 - c) Field office or storage trailers
 - d) Temporary accessibility features including paved or unpaved roads, sidewalks, bicycle paths, ramps, curb cuts, canopies, barricades or other means of maintaining safe and ADA accessible routes through or around the site.
 - e) Waste collection (dumpsters)
 - f) Signage or striping
 - g) Paths for emergency egress
 - h) Onsite staff parking
 - i) Tree protection
 - j) Restricted access routes for vehicles and equipment belonging to the Builder and its subcontractors, vendors and employees entering upon the UF Campus
- 3) Temporary Fencing 2.5A
 - a) The Builder is required to provide and maintain for the duration of construction
 - b) The fence shall be six-foot high chain link fencing
 - c) The screen shall be dark green-colored inlaid fabric.
 - i) If there is reason to deviate from the dark green fabric, the PM shall get permission in writing prior to the fence installation

PROJECT MANAGEMENT GUIDELINES MANUAL

- ii) If there is reason to include graphics on the fence, the PM shall get permission in writing prior to the fence installation
- d) The only signage on the fence should be the required signage, UF project sign and any wayfinding signage. No contractor signage is permitted. Emergency contact signage is allowable.
- e) Reporting misconduct signage is required to be posted on the main entrance, most visible areas and every 50'-75' around the perimeter of the jobsite fence. Use UF graphic below.

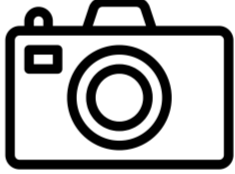
C. Process

The jobsite management plan will require review prior to the implementation. Depending on the location, duration and size, the review may differ.

- 1) The Project Manager draws the jobsite fence boundary in Tracker which will help to identify anything within the boundary that may pose a conflict – utilities, trash receptacles, etc. The PM should also indicate in Tracker the duration and have it reflected on the campus map.
- 2) If the jobsite plan creates a change or conflict with egress, sidewalks, ADA access, parking (vehicle, scooter, bicycle), loading areas, trash removal, utilities, irrigation, emergency vehicle access, etc., the PM should schedule a meeting for all the affected parties to walk the jobsite for review.
- 3) The Builder should not erect a fence until this review has occurred.

REPORT SEXUAL HARASSMENT

To report sexual harassment from this construction site:

- 1 Take a photo of the site** 
- 2 Call (352) 273-3721 or Use the QR Code**



PROJECT MANAGEMENT GUIDELINES MANUAL

PMG-E20: Substantial Completion - Final Completion - Project Closeout (rev. March 2024)

PURPOSE: To outline the process for substantial completion, punchlist completion, final completion and project closeout of Construction Management (CM), Design/Build (D/B) and Design-Bid-Build (D/B/B) contracts to ensure all required documentation, reports, construction and product information, final reviews and approval, inspections and certificates are received to complete project closeout in a timely and accurate manner.

A. Activities Prior to Substantial Completion

- 1) UF Project Manager (PM) activities include but may not be limited to
 - a) Approximately 30-60 days prior to substantial completion or pending lead time needed, request Facilities Services to provide all the necessary Restroom Accessories and order trash bins and recycling bins (selection through Facilities Building Services department). Also notify FS (Building Services) to stock bathrooms approximately one week prior to Substantial Completion.
 - b) Provide UPD the building contact for alarms, generally managed by the PM until the SC date when FS will take over.
 - c) Schedule LEED or normal indoor air quality (IAQ) test through EH&S,
 - d) Approximately three months prior to substantial completion order building room number signage and have it installed prior to EH&S Fire Marshall inspection.
 - e) Approximately three to four months prior to substantial completion order the appropriate exterior building sign.
 - f) Donor signage, if applicable, work directly with Users and BATS on timeline needed.
 - g) Other interior signage (EXIT on door frames, etc.). Coordinate with BATS to do a walk-through for signage compliance and floor plan check once installed.
 - h) Plan on RF testing (request for bids) and if required system installation. Plan immediately after building envelope installation is completed with all the exterior glazing installed, through EH&S, then request design and install system,
 - i) Discuss with FS a location/room to deliver all attic stock,
 - j) Schedule the A/V installation with Academic Technology in coordination with the users
 - k) Approximately 30 days prior to substantial completion coordinate with UF IT for materials and startup of any telecommunication rooms, main distribution frame rooms and blue light phones.
- 2) Inspections
 - a) Builder
 - (i) The Builder will conduct preliminary inspections to create a punchlist prior to the actual date of the S/C inspections.
 - b) A/E and Owner (UF PM, User Group, Facilities Services, IT, PS, etc.)
 - (i) Conducts Substantial Completion Inspection with any discrepancies added to the overall punchlist

PROJECT MANAGEMENT GUIDELINES MANUAL

- c) EH&S
 - (i) Performs code inspections prior to issuing a temporary or final Certificate of Occupancy
- d) Commissioning
 - (i) Any discrepancies will be added to the draft commissioning.
- 3) Operations & Maintenance (O&M) Manuals
 - a) The Builder delivers the “draft” O&M’s for UF Facilities Services, A/E & Cx review not less than forty-five (45) calendar days prior to the required date of Substantial Completion to allow adequate time for review, correction, and training of the Owner’s personnel prior to Commissioning draft being finalized and the Owner’s occupancy of the Project.
 - b) Final O&M’s to UF Facilities Services for review and approval
 - c) Owner training - The Builder shall meet with the Owner’s personnel prior to the required date of Substantial Completion to familiarize and train FS staff with respect to preventive maintenance and use of various divisions of the contract prior to SC. All training sessions shall be recorded (visual with Audio and version to be discussed), with copies provided to the Owner.

B. Deliverables Prior to Substantial Completion

- 1) Fiscal
 - a) Final Meter Reading Request and Turnover to Facilities Services – The Project Manager will contact Facilities Services and provide a date to inspect and register meter readings for turnover.
 - b) Building Insurance Coverage – The Project Manager shall furnish information relevant to insurance coverage of the new, expanded, or renovated facility to the UF EH&S Insurance & Risk Coordinator (refer to PMG-I27, Building Insurance Coverage for the process).
 - c) Liability Insurance Renewal Certificates (by Design Professional) – The Project Manager will request updated continual Professional Liability insurance coverage for the Design Professional and file the certificates into the BIM 360 Bond and Insurance AE subfolder.
 - d) Reconciliation of all ODP accounts (by Builder) – the Builder will create and submit to the Project Manager for review and approval, a final CO to zero out all ODP POs remaining on the project.
- 2) Punchlists and Reports
 - a) HVAC Test & Balance Report (DRAFT) - required prior to Substantial Completion inspections – to be filed in the BIM 360 Substantial Completion folder.
 - b) Comprehensive Commissioning Report & Punchlist (DRAFT) – to be filed in BIM 360 under Commissioning
 - c) Voice/Data Cabling Test Report – PM requests copy from UFIT and uploads report in the BIM 360 Substantial Completion folder.
 - d) Threshold Inspection Final Report - a signed and sealed report from the inspector is to be forwarded with transmittal to EH&S. A copy will be uploaded in the BIM360 Surveys-Tests-Reports folder.

PROJECT MANAGEMENT GUIDELINES MANUAL

- e) Materials Test Reports (soils, concrete, welds, etc.) – The Project Manager will review and file each report as they become available in the in BIM360 Surveys-Tests-Reports folder.
 - f) A/E Punchlist - daily (handwritten) inspection reports from A/E at SC followed by formal combined reports uploaded into the BIM 360 Substantial Completion folder.
 - g) EH&S and ADA - If EH&S issues Temporary Certificate of Occupancy, request list of pending items to be completed. Once completed, EH&S issues a Final Certificate of Occupancy and no additional action is required.
 - h) PDC Punchlist – The Project Manager will forward all outstanding discrepancies to the A/E to combine into one report.
 - i) FS Punchlist inspection reports at Substantial Completion. The Project Manager will forward all outstanding discrepancies to the A/E to combine into one report.
 - j) UF IT Punchlist - Request any items missing from the Builder preventing completion of IT work. UF IT monitors all punchlist items for completion. The Project Manager will forward all CM related outstanding discrepancies to the A/E to combine into one report.
 - k) Academic Technology Punchlist - Request any items missing from the Builder preventing completion of the AT. The Project Manager will forward all outstanding discrepancies to the A/E to combine into one report.
 - l) User Group Punchlist daily inspection reports from Users at SC. The Project Manager will forward all outstanding and project related discrepancies to the A/E to combine into one report. The items included in the User Group punchlist should only contain discrepancies related to the projects scope of work.
- 3) Construction and Product Information
- a) Sustainability Templates & Tabulations - Discuss remaining requirement with Sustainability Coordinator at PDC. Send a request for completion to A/E, CM & Cx
 - b) Energy Rebate Information/Documents – The Project Manager will coordinate with Dustin and Melissa to complete this task at SC.
 - c) RF test completion and acceptance of system installation. The final report will be provided to EH&S and filed in the BIM360 Substantial Completion folder.
 - d) O&M Manuals – CM to upload all requested O&Ms to the BIM360 Substantial Completion folder - Review the projects Closeout Deliverables Matrix for lists
 - e) Shop Drawings Submittals - All approved shop drawing copies in order of the specs during approval process are filed in the BIM360 Shop Drawings folder.
 - f) RFI Submittals - All Completed copies of the RFIs in order of the specs during approval process are filed in the BIM360 RFIs folder.
 - g) Lightning Protection UL Cert. or Master Label – uploaded into to BIM360 Substantial Completion folder.

PROJECT MANAGEMENT GUIDELINES MANUAL

- h) Training Attendance, Information, and Videos - Review the projects Closeout Deliverables Matrix for the list of required training sections and the videos to be uploaded in the BIM360 Substantial Completion folder.
- i) Video of Underground Utility Lines - Upload copy to BIM360 Substantial Completion folder.
- 4) Certificates
 - a) EH&S Certificate of Occupancy - The project will either receive a TCO (initially with notes regarding remaining list with timeline to complete) and/or a Final CO for acceptance. Builder to upload all appropriate certificates into the BIM360 Substantial Completion folder.
 - b) State Elevator Inspection Certificate – To be scheduled, inspected and the final report provided by the Builder and be uploaded in the BIM360 Substantial Completion folder.
 - c) Certificate of Substantial Completion – once the Owner and the Builder agree the work has passed substantial completion inspection, the Builder has delivered the required Substantial Completion documentation, and if the work is commissioned through the services of a Cx consultant, such Commissioning (including functional performance tests) have been completed, the Project Manager will complete the Certificate of Substantial Completion form and submit for signatures. Attached to the Certificate of Substantial Completion shall also be the final consolidated punchlist items or any appropriate note as needed. Final executed copy of the Certificate of Substantial Completion will be uploaded in the BIM360 Substantial Completion folder. A copy of this certificate will be provided to Construction Accounting at closeout (Archive) of the project. A copy of the Certificate of Substantial Completion is attached to this PMG for reference.
- 5) Other
 - a) Delivery and inventory of Attic Stock and spare Materials - The Project Manager will ensure the attic stock and spare materials have been delivered and stored at the location agreed upon with Facilities Services. Facilities Services shall schedule a meeting with CM to review and confirm all attic stock counts and sign off.

C. Activities Prior to Final Completion

- 1) Final Inspections (including correction of all punchlist items)
 - a) Work will be inspected by Owner, Professional and any other entity with outstanding discrepancies.
 - b) The Inspection will determine whether all punchlist items have been satisfactorily completed and corrected.
 - c) The Project Manager will confirm receipt of the deliverables listed below in Section D, Deliverables Prior to Final Completion

D. Deliverables Prior to Final Completion

- 1) Fiscal
 - a) Process Final Change Order(s) Reconciliations and Pay Application - After punchlist completion (excluding warranties), Sustainability, Reports, and Deliverables are provided, process the final change order(s). Review the projects Closeout Deliverables Matrix.
 - b) Subcontractors & Suppliers Final Release of Liens - With the final pay application a Conditional Release of Lien (CROL) shall be provided for every single line item (Trade) in the Schedule of Values. No Exceptions

PROJECT MANAGEMENT GUIDELINES MANUAL

- c) Consent of Surety – Project Manager to request a copy from Builder to be uploaded in BIM360 under SC folder.
 - d) Inventory and delivery of all CM purchased equipment – The Project Manager will ensure that all items listed on the Pay Application list of CM Purchased material is accounted for and returned to Owner.
 - e) Reconciliation of Owner Direct Purchase P.O.s / Invoices - Ideally this process was completed at Substantial Completion, but if there are any outstanding ODP POs ensure the Builder will create and submit to the Project Manager for review and approval, a final CO to zero out any remaining ODP POs on the project.
 - f) Ensure all SBSB commitments have been met. The Project Manager will contact SBSB Division for verification to confirm their commitment.
- 2) Punchlist and Reports
- a) Project Manager ensures the HVAC Test & Balance Report (FINAL) is filed in BIM 360 per the filing guidelines prior to FC and be versioned to account for all previous deliverables.
 - b) Project Manager ensures the Comprehensive Commissioning Report & Punchlist including Envelop (FINAL) is filed in BIM 360 per the filing guidelines prior to project closeout and archived.
 - c) Comprehensive Punchlist Completion – a completed copy of the certificate of Punchlist Completion signed in BIM360. A copy of this form is attached to this PMG. A copy of the executed certificate to be uploaded in BIM Final Completion Folder.
 - d) Sustainability and Final CM IAQ Report – Copy to be uploaded in BIM360 under Sustainability folder.
 - e) Roof Inspection Report – shall be included as part of commissioning report and uploaded with the draft and final commissioning reports.
- 3) Construction and Product Information
- a) As-Built Record Document in PDF and REVIT Model - the Builder shall confirm that the As-Built Drawings have been completed and upload them into the BIM360. See the [BATS Closeout Checklist](#).
 - b) O&M Manuals – the Project Manager will confirm with the A/E all manufacturer's O&Ms and warranties have been uploaded into the BIM360 O&M folder for installed equipment and materials and are named a packaged in the manner specified. See the [BATS Closeout Checklist](#).
 - c) Asset import list completed – the Project Manager shall confirm that a complete asset list has been provided for all applicable equipment installed during the project as part of the final as-built Revit package and then attach the complete asset list. Refer to the projects Closeout Deliverables Matrix for list of sections and confirm they are in BIM 360 per 3a.
 - d) Warranty and guarantee Information consolidated in electronic format – The Project Manager will confirm all documentation is complete and has been uploaded into the BIM 360 folder under SC folder. See the [BATS Closeout Checklist](#).

PROJECT MANAGEMENT GUIDELINES MANUAL

- e) Directory of Subs, Suppliers, Vendors in Electronic Format – The Project Manager will confirm the file is complete and uploaded into the BIM 360 folder under SC folder.
- f) Remaining Sustainability-required documents - Prior to Final Payment to A/E, CM, Cx

E. Activities Prior to Project Closeout - Major Projects

- 1) 11-Month Walk Thru Inspection
 - a) Builder, Owner, Professionals, and any necessary subcontractors and suppliers participate in the walk-through inspection. This walk-through will determine and record if there are defects or failures requiring correction or other action.
 - b) The generated report will be forwarded to the Construction Manager and any warranty item will be completed.

F. Deliverables Prior Project Closeout

- 1) Fiscal
 - a) Process Reconciliations -
 - (i) Release the balance of A/E / Cx when the 11-month inspections report is completed and reviews as acceptable.
 - (ii) Release the balance of the Cx when all final reports including Cx quarterly reports, envelope Commissioning, systems manual etc. are completed and provided.
 - b) Remaining Project Budget – retain a portion of the budget balance available for use if any additional work arises for approximately 6 months after the warranty completion period. After this period has passed, return all remaining budget.
 - c) Request closing of the project with Construction Accounting. The project is financially reconciled and any excess project funds are correctly disbursed to the appropriate Department when ready to archive the project.

G. Certificates

- 1) [Certificate of Substantial Completion](#)
- 2) [Certificate of Punchlist Completion](#)
- 3) [Certificate of Final Completion](#)