Facilities Construction Services
Minor Capital Project Field Guide

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1. Introduction

This document presents the process steps associated with each of the five phases of minor capital construction projects as conducted by FIU’s Facilities Management Construction Services Division (FCS). It outlines key activities, people, decisions, deliverables, documents, tools and critical milestones for each phase.

This is a living document. It should be kept up to date as improvements to the FIU FCS processes are implemented.

The processes presented in the following pages are a combination of existing processes and cross-functional activities designed to improve efficiency and effectiveness. These processes involve input from the following Stakeholders:

- User
- Project Manager
- Assistant Director of Construction
- Director of Construction
- Building Manager
- AVP of FMD
- Architect / Engineer
- Contractor / Trade Specialist
- Facilities Needs Assessment Group (FNAG)
- Facilities Management Accounting
- Building Code Administrator
- Purchasing
- Office of the Controller
- University Infrastructure Committee

There are 5 main process “Phases” that capture the FIU Minor Construction Project:

- Phase I: Initiate & Plan
- Phase II: Design
- Phase III: Procurement
- Phase IV: Construction
- Phase V: Close-out

Key benefits, when the document is utilized and treated as a living, evolving document, should be:

- Insight and transparency into the steps and key milestones of construction activities in the FCS
- An “on-boarding” document for new personnel
- A reference document for internal stakeholders within FIU
- A standardized set of capital project processes across campuses
- A method of discovering opportunities for improvement in processes, tools and policies
2. Project Management Principles

Attributes of a successful project (from everyone’s perspective):

- On time;
- Within budget and;
- Completed in compliance with university and FMD policy and quality standards.

Principles cannot be effective in FIU’s environment absent of leadership – a single individual must be responsible for coordinating the project. The University’s project manager, as that single individual, must be responsible and empowered to provide the project leadership necessary to effectively manage the time, cost and quality of a project from inception to completion.

Keys to managing project success:

Project Team

- In conjunction with end users, and under leadership of FCS, the project manager is responsible for day to day management and decision making and decision escalation on a project.
- Once design professionals are selected, they are included in the project team.
- If a CM delivery method is selected, the CM serves as another member of the project team.
- The team must be recognized as a three-legged stool – all three must be equally supportive to the project mission.

Program/Budget Validation

- Reconcile user needs/goals with the allotted budget at all project phases.
- Clearly define budgets inclusive of hard and soft costs: construction, design fees, inspection & permitting fees, FF&E, construction services reimbursement (CSR).
- If budget is insufficient to support user requirements, it must be recognized as a recipe for ultimate failure.
- When estimates do not match user’s budget, project teams must reach to establish achievable goals and project specifications.
- Project Manager must provide leadership in recognizing essential project requirements with a goal towards achieving maximum user investment return without sacrificing quality. Quality cannot be transferred to deferred maintenance.

Project Management Plan (As required)

- For more complex minor projects, project managers establish a management plan addressing construction delivery systems and contracting strategies for all project phases.
- Determine if traditional design-bid-build mode or construction management at-risk is to be employed.
- Establish a preliminary Milestone Schedule inclusive of all design, reviews, permits, inspections and construction phases.
- Information is a critical tool for all parties when projects are in process simultaneously and expense guidelines subject to audit need to be followed exactly.
- Reports may be distributed weekly or monthly and may vary in the level of detail, depending on the information needs of users.
- **Manage the design phase**: Schedule a design review to confirm to users and other managers (maintenance, telecommunications, etc.) that designs are consistent with project scope, budget and schedule.

- Employ component budgets as needed to keep project on track through the design phase. Review project probable cost (from AE and CM) for each of a building’s major components, such as exterior walls, HVAC systems or lighting systems. Identify line item costs identified under CSI divisions as lump sum summaries, cost per SF, and as a percentage of the total project scope. Identify potential cost overruns early, and suggest areas of potential flexibility.

- Develop **project schedule** as part of the design phase to establish all major construction schedule milestones.

- Set the schedule so the project commences with clearly defined expectations by all stakeholders. Identify move-in date and FF&E installations.

- Closely manage the construction phase. Project Managers may use tools such as project schedules and status reports to monitor job progress, coordinate the activities with contractors, and monitor construction progress and payments. The reporting function can continue through substantial completion and project closeout, to verify that scheduling criteria and quality expectations are achieved.

Source: This document was excerpted and edited from:

**Managing Success**

By Tony Gaydon, Senior Vice President of Heery International, Inc., a design, engineering and construction-management firm as appearing in

**American School & University**, Aug 1, 2002
3. Project Management Definitions

Activity
1. A scheduling term
2. The smallest work unit within a project; the basic building block of a project.

ADA
The Americans with Disabilities Act (ADA) is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. Employers are required to make reasonable accommodations in order for the disabled person to perform their job function.

Addendum
(Addenda) Written information adding to, clarifying or modifying the bidding documents. An addendum is generally issued by the owner to the contractor during the bidding process and as such, addenda are intended to become part of the contract documents when the construction contract is executed.

Agent
One authorized by a client (principal) to act in his/her stead or behalf and owes the client a "fiduciary duty" (Trust).

Agreement
An arrangement between the parties regarding a method of action. The specific documents setting forth the terms of the contracts between architect, owner, engineer, construction manager, contractor, and others.

Alterations
Construction within an existing structure that does not change the overall dimensions of the structure. Alteration includes remodeling and retrofitting.

Alternate Bid
Amount stated in the bid to be added or deducted from the base bid amount proposed for alternate materials and/or methods of construction.

Application for Payment
Contractor's written request for payment for completed portions of the work and, for materials delivered or stored and properly labeled for the respective project.

Architect
A professionally qualified and licensed person, who designs, prepares plans and specifications for a building or structure.

Architects Basic Services
A recognized series of phases performed by an architect as follows: 1st Schematic Design Phase, 2nd Design Development Phase, 3rd Construction Document Phase, 4th Bidding or Negotiated Phase, 5th Construction Phase.

Architect-Engineer
An individual or firm offering professional services as both architect and engineer.

Architectural Drawing
A line drawing showing plan and/or elevation views of the proposed building for the purpose of showing the overall appearance of the building and the dimensions and placement of all key features.

Employers are required to make reasonable accommodations in order for the disabled person to perform their job function.
**As-Built Drawings** (also known as Record Drawings)
Contract drawings marked up to reflect changes made during the construction process. As-built drawings record the locations, sizes, and nature of concealed items such as structural elements, accessories, equipment, devices, plumbing lines, valves, mechanical equipment, and the like. These records (with dimensions) form a permanent record for future reference.

**Bid**
1. An offer or proposal of a price
2. The amount offered or proposed. (See RFP)

**Bid Bond**
A written form of security executed by the bidder as principal and by a surety for the purpose of guaranteeing that the bidder will sign the contract, if awarded the contract, for the stated bid amount.

**Bid Date/Time**
The due date and time set by the owner, architect or engineer for receiving bids.

**Bid Form**
A standard written form, furnished to the bidders so that they may submit the information required for evaluation of the bid, in correct format and sequence.

**Bid Opening**
The actual process of opening and tabulating bids submitted within the prescribed bid date/time and conforming with the bid procedures. A Bid Opening can be open (where the bidders are permitted to attend) or closed (where the bidders are not permitted to attend).

**Bid Price**
The stipulated sum stated in the bidder’s bid.

**Bid Tabulation**
A summary sheet listing all bid prices for the purpose of analyzing the bid results. Bid tabulations include the required items of the invitation to bid and usually include bid amount, completion time, agendas included, contract exclusions, bonding rate, etc. Often times, the apparent low bidder is not the low bidder. (See Bid form)

**Bid Shopping**
The practice of divulging a contractor’s or subcontractor’s bid to other prospective contractor(s) or subcontractor(s) before the award of a contract in order to secure a lower bid

**Bid Time** (see Bid Date/Time)

**Bidding Documents**
The published advertisement or written invitation to bid, instructions to bidders, the bid form and the proposed contract documents including any acknowledged addenda issued prior to receipt of bids.

**Bidding Period**
The calendar period allowed from issuance of bidding requirements and contract documents to the prescribed bid date/time. (See Bid Date/Time)

**Bidding Requirements**
The written minimum acceptable requirements set forth by the owner to the contractor during bidding process. The owner usually reserves the right to reject a bid if the Bidding Requirements are not met. (See Bidding Documents)
Bond (see Bid Bond; Contract Bond; Contract Payment Bond; Contract Performance Bond; Labor and Material Payment Bond; Performance Bond; Subcontractor Bond; surety)

Bonding Company
A properly licensed firm or corporation willing to execute a surety bond, or bonds, payable to the owner, securing the performance on a contract either in whole or in part; or securing payment for labor and materials.

Budget (Construction Budget)
1. An itemized summary of estimated or intended expenditures for a given period of time
2. The total sum of money allocated for a specific project.

Building
1. To form by combining materials or parts
2. A structure enclosed within a roof and within exterior walls providing housing, shelter, or enclosure in support of individuals, animals, or real property of any kind.

Building Code
The legal requirements set up by the prevailing various governing agencies covering the minimum acceptable requirements for all types of construction. (See Codes)

Building Envelope (Sometimes referred to as Building Shell)
1. The waterproof elements of a building which enclose conditioned spaces through which thermal energy may be transferred to or from the exterior.
2. The outer structure of the building. (See Tenant and Leasehold improvements for building interiors)

Building Inspector/Official
A qualified government representative authorized to inspect construction for compliance with applicable building codes, regulations and ordinances. Courts have ruled that building inspections are exempt from errors and omissions liabilities.

Building Permit
A written document issued by the appropriate governmental authority permitting construction to begin on a specific project in accordance with drawings and specifications approved by the governmental authority.

Building Process
A term used to express every step of a construction project from it’s conception to final acceptance and occupancy.

Change Order
A written document between the owner and the contractor signed by the owner and the contractor authorizing a change in the work or an adjustment in the contract sum or the contract time. A change order may be signed by the architect or engineer, provided they have written authority from the owner for such procedure and that a copy of such written authority is furnished to the contractor upon request. The contract sum and the contract time may be changed only by change order. A change order may be in the form of additional compensation or time; or less compensation or time known as a Deduction (from the contract) the amount deducted from the contract sum by change order.

Change Order Proposal (See Change order)
A change order proposal is the written document before it has been approved and effected by the Contractor and Owner. A change order proposal can be issued by either the contractor or the owner. The change order proposal becomes a change order only after it has been approved and effected by the Contractor and Owner.
**Change Order Request**
A written document issued by the owner requesting an adjustment to the contract sum or an extension of the contract time; generally issued by the architect or owners representative.

**Codes**
Prevailing regulations, ordinances or statutory requirements set forth by governmental agencies associated with building construction practices and owner occupancy, adopted and administered for the protection of public health, life safety and welfare. (See Building Code)

**Construct**
To assemble and combine construction materials and methods to make a structure.

**Construction**
The act or process of building something. (See Construct)

**Construction Cost**
The direct contractor costs for labor, material, equipment, and services; contractors overhead and profit; and other direct construction costs. Construction cost does not include the compensation paid to the architect and engineer and consultants, the cost of the land, rights-of-way or other costs which are defined in the contract documents as being the responsibility of the owner. (See Soft Costs)

**Construction Documents**
A term used to represent all drawings, specifications, addenda, other pertinent construction information associated with the construction of a specific project.

**Construction Documents Phase**
The third phase of the architect's basic services wherein the architect prepares working drawings, specifications and bidding information. Depending on the architects scope of services the architect may assist the owner in the preparation of bidding forms, the conditions of the contract and the form of agreement between the owner and contractor.

**Construction Document Review**
Owner review construction documents (plans and specifications) to ensure that they encompass the complete scope of work.

**Construction Inspector**
Professional engaged by the owner of a construction project, contractor, or government agencies to ensure a project's compliance with its specifications and statutory requirements.

**Construction Management**
One who directs the process of construction, either as the agent of the owner, as the agent of the contractor, or as one who, for a fee, directs and coordinates construction activity carried out under separate or multiple prime contracts.

**Construction Management Contract**
A written agreement for construction projects where the employer appoints separate trade contracts to carry out the works, and a construction manager to oversee the completion of the works for a fee. Construction Management contracts are suitable for projects procured via the management method.

**Construction Phase**
The fifth and final phase of the architect's basics services, which includes the architect's general administration of the construction contract(s).
Consultant
A person (or organization) with an area of expertise or professional training who contracts to perform a service.

Cost Breakdown (See Schedule of Values)

Cost Codes
A numbering system given to specific kinds of work for the purpose of organizing the cost control process of a specific project.

Cost of Work
All costs incurred by the contractor in the proper performance of the work required by the plans and specifications for a specific project.

Cost Plus Contract (See Cost Plus Fee Agreement)

Cost Plus Fee Agreement (Cost-Plus)
A written agreement with the owner under which the contractor or the architect and engineer is reimbursed for his/her direct and indirect costs and, in addition, is paid a fee for his services. The fee is usually stated as a stipulated sum or as a percentage of cost.

Contract
1. An agreement between two or more parties, especially one that is written and enforceable by law
2. The writing or document containing such an agreement.

Contract Administration
The contractual duties and responsibilities of the architect and engineer during the construction phase of a specific project.

Contract Bond
A written form of security from a surety company, on behalf of an acceptable prime or main contractor or subcontractor, guaranteeing complete execution of the contract and all supplemental agreements pertaining thereto and for the payment of all legal debts pertaining to the construction of the project.

Contract Date (See Date of Agreement)

Contract Documents
A term used to represent all executed agreements between the owner and contractor; any general, supplementary or other contract conditions; the drawings and specifications; all addenda issued prior to execution of the contract; and any other items specifically stipulated as being included in the contract documents.

Contract Over-run (under-run)
The difference between the original contract price and the final completed cost including all adjustments by approved change order.

Contract Payment Bond
A written form of security from a surety company to the owner, on behalf of an acceptable prime or main contractor or subcontractor, guaranteeing payment to all persons providing labor, materials, equipment, or services in accordance with the contract.
**Contract Performance Bond**
A written form of security from a surety company to the owner, on behalf of an acceptable prime or main contractor or subcontractor, guaranteeing the completion of the work in accordance with the terms of the contract.

**Contract Period**
The elapsed number of working days or calendar days from the specified date of commencing work to the specified date of completion, as specified in the contract.

**Contract Sum**
The total agreeable amount payable by the owner to the contractor for the performance of the work under the contract documents. (See Change Order)

**Contract Time**
The time period set forth established in the contract documents for completing a specific project; usually stated in working days or calendar days. The contract time can only be adjusted by valid time extensions through change order.

**Contractual Liability**
The liability assumed by a party under a contract.

**Contractor**
A properly licensed individual of a company that agrees to furnish labor, materials, equipment and associated services to perform the work as specified for a specified price.

**Contractor's Option**
A written provision in the contract documents giving the contractor the option of selecting certain specified materials, methods or systems without changing the contract sum.

**Contractor's Qualification Statement**
A written statement of the Contractor’s experience and qualifications submitted to the Owner during the contractor selection process. The American Institute of Architects publishes a standard Contractor's Qualification Statement form for this purpose.

**Contracting Officer**
An official representative of the owner with specific authority to act in his behalf in connection with a specific project.

**Critical Path**
The set of activities that must be completed on time for the project completion date to be met. Activities on the critical path have no slack time.

**Critical Path Method (C.P.M.)**
A system of construction management that involves the complete planning and scheduling of a project, and the development of an arrow diagram showing each activity, its appropriate place in the timetable, and its importance relative to other tasks, and the complete project.

**CSI**
Construction Specification Institute.
CSI Master Format
The CSI Master Format is a system of numbers and titles for organizing construction information into a regular, standard order or sequence. By establishing a master list of titles and numbers Master Format promotes standardization and thereby facilitates the retrieval of information and improves the construction communication. It provides a uniform system for organizing information in project manuals, for organizing project cost data, and for filing product information and other technical data.

Current Date Line
A vertical line on the chart indicating the current date.

Daily Construction Report
A written document and record that has two main purposes:
1. they furnish information to off-site persons who need and have a right to know important details of events as they occur daily and hourly, and
2. they furnish historical documentation that might later have a legal bearing in cases of disputes. Daily reports should be as factual and impersonal as possible, free from the expression of personal opinions and feelings. Each report should be numbered to correspond with the working days established on the progress schedule. In the event of no-work days, a daily report should still be made, stating "no work today" (due to rain, strike, or other causes). The report includes a description of the weather; a record of the total number of employees, subcontractors by name, work started and completed today, equipment on the job site, job progress today, names and titles of visitors, accidents and/or safety meetings, and a remarks column for other job related information.

Date of Agreement
1. Usually on the front page of the agreement
2. If not on front page it may be the date opposite the signatures when the agreement was actually signed
3. Or when it was recorded
4. Or the date the agreement was actually awarded to the contractor.

Date of Commencement of the Work
The date established in a written notice to proceed from the owner to the contractor.

Date of Substantial Completion
The date certified by the architect when the work or a designated portion thereof is sufficiently complete, in accordance with the contract documents, so the owner may occupy the work or designated portion thereof for the use for which it is intended.

Demising Walls
The boundaries that separate your space from your neighbors' and from the public corridor.

Design
A graphical representation consisting of plan views, interior and exterior elevations, sections, and other drawings and details to depict the goal or purpose for a building or other structure.

Design-Build Construction
When a Prime or Main contractor bids or negotiates to provide Design and Construction services for the entire construction project.

Design-Construct Contract
A written agreement between a contractor and owner wherein the contractor agrees to provide both design and construction services.
Design-Development Phase
The second phase of the architect's basic services wherein the architect prepares drawings and other presentation documents to fix and describe the size and character of the entire project as to architectural, structural, mechanical and electrical systems, materials and other essentials as may be appropriate; and prepares a statement of probable construction cost.

Detail
1. An individual part or item
2. A graphical scale representation (drawing at a larger scale) of construction part(s) or item(s) showing materials, composition and dimensions.

Direct Cost (or expense)
All items of expense directly incurred by or attributable to a specific project, assignment or task. Direct Costs, Hard Costs, and Construction Costs are synonymous. (See Construction Costs and Hard Costs)

Drawings
1. A term used to represent that portion of the contract documents that graphically illustrates the design, location and dimensions of the components and elements contained in a specific project
2. The art or technique of representing an object or outlining a figure, plan, or sketch by means of lines.

Duration
The amount of time estimated to complete an activity in the time scale used in the schedule (hours, days, weeks, etc.). Planned production rates and available resources will define the duration used in a given schedule

Engineer (See Professional Engineer)

Estimate
1. To calculate approximately the amount, extent or value of something
2. To form an opinion of estimated costs.

Estimate of Construction Cost, Detailed
A calculation of costs prepared on the basis of a detailed analysis of materials and labor for all items of work, as contrasted with an estimate based on current area, volume or similar unit costs.

Estimating
A process of calculating the amount of material, labor and equipment required for a given project necessary to complete the work as specified.

Facility or Site Analysis
A visual inspection of a building and on-site improvements for functional or physical deterioration; prepare optional Replacement Cost Estimate for making recommendations to improve functional and physical deficiencies to increase market value.

Fast Track Construction (Fast Tracking)
A method of construction management which involves a continuous design-construction operation. When a prime or main contractor starts the construction work BEFORE the plans and specifications are complete. (See Design-Build Construction)

Field Order
A written order effecting a minor change or clarification in the work not involving an adjustment to the contract sum or an extension of the contract time.

Field Report (See Daily Construction Report)
Field Work Order
A written request to a subcontractor or vendor, usually from the general or main contractor, for services or materials.

Final Acceptance
The action of the owner accepting the work from the contractor when the owner deems the work completed in accordance with the contract requirements. Final acceptance is confirmed by the owner when making the final payment to the contractor.

Final Inspection
A final site review of the project by the contractor, owner or owner’s authorized representative prior to issuing the final certificate for payment.

Final Payment
The last payment from the owner to the contractor of the entire unpaid balance of the contract sum as adjusted by any approved change orders. (See Final Acceptance)

Finish Date
The date that an activity or project is completed.

Fixed Fee
A set contract amount for all labor, materials, equipment and services; and contractors overhead and profit for all work being performed for a specific scope of work.

Fixed Limit of Construction Costs
A construction cost ceiling agreed to between the owner and architect or engineer for designing a specific project. (See Budget)

FF&E
1. An abbreviation for furniture, fixtures and equipment
2. Items classified as personal property rather than real property
3. An abbreviation generally associated with interior design and planning of retail stores or office facilities.

Gantt Chart
Bar chart that illustrates the schedule of activities for a project. A Gantt Chart shows start and finish dates, critical and non-critical activities, slack time, and predecessor relationships.

General Conditions
A written portion of the contract documents set forth by the owner stipulating the contractor’s minimum acceptable performance requirements including the rights, responsibilities and relationships of the parties involved in the performance of the contract. General conditions are usually included in the book of specifications but are sometimes found in the architectural drawings.

General Contracting (the traditional method)
When a prime or main contractor bids the entire work AFTER the final design, plans and specifications are complete and have been approved by the owner. (See Design-Build Construction and Fast Track Construction)

General Contractor (GC)
A contractor responsible for all facets of construction of a building or renovation; properly licensed individual or company having primary responsibility for the work. The general contractor contracts to build a building or a part of it for another party, and hires, oversees, and coordinates other contractor called subcontractors, who perform specific specialized work on projects. Also called” prime contractor.
Guarantee
A formal promise or assurance (typically in writing) that certain conditions will be fulfilled, especially that a product will be repaired or replaced if not of a specified quality and durability.

Hard Costs (see Construction Costs and Direct Costs)

Independent Contractor
One free from the influence, guidance, or control of another or others and does not owe a "fiduciary duty". Example: architect, engineer, prime or main contractor, construction manager at-risk.

Improvements
1. A term sometimes used to describe TI'S or Tenant Improvements.
2. Improvements can be in the form of new construction or remodel work. (See TI'S)

Indemnification
Part of an agreement that provides for one party to bear the monetary costs, either directly or by reimbursement, for losses incurred by a second party

Indirect Cost (or expense)
A contractor’s or consultant’s overhead expense; expenses indirectly incurred and not chargeable to a specific project or task. The terms indirect costs and soft costs are synonymous. (See Soft Costs)

Inspection
1. The act of inspecting.
2. An official examination or review of the work completed or in progress to determine its compliance with contract requirements.

Inspection for Disbursement of Funds
An independent vehicle for the disbursement and accounting of construction funds allowing construction obligations to be paid (progress payments) when work is completed, inspected and approved. Job Costs are reviewed prior to making disbursements to establish that the actual construction payments are within the confines of the original estimate or schedule of construction values.

Inspection List (punch list)
A list prepared by the owner or his/her authorized representative of items of work requiring immediate corrective or completion action by the contractor.

Inspection Report
Sometimes used to describe an Inspection List. (See Inspection List)

Inspector
One who is appointed or employed to inspect something.

Interior Finish
A term used to represent the visible elements, materials and applications applied to a building’s interior excluding furniture, fixtures and equipment. (See FF&E)

Invoice
A list sent to a purchaser containing the items and charges of merchandise. (See Statement)
**Labor and Material Payment Bond**
1. A written form of security from a surety (bonding) company to the owner, on behalf of an acceptable prime or main contractor or subcontractor, guaranteeing payment to the owner in the event the contractor fails to pay for all labor, materials, equipment, or services in accordance with the contract. (See Performance Bond and Surety Bond)

**Leasehold Improvements**
A term used to mean *Tenant Improvements*. Generally, this term is used when building in retail stores as contrasted with the term *Tenant Improvements* which are generally associated with office buildings. The terms are often used interchangeably. (See TI'S)

**Lien, Mechanic's or Material**
The right to take and hold or sell an owner’s property to satisfy unpaid debts to a qualified contractor for labor, materials, equipment or services to improve the property. (See Preliminary Lien Notice)

**Lien Release**
A written document from the contractor to the owner that releases the Lien, Mechanic’s or Material following its satisfaction.

**Lien Waiver**
1. An written document from a contractor, subcontractor, material supplier or other construction professional(s), having lien rights against an owner’s property, relinquishes all or part of those rights.
2. Lien waivers are generally used for processing progress payments to prime or main or subcontractors as follows: Conditional Lien Waiver, Unconditional Lien Waiver, and Final Lien Waiver.

**Lump Sum Agreement** (See Stipulated Sum Agreement)

**Lump Sum Bid**
A single entry amount to cover all labor, equipment, materials, services, and overhead and profit for completing the construction of a variety of unspecified items of work without the benefit of a cost breakdown.

**Lump Sum Contract**
A written contract between the owner and contractor wherein the owner agrees to pay the contractor a specified sum of money for completing a scope of work consisting of a variety of unspecified items or work.

**Meeting Attendance Form**
A form consisting of three columns (individuals name, individual’s title, and company the individual represents). This form is given to all persons attending any meeting. Each person attending the meeting will complete their respective information. The date of the meeting should be included for reference.

**Meeting Notes**
A written report consisting of a project number, project name, meeting date and time, meeting place, meeting subject, a list of persons attending, and a list of actions taken and/or discussed during the meeting. Generally, this report is distributed to all persons attending the meeting and any other person having an interest in the meeting.

**Milestone**
An activity with a duration of zero (0) and by which progress of the project is measured. A milestone is an informational marker only; it does not affect scheduling.
Owner
1. An individual or corporation that owns a real property.
2. A party that possesses the exclusive right to hold, use, benefit-from, enjoy, convey, transfer, and otherwise dispose of an asset or property.
3. The party who awards a contract for a project and undertakes to pay the contractor. Also called contract owner.

Owner-Architect Agreement
A written form of contract between architect and client for professional architectural services.

Owner-Builder
A term used to describe an Owner who takes on the responsibilities of the general contractor to build a specific project.

Owner-Construction Agreement
Contract between owner and contractor for a construction project.

Owner-Construction Management Agreement
Contract between owner and construction manager for pre-construction and/or construction services as required for a completion of the Project on a Guaranteed Maximum Price basis.

Performance Bond
1. A written form of security from a surety (bonding) company to the owner, on behalf of an acceptable prime or main contractor or subcontractor, guaranteeing payment to the owner in the event the contractor fails to perform all labor, materials, equipment, or services in accordance with the contract.
2. The surety companies generally reserve the right to have the original prime or main or subcontractor remedy any claims before paying on the bond or hiring other contractors. (See Labor and Material Payment Bond and Surety Bond)

Performance Specifications
The written material containing the minimum acceptable standards and actions, as may be necessary to complete a project. Including the minimum acceptable quality standards and aesthetic values expected upon completion of the project.

PERT
An abbreviation for Program Evaluating and Review Technique. PERT is a management planning and control tool used to schedule, organize, and coordinate tasks within a project. (See Activity; Critical Path Method)

PERT Schedule
A diagram that illustrates charts and reports a project estimated start and completion times; and work in progress.

Plan
1. A line drawing (by floor) representing the horizontal geometrical section of the walls of a building. The section (a horizontal plane) is taken at an elevation to include the relative positions of the walls, partitions, windows, doors, chimneys, columns, pilasters, etc.
2. A plan can be thought of as cutting a horizontal section through a building at an eye level elevation.

Plan Checker
A term sometimes used to describe a building department official who examines the building permit documents.
Planner
A person who forms a scheme or method for doing something; an arrangement of means or steps for the attainment of some object; a scheme, method, design; a mode of action.

Plans
A term used to represent all drawings including sections and details; and any supplemental drawings for complete execution of a specific project.

Pre-Construction Planning and Team Building
A process used for the purpose of establishing below market dollar budget(s), overall project scheduling and design criteria; also identification and selection of the most feasible planning, design and construction team.

Predecessor
An activity that must be completed before another activity can begin.

Preliminary Drawings
1. Drawings prepared in the early phase of building design.
2. The drawings that precede the final approved drawings.

Preliminary Lien Notice
A written notice given to the property owner of a specific project by the subcontractors and any person or company furnishing services, equipment or materials to that project. These notices are used to advise the property owner, and in some states, the owner's general contractor, and construction lender, that the party sending the notice may have the right to attach a lien to the owner's property if he or she is not paid for their services. Sending such a notice to the owner gives the owner an opportunity to insure that the sender is paid so that the owner avoids having a lien recorded against his or her property.

Pre-qualification of prospective bidders
A screening process wherein the owner or his/her appointed representative gathers background information from a contractor or construction professional for selection purposes. Qualifying considerations include competence, integrity, dependability, responsiveness, bonding rate, bonding capacity, work on hand, similar project experience, and other specific owner requirements.

Prime Contract
A written contract directly between a prime or main contractor or subcontractor for work on a specific project.

Prime Contractor
1. Any contractor having a contract directly with the owner.
2. Usually the main (general) contractor for a specific project.

Principal
The leading participant of professional practice.

Professional Engineer
Professional engineer means a person who by reason of advanced knowledge of mathematics and the physical sciences, acquired by professional education and practical experience, is technically and legally qualified to practice engineering, and who is licensed to engage in the practice of engineering.
Program
1. Written list of needs, requirements, and regulatory obligations, set out by the owner for a specific project.
2. An ordered list of events to take place or procedures to be followed for a specific project.

Progress Payment
A payment from the owner to the contractor determined by calculating the difference between the completed work and materials stored and a predetermined schedule of values or unit costs. (See Schedule of values; Unit prices).

Progress Schedule
A line diagram showing proposed and actual starting and completion times for the respective project activities. (See Activity)

Project
A word used to represent the overall scope of work being performed to complete a specific construction job.

Project Cost
All costs for a specific project including costs for land, professionals, construction, furnishings, fixtures, equipment, financing and any other project related costs.

Project Directory
A written list of all parties connected with a specific project. The list usually includes a classification or description of the party (i.e., Owner, Architect, Attorney, General Contractor, Civil Engineer, Structural Engineer, etc.); name, address, telephone and FAX numbers opposite their respective classifications or description. It is particularly important that the emergency or after hour telephone numbers are included. These numbers should be kept confidential if requested by the respective parties.

Project Manager (Project Management)
A qualified individual or firm responsible for leading a project from its inception to execution. This includes planning, execution and managing the people, resources and scope of the project. Project managers must have the discipline to create clear and attainable objectives and to see them through to successful completion. The project manager has full responsibility and authority to complete the assigned project.

Project Manual
An organized book setting forth the bidding requirements, conditions of the contract and the technical work specifications for a specific project. (See Specifications)

Project Representative
A qualified individual authorized by the owner to assist in the administration of a specific construction contract.

Project Site (See Site)

Property Inspections and Reports
A limited visual inspection to identify the general features and major deficiencies of the property. Any area not exposed to view, is concealed, or is inaccessible is not included in this inspection.

Proposal
A written offer from a bidder to the owner, preferably on a prescribed proposal form, to perform the work and to furnish all labor, materials, equipment and/or services for the prices and terms quoted by the bidder. (See Bid)
Proposal Form (See Bid Form)

Purchase Order
A written document from a buyer to a seller to purchase materials, services, equipment or supplies with acceptable purchase terms indicated.

Punch List
A written document prepared near the end of a construction project listing work not conforming to contract specifications that the contractor must complete prior to final payment. The work may include incomplete or incorrect installations or incidental damage to existing finishes, material, and structures.

Qualified
An individual or firm with a recognized degree, certificate, or professional standing; or who by extensive knowledge, training and experience, has successfully demonstrated his/her abilities to identify and solve or resolve problems associated with a specific subject matter or project type.

Record Drawings (See As-Built Drawings)

Release of Lien
A written action properly executed by and individual or firm supplying labor, materials or professional services on a project which releases his mechanic's lien against the project property. (See Mechanic's Lien)

Reimbursable Expenses (or Costs)
Amounts expended for or on account of the project which, in accordance with the terms of the appropriate agreement, are to be reimbursed by the owner.

Replacement Cost Estimate
A cost of constructing a building or structure that would have similar utility, but constructed with modern materials, current building standards, design and layout less depreciation. A land value and cost of on-site improvements can be added if desired.

Resident Architect
An architect permanently assigned at a job site who supervises the construction work for the purpose of protecting the owner's interests during construction.

Resident Engineer (Inspector)
An individual permanently assigned at a job site for the purpose of representing the owner's interests during the construction phase. (See Owner's Inspector)

R.F.I.
1. An abbreviation for Request for Information.
2. A written request from a contractor to the owner or architect for clarification or information about the contract documents following contract award.

R.F.P.
1. An abbreviation for Request for Proposal.
2. A written request from the requestor (usually the owner or a contractor) to a contractor, design professional or subcontractor for an estimate or cost proposal. The RFP usually contains a specific scope of work. (See Bid) (See Closed Bid/Estimate) (See Open Bid/Estimate)

Roll Out
A loose term used to describe the rapid succession (completion) of similar projects over a given time period.

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Safety Report
The Occupational Safety and Health Act of 1970 clearly states the common goal of safe and healthful working conditions. A Safety Report is prepared following a regularly scheduled project safety inspection of the specific project.

Schedule
A plan for performing work or achieving an objective.

Schedule of Values
A statement furnished by the contractor to the architect or engineer reflecting the portions of the contract sum allotted for the various parts of the work and used as the basis for reviewing the contractor’s applications for progress payments.

Schematic
A preliminary sketch or diagram representing the proposed intent of the designer.

Schematic Design Phase
The first phase of the architect's basic services in which the architect consults with the owner to ascertain the requirements of the project and prepares schematic design studies consisting of drawings and other documents showing the scale and project components for the owner’s approval.

Scheme
1. A chart, a diagram, or an outline of a system being proposed
2. An orderly combination of related construction systems and components for a specific project or purpose.

Scope of Work
A general description of the work that is expected to be performed under a particular contract.

Slack Time
The flexibility with non-critical tasks that can be delayed without causing another task to be delayed or impacting the completion date of your project.

Site
The place where a structure or group of structures was, or is to be located (a construction site).

Soft Costs
Soft Costs are cost items in addition to the direct Construction Cost. Soft Costs generally include architectural and engineering, legal, permits and fees, financing fees, construction Interest and operating expenses, leasing and real estate commissions, advertising and promotion, and supervision. (See Construction Cost)

Specifications
A detailed, exact statement of particulars, especially statements prescribing materials and methods; and quality of work for a specific project. The most common arrangement for specifications substantially parallels the CSI (Construction Specification Institute) format. (See CSI)

Special Conditions
A section of the conditions of the contract, other than the General Conditions and Supplementary Conditions, which may be prepared for a particular project. Specific clauses setting forth conditions or requirements peculiar to the project under consideration, and covering work or materials involved in the proposal and estimate, but not satisfactorily covered by the General Conditions. (See General Conditions)
Standard Details
A drawing or illustration that is accurate and comprehensive enough to be used in different projects with little or no change.

Standard Dimension
A measurement unique to a specific manufactured item.

Standards of Professional Practice
A listing of minimum acceptable ethical principles and practices adopted by qualified and recognized professional organizations to guide their members in the conduct of specific professional practice.

Start Date
The date that an activity or project begins.

Statement
Chronological summary of all transactions associated with an account during a stated period, and their effect on the account (See Invoice)

Statute of Limitations
The period of time in which legal action must be brought for an alleged damage or injury. The period commences with the discovery of the alleged damage or injury; or in construction industry cases with completion of the work or services performed. Legal advice should be obtained.

Stipulated Sum Agreement
A written agreement in which a specific amount is set forth as the total payment for completing the contract. (See Lump Sum Contract)

Structural Design
The selection of materials and member type, size, and configuration to carry loads in a safe and serviceable fashion.

Structural Systems (frames)
All the members of a structure considered as one integrated unit.

Structure
1. Something constructed
2. A building put together based on specific plans and specifications.

Sub
An abbreviation for Subcontractor.

Subcontract
A written form of agreement between the prime or main contractor and another contractor or supplier for the satisfactory performance of services or delivery of material as set forth in the plans and specifications for a specific project.

Subcontractor
A qualified subordinate contractor who is hired by a general contractor (or prime contractor, or main contractor) to perform a specific task as part of the overall project and is normally paid for services provided to the project by the originating general contractor.
Subcontractor Bond
A written document from a subcontractor given to the prime or main contractor by the subcontractor guaranteeing performance of his/her contract and payment of all labor, materials, equipment and service bills associated with the subcontract agreement.

Sublet
Issue a contract for a portion of the project

Substantial Completion (See Date of Substantial Completion)

Substitution
A proposed replacement or alternate offered in lieu of and represented as being equivalent to a specified material or process.

Substructure
The foundation of a building that supports the superstructure.

Sub-subcontractor
An individual or firm having a written contract with a subcontractor to perform a portion of the work.

Sub-surface Investigation
1. A term used to represent an examination of soil conditions below the ground.
2. Investigations include soil borings and geotechnical laboratory tests for structural design purposes.

Successor
1. One that succeeds another
2. A scheduled activity whose start depends on the completion of one or more predecessors.

Superstructure
The part of a building or other structure above the foundation.

Supervision
1. The act, process, or function of supervising construction materials, methods and processes for a specific project
2. Hands on field direction of the contracted work by a qualified individual of the contractor.

Supplemental Conditions (See Supplementary Conditions)

Supplementary Conditions
A written section of the contract documents supplementing and qualifying or modifying the contracts general conditions.

Supplier
An individual or firm who supplies and/or fabricates materials or equipment for a specific portion of a construction project but does not perform any labor on the project. (See Vendor)

Surety (See Bonding Company)

T&M
1. An abbreviation for a contracting method called Time and Materials
2. A written agreement between the owner and the contractor wherein payment is based on the contractor's actual cost for labor, equipment, materials, and services plus a fixed add-on amount to cover the contractor's overhead and profit.
Tenant's Rentable Square Feet
Usable square feet plus a percentage (the core factor) of the common areas on the floor, including hallways, bathrooms and telephone closets, and some main lobbies. Rentable square footage is the number on which a tenant's rent is usually based.

Tenant's Usable Square Feet
The square footage contained within the demising walls. (See Demising Walls)

TI'S (Tenant Improvements)
TI'S is a term used to define the interior improvements of the project after the Building Envelope is complete. TI'S usually include finish floor coverings; ceilings; partitions; doors, frames, hardware; fire protection; HVAC consisting of branch distribution duct work, control boxes, and registers; electrical consisting of lighting, switches, power outlets, phone/data outlets, exit and energy lighting; window coverings; general conditions; and the general contractor's fee. The cost of tenant improvements are generally born by the tenant and the costs of tenant improvements will vary with every building, and with tenant requirements. (See Work Letter)

Time (as time of the essence associated with a construction contract)
A provision in a construction contract by the owner that punctual completion within the time limits or periods in the contract is a vital part of the contract performance and that failure to perform on time is a breach and the injured party is entitled to damages in the amount of loss sustained.

Time-and-a-half
A term meaning any individual's normal billing hourly rate is increased by a multiple of 1.5 following predetermined normal working hours.

Timely Completion
Completion of the specified work, or an agreed upon portion of the work, within the required time limits.

Time of Completion
The date or number of calendar or working days stated in the contract to substantially complete the work for a specific project. (See Date of Substantial Completion).

Transmittal
A written document used to identify information being sent to a receiving party. The transmittal is usually the cover sheet for the information being sent and includes the name, telephone/FAX number and address of the sending and receiving parties. The sender may include a message or instructions in the transmittal. It is also important to include the names of other parties the information is being sent to on the transmittal form.

Travel Time
Wages paid to workmen under certain union contracts and under certain job conditions for the time spent in traveling from their place of residence to and from the job.

Underwriter's Laboratories Label (UL)
A label on a product or manufactured item showing the material is regularly tested by, and complies with the minimum standards of the Underwriter's Laboratories specification for safety and quality.

U.B.C. (Uniform Building Code)
The Uniform Building Code is one of the family of codes and related publications published by the International Conference of Building Officials (ICBO) and other organizations, such as the International Association of Plumbing and Mechanical Officials (IAPMO) and the National Fire Protection Association (NFPA), which have similar goals as far as code publications are concerned. The Uniform Building Code is designed to be compatible with these other codes, as together they make up the enforcement tools of a jurisdiction.
Uniform System (See CSI Format)

Unit Price Contract
A written contract wherein the owner agrees to pay the contractor a specified amount of money for each unit of work successfully completed as set forth in the contract.

Unit Prices
A predetermined price for a measurement or quantity of work to be performed within a specific contract. The designated unit price would include all labor materials, equipment or services associated with the measurement or quantity established.

Verbal Quotation
A written document used by the contractor to receive a subcontract or material cost proposal over the telephone prior to the subcontractor or supplier sending their written proposal via mail or facsimile.

Vendor
One that sells materials or equipment not fabricated to a special design. A vendor, also known as a supplier, is an individual or company that sells goods or services to someone else in the economic production chain.

Work
1. The successful performance of the entire scope of the project being performed for a specific construction project including labor, materials, equipment, and other associated items necessary to fulfill all obligations under the contract.
2. All labor and materials required to complete a project in accordance with the contract documents.

Working Drawing
A drawing sufficiently complete with plan and section views, dimensions, details, and notes so that whatever is shown can be constructed and/or replicated without instructions but subject to clarifications. (See Drawings)

Work Order
1. A written order, signed by the owner or his representative, of a contractual status requiring performance by the contractor without negotiation of any sort.
2. A document that provides details about goods and services that a client wants to obtain from a vendor, a supplier or another department within the same company.

Work Letter
A written statement (often called Exhibit B to a lease or rental agreement) of the specific materials and quantities the owner will provide at his own expense. The work letter defines the building standards, including the type of ceiling, the type and number of light fixtures, the size and construction of the suite-entry and interior doors. Building standards define the quality of tenant spaces. Generally, a Work Letter is associated with the leasing or renting of office space by a tenant within a Building Envelope. (See T1'S and Building Envelope)

Zoning
Restrictions of areas or regions of land within specific geographical areas based on permitted building size, character, and uses as established by governing urban authorities.

Zoning Permit
A document issued by a governing urban authority permitting land to be used for a specific purpose.
4. User Instructions and Process

Florida International University’s Facilities Management Department (FMD) is responsible for the overall development, design, operation, and maintenance of the university’s physical facilities. Under the direction of the Associate Vice President of Facilities Management [AVP Bio, 1], FMD works to effectively and efficiently maintain an environment conducive to supporting FIU’s mission of instruction, research and community service. The Department is committed to providing quality, sustainable facilities through diligent oversight of all aspects of the physical environment. To accomplish this FMD activities demand extensive coordination with the user community – academics, student services, athletics, and other auxiliaries and a commitment to evaluate performance and improve operations.

We are here to serve you with your building needs. The overall process is designed around you. A Project Manager will be assigned to you and will lead you through the entire process. The very first step for you is to fill out the Minor Projects Request Form (MPRF) and email to Facilities Construction Department.

Who to Contact

All facility related questions should be directed through your Building Manager associated with the building requiring the work. For Building Manager contact information, please go to http://facilities.fiu.edu/Documents/Building_Managers_User_Contacts_Revision_10.6.14_DD.pdf. For your reference, the Facilities Management Construction Services Project Manager building assignment list can be found in section 5 of this document.
## 5. PM Assignment List

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<th>Building Name</th>
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<td>Chemical Storage</td>
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<td>College of Business Complex (CBC)</td>
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<td>Deuxieme Maison (DM)</td>
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<td>DIESEL/GASOLINE PUMP</td>
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**PM Assignment List**

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<td>Gold Parking Garage (PGG)</td>
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<td>FIU Arena</td>
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<td>FIU Soccer Stadium</td>
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<td>Roadways/Parking Lots - MMC</td>
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<td>Women’s Softball/Tennis CK (WSTC)</td>
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6. Facilities Construction Accounting and Support Procedures

Construction Projects:

- **FM Number for Minor Projects (this is not applicable for Capital projects):** FIU Departments (i.e., Users) who wish to submit a minor project request to Facilities Construction, must complete the “Minor Project Request Form” (MPRF) found at [http://facilities.fiu.edu/](http://facilities.fiu.edu/). The MPRF is received by the Facilities Construction (FC) Administrative Coordinator who will review it for completeness and proceed to assign a FM number to the project request using Project Creator in the Construction Management System (CMS). The MPRF and FM# will then be submitted to the appropriate Project Manager (PM) based on the PM Building Assignment list. The User will be notified who the point of contact is within FC.

- **Proposals/Quotes:** Upon receiving the FM# the PM will contact the User to review the scope of work and will then proceed to get quotes from Vendors using the following internal FMD guidelines:
  
  - **$0 to 14,999:** At least one written quotation
  - **$15,000 to $24,999:** At least two written quotations
  - **$25,000 to $74,999:** At least three written quotations
  - **$75,000 and over:** Requires a competitive solicitation or a Continuing Services Contract

- **Quote Transmittals (this is not applicable for Capital projects):** ALL proposals/quotes submitted to FC for processing MUST include a Quote Transmittal. Quote transmittals are created by the PMs and then routed through the FC Administrative Coordinator for insurance verification and to be logged into the CMS.

  The Quote Transmittal MUST include a funding source (this should be indicated in section 3.0 of the MPRF that was completed by the User). The quote transmittal should also include the name of the respective Accountant. If the PMs do not have this information they should contact the Accounting staff. In addition, any competitive quotes should be included when required, or any relevant emails (such as an email showing budget transfer information).

- **Requisitions / POs:** Once the vendor insurance has been verified and the quote/proposal has been logged in the CMS, the FC Administrative Coordinator will create a “Requisition Proposal Approval” cover sheet in the INETsoft system and will submit the package (quote transmittal, vendor’s proposal and proof of insurance coverage) to the FC Assistant Director for final approval.
After final approval the FC Administrative Coordinator scans the package and emails it to the Project Manager, and then forwards the original to the Accounting Department. The accounting staff will enter a requisition for the work, and will advise FC Support and the appropriate PM when the PO has been dispatched and the Vendor can officially begin work.

**Pay Requests/Invoices:** Five sets of ALL payments should be submitted for all Capital Projects, and for Minor Projects that involve a CM. For Minor Projects that do not involve a CM, only three sets of the payments need to be submitted. FC Support will enter the payment details into the Payments Tracker in CMS. The Payments should ALWAYS reflect a PO or Contract number. If only one set is submitted by a Vendor, that one set will be routed for signatures, and then FC Support will make the additional required copies. After signatures, the copies are intended to be distributed as follows (this may change depending on the particular project):

- 2 copies for Accounting (one for Accounting files and one to take to Accounts Payable)
- 1 copy for PM (eventually forwarded to Facilities Construction Support for filing)
- 1 copy for Contractor (necessary only for Capital Projects or Minor Projects involving CM. This copy will be left in the “Pick-Up Area” next to Reception)
- 1 copy for Architect (necessary for Capital Projects or Minor Projects involving an Architect. This copy will be left will be left in the “Pick-Up Area” next to Reception)

ALL minor project invoices should be submitted with a copy of the purchase order. PMs need to follow up with their vendors if they fail to include a copy of the purchase order. All projects with a labor cost of over $500 should include a Certificate for Pay Request that can be found at [http://facilities.fiu.edu/](http://facilities.fiu.edu/) under “Payment Requisition”. Pay requests will be routed for signatures as follows:

- Accounting (verification of funding availability and other information)
- Construction Cost Accountant
- Project Manager
- FC Assistant Director
- Accounting (receipt in the financial system and forward to Accounts Payable for payment processing)

Any questions on the status of actual payment dates can be directed to the Accounting staff.

**Change Orders and Additional Services Requests (ASR):** ALL Change Orders/Additional Services Requests submitted to FC for processing MUST include a Quote Transmittal. FC
Support will record the Change Order or ASR in the Payment Tracker and will route for signature as follows:

- Project Manager
- Accounting (verification of funding availability and other information)
- Construction Cost Accountant
- FC Administrative Coordinator (Verify insurance, entry into the Requisition Manager in CMS, and create “Requisition Proposal Approval” cover sheet in the INETsoft system)
- FC Assistant Director
- FC Administrative Coordinator (scans the package and emails it to the Project Manager)
- To Accounting (enter requisition in the financial system)
7. User Paid Minor Projects/ Construction

**E&G FUNDED PROJECTS:**

A budget transfer should be processed through PeopleSoft by the Customer for the amount of the proposal plus a 5% Construction Service Charge. Funds are to be transferred to Activity # 6080020028.

**NOTE:** E&G funded projects still follow University rules. Projects initiated before June 30th, MUST BE COMPLETED AND PAID to the contractor/architect by August 29th of the same year. If the project cannot be completed and paid by this deadline, the project should not be funded until July 1st. Projects funded July 1st will have a 13 month life span. They will hold a life span until August 29th of the following year.

**E&G CARRY FORWARD FUNDED PROJECTS:**

A budget transfer should be processed through PeopleSoft by the Customer for the amount of the proposal plus a 5% Construction Service Charge. Funds are to be transferred to Activity # 6080020021.

**NOTE:** E&G Carry Forward funded projects still follow University rules. Projects MUST BE COMPLETED AND PAID before June 30th.

**AUXILIARY FUNDED PROJECTS:**

For small dollar value projects an ID transfer should be completed by the Customer for the amount of the proposal plus a 5% Construction Service Charge. The original ID transfer should be obtained by the PM and given to FMD Accounting with a copy of the proposal.

**CONTRACTS AND GRANTS FUNDED PROJECTS:**

An ID transfer should be completed by the Customer for the amount of the proposal plus a 5% Construction Service Charge.

The PM’s responsibility:

1. Find out the funding source.
2. Make sure FMD Accounting gets the proposal and budget transfer number for E&G and E&G Carryforward funded projects.
3. If Auxiliary, C&G funded, or other, make sure FMD Accounting gets the original ID transfer.
4. Determine the life span of the project.

E&G, E&G Carry Forward funds are currently handled by Denise Catlin

Auxiliary, Contracts and Grants, Technology Fee and other are currently handled by Justo Sardina

*Rev. 08/2015*
8. Vendor Registration

Purchasing Services has rolled out an improved supplier application (previously referred to as vendor application) on the Supplier Onboarding. The supplier application is a PeopleSoft form with a much more use-friendly interface than the previously available application.

New suppliers to FIU are asked to complete the application online via the Supplier Registration Portal, attach relevant forms, as required on the application, and submit the application with all attachments electronically. Once the application is submitted successfully, if the supplier is providing services for FIU or coordinating with an FIU department to begin providing services, the Purchasing Services team will make the supplier available for use by the FIU departments in PantherSoft. Any supplier already in PantherSoft and requiring modifications to their supplier file will need to submit their request with the appropriate documentation via email to vendors@fiu.edu. The Supplier Onboarding Portal outlines detailed directions and documentation requirements for modifications.

Suppliers currently providing or coordinating to provide goods and/or services to the University and suppliers interested in providing goods and/or services to the University in the future are required to be registered with FIU. In order to become a registered vendor with FIU please visit our Vendor Registration Portal at http://finance.fiu.edu/purchasing/2supplier_reg_portal.html.

Suppliers currently providing goods and/or services or coordinating with an FIU department to begin providing goods and/or services should answer "yes" to the first profile question in the application. Upon answering "yes" the supplier will be required to include the department name and contact person who the supplier is working with.

Suppliers will receive a confirmation email from vendors@fiu.edu upon successful submission of a Supplier Application. This email will include the supplier's PeopleSoft Registration ID, which is an automated ID generated for all successful applicants. This ID is not the FIU Supplier ID. Suppliers who are not currently providing goods and/or services or are not currently coordinating to provide goods and/or services will be registered in our Supplier Registration System, but will not be issued an FIU Supplier ID. The email with the PeopleSoft Registration ID is the final part of the registration process for such suppliers.

Suppliers who are providing goods and/or services or who are coordinating to provide goods and/or services to FIU and select "yes" to the first profile question in the application, will receive the confirmation email with the PeopleSoft Registration ID as well. They will be part of FIU's Supplier Registration System but those suppliers will also be submitted for approval of an FIU Supplier ID. Once the supplier is approved, the supplier will receive a new email from vendors@fiu.edu with their FIU Supplier ID. The FIU contact listed on the supplier application will also be notified of the FIU Supplier ID number assigned to the supplier.

To avoid the confirmation and approval emails being discarded by junk mail filters, we encourage suppliers to make the necessary adjustments to their e-mail inbox settings to allow this message to be delivered. Suppliers and FIU departments with questions regarding the onboarding process, requiring assistance completing the application, inquiring as to the status of an application or with any other supplier related question or concern, may reach out to vendors@fiu.edu.
9. Permit Information

Building Official

The Building Official administers the Building Code Administration Program of the University. On behalf of the Building Official, the Building Code Administrator administers and reviews all applicable technical codes and regulations related to the construction program; reviews each project phase; issues permits, coordinates or performs construction inspections and issues Certificates of Occupancy or Completion.

Permit Information

A. Building Permit Application Form
B. BCA Comprehensive List
C. Inspection Procedures & Requirements
D. Building Permit Requirements for Modular Buildings
E. Required Shop Drawings and Products Approvals
F. A/E Affidavit Form
G. A/E Closing Affidavit Form
H. Special Inspector Affidavit Form
I. Special Inspector Closing Affidavit Form
J. CC or TCO or CO Request Letter
K. Building Code Administration Program

The forms are available in Adobe Portable Document Format (PDF) on the Facilities’ website: http://facilities.fiu.edu/Management/Administration/buildingofficial.htm
10. Owner Direct Purchase (ODP)

Quick reference guidelines

- The Florida International University Board of Trustees ("Owner"), being exempt from sales tax, reserves the right to make direct purchases of various construction equipment, materials or supplies that are included in the Contractor’s Bid in order to achieve sales tax savings.
- The Contractor shall submit to Facilities Construction Department a list of proposed ODP equipment, materials or supplies for consideration and approval.
- The Owner or Owner’s designated representative (Project Manager) will select what materials will be Owner Purchased.
- UNDER NO CIRCUMSTANCES may the supplier perform and/or be compensated for labor under the project for which they are supplying materials being Owner Direct Purchased.
  REFERENCE 12a-1.094 Public Works Contracts (2) includes “the purchase or manufacture of supplies or materials by a public works contractor is taxable if the public works contractor also installs such supplies or materials…”
- The Contractor shall communicate with the supplier on the process to become an approved vendor with the Owner.
- The Contractor will submit the following to the Owner no less than twenty-one (21) days prior to the need for ordering the Owner Purchased Materials:
  1. Construction Contract Change Order Form - The deductive change order amount shall include the price quoted by the supplier and any sales tax associated with such quote.
  2. Purchase Order Requisition Form.
  3. Quote from Supplier to Owner.
     (Documents 2 & 3 are required for each materials purchase. However, the deductive C/O may include more than one Owner Direct Purchase)
- After the deductive Change Order is approved, the Owner shall prepare the Purchase Order to the supplier.
- Once the supplier’s Purchase Order is dispatched, the Owner will notify the Contractor.
- In conjunction with the dispatched Purchase Order, the Owner will prepare a Certificate of Entitlement. See page 39. Once the Certificate is signed by the Owner’s Purchasing Director, it will be sent to the Contractor.
- Per Florida Statutes, the Certificate of Entitlement and the Owner issued Purchase Order to the supplier must be kept in the project files of the Owner, Contractor, Sub-Contractor (if applicable), and the Supplier.
- Invoices from the supplier must be approved by the Sub-Contractor (if applicable) and the Contractor. All invoicing must be billed to the Owner. Contractor will then forward all invoicing to the Owner through Facilities Construction, and it shall be processed and paid in the same manner as all other Owner invoices are processed.
- At the end of the Project, any refund for surplus materials returned to suppliers plus applicable sales tax savings amount shall be documented with a Change Order and returned to the construction contract of the Contractor.
- For Sales Tax Exempt Purchasing Procedures see pages 36-38.
- For reference document including Florida Statutes numbers governing the Owner Direct Purchase process see page 40.
SALES TAX EXEMPT PURCHASING PROCEDURES

1. The Contractor shall include a breakdown of Florida sales tax and other applicable taxes in its Bid for materials, supplies and equipment. The Florida International University Board of Trustees ("Owner"), being exempt from sales tax, reserves the right to make direct purchases of various construction equipment, materials or supplies included in the Contractor's Bid. Any equipment, materials or supplies purchased directly by Owner that are included in the Bid shall be referred to as Owner Purchased Materials, and the responsibilities of both Owner and Contractor relating to such Owner Purchased Materials shall be governed by the terms and conditions hereof.

Materials suppliers shall be selected by the Contractor. The Contractor has included the price for all construction materials plus applicable taxes in its Bid. Owner purchasing of construction materials, if selected, will be administered on a deductive Change Order basis, and the contract amount shall be reduced by the net undiscounted amount of the applicable Purchase Orders, plus all sales tax (to the extent included in the Contractor’s Bid).

2. Contractor shall provide a list of all intended suppliers, vendors, and materialmen for consideration as Owner Purchased Materials. This list shall be submitted at the time of bid opening. The Contractor shall submit a description of the materials to be supplied, estimated quantities and pricing.

3. When decisions are made to direct purchase materials, equipment or supplies, the Contractor shall prepare a standard Purchase Order Requisition Form in a form acceptable to the Owner to specifically identify the materials which the Owner has, at its sole option, elected to purchase directly. The Purchase Order Requisition Form shall include the following information:

A. The name, address, telephone number and contact person for material supplier.
B. Manufacturer or brand, model or specification number of the item.
C. Quantity needed as estimated by the Contractor.
D. The price quoted by the supplier for the materials identified therein.
E. Any sales tax associated with such quote.
F. Delivery dates as estimated by the Contractor.

The Contractor shall include reference to any terms and conditions which have been negotiated with the vendors; i.e., payment terms, warranties, retainage, etc. Such Purchase Order Requisition Forms are to be submitted to Owner's designated representative not less than twenty (21) days prior to the need for ordering such Owner Purchased Materials, in order to provide sufficient time for the Owner's review and approval, and to assure that the Owner Purchased Materials are ordered and delivered to the Project site so as to avoid any delay to the Project.

4. After receipt of the Purchase Order Requisition Form, the Owner shall prepare its Purchase Orders for the equipment, materials or supplies which the Owner chooses to purchase directly. Pursuant to the Purchase Order, the vendor will provide the required quantities of material at the price established in the vendor's quote to the Contractor, less any sales tax associated with such price. Promptly upon receipt of each Purchase Order, Contractor shall verify the terms and conditions of the Purchase Order prior to its issuance to supplier and in a manner to assure proper and timely delivery of items. Owner's Purchasing Director, or designated representative, shall be the approving authority for the Owner on Purchase Orders for Owner Purchased Materials. The Purchase Order shall require that supplier provide the required shipping and handling insurance. The Purchase Order shall also require the delivery of the Owner Purchased Materials on the delivery date provided by the Contractor in the Purchase Order Requisition Form and shall indicate F.O.B. FIU Campus jobsite. The Owner's Purchase Orders shall contain or be accompanied by the Owner's exemption certificate and must include the Owner's name, address and exemption number with issue and expiration date shown.
5. In conjunction with the execution of the Purchase Orders by the suppliers, the Contractor shall execute and deliver to Owner, one or more deductive Change Orders, referencing the value of all Owner Purchased Materials to be provided by each supplier from whom the Owner elected to purchase material directly, plus any sales tax savings associated with such materials in the Contractor's Bid.

6. All shop drawings and submittals shall be made by the Contractor in accordance with the Project Specifications.

7. Contractor shall be fully responsible for all matters relating to the receipt of materials purchased by Owner in accordance with these procedures, including, but not limited to, verifying correct quantities, verifying documentation of orders in a timely manner, coordinating purchases, providing and obtaining all warranties and guarantees required by the Contract Documents, inspection and acceptance of the goods at the time of delivery, and loss or damage to equipment and materials due to the negligence of the Contractor. The Contractor shall coordinate delivery schedules, sequence of delivery, loading orientation, and other arrangements normally required by the Contractor for the particular materials furnished. The Contractor shall provide all services required for the unloading, handling and storage of materials through installation. The Contractor agrees to indemnify, defend and hold harmless Owner, the Florida Board of Governors and the State of Florida from any and all claims of whatever nature resulting from non-payment of goods to suppliers arising from the actions or directions of Contractor.

8. As Owner Purchased Materials are delivered to the jobsite, the Contractor shall visually inspect all shipments from the suppliers, and shall review and approve, if acceptable, the vendor's invoice for materials and equipment delivered. The Contractor shall assure that each delivery of Owner Purchased Materials is accompanied by documentation adequate to identify the Purchase Order against which the purchase is made. This documentation may consist of a delivery ticket and an invoice from the supplier conforming to the Purchase Order, together with such additional information as Owner may require. The Contractor shall verify in writing to Owner the accuracy of the delivery ticket. The Contractor will then forward the invoice to Owner through Facilities Construction, and shall be processed and paid in the same manner as all other Owner invoices are processed. Owner shall have the right to assign personnel to verify and audit the accuracy of all Direct Purchase documents.

9. The Contractor shall insure that Owner Purchased Materials conform to the Specifications, and shall determine prior to incorporation into the Work if such materials are patently defective, and whether such materials are identical to the materials ordered and match the description on the bill of lading. If the Contractor discovers defective or nonconformity in Owner Purchased Materials upon such visual inspection, the Contractor shall not utilize such non-conforming or defective materials in the Work and instead shall promptly notify the Vendor of the defective or nonconforming conditions and pursue the repair or replacement of those materials without any undue delay or interruption to the Project. Additionally, the Contractor shall notify the Owner of such occurrence in writing. If the Contractor fails to perform such inspection and otherwise incorporates Owner Purchased Materials, the condition of which it either knew or should have known by performance of an inspection, Contractor shall be responsible for all damages to Owner resulting from Contractor's incorporation of such materials into the Project (including liquidated and delay damages). In the event that materials furnished are found to be defective or nonconforming, the Contractor shall promptly take such remedial action as required as not to delay the work.

10. Contractor shall maintain true and accurate records of all Owner Purchased Materials it incorporates into Work from the stock of Owner Purchased Materials in its possession. The Contractor shall account monthly to Owner with regard to Owner Purchased Materials delivered into the Contractor's possession, including portions of all such materials which have been incorporated into the Work.
11. The Contractor shall be responsible for obtaining and managing all warranties and guarantees for all materials and products as required by the Contract Documents. All repairs, maintenance or damage repair calls shall be forwarded to the Contractor for resolution with the appropriate supplier or vendor.

12. Notwithstanding the transfer of Owner Purchased Materials by Owner to the Contractor's possession, Owner shall at all times retain title to all Owner Purchased Materials.

13. Possession of Owner Purchased Materials by the Contractor shall constitute a bailment for mutual benefit of Owner and the Contractor. Owner shall be considered the bailor and the Contractor the Bailee of Owner Purchased Materials. Owner Purchased Materials shall be considered returned to Owner for purposes of its bailment at such time as they are incorporated into the Project or consumed in the process of completing the Project. Bailee shall have the duty to safeguard, store and protect all Owner Purchased Materials.

14. The Contractor shall purchase and maintain insurance pursuant to the requirements set forth in the Contract Documents between Owner and Contractor which shall be sufficient to protect against any loss of or damage to Owner Purchased Materials. Such insurance shall cover the full value of any Owner Purchased Materials not yet incorporated into the Project from the time the Owner first takes title.

15. The Owner shall in no way be liable for interruption or delay in the Project, for any defects or other problems with the Project, or for any extra costs or time resulting from delay in the delivery of, or defects in Owner Purchased Materials.

16. Contractor shall be required to review invoices submitted by all suppliers of Owner Purchased Materials delivered to the Project site during that month and either concur or object to Owner's issuance of payment to the suppliers, based upon Contractor's records of materials delivered to the site with any defects in such materials.

17. In order to arrange for the prompt payment to the supplier, the Contractor shall provide to Owner, through Facilities Construction, a list indicating the acceptance of the goods or materials in accordance with the established monthly Payment Request Schedule. This list shall include a copy of the applicable Purchase Order, invoices, delivery tickets, written acceptance of the delivered items, and such other documentation as may be reasonably required by Owner. Upon receipt, verification, and approval of the appropriate documentation, Owner shall prepare a check drawn to the supplier based upon the receipt of data provided. This check will be released, delivered and remitted directly to the supplier. The Contractor agrees to assist the Owner to immediately obtain partial or final release of lien waivers as appropriate.

18. At the end of the Project, any refund for surplus materials returned to suppliers plus applicable sales tax savings amount shall be documented with the appropriate Change Order. Salvage materials shall be the property of the Owner and stored or removed from the site by the Contractor at Owner’s direction.
CERTIFICATE ON ENTITLEMENT

The undersigned authorized representative of ___________________________ (hereinafter "Governmental Entity"), Florida Consumer's Certificate of Exemption Number, affirms that the tangible personal property purchased pursuant to Purchase Order Number __________________ from (Vendor) on or after ___________ (date) will be incorporated into or become a part of a public facility as part of a public works contract pursuant to contract # __________________ with (Name of Contractor) for the construction of ___________________________

Governmental Entity affirms that the purchase of the tangible personal property contained in the attached Purchase Order meets the following exemption requirements contained in Section 212.08(6), F.S., and Rule 12A-1.094, F.A.C.:

You must initial each of the following requirements.

1. The attached Purchase Order is issued directly to the vendor supplying the tangible personal property the Contractor will use in the identified public works.
2. The vendor's invoice will be issued directly to Governmental Entity.
3. Payment of the vendor's invoice will be made directly by Governmental Entity to the vendor from public funds.
   4. Governmental Entity will take title to the tangible personal property from the vendor at the time of purchase or of delivery by the vendor.
5. Governmental Entity assumes the risk of damage or loss at the time of purchase or delivery by the vendor.

Governmental Entity affirms that if the tangible personal property identified in the attached Purchase Order does not qualify for the exemption provided in Section 212.08(6), F.S., and Rule 12A-1.094, F.A.C., Governmental Entity will be subject to the tax, interest, and penalties due on the tangible personal property purchased. If the Florida Department of Revenue determines that the tangible personal property purchased tax-exempt by issuing this Certificate does not qualify for the exemption, Governmental Entity will be liable for any tax, penalty, and interest determined to be due.

I understand that if I fraudulently issue this certificate to evade the payment of sales tax I will be liable for payment of the sales tax plus a penalty of 200% of the tax and may be subject to conviction of a third degree felony. Under the penalties of perjury, I declare that I have read the foregoing Certificate of Entitlement and the facts stated in it are true.

_________________________________________          ________________________________
Signature of Authorized                                  Title
Representative

_________________________________________          ________________________________
Purchaser's Name (Print or Type)                           Date

_________________________________________          ________________________________
Federal Employer Identification Number:                  Telephone Number

You must attach a copy of the Purchase Order to this Certificate of Entitlement. Do not send to the Florida Department of Revenue. This Certificate of Entitlement must be retained in the vendor's and the contractor's books and records.
Public Works Contracts - New Requirement for a Certificate of Entitlement

Section 212.08(6), Florida Statutes (F.S.) and Rule 12A-1.094, Florida Administrative Code (F.A.C.), (Public Works Contracts), govern the taxability of transactions in which contractors and subcontractors purchase supplies and materials for use in public works contracts. Public works contracts are projects for public use or enjoyment, financed and owned by the government, in which private persons install tangible personal property that becomes a part of a public facility. The exemption in Section 212.08(6), Florida Statutes (F.S.), is a general exemption for sales made directly to the government. Rule 12A-1.094, F.A.C., establishes the criteria that govern whether a governmental entity, rather than the public works contractor, is the purchaser of the materials.

Effective January 2, 2011, Section 8, Chapter 2010-138, Laws of Florida (L.O.F.), requires governmental entities (excluding the federal government) to issue a Certificate of Entitlement to each vendor and each contractor in order to purchase supplies and materials for use in public works contracts tax-exempt under Section 212.08(6), F.S. The Certificate of Entitlement certifies that: (1) the materials and supplies purchased will become part of a public facility; (2) the governmental entity will be liable for any tax, penalty, or interest due should the Department later determine that the items purchased do not qualify for exemption; and (3) the criteria established in Rule 12A-1.094, F.A.C., are being followed.

No changes are being made to the criteria established in Rule 12A-1.094(4) (b), F.A.C., to determine whether a governmental entity, rather than the public works contractor, is the purchaser of the materials. The purpose of the proposed amendment to Rule 12A-1.094, F.A.C., is to: (1) maintain, without change, the current criteria governing whether a governmental entity is the purchaser of materials and supplies that qualify for exemption under Section 212.08(6), F.S.; (2) provide the requirements and format of the Certificate of Entitlement required by Section 8, Chapter 2010-138, L.O.F., effective January 2, 2011; and (3) provide that the governmental entity is prohibited from transferring the liability for tax, penalty, and interest to another party by contract or agreement.

References: Section 212.08(6), Florida Statutes (2010) and Chapter 2010-138, Laws of Florida (Section 8, CS/HB 7157, 1st Engrossed)
11. DOIT Incident Request

UTS INCIDENT REQUESTS

Also known as NET Authorizations

The process for MINOR projects will be as follows:

- The Project Manager will work with UTS to determine and agree upon what is needed. The UTS team develops an "Incident Request."
- The "Incident Requests" will then be electronically received via NET Authorization by FM Accounting (Denise Catlin) for financial coding and approval.
- FM Accounting will print the request and initiate the approval process with the Project Manager, etc.
- Once approved, FM Accounting will provide the financials under the NET Authorization process and submit it back to UTS.

This process will provide UTS with one point of contact for FM financials, expedite the payment process, and maintain the integrity of the Facilities approval process.

In reference to new UTS infrastructure and cabling installations in CAPITAL PROJECTS, UTS will provide the FM Project Manager with a "Telecommunications Budget," which will be shared with FM Accounting, so that a TELECOM budget can be reserved. When UTS begins to invoice Facilities for materials and/or work in progress under CAPITAL PROJECTS, the same NET Authorization process stated above will be utilized.
12. Survey Evaluations

Architects/engineers, contractors and vendors are evaluated by Facilities Construction at the time when their final invoices are being processed.

The evaluation is completed by the Project Manager using the Facilities Construction Database automated electronic evaluation system. Completion of the evaluation is a pre-requisite to final payment.

The project Manager reviews each company’s performance and assigns points for each criterion using the following rating:

- **Unacceptable** (Not acceptable, does not meet minimum requirements) = 1
- **Poor** (Worse than usual, expected, or desirable; of a low or inferior standard or quality) = 2
- **Satisfactory** (Fulfilling expectations or needs; acceptable, though not outstanding or perfect) = 3
- **Good** (Exceeded expectations; above acceptable, good quality) = 4
- **Excellent** (Extremely good; exceptional, outstanding quality) = 5

The overall performance rating (1-5) is based on the average of all the scores. Any overall rating less than 3 is considered a low rating.

The project manager may add relevant comments before clicking the “Submit” button.

Architect/engineer evaluation criteria:

1. **Timeliness of Service** - Firm’s ability to set realistic schedules for the delivery of its services and the effectiveness of the firm in meeting approved schedules.
2. **Ability to Manage Project Budget** - Ability to manage scope, design and recommend creative approaches to meet estimated construction cost.
3. **Cooperation/Concern for FIU Interest** - Degree to which the firm cooperated with the owner and the extent of the firm’s commitment to the protection and advancement of the interests of FIU.
4. **Quality of Technical Documentation** – Documents’ clarity, accuracy and general utility of technical documentation produced by the firm, including reports, drawings, specifications, sketches, renderings, promotional materials and various other documented forms intended to communicate information about the project to owner or others.
5. **Managing and Coordinating Sub-consultants** - Provide sub-consultants with design information necessary to perform their assigned task. Coordinate architectural documentation with sub-consultants work. Review sub-consultant work for correctness and completeness.
6. **Administration of Project Paper Work** - Timeliness of submission and thoroughness of paperwork associated with the administration of the project. Such paperwork includes responding to RFI’s, payment requests, additional services requests, status reports, change orders and shop drawing review.
7. **Site Observations / Inspections** - Frequency and timing of site visits. Overall familiarity with the progress and quality of the work completed. Endeavor to guard the owner against defects and deficiencies in the work. Prevention of noncompliance with requirements of the contract documents and applicable codes.
8. **Punch List and Closeout Review** - Production of a detailed and comprehensive punch list. Preparation of the punch list in a timely manner. Follow-up on punch list pending items. Revision of owner’s manual and warranty documentation.
Contractor evaluation criteria:

1. **Quality of Workmanship** – Firm’s ability to provide quality construction in accordance with the plans and specifications.
2. **Contract Schedule** - Ability to maintain the overall project schedule and to meet the substantial completion date.
3. **Managing and Coordinating Subcontractors** – Ability to coordinate trade contractors and suppliers. Monitor sub-contractors construction activities and compliance to safety and quality requirements.
4. **Housekeeping Procedures** – Maintenance of a clean and sanitary job site. Keep stairways, passageways and corridors free of materials, supplies and obstructions. Pick-up and place all debris or trash in its proper container. Remove debris at regular intervals.
5. **Working Relationship with Other Parties (owner, users, designers, subcontractors, etc.)** - Firm’s ability to work as part of the team. Customer service. Accommodate the owner’s/user’s needs. Listen and handle all issues in a professional manner.
6. **Submitting Required Project Paperwork** - Accuracy, timeliness of submission and thoroughness of paper work associated with the administration of the project such as payment applications, change order proposals and requests for information.
7. **On-Site Supervisory Personnel** - Adequate personnel to run the day-to-day operations on the construction site and control the short-term schedule.
8. **Punch List and Closeout Documents** - Timely completion of all punch list items and submission of close-out documents (O&Ms, As-builts, Warranties, etc.).

The overall rating for each firm will be updated each time a new rating is entered in the Construction Database evaluation system.
PROFESSIONAL SERVICES EVALUATION FOR CONSTRUCTION PROJECTS

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<tr>
<td>UNACCEPTABLE</td>
<td>Not acceptable, does not meet minimum requirements.</td>
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<tr>
<td>POOR</td>
<td>Worse than is usual, expected, or desirable; of a low or inferior standard or quality.</td>
</tr>
<tr>
<td>SATISFACTORY</td>
<td>Fulfilling expectations or needs; acceptable, though not outstanding or perfect.</td>
</tr>
<tr>
<td>GOOD</td>
<td>Meet required expectations; acceptable, good quality.</td>
</tr>
<tr>
<td>EXCELLENT</td>
<td>Extremely good, exceptional, outstanding quality.</td>
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</table>

ARCHITECT ENGINEER SURVEY

PROJECT NAME

PROJECT NUMBER

FIU PROJECT MANAGER

ARCHITECT / ENGINEER BEING EVALUATED

TIMELINESS OF SERVICE (MEETING APPROVED SCHEDULES)

ABILITY TO MANAGE PROJECT BUDGET (CONSTRUCTION COST)

COOPERATION/CONCERN FOR FIU INTEREST

QUALITY OF TECHNICAL DOCUMENTATION

MANAGING AND COORDINATING SUB-CONSULTANTS

ADMINISTRATION OF PROJECT PAPER WORK (PAY REQUEST AND SHOP DRAWINGS REVIEWS)

SITE OBSERVATIONS / INSPECTIONS

PUNCH LIST AND CLOSEOUT REVIEW

COMMENTS

FIU FLORIDA INTERNATIONAL UNIVERSITY
**CONTRACTOR/CM PERFORMANCE EVALUATION**

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<td>Meet required expectations; acceptable, good quality.</td>
</tr>
<tr>
<td>EXCELLENT</td>
<td>Extremely good; exceptional, outstanding quality.</td>
</tr>
</tbody>
</table>

**CONTRACTOR/CM SURVEY**

- PROJECT NAME
- PROJECT NUMBER
- ARCHITECT / ENGINEER FIRM
- FIU PROJECT MANAGER
- CONTRACTOR/CM BEING EVALUATED
- QUALITY OF WORKMANSHIP
- CONTRACT SCHEDULE
- MANAGING AND COORDINATING SUBCONTRACTORS
- HOUSE KEEPING PROCEDURES
- WORKING RELATIONSHIP WITH OTHER PARTIES (OWNER, USERS, DESIGNERS, SUBCONTRACTORS, ETC)
- SUBMITTING REQUIRED PROJECT PAPERWORK
- ON-SITE SUPERVISORY PERSONNEL
- PUNCH LIST AND CLOSEOUT REVIEW DOCUMENTS
- COMMENTS

**FIU Florida International University**

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13. Minor Construction Project Document Filing

All projects shall maintain consistent file organization inclusive of the six major categories shown below. Representative documents for each folder are enumerated in the bulleted lists that follow (this provided only for the purpose of guidance).

1. **Project Management**
   - MPRF (required)
   - Scope of Work (required)
   - Project Schedule (required)
   - Project directory
   - Cost Projection
   - Sign-in-Sheet (required)
   - Scope of Work site walkthrough form (required)

2. **Architect/Engineer**
   - Construction bid documents (required)
   - Design Documents (required)
   - A/E Services Proposal (required)
   - A/E Purchase Orders (required)
   - A/E Invoices (required)
   - Addendums (required)
   - Sketches

3. **Construction**
   - Contractor Schedule of Values
   - Bid Tabulation
   - RFPs
   - Construction Schedule
   - Permitting
   - Precon Agenda (As required)
   - Purchase Orders (required)
   - Payment Request (required)
   - Change Orders (required)
   - Requests for information
   - Contractor proposals (required)

4. **Closeout**
   - Certificates of Completion (required)
   - Substantial Completion Notification
   - Final inspection report
   - Operating & Maintenance Manuals (required)
   - Warranties (required)
   - Final punch list
   - As Built Drawings (required)
   - Training session sign-in-sheet (required)
   - T&B report (required)
   - Roof warranty approval from Facilities Operations (required)

5. **Vendor**
   - Vendor proposals (required)

6. **Correspondence**
   - A/E Correspondence
   - CM Correspondence
   - Vendor Correspondence
   - User Correspondence
   - Miscellaneous Correspondence
14. Closeout Documentation

The Project Closeout process is the last phase in the project lifecycle. Closeout typically begins when the project has reached substantial completion.

Project closeout consists of submission of necessary documentation, acceptance, and final payment as required by the contract documents.

Final acceptance occurs when the punch list items are 100% complete, all conditional occupancy items are in compliance, inspections are complete, and the project is accepted by Facilities Construction.

Project closeout includes the following items:

- Warranties
- Maintenance agreements
- As-built drawings
- Product data
- Samples
- Training
- Shop drawings
- Extra stock materials
- O & M manuals
- Punch list completion
- Final Inspection
- Certificate of completion from the Building Code Administrator
- Final invoices and payments
- Closing out of financial accounts
- Archiving project records

After the project is completed, all files are kept at a central location and maintained by Facilities Construction. Project files are available upon request.
15. Minor Project File Review Procedure

Facilities Construction Administration selects minor projects files for a formal internal review. The objective of this review is to determine if construction projects were properly administered and to ensure compliance with the Minor Project Field Guide.

Project files are selected randomly (approximate 10% of projects per project manager) when the projects are completed or archived.

Reviews are performed every six months and completed by Facilities Management Construction Cost Accountant, Facilities Construction Director and Assistant Director.

The “Minor Project File Review Checklist” form needs to be filled out after each review. The review will focus on the following items:

1. Scope of work was clear and complete.
2. Proposals were received via Email.
3. Performance evaluation surveys were submitted.
4. Proof of Insurance was provided for all vendors.
5. Scope of work site walkthrough form was completed.
7. Information in Project Tracker Database is complete.
8. Consistent file organization as per “Project Document Filing”.
10. Contractor/Vendor proposals are in the file.
11. Bid/Quotation Requirements were met (Under $15K, one proposal / from ≥$15K to <25K, two proposals / from ≥$25K to <$75K, three proposals)
17. User requested Change Order documentation.
21. Facilities Operations plan review comments.
22. Project Schedule.
16. Process Maps by Phase

The table below shows the abbreviations and symbol descriptions that apply to all process maps presented in this field guide. The process maps are then shown on the following pages.

### ABBREVIATIONS KEY

<table>
<thead>
<tr>
<th>Entities:</th>
<th>MAP SYMBOLS KEY</th>
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<tbody>
<tr>
<td>AVP</td>
<td>Associate Vice President</td>
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<tr>
<td>FC</td>
<td>Facilities Construction</td>
</tr>
<tr>
<td>BM</td>
<td>Building Manager</td>
</tr>
<tr>
<td>PM</td>
<td>Project Managers</td>
</tr>
<tr>
<td>AE</td>
<td>Architect Engineer</td>
</tr>
<tr>
<td>EH&amp;S</td>
<td>Environmental Health &amp; Safety</td>
</tr>
<tr>
<td>UTS</td>
<td>University Technology Services</td>
</tr>
<tr>
<td>FNAG</td>
<td>Facility Needs Assessment Group</td>
</tr>
<tr>
<td>A/P</td>
<td>Accounts Payable</td>
</tr>
<tr>
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<td>Face to Face</td>
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### Documents and Policies:

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<th>Request for Information</th>
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<td>Request for Proposal</td>
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<td>Purchase Order</td>
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<td>MPRF</td>
<td>Minor Project Request Form</td>
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<tr>
<td>NTP</td>
<td>Notice to Proceed</td>
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<tr>
<td>CSA</td>
<td>Continuing Service Agreement</td>
</tr>
<tr>
<td>CDs</td>
<td>Construction Documents</td>
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<tr>
<td>AAR</td>
<td>After Action Review</td>
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<td>TCO</td>
<td>Temporary Certificate of Occupancy</td>
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<tr>
<td>CC</td>
<td>Certificate of Completion</td>
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</table>
A/E INVOICE PROCESS

From A/E Invoice

Submit A/E Invoice to FIU
- Payment Request Work Performed
- Original Invoice
- Copy of PO
Action By: Architect
Tools & Templates (Required)
- A/E Payment Request Work Performed Form

Log Invoice in Payment Tracker Database / Submit to Project Manager
Action By:
- Facilities Construction Support

Review Invoice / Submit to Construction Support
Action By:
- FM Const. Cost Accountant

Log Invoice in Payment Tracker Database / Submit to FM Const. Cost Accountant
Action By:
- Facilities Construction Support

Review Invoice / Submit to Construction Support
Action By:
- FM Accounting

Log Invoice in Payment Tracker Database / Submit to FM Accounting
Action By:
- Facilities Construction Support

Review Invoice / Submit to Construction Support
Action By:
- Assistant Director

Review Invoice / Submit to Construction Support
Action By:
- Facilities Construction Support

Review Invoice / Submit to Construction Support
Action By:
- Facilities Construction Support

Review Invoice / Submit to Construction Support
Action By:
- Facilities Construction Support

Review Invoice / Submit to Construction Support
Action By:
- Facilities Construction Support

Final Payment - PM shall confirm that construction is closed out and shall complete A/E Evaluation Form
Action By:
- Project Manager

Final Payment - Electronic Funds Transfer (EFT) or Check
Action By:
- Office of the Controller

Review / Submit to Controller (Accounts Payable / Accounts Payable)
Action By:
- FM Accounting

Review / Submit to Controller (Accounts Payable / Accounts Payable)
Action By:
- FM Accounting

Review / Submit to Controller (Accounts Payable / Accounts Payable)
Action By:
- FM Accounting

Review / Submit to Controller (Accounts Payable / Accounts Payable)
Action By:
- FM Accounting
A/E Additional Services Process

1. Review AS/ Request Additional Funding (As needed) / Prepare Quote Transmittal / Submit to Construction Support
   - Action By: Project Manager / User

2. Log AS in Payment/CO Tracker Database / Submit to PM Accounting
   - Action By: Facilities Construction Support

3. Log AS in Payment/CO Tracker Database / Submit to PM Const. Cost Accountant
   - Action By: Facilities Construction Support
   - FM Accounting

4. Log AS in Requestor Manager Database / Validate Insurance / Submit to Assistant Director
   - Action By: Assistant Director

5. Review CO / Submit to Administrative Coordinator
   - Action By: Facilities Construction Administrative Coordinator

6. Scan AS and Email to PM / Submit Original to FM Accounting
   - Action By: Facilities Construction Administrative Coordinator

7. Prepare/Process Request or Change Contract Amount
   - Action By: Facilities Accounting

8. Issue Revised PO to A/E
   - Action By: Purchasing

9. Issue New Contract Amount to A/E
   - Action By: Facilities Accounting
Change Order Process

1. Log CO in Payment/CO Tracker Data Base / Submit to Project Manager
   - Action By: Facilities Construction Support

2. Log CO In Requisition Manager Data Base / Submit to FM Accounting
   - Action By: Facilities Construction Support

3. Review CO / Submit to Construction Support
   - Action By: Facilities Construction Support

4. Review CO / Submit to FM Accounting
   - Action By: Facilities Construction Support

5. Scan CO and Submit to FM Accounting
   - Action By: Facilities Construction Support

6. Issue Revised PO to Contractor
   - Action By: Facilities Accounting

7. Issue New Contract Amount to GM
   - Action By: Facilities Accounting
Quick Hit Change Order Process

1. Review CO/Request Additional Funding (as needed) / Prepare CO/Submit to Construction Support
   - Action by: Project Manager
   - Required: Optional: User
   - Tools & Templates: Project Manager / User (Transfer Funding to FM)

2. Log CO in Payment/CO Tracker Data Base / Submit to FM Accounting
   - Action by: Facilities Construction Support

3. Log CO in Payment/CO Tracker Data Base / Submit to FM Accounting
   - Action by: FM Accounting

4. Review CO/Submit to FM Accounting
   - Action by: Facilities Construction Support

5. Log CO in Payment/CO Tracker Data Base / Submit to FM Accounting
   - Action by: PM Accounting

6. Log CO in Regulation Manager Data Base / Validate Insurance / Submit to Assistant Director
   - Action by: Facilities Construction Support

7. Review CO/Submit to FM Accounting
   - Action by: Assistant Director

8. Log CO in Payment/CO Tracker Data Base / Submit to FM Accounting
   - Action by: Facilities Construction Support

9. Prepare / Process Requisition
   - Action by: Facilities Construction Support

10. Issue Revised CO to Vendor
    - Action by: Facilities Construction Support
## 17. Related Tools and Templates

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**A/E PAYMENT REQUEST**

**Date:**

**Architect:**

**Project Name:**

**Contract No.:**

**PO No.: Project**

**Invoice No. 1**

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<th>Fee</th>
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<th>This Request</th>
<th>Total to Date</th>
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**Total Due This Request**

$0.00

I certify that all items and amounts shown on the face of this certificate are true and correct in full accordance with the terms and conditions of the Contract.

__________________________
Architect/Engineer
(Manual Signature & Date)

__________________________
FIU Facilities Mgmt Accounting
(Manual Signature & Date)

__________________________
FIU Facilities Mgmt Project Manager
(Manual Signature & Date)

__________________________
FIU Facilities Mgmt Director or Designee
(Manual Signature & Date)

__________________________
FIU Facilities Mgmt Const Cost Accountant
(Manual Signature & Date)
ADDENDUM #1

PROJECT NAME:

PROJECT NUMBER:

DATE:

This Addendum shall become part of your firms’ competitive solicitation and the subsequent contract documents if applicable. Vendor must acknowledge receipt of this addendum via e-mail to _______@fiu.edu.

1. Answer to question received from various vendors:

   1.1 Question:
       Answer:

   1.2 Question:
       Answer:

2. Bid submittal Date & Time ______________
### A/E ADDITIONAL SERVICES EXHIBIT A

#### PROJECT NAME:

#### PROJECT NUMBER:

#### DATE:

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<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>ARCHITECTURE</th>
<th>MEP</th>
<th>CIVIL</th>
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**ARCHITECTURE TOTAL**: $0.00

**MEP TOTAL**: $0.00

**CIVIL TOTAL**: $0.00

**GRAND TOTAL**: $0.00
## BID TABULATION SHEET

**Project Name:**

**FIU Project No:**

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<th>Vendor 3</th>
<th>Vendor 4</th>
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**ALTERNATE 1**  Description
**ALTERNATE 2**  Description
**ALTERNATE 3**  Description
# Certificate for Payment Request

**Payment No:** 01

**Contractor:**
- Address:
- City/State:
- Project Name:

**Original Contractor Sum:**
- Change Order Additions to Date: $
- Change Order Deductions to Date: $
- Net Change Orders to Date: $

**Adjusted Contract Sum:**
- Balance to Finish: $
- Work Performed to Date: $
- Materials Stored: $
- Total Certified to Date: $
- Less Retainage: $
- Released Retainage: $
- Balance: $
- Less Previous Payments: $

**Due This Payment:** $

**Notice to Proceed:**
- Original Contract Time: (calendar days):
- Approved Time:
- Extensions:
- Substantial Completion: 
- Contract Time Lapsed to date:
- Retainage: 0.0%

**FIU Facilities Mgmt Accounting**
- (Manual Signature & Date)

---

**CERTIFICATION OF THE CONTRACTOR:**

Date

- (Manual Signature)
- Name / Title:
- Contractor / Construction Manager Name:
- State of:
- County of:
- Subscribed and sworn before me this day of:

- (Manual Signature)
- Notary Public

---

**CERTIFICATION OF THE ARCHITECT OR ENGINEER:**

I certify that I have reviewed and verified this payment requisition; that to the best of my knowledge and belief the above Certification is a true statement of the value of the work performed and the materials suitably stored on the site; that all work and materials included in this Certificate have been inspected by me or my authorized representatives; that all work has been performed and materials supplied in full accordance with the terms of this Contract, and I approve for payment the amount noted above.

**FIU Facilities Mgmt Project Manager**
- (Manual Signature & Date)

**Architect/Engineer** (When Applicable)
- (Manual Signature & Date)

---

**REVIEWED AND APPROVED FOR PAYMENT:**

**FIU Facilities Mgmt Const Cost Accountant**
- (Manual Signature & Date)

**FIU Facilities Mgmt Director or Designee**
- (Manual Signature & Date)
CONSTRUCTION CONTRACT CHANGE ORDER

Change No: ___________________________________  Date: ____________________
Project Name: ___________________________________  Project / FM No: __________
Architect/Engineer: ________________________________  CM Contract / PO No.: ________
To (Contractor): ________________________________
Type Contractor Name
Type Contractor Address
Your Proposal Dated _____________________________ has been accepted for making the following changes:

<table>
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<tr>
<th>Description of Change</th>
<th>Decrease</th>
<th>Increase</th>
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Notice to Proceed Date: ____________________________
Original Contract Sum: ___________________________________

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<th>Days</th>
<th>Complete*</th>
<th>Subtotal</th>
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<tr>
<td>This Change</td>
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<tr>
<td>New Contract Time</td>
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*SUBSTANTIAL COMPLETION DATE

This Change Order is an amendment to the Owner-Contractor Agreement, and all contract provisions shall apply unless specifically exempted. The amount and time Change designated are the maximum agreed to by both the Owner and the Contractor for this change. In consideration of the foregoing adjustments in Contract Time and Contract Sum, the Contractor hereby releases Owner from all claims, demands, or causes of action arising out of the transactions, events and occurrences giving rise to this Change Order. This written Change Order is the entire agreement between Owner and Contractor with respect to this Change Order. No other agreement or modification shall apply to this contract amendment unless expressly provided herein.

AGREED

Contractor
(Manual Signature & Date)

Architect/Engineer
(Manual Signature & Date)

FIU Facilities Mgmt Project Manager
(Manual Signature & Date)

FIU Facilities Mgmt Accounting
(Manual Signature & Date)

FIU Facilities Mgmt Const Cost Accountant
(Manual Signature & Date)

FIU Facilities Mgmt Director or Designee
(Manual Signature & Date)
CONSTRUCTION CONTRACT CHANGE ORDER JUSTIFICATION FORM

Architect/Engineer shall supply all of the following information:

Change No: __________________
Project No: __________________

Project is % complete as of ________________
Project is % ahead of schedule.

(Date)

Project is % behind schedule.

NECESSITY AND JUSTIFICATION FOR CHANGE:

Change initiated by: Owner ______ A/E: ______ Contractor: ______
University has confirmed funds for change are available: Yes ______ No ______

Give the following information for each item:

- NECESSITY - Why is this Change Order Necessary?
- RESPONSIBILITY - Who has necessitated this Change Order?
- ORIGINAL CONTRACT - Why was this condition not considered in the original Contract Documents?
- PAYMENT - Who is going to pay for the change if the liability rests with party/parties other than the Owner?
- EXPLANATION - Supply a detailed explanation of each item to be performed in this Change Order. This must be a complete statement of labor and material.
- JUSTIFICATION - Supply a complete justification for this work in a clear and concise summary statement.
- EFFECT ON PROJECT - Operation, maintenance, space and size.

Architect/Engineer hereby certifies that no costs are included for corrective work made necessary by error or fault attributable to Architect/Engineer

_________________________ Signature ______________________ Date
CONTINGENCY AUTHORIZATION EXPENDITURE (CAE)

CAE No: ___________________________  Date: ________________
Project Name: ______________________ Project / FM No.: __________
Contractor:  Type Contractor Name
             Type Contractor Address
             CM Contract / PO No.: __________

Approval to spend Construction Contingency Fund for the following Item(s):

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<th>PCO Item No.</th>
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THIS APPROVAL REQUEST $0.00

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AGREED

______________________________  ________________________________  ________________________________
Construction Manager          Architect/Engineer                 FIU Facilities Mgmt Project Manager
(Manual Signature & Date)     (Manual Signature & Date)            (Manual Signature & Date)
## Preliminary Cost Projection

### Project:

### Project Number:

### Date:

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# PRELIMINARY COST PROJECTION

## PROJECT:

## PROJECT NUMBER:  

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| CONTINGENCY (5%)  | $0.00  |
| CSR (5%)          | $0.00  |

**TOTAL PROJECT COST**  

$0.00
Due Diligence Checklist

Please use this due-diligence checklist for each of the rooms affected by the construction. A simple hand-drawn sketch may assist in development of this list. If available obtain a set of as-built or building floor plans and review prior to walk-through. Enter yes or no in the box; if yes describe the quantity and type of item in the comments section.

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FLORIDA INTERNATIONAL UNIVERSITY - FACILITIES CONSTRUCTION SERVICES
MINORITY BUSINESS DATA FORM

PROJECT#: ___________________________ PAY REQUEST#: ___________________________
PROJECT NAME: ___________________________ PAY REQUEST AMOUNT: ___________________________
A/E; CM; GC NAME: ___________________________ CONTRACT AMOUNT: ___________________________
ADDRESS: ___________________________ CONTRACT #: ___________________________

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<th>J-HISPANIC</th>
<th>J-ASIAN AMERICAN</th>
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CERTIFICATION BY THE CONSTRUCTION MANAGER: I certify that I have checked and verified this MBE; that to the best of my knowledge and belief, the above is a true statement of the value of the work performed by this MBE; that all work has been performed and material supplied in full accordance with the terms of this Contract, and the above values are represented in the Certificate of Payment.

NAME: ___________________________ DATE: ___________________________
The objective of this review is to determine if construction projects were properly administered and to ensure compliance with the Minor Project Field Guide.

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**REVIEWED BY:**

FIU Facilities Mgmt. Cost Cost Accountant  
(Manual Signature & Date)

FIU Facilities Construction Assistant Director  
(Manual Signature & Date)

FIU Facilities Construction Director  
(Manual Signature & Date)
### Minor Project Request Form

**REQUESTED BY:**
- Requestor's Email:
- Phone #:
- Department Name:
- Project Name:
- Campus:

**1.0 SERVICES REQUESTED:**
- Please check all applicable boxes.
  - Feasibility Study / Preliminary Estimate
  - Programming
  - Other
  - Renovation of Existing Spaces
  - Remodeling of Existing Spaces (see 2.1)
  - New Equipment installation or relocation of exist (See 2.2 & 2.3)
  - Minor Mechanical or Electrical Alterations or Renovations

**2.0 Description of Proposed Scope of Work:**
- Check and attach supplemental data if provided

**2.1 Description of Proposed Use (or change of use):**
- Check and attach supplemental data if provided

**2.2 Description of Proposed Equipment (New and/or Relocated):**
- Check and complete Supplemental Data Form SDF on listed items in 2.2 and 2.3

**2.3 List Special Hazard Materials:**
- Included in the scope of work:
  - Hazardous Chemicals
  - Controlled Substances
  - Biohazardous Materials
  - Live Animals
  - Radioactive materials
  - Equipment with radioactive components
  
  Preliminary Construction Budget: $

**3.0 Funding:**
- List Fund Source from which you propose to pay for this project. The maximum construction contract value for Minor Projects is $2,000,000. Total Project Budget must include all soft costs (including but not limited to design and inspection fees) and F&A where applicable.

**4.0 Project Approval:**
- Requested by:
  - (Manual Signature) Name:
  - Department Chair or Designee
  - Date:
- Approved by:
  - (Manual Signature) Name:
  - Date:
- College/School Name:
  - Dean or AVP

**5.0 Permits:**
- Required: 
- Not Applicable

**6.0 Distribution:**
- Contractor-of-Record:

---

[See instructions in MPRF Read Me First tab]

[See website at http://ehs.fiu.edu for details]
AGENDA

1. Building Status (Substantial Completion):
   - Building – April 9, 2015.
   - Classrooms – April 9, 2015
   - Retail – April 9, 2015.
   - Computer Lab – April 2015.

2. User Representatives:
   - Parking & Transportation (Parking) – Tom Hartley and Lissette Soto-Hernandez.
   - Business Services (Retail) - Jeff Krablin, Stephen Gibson and Felecia Townsend.
   - Office of Academic Space Management (Classrooms) – Gloria Jacomino.

3. Building Manager - ____________________.

4. Building Official Name - ____________________.

5. Work Management (Work Orders 4600) - Jorge Padron & Hillary Stauffer.


12. Telecommunications - Jorge Estay.


15. FF&E - Moveable Furniture & Equipment.

End of Agenda
PRE-CONSTRUCTION AGENDA

Project: Project Name
FM -

Subject: Pre-Construction Conference Agenda

Date of Meeting: Date

Time of Meeting: 00:00 AM

Place of Meeting: CSC

Prepared By: Project Manager

Cc: All Attendees
FIU-Project File

Attendees:

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Telephone</th>
<th>E-mail</th>
<th>Cellular</th>
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<tbody>
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</tr>
</tbody>
</table>

A sign-up sheet is to be completed at the meeting

1.0 Project Team - Introduction of Attendees and/or Critical Personnel

1.1 Program Committee/User
   - User - 1
   - User - 2
   - User - 3

1.2 FIU Staff

1.2.1 Project Manager - _______________ is the project manager on behalf of FIU.

1.2.2 Code Compliance Officer – Angel Goitia is the Building Code Coordinator for FIU. All matters regarding code compliance, permits and interpretations shall be referred to his office.

   Code Compliance personnel:
   - State Fire Marshal/SFM
   - Fire Safety Inspector – Johnny Suggs

1.2.3 Additional Facilities Management personnel:
   - Assoc. VP Facilities Management – John Cal
   - Director of Facilities Construction – Patrick Meagher
   - Assist. Director Facilities Construction – Alberto Delgado

1.2.4 Division of Information Technology Services (DoIT) - IT personnel:
   - Asst. Director – Jorge Estay
   - Project Manager – Heber Perez Garcia
1.3 Architect/Engineer-of-record

1.3.1 ___________ – the Architect, will provide administration of the contract as described in the Contract Documents.
A/E Project Manager –

1.3.2 The architect and consultants will conduct regular visits to the project site and report on progress of the work as stipulated in the Contract.

1.3.3 The Architect/Engineer is not responsible for means and methods, sequencing of the work or safety issues in connection with the project.
Consultants:
Mechanical / Electrical / Plumbing –
Civil –
Structural –
Landscaping –

1.4 Contractor

1.4.1 ___________ as the construction entity is responsible for the construction of the project.
Project Executive –
Project Manager –
Project Superintendent –
Project Engineer –
On-site safety officer –

1.4.2 Major Subcontractors

2.0 Sign-In Sheet

All meeting attendees must sign-in. Please provide all the information requested in the sign-in sheet.

3.0 Communications Protocols

3.1 All communication between University and Contractor shall be conducted through the A/E and/or the FIU PM.
3.2 All communication between the University and the Architect shall be conducted through the FIU PM.
3.3 In turn, the FIU PM and the A/E will communicate with the CM and not directly with any subcontractor on the project.

4.0 Project Scope

4.1 Notice To Proceed (NTP) date: ________________.

4.2 Project Schedule: Substantial Completion in _____ calendar days/____________.

4.3 Project mobilization: ________________.

4.4 Mobilization Plan – access to work site.

4.5 Access times – As required by project.
4.6 Access Road. As a reminder (as mentioned previously), the existing dirt road and asphalt walk shall remain in operation at all times. Relocation of these two public thoroughfares should be scheduled early in the project.

4.7 Temporary Barrier/Dust Control –
4.7.1 Temporary barriers outside construction fence must be coordinated with FIU.

4.8 Contractor’s Staging Areas / Site Logistics Plan – The Contractor shall restrict all construction activities and stockpiling of material to the designated area(s).

4.9 Construction activities outside designated areas must be coordinated with FIU to minimize disruption of University activities/events.

4.10 Truck Wash-Down area, as required.

4.11 Construction Signage /Banners.

4.12 Construction Material Deliveries – No disruption of traffic. One lane MUST be kept open at all times with flagmen posted.

4.13 Site Security and Life Safety – The separation of students, faculty and staff from project activities is essential. Contractor is responsible for the safety program & safety precautions related to all construction activities.

4.14 Contractor’s superintendent is designated as the on-site safety officer for the project.

4.15 Parking arrangements. All vehicles must park in the designated area or secure parking decals from the office of Parking and Transportation, PG-5 Market Station. Temporary permits (30, 60, and 90-day) are issued only by the Department of Parking and Transportation. The University Public Safety Department is authorized and empowered to enforce University regulations, all county ordinances and state laws. Copies of the university’s parking and transportation regulations are available from the Department of Parking and Transportation, the Department of Public Safety, the Visitor Information Center and through the Florida International University web site URL http://www.fiu.edu/~xtranspo. The University assumes no liability for vehicles parked or operated on University property. The issuance of a decal or permit does not guarantee a place to park.

4.16 CLEAN SITE - Clean-up, temporary protection, barricades and trash removal.

4.17 Dismissal of disruptive personnel. There is a zero-tolerance policy regarding disruptive behavior.

4.18 SECURITY – The contractor shall strictly established security protocols, including but not limited to, protection of University property, securing and locking the work area at the conclusion of the workday or task.

5.0 Project Coordination

5.1 The Project Schedule must be submitted & reviewed by AE and the University at least five (5) days prior to monthly Pay Requisition. Recognizing that University staff and the consulting Architect must review the schedule; a requisition for payment will not be accepted unless a proper updated Project Schedule is submitted in a timely fashion.

5.2 Bi-weekly Status Report - Critical Work Sequencing. The Contractor shall provide status
reports with each Payment Requisition.

5.3 List of Subcontractors and Suppliers – the Contractor shall compile and update a complete listing.

5.4 Items Purchased, Furnished and Installed by: ___________________________.

6.0 Building Code Compliance

6.1 Permits
6.1.1 Construction Permit required - Permits are issued by the University on all work within University property. The Contractor shall obtain all permits from the Building Code Administrator (BCA) - Angel Goitia (305.348.4666).
6.1.2 Construction trailers require permits and inspections – FIU Bldg. Depart.
6.1.3 All Permits must be posted.
6.1.4 Permit drawings must be posted at job site.
6.1.5 Third Party Required Submittals [shade structure, future phases]-FIU Bldg. Depart.

6.2 Miscellaneous Permits
6.2.1 Miami-Dade Water and Sewer Department/Dry-run, Final.
6.2.2 State of Florida Fire Marshal.
6.2.3 Generator permits to be coordinated with FIU / EH&S [MDC DERM, Air pollution annual operating Permit].
6.2.4 Elevator – MDC.

6.3 Inspections
6.3.1 _______________ will provide Building Inspections.
6.3.2 Inspections will be only upon request. An Inspection Request / Report Form must be filed for all mandatory inspections as required by the Florida Building Code.
6.3.3 Inspections will require 48 hours’ notice - all inspections.
6.3.4 Re-inspection for non-complying work.
6.3.5 Low voltage related work by FIU.

6.4 Temporary Electrical Services – FIU Bldg. Depart., interfaced with FPL.

7.0 Operational Issues –

7.1 Temporary Utilities (Water/electrical).
7.2 Lunch and Break Areas: All shall be with-in the perimeter of the designated site.
7.3 Toilets.
7.4 Coordination with on-going school activities.
7.5 Service interruptions - if required MUST be coordinated with University/FIU PM.

8.0 Project Administration

8.1 Project Meetings / Bi-Weekly -
8.1.1 Project Status – Schedule up-date.
8.1.2 Tracking of all Submittals, RFI’s, PCO’s, Critical Items.
8.1.3 Two-week look ahead.
8.1.4 Monthly review of Payment Request – “Pencil Draft”.
8.1.5 Meeting Notes by A/E – Copies to all individuals in distribution list.
8.2 Procedures for maintaining “Record Drawings” – As Built. 
Inclusive of Drawings, approved Samples and Submittals.

8.3 Requisitions for Payment. Four (4) copies Required / FIU Form – Certificate for Payment Request Form & Routing Slip.

8.4 Releases of Liens shall be provided. Releases on the current Pay Req. shall be included in the subsequent request.

8.5 Request for Information (RFI’s) / Logs. The GC shall maintain and include copy at all project construction meetings. FIU PM shall be copied on all RFIs.

8.6 Shop Drawings, Samples and Submittals / Logs - 
8.6.1 Routing.
8.6.2 Number of copies required.
8.6.3 Approval – standard (14 ) days; critical ( 7 ) days [Discuss with Team].
8.6.4 Approval by Architect prior to installation.

8.7 Field Reports - A/E to provide site visit reports.
8.7.1 Field reports correction of deficiencies (7 days’ notice).

8.8 Material Testing Laboratory - ___________________________.
Distribution List: Contractor, Architect, Structural Eng., and FIU PM.

8.9 Site and off-site utilities.

8.10 Warranties, Guarantees, Operating and Maintenance Manuals.

8.11 Substantial Completion – FIU Form with Punch-List.

8.12 Contingency Authorization Expenditure/Change Orders - FIU Form.

8.13 Final Payment-When CO or CC is issued and account reconciliation complete.

END OF AGENDA
Facilities Construction Services

PRICE SHEET

PROJECT NAME: MMC BUS SHELTER INSTALLATION PHASE-3
PROJECT NUMBER: FM-120714

COMPANY NAME: ____________________________________________
________________________________________________________________
________________________________________________________________

1. BASE BID - VENDOR TO PROVIDE ALL LABOR, MATERIAL & EQUIPMENT TO CONSTRUCT ................

   $ ___________________

2. ALTERNATE No 1 ADD (DEDUCT) - VENDOR TO PROVIDE ALL LABOR, MATERIAL & EQUIPMENT TO CONSTRUCT ..................

   $ ___________________

3. ALTERNATE No 2 ADD (DEDUCT) - VENDOR TO PROVIDE ALL LABOR, MATERIAL & EQUIPMENT TO CONSTRUCT ..................

   $ ___________________

Date: ________________________________________________________

Type or Print name: _____________________________________________

Signature: ___________________________________________________
Please respond in writing to this office explaining actions taken in response to each area of inquiry or comment. Responses to these review comments shall be submitted via hard copy as well as in electronic media format to my attention at ********@fiu.edu

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## PROJECT DIRECTORY

### FIU Facilities

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### Consultant

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**Subcontractor 1**

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**Subcontractor 3**

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Month day, Year

To: USER
From: FCS
Re: Project Name Kick-Off Agenda

FM –
When: TBD
Where: TBD

We have received a Minor Project Request Form (MPRF) from you and would like to set up a visioning meeting with you to discuss the project. We will share some preliminary information about the process and the estimated cost and schedule. We will answer any questions you have at that time.

Thank you

AGENDA

• Introductions
• Project Scope
  o What you need
  o Foreseeable obstacles
• Project Timing
• Project Funding
• The Players
• Your Role
## PROJECT SCHEDULE

### PROJECT NAME:

### PROJECT NUMBER:

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## QUOTE TRANSMITTAL

**DATE:**

**TO:** Florida International University
Facilities Construction
Modesto A. Maidique Campus
11555 SW 17th Street
Miami, FL 33199

**PROJECT No:** FM / BT

**BUILDING:**

**Space Type:**

**Room:**

**PROJECT**

**FUNDING:** 1

**FUNDING:** 2

**FUNDING:** 3

**ATTN:**

**PHONE:**

**FAX:** 305-348-4010

**FROM:**

We are sending you: [x] ATTACHED

UNDER A SEPARATE COVER THE FOLLOWING:

**Vendor Type:**

- [ ] BUILDER
- [ ] COM / VENDOR
- [ ] A/E Services

<table>
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<tr>
<th>DATE</th>
<th>VENDOR NAME</th>
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**CONSTRUCTION SERVICES REIMBURSEMENT (5%)**

$0.00

**TOTAL COST**

$0.00

**REMARKS / DESCRIPTION**

*Please attach proposal signed and competitive quotes as needed! Budget Transfer, Journal ID.*
REQUEST FOR QUOTATION

DATE:
TO:
ATTN:
PHONE:
FAX:
FROM:

PROJECT NAME:
PROJECT No:
PROJECT LOCATION:

WE ARE SENDING YOU: X ATACHED UNDER A SEPARATE COVER THE FOLLOWING:

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REMARKS

The attached documents are the scope of work and other pertinent information necessary for your firm to submit a quotation for the above mentioned project.

Written quotation, questions or comments on this project shall be sent electronically via email to my attention at ______________@fiu.edu by no later than ______________.

We thank you in advance for your prompt attention.

Facilities Management
MMC Campus, Miami, FL 33199 Tel: 305-348-4000  Fax: 305-348-4010 www.fiu.edu
Florida International University is an Equal Opportunity/Access Employer and Institution +TDD via FRS 1-800-955-8771
## ROOM SIGN SCHEDULE

**DATE:** 2/4/2016  
**TO:** Florida International University  
Facilities Management  
Modesto A, Maidique Campus  
11555 SW 17th Street  
Miami, FL 33199  

**ATTN:** Hector Nunez  
**PHONE:** 305-348-4673  
**FAX:** 305-348-4674  
**FROM:** Project Manager

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**ROOM NUMBER TOTAL** 0  
**ROOM NAME TOTAL** 0  
**FRAME TOTAL** 1
**SCOPE OF WORK SITE WALKTHROUGH**

**Walkthrough Date:**

**Place of Meeting:**

**Project Name:**

**Project Number:** FM

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<td>CM / Contractor(s):</td>
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<td>Other:</td>
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**Work Description**

Provide a detailed description of the work that will be performed. If items are identified that are clearly out of the scope of this project, they should be noted here.

Check all Items [X] that will be affected by this project.

- Electrical
- Fire Alarm
- Sprinkler System
- HVAC
- Telecommunication
- Chilled Water
- Media Equipment
- Roofing
- Fire Penetration
- Plumbing
- Floor
- Ceiling
- Asbestos Abatement
- Structure
- Interior Partition
- Exterior Wall

**Permits**

- Required
- Not Applicable

**Space Committee Approval**

- Required
- Not Applicable
SIGN IN SHEET

Project Name:
FIU Project No:
Subject:
Date of Meeting:
Time of Meeting:
Place of Meeting:

Attendees:

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# FIU Facilties Construction Services

## Transmittal

**DATE:**

**TO:**

**PROJECT NAME:**

**PROJECT No:**

**ATTN:**

**PHONE:**

**PROJECT LOCATION:**

**FROM:**

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| X FOR APPROVAL | | AS REQUESTED | | APPROVED AS NOTED |
|----------------|----------------|--------------|------------------|
|                |                |              |                  |
| FOR YOUR USE   | FOR REVIEW AND COMMENTS | RESUBMIT FOR APPROVAL |

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**RECEIVED BY:** __________________________  **DATE:** __________________________

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Facilities Management

MMC Campus, Miami, FL 33199  Tel: 305-348-4000  Fax: 305-348-4010  [www.fiu.edu](http://www.fiu.edu)

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