

Facilities Construction Services

Minor Project Field Guide



Version 4

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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 minor 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 policies 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 rescope 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 or construction management at-risk method 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 the project schedule as part of the design phase to establish all major construction schedule milestones.
- Set the project 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 Administration 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.

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.

Authority Having Jurisdiction (AHJ)

An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, and installation, or a procedure.

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 of 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 construction management method.

Construction Phase

The fifth and final phase of the architect's basic 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 or Design-Build 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) or **Design-Bid-Build**

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 contractors called subcontractors, who perform specific specialized work on projects. Also called a 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. A 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.

Owner-Direct Purchase

Process under which a governmental unit (the “public owner”) may save on Florida sales and use taxes (collectively, termed “sales tax”) on purchases of tangible personal property that are incorporated into a construction project that the public owner owns.

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 an 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.

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 TI'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, 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 <https://facilities.fiu.edu/> under **SERVICES MENU**, “**PM / Bldg. Manager Assignments**”.

5. Project Manager Assignment List

The latest Project Manager Assignment List can be found at <https://facilities.fiu.edu/> under **SERVICES MENU**, **“PM / Bldg. Manager Assignments”**

6. Facilities Construction Accounting and Support Procedures

Construction Projects:

- **FM Number for Minor Projects (this is not applicable for Major 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/> . 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 9,999:** At least one written quotation via email.
 - **\$10,000 to \$74,999:** At least two written quotations via email.
 - **\$75,000 to \$249,999:** At least three written quotations via email (GC Continuing Services Contract) or competitive solicitation.
 - **\$250,000 to \$3,999,999:** Requires a competitive solicitation or a CM Continuing Services Contract

- **New Requisition Request / Change Orders:**
 - Proposals and/or Change Orders will be sent to the Project Manager by the Vendor.
 - The Project Manager will complete a Quotes Transmittal (QT) for both, new requests and CO’s. The QT “should” include the funding source and 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).
 - The PM will state their approval for processing and email the proposal/CO and the QT to Pro. Accountant 3 (Minor Projects) or Pro. Accountant 2 (Major Project) for review. This email will include the boxed area below to record the approval process:

	Approved	Date
Project Manager		
Pro. Accountant 3		
Const. Cost Accountant		
Director		
Distributed/Admin. Coordinator		

- After review, the Pro. Accountants will “forward” the paperwork to Const. Cost Accountant for approval (if there are any issues, he/she will directly communicate with the PM to correct).

- After Const. Cost Accountant's approval, he/she will "forward" the paperwork to Admin. Coordinator.
- The Admin. Coordinator will verify insurance in Fasttrack, enter the request into the system, and then "forward" it to the Asst. Director / Director for approval.
- After approval, Asst. Director / Director will then "forward" the paperwork to Pro. Accountant 3 (Minor Projects) or Pro. Accountant 2 (Major Projects) for processing. All of the final approvals will be included, EXAMPLE:

	Approved	Date
Project Manager	Joe Smith	3/15/20
Pro. Accountant 3	Mary Brown	3/16/20
Const. Cost Accountant	Robert Perez	3/18/20
Director	Jennifer Johnson	3/18/20
Distributed/Admin. Coordinator	Karen Garcia	3/19/20

- **Invoices:**

- Vendor should be informed to electronically email their invoice/pay request to FIU Facilities Construction Support. One email per invoice/pay request.
- 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/> under "Payment Requisition".
- Facilities Construction Support will record it in the system and develop the email chain for approval (the 1st email will be sent to FM Professional Accountant 2, FM Construction Cost Accountant, FC Project Manager, and FC Assistant Director/Minor Projects, FC Director/Major Projects) which will include the boxed area below to record the approval process:

	Approved	Date
Pro. Accountant 2	Jessica Miller	4/20/20
Const. Cost Accountant	Robert Perez	4/21/20
Project Manager	Joe Smith	4/22/20
Director	Jennifer Johnson	4/23/20
Distributed/Const. Support	Charles Rodriguez	4/24/20

- After the Pro. Accountant's approval, he/she will "forward" the pay request/invoice to the Const. Cost Accountant.

- After the Const. Cost Accountant's approval, he/she will "forward" the pay request/invoice to the Project Manager (if there are any issues, the Const. Cost Accountant will directly communicate with the PM to correct).
- After the PM's approval, he/she will "forward" the pay request/invoice to the Asst. Director (Minor Projects) or Director (Major Projects).
- After the Asst. Director/Director approve, they will "forward" the pay request/invoice back to Construction Support.
- Construction Support will update the log and send the approved pay request/invoice to Pro. Accountant 2 for processing with the Controller's Office. FM Director of Budget, Const. Cost Accountant, and the PM will be cc'd on this FINAL email.

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

Notes:

1. "Forward" the paperwork as instructed above to limit excessive, unnecessary emails.
2. If you are copied on any of these emails, there is nothing you need to do.

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 ID 6080020028.

NOTE: E&G funded projects still follow University rules. Projects initiated MUST BE COMPLETED AND PAID to the contractor/architect within the same Fiscal Year that the funding was transferred. Projects funded July 1st will have a 13-month life span. If the project cannot be completed and paid by this deadline, the project should not be funded until July 1st.

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 ID 6080020021 for Minor Projects and Activity ID 6080020033 when supplementing Major Projects.

NOTE: E&G Carry Forward funded “minor” projects still follow University rules. Projects MUST BE COMPLETED AND PAID within the same Fiscal Year that the funding was transferred.

AUXILIARY FUNDED PROJECTS:

A cash transfer should be completed by the Customer (Initiator) for the amount of the proposal plus a 5% Construction Service Charge. The Cash transfer must be sent to FMD Accounting with a copy of the Quote Transmittal. Please reference the FM# and the name of the project on the cash transfer form.

TECH FEE FUNDED PROJECTS:

The Dept of Information Technology should be advised that your request is being handled by Facilities Management. As a result, DOIT will send a cash transfer directly to FMD Accounting for the amount of the proposal plus a 5% Construction Service Charge.

GRANTS FUNDED PROJECTS:

Language in the Grant agreement will determine how this funding is used for construction. Please contact FMD Accounting to determine the process. PLEASE NOTE that Grant funds cannot be charged CSR, so an alternative funding source will have to be identified by the Customer to cover this cost.

The PM's responsibility:

1. Find out the funding source.
2. Provide the Customer with these instructions.
3. Give FMD Accounting cash transfers you may receive directly.
4. Determine the life span of the project.

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 user-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. Payment and Performance Bond

PAYMENT BOND (FOR LABOR AND MATERIALS)

THIS BOND IS ISSUED SIMULTANEOUSLY WITH PERFORMANCE BOND IN FAVOR OF THE OWNER CONDITIONED ON THE FULL AND FAITHFUL PERFORMANCE OF THE CONTRACT AS PROVIDED BY SECTION 255.05, F.S.

KNOW ALL MEN BY THESE PRESENTS: that **Name, Address and Telephone Number**, as Principal, hereinafter called Principal, and **Surety Name and Address**, as Surety, hereinafter called Surety, are held and firmly bound unto the Florida International University Board of Trustees, hereinafter called Owner, for the use and benefit of claimants as herein below defined, in the amount of **Contract Amount**, for the payment whereof Principal and Surety bind themselves, their heirs, personal representatives, executors, administrators, successors and assigns, jointly and severally.

WHEREAS:

Principal has by written agreement dated **Spell out Month and Day, 4 digit Year**, entered into a contract with Owner for construction of **Project Name** at Florida International University, Project No. **BT-xxx or FM-xxxxxx**, in accordance with Drawings and Specifications prepared by **A/E Name and Address**, which agreement is incorporated herein by reference and is hereinafter referred to as the Agreement. Project consists of **{briefly describe the building/project}**.
[If property is not on University property, include a legal property description or street address and identity of the property owner]

THE CONDITIONS OF THIS BOND are such that:

1. If Principal shall promptly make all payments owing when due to all claimants defined in Section 255.05(1), Florida Statutes, who furnish labor, materials or supplies, used directly or indirectly by Principal in the prosecution of the Work provided for in the Agreement, then this bond is void; otherwise, it remains in full force and effect.
2. Each said claimant shall have a right of action against the Principal and Surety for the amount due the claimant. No such action shall subject the Owner to any cost, expense, loss or damage, and Principal shall promptly pay Owner for the full measure of all cost, expense, loss, damage, and attorney's fees, including appellate proceedings, sustained by Owner as a result of any default by Principal under the Agreement.
3. A claimant, except a laborer, who is not in privity with the Principal shall, before commencing or not later than forty five (45) days after commencing to furnish labor, materials, equipment or supplies for the prosecution of the Work, furnish the Principal with a notice that the claimant intends to look to the bond for protection. A claimant who is not in privity with the Principal and who has not received payment for labor, materials, equipment or supplies shall deliver to the Principal and to the Surety written notice of the performance of the labor or delivery of the materials, equipment or supplies and of the nonpayment. The notice of nonpayment may be served at any time during the progress of the work or thereafter but not before 45 days after the first furnishing of labor, services or materials and not later than 90 days after the final furnishing of the labor, services, or materials by the claimant or, with respect to rental equipment, not later than 90 days after the date that the rental equipment was last on the jobsite available for use. No action for the labor, materials, equipment or supplies may be instituted against the Principal or the Surety unless both notices have been given.
4. Any action instituted by a claimant under this bond for payment must be in accordance with the notice and time limitation provisions set forth in Florida Statutes Section 255.05(2) as presently enacted or as may hereafter be amended from time to time.
5. An action against the Surety or the Principal, or both, may be brought in the county in which the public building or public work is being constructed or repaired or in any other place authorized by the provisions of Chapter 47, Florida Statutes.

6. The amount of this bond shall be changed only to the extent that the Construction Contract Price is changed in accord with applicable provisions of the Agreement.

7. Neither any change in or under the Agreement, nor any compliance or noncompliance with any formalities provided in the Agreement or the change shall relieve the Surety of its obligations under this Bond.

8. All capitalized terms used herein by not expressly defined herein shall have the meaning ascribed thereto in the Agreement.

SIGNED AND SEALED THIS [] DAY OF [Spell out Month Year in 4 digit].

FOR THE PRINCIPAL:

AS WITNESSED BY:

[Insert Name] _____

NAME OF FIRM: (Seal)
[Insert Name] _____

By: [Insert Name] _____

TITLE: [Insert] _____

DATE: [Insert] _____

FOR THE SURETY:

AS WITNESSED BY:

[Insert Name] _____

NAME OF SURETY: (SEAL)
[Insert Name] _____

By: [Insert Name] _____
RESIDENT AGENT AS ATTORNEY-IN-FACT

AGENT NAME AND ADDRESS:
[Insert Name] _____
[Insert Street Address] _____
[Insert City, State, ZIP] _____

(POWER OF ATTORNEY ATTACHED HERETO)

PERFORMANCE BOND

THIS BOND IS ISSUED SIMULTANEOUSLY WITH PAYMENT BOND (FOR LABOR & MATERIALS) IN FAVOR OF THE OWNER CONDITIONED ON THE FULL AND FAITHFUL PERFORMANCE OF THE CONTRACT AS PROVIDED BY SECTION 255.05, F.S.

KNOW ALL MEN BY THESE PRESENTS: that **Name, Address and Telephone Number**, as Principal, hereinafter called Principal, and **Surety Name and Address**, as Surety, hereinafter called Surety, are held and firmly bound unto the Florida International University Board of Trustees, hereinafter called Owner, for the use and benefit of claimants as herein below defined, in the amount of **Contract Amount**, for the payment whereof Principal and Surety bind themselves, their heirs, personal representatives, executors, administrators, successors and assigns, jointly and severally.

WHEREAS:

Principal has by written agreement dated **Spell out Month and Day, 4 digit Year**, entered into a contract with Owner for construction of **Project Name** at Florida International University, Project No. **BT-xxx or FM-xxxxxx**, in accordance with Drawings and Specifications prepared by **A/E Name and Address**, which agreement is incorporated herein by reference and is hereinafter referred to as the Agreement. Project consists of **{briefly describe the building/project}**.
[If property is not on University property, include a legal property description or street address and identity of the property owner]

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if Principal shall promptly and faithfully perform said Agreement, then this obligation shall be null and void; otherwise, it shall remain in full force and effect.

The Surety hereby waives notice of any change, including changes of time, in the Agreement or related subcontracts, purchase orders or other obligations. Additionally, any changes in or under the Agreement documents and compliance or noncompliance with any formalities connected with the Agreement or the changes does not affect Surety's obligation under this bond.

Whenever the Principal is in default under the Agreement, and the Owner has performed its obligations thereunder, the Surety shall within thirty (30) days after receipt of Owner's notice of default, and at Surety's expense: (1) arrange for the Principal, with the Owner's consent, to perform and complete the Agreement; or (2) undertake to perform and complete the Agreement itself through agents or other independent contractors; or (3) obtain bids or negotiated proposals from qualified contractors acceptable to the Owner for a contract for performance and completion of the Agreement; arrange for a contract to be prepared for execution by the Owner and the contractor selected with the Owner's concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued for the Agreement; and pay to the Owner the amount of damages described in this Bond in excess of the Balance of the Contract Price that the Owner incurs because of Principal's default; or (4) waive its right to perform and complete, arrange for completion or obtain a new contractor and, within thirty (30) days after Principal is declared in default: (a) determine the amount for which the Surety is liable to the Owner and tender payment therefor to the Owner within sixty (60) days after Surety sends notice to Owner of its intent; or (b) deny liability in whole or in part and notify the Owner citing reasons for the denial.

If the Surety fails to proceed within the times provided in the paragraph above, the Surety shall be deemed in default under this Bond.

If Surety elects to act as provided above, the Surety's responsibilities to the Owner shall not be greater than those of the Principal under the Agreement and the Owner's responsibilities to the Surety shall not be greater than those of the Owner under the Agreement. To the limit of the penal sum of this Bond, but subject to Owner's payment of the Balance of the Contract Price under the Agreement, the Surety is obligated without duplication for:

- (1). The Principal's responsibilities for correcting defective work and completion of the Agreement;

- (2). Additional legal, design professional and delay costs resulting from the Principal's default and resulting from the Surety's actions or failure to act;

(3). Liquidated damages, or if no liquidated damages are specified in the Agreement, the Owner's actual damages cause by the Principal's delayed performance or non-performance.

For purposes hereof, the term "Balance of the Contract Price" means the total amount payable by Owner to Principal under the Agreement and any amendments thereto, less amounts already paid by Owner to Principal.

SIGNED AND SEALED THIS [] DAY OF [Spell out Month Year in 4 digit].

FOR THE PRINCIPAL:

AS WITNESSED BY:

[Insert Name] _____

NAME OF FIRM: (Seal)
[Insert Name] _____

By: [Insert Name] _____

TITLE: [Insert] _____

DATE: [Insert] _____

FOR THE SURETY:

AS WITNESSED BY:

[Insert Name] _____

NAME OF SURETY: (SEAL)
[Insert Name] _____

By: [Insert Name] _____
RESIDENT AGENT AS ATTORNEY-IN-FACT

AGENT NAME AND ADDRESS:
[Insert Name] _____
[Insert Street Address] _____
[Insert City, State, ZIP] _____

(POWER OF ATTORNEY ATTACHED HERETO)

11. Asbestos-Containing Materials

Asbestos refers to a group of naturally occurring fibrous minerals. These minerals are made up of fine, durable fibers and are resistant to heat, fire and many chemicals. Asbestos fibers do not evaporate into the air or dissolve in water, and they do not break down over time.

Asbestos was widely used in the construction industry before the late 1990's for many building products and materials.

Asbestos-Containing Material (ACM) maintained in good condition does not pose a threat to human health. ACM is not considered to be harmful unless it is releasing dust or fibers into the air where they can be inhaled.

The Environmental Protection Agency (EPA) governs the removal and disposal of asbestos. Companies that remove asbestos must comply with EPA licensing. These companies are called EPA licensed asbestos contractors. After asbestos removal work is completed, a final inspection and clearance air testing shall be performed to confirm that the work area is safe for re-occupancy

DO NOT ASSUME MATERIALS DO NOT CONTAIN ASBESTOS - For all restoration, renovation and any construction project that will disturb a building material, (i.e. floor tile during a carpet replacement, new ceiling installation, etc.), the Facilities Construction Project Manager shall obtain in writing "Clearance" from the University's Facilities Management Asbestos Coordinator (FMAC) stating that the areas that are going to be impacted during construction do not contain asbestos.

FMAC is responsible for coordinating all asbestos abatement activities.

All asbestos abatement work shall be done in accordance with all Applicable Local, State, and Federal Regulations including but not limited to OSHA, EPA, DOT, and DERM.

Examples of products that may contain asbestos:

- Sprayed-on fire proofing for structural steel
- Pipe and boiler insulation
- Drywall and joint compounds, including textured and decorative applications
- Plaster, including acoustical and decorative types
- Wall and ceiling insulation
- Ceiling tiles
- Vinyl floor tile and linoleum including the adhesives
- Cement products including pipes, panels, and roof and siding shingles
- Roofing
- Fireproofing material such as blankets, fire curtains, lab counter tops, electrical wiring insulation, cloth, and structural insulation
- Felts, caulking, putties, and adhesives
- Fire doors and frames
- HVAC duct



Date: February 10, 2021

ASBESTOS CONTAINING MATERIAL STATEMENT at MMC, BBC, and EC BUILDINGS

Issued by: Paulo Costa

Paulo C. Costa, Coordinator of Planning, FIU, FM, Facilities Planning Department

In compliance with the requirements of the EPA, NESHAP, OSHA, FS, & other State of Florida applicable regulatory requirements, in regards to the proposed buildings remodeling and/or renovations.

NO ASBESTOS CONTAINING MATERIAL ARE PRESENT IN THIS LIST OF BUILDINGS BELOW, at MMC, BBC and EC

NOTE: ALL ROOFS WE ASSUMED ASBESTOS CONTAINING MATERIAL ARE PRESENT, MATERIAL NOT SAMPLE AS PER STATE PROTOCOL

NO ASBESTOS CONTAINING MATERIALS ARE PRESENT IN THIS LIST OF BUILDINGS BELOW

BUILDING NUMBER	CAMPUS NAME / BUILDING NAME	GROSS SQUARE FEET	YEAR OCCUPIED
Modesto A. Maidique Campus			
3	Ernest R. Graham Univ. Ctr. Phase III	36,840	2004
5	Steve & Dorothea Green Lib.	357,181	1975
7	FIU Arena	133,179	1986
8	Computing, Arts, Sciences and Education (CASE)	112,754	1990
9	Chemistry & Physics	130,857	1991
10	Building Ten	9,398	1989
11	Ryder Business Building	58,782	1991
12	Student Health Services Complex Phase II	18,987	2004
13	Labor Center	25,059	1994
14	Sanford & Dolores Ziff Edu.	57,456	1997
14A	Information Center	600	1997
15	Baseball Stadium	34,125	1995
15A	Batting Cage	4,488	1995
15B	Baseball Stadium Storage Shed	121	1995
15C	Nature Preserve Green House	5,978	2013
16	Herbert & Nicole Wertheim Ctr.	74,052	1996
17	Children's Creative Learning	6,228	1996
18	FIU Soccer Stadium	6,154	1990
19	Panther Residence Hall	122,667	1996
19A	University Park Towers	218,157	2000
19B	Everglades Hall	147,475	2002
19CN	Lakeview Housing - North	118,193	2006
19CS	Lakeview Housing - South	139,500	2006
19P	Panther Residence Hall Pool	3,049	2006
20	Student Athletics Academic Ctr.	10,818	1998
21	Academic Health Center 1	117,682	2002
21A	Academic Health Center 2	119,899	2005
22	Campus Support Complex Shops	53,500	1999

BUILDING NUMBER	CAMPUS NAME / BUILDING NAME	GROSS SQUARE FEET	YEAR OCCUPIED
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Modesto A. Maidique Campus

22A	Campus Support Canopy/Srv	3,510	1999
22B	Campus Support Storage	642	1999
23	Campus Support Complex Admin.	45,400	1999
24	Paul Cejas Architecture	124,870	2003
25	Management & Advanced Research	85,296	2002
27	Rafael Diaz-Balart Hall	153,768	2006
28	Ronald W. Regan Pres. House	19,640	2001
29	The Patricia & Phillip Frost Museum	46,874	2007
30	College Of Business Complex	103,000	2007
31	Central Utilities Two	14,500	2007
31A	Satellite Chiller Plant	14,112	2013
32	Riccardo Silva Stadium	101,437	1998
33	Wellness and Recreation Center	135,843	2005
36	School of Inter. & Public Affairs	58,238	2011
38	Stocker Astroscience Center	11,688	2013
39	Academic Health Center 3	114,929	2009
40	Women's Softball/Tennis Cx.	3,150	2003
42	Academic Health Center 4	136,076	2013
43	Academic Health Center 5	159,384	2014
44	Ambulatory Care Center	42,286	2015
45	Student Academic Success C	94,476	2016
47	Art Studio	5,909	2007
52	MANGO	113,051	2014
55	Parkview housing	411,766	2013
CW1	PC/DM Coverd Walkway	2,919	1973
CW2	DM/GL Coverd Walkway	1,849	1975
CW3	PCA Coverd Walkway	1,434	2003
CW4	GL/GC Coverd Walkway	948	2004
CW5	OE/CP Coverd Walkway	544	1990
CW6	PG1/PC Coverd Walkway	4,815	2004

BUILDING NUMBER	CAMPUS NAME / BUILDING NAME	GROSS SQUARE FEET	YEAR OCCUPIED
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Modesto A. Maidique Campus

GHI	Greek Housing I	14,114	2000
GHII	Greek Housing II	10,674	2001
PG1	Parking Garage 1 Gold	360,220	1998
PG2	Parking Garage 2 Blue	360,220	2002
PG3	Panther Parking Garage	470,441	2004
PG4	Red Parking Garage	470,441	2004
PG5	PG5 Market Station	798,119	2011
PG6	Parking Garage Six	800,949	2016
SH	Solar House	2,541	2016
W01C	Ceramics	4,532	1990
W01D	Green House	11,926	2010
W06D	Softball Batting Cage	3,500	2017
W06E	Softball Shed 1	207	2017
W06G	Softball Shed 2	202	2017
W06H	Softball Golf Complex	TBA	2017

Biscayne Bay Campus

N07	Roz & Cal Kovens Conference Ctr.	57,604	1996
N08	Ecology Laboratory	3,872	2000
N08A	Ecology Lab Module	1,366	2018
N08B	Ecology Lab Shed 1	98	2018
N08C	Ecology Lab Shed 2	65	2018
N08D	Ecology Lab Shed 3	65	2018
N08E	Ecology Lab Metal Canopy 1	3,801	2018
N08F	Ecology Lab Metal Canopy 2	2,402	2018
N08G	Ecology Lab Cold Room	285	2018
N08H	Ecology Lab Shed 4	197	2018
N09	RCCL Training Center	N/A	2015
N13	Marine Sciences	60,478	2004
N18	Frost Museum of Science - Batchelor Center	TBD	2018

Engineering Center

102A	EC Wood Storage	134	2018
102B	EC Wood Storage 2	160	2018
102C	EC Wood Storage 3	160	2018
102H	Arc Research Lab # 1	452	2018
102I	Arc Research Lab # 2	501	2018
102J	Arc Research Lab # 3	502	2018
102K	Arc Research Lab # 4	443	2018
102L	EC Wood Storage 4	39	2018
102M	Storage 102m	144	2018
102P	Storage 102p	90	2018
102Q	Storage 102q	110	2018
103	Information Booth I	81	2005
103A	Information Booth II	73	2005
104	Solar Decathlon House	785	2005
105	Wall of Wind Research Facility	8,049	2009
105A	Wall Of Wind Trailer	1,307	2018
105B	Wow Shed	142	2018
105C	Wall of Wind Shop	3,000	2018

12. 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 Requisitioner 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. 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.

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. Any sales tax associated with such quote.
- e. 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 Representative

Title

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)

13. DoIT Incident Request

Also known as NET Authorizations

When IT infrastructure work by DoIT is necessary, the process for **Minor Projects** will be as follows:

- The Project Manager will work with DoIT to determine and agree upon what is needed. The DoIT team develops an "Incident Request."
- The "Incident Requests" will then be electronically received via NET Authorization by FM Pro. Accountant 3 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 DoIT.

This process will provide DoIT 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 DoIT infrastructure and cabling installations in **Major Projects**, DoIT 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 DoIT begins to invoice Facilities for materials and/or work in progress under MAJOR PROJECTS, the same NET Authorization process stated above will be utilized.

14. GUIDELINES FOR SELF-PERFORMANCE WORK ON CONSTRUCTION MANAGEMENT PROJECTS

These procedures are to be followed for any Work which is neither included in the Construction Manager's (CM) fee nor competitively bid. Paragraph 3.3 of the Agreement between Owner and Construction Manager provides, "Unless otherwise authorized by the Owner in writing, all Work shall be performed under trade contracts held by the Construction Manager. The Construction Manager shall not bid on any of the trade contractors Work or perform such Work with its own forces without the prior written consent of the Owner".

PRIOR CONSENT

The Construction Manager must complete and submit a Self-Performance Authorization Form to the University Project Manager for approval prior to performing the Work. If the University concurs, the University Project Manager shall send written authorization to the CM.

If consent is given for the CM to bid on a specific portion of the Work, the CM must provide a sealed bid together with sealed bids from three additional sub-contractors. The sealed bids must be opened in the presence of the University Project Manager in person or via video conference.

If the CM is unable to secure additional quotes due to insufficient trade contractor interest, the CM shall provide documentation of its efforts to secure the required quotes.

Items which will be considered for self-performance include, but are not limited to:

1. General Conditions items.
2. Work for which sufficient scope does not exist to attract trade contractor interest, or for which the schedule for the Work spans a time period which is sporadic and broken over the duration of the Project.
3. Work which must be performed to eliminate safety violations or remedy emergency conditions.
4. Unforeseen Work for which the timing has significant and negative impacts on the schedule of the Project, or Work for which the Owner mandates an accelerated schedule to complete component parts of the Project. (Circumstances such as completeness of architectural drawings, time required to generate appropriate bid packages, and change order liability will be considered.)
5. Portions of the Work for which the CM has a proven track record of performing such Work, and for which the participation by the CM would be advantageous to the Owner.

15. CM Continuing Services – Contracts and Standards FAQs

What are the requirements to charge for Pre-Construction Services?

Before performing any pre-construction services, the CM must submit a pre-construction services proposal to the Project Manager for their approval. The pre-construction services fee shall be negotiated, but in no case shall it exceed 1% of the agreed upon Guaranteed Maximum Price (GMP). This percentage will be examined once a GMP is submitted, and an adjustment will be made for any overstated costs.

What are the requirements to change personnel in a project?

Refer to article 3.3.5 of the CM Agreement:

"...The Construction Manager has provided the Construction Manager's personnel chart, which lists by name, job category, responsibility, and hourly rate, the Construction Manager's primary employees who will work on the Project in the Construction Manager's "Professional Qualifications Supplement" submitted to the Owner during the Construction Manager Selection process. The Construction Manager shall promptly inform the Owner in writing of any proposed replacements or additions to the personnel chart, the reasons therefore, and the name(s) and qualification(s) of proposed replacement(s) or addition(s). The Owner shall have the right, in its reasonable discretion, to reject any proposed replacement or addition."

What are the requirements to use Contingency and GMP line-item cost savings?

An approved Contingency Authorization Expenditure (CAE) form is required before using contingency funds. An approved Cost Savings Expenditure Authorization (CSEA) form is required to transfer unused funds from a GMP line-item to another.

Refer to article 7.3 of the CM Agreement:

"... Upon completion of the bidding and award period, the Construction Manager's contingency will be adjusted so that it does not exceed the contingency percentage agreed upon in the original GMP proposal. The Construction Manager's use of the contingency shall be subject to Owner's prior written approval. Those savings which cause the agreed upon contingency to be exceeded will be available for the Owner's use as soon as reasonably possible. Changes to the GMP funded by these savings are not eligible for additional Construction Manager Overhead and profit as outlined in this Agreement."

Refer to article: 7.5 of the CM Agreement:

"Owner's prior written approval through Owner's forms shall be required for modification to GMP line items, including transfer or use of Construction Manager's contingency and any cost savings."

What kind of backup is required to bill for insurance?

The CM must submit backup for actual insurance costs. The invoice must come from the insurance company, not the CM. For General Liability Insurance procured under whole insurance programs, a letter from the insurance company is required, listing the Project's percentage. An invoice with the actual amount paid is needed to bill for Builder's risk insurance and Performance Bond. These are project-specific costs.

Refer to articles:

9.2.4 of the CM Agreement: *"... Manager shall procure and/or provide to Owner any and all documentation requested evidencing net actual costs for insurance and bonds for the Project to the Construction Manager.*

12.1 of the CM Agreement: *"...The Construction Manager shall be reimbursed for insurance based on the actual cost of the insurance(s) only and shall not include a fee or other mark-up on the insurance premium costs..."*

What kind of backup is required to bill Payroll?

Certified Payroll or canceled checks from the HR Manager are required to verify actual salary rates paid by the CM. When salary rates are confirmed for an employee, the rate is used across all projects. We will request additional verification when the rates change. Also, timesheets must be submitted with each Payment Request to verify the daily hours worked on each Project.

Refer to articles:

3.3.13.1 of the CM Agreement: *"...time sheets, payroll registers, payroll records, cancelled payroll checks..."*

3.3.5 of the CM Agreement: *"Maintain, for all applicable Projects, a competent staff to coordinate and direct the work and progress of the trade contractors. The Construction Manager has provided the Construction Manager's personnel chart, which lists by name, job category, responsibility, and hourly rate, the Construction Manager's primary employees who will work on the Project in the Construction Manager's "Professional Qualifications Supplement" submitted to the Owner during the Construction Manager Selection process. The Construction Manager shall promptly inform the Owner in writing of any proposed replacements or additions to the personnel chart, the reasons therefore, and the name(s) and qualification(s) of proposed replacement(s) or addition(s). The Owner shall have the right, in its reasonable discretion, to reject any proposed replacement or addition."*

9.2 of the CM Agreement: *"Cost of the Work is limited to actual expenditure for the following cost items:*

9.2.1 of the CM Agreement: *Staffing costs as authorized in the GMP, including the cost of its supervisory, technical, administrative and clerical personnel engaged in supervision and management of the work on the Project site; direct costs incurred in the work; ... the employer's net actual cost of payroll taxes and net actual cost of employee's worker's compensation..."*

9.2.1.1 of the CM Agreement: *"Daily hours worked by Construction Manager's employees for performance of the Work on each Project shall be provided to the Owner on a weekly basis in the form of a timecard report signed by the employee."*

Are administrative personnel salaries an allowable project expense?

Refer to article 9.2.1.2 of the CM Agreement:

"No Construction Manager administrative personnel (e.g. accountant, scheduler, safety manager, etc.) stationed at Construction Manager's home or branch offices shall be charged to the Cost of the Work unless the Owner approves such charges in advance in writing. A single project manager, otherwise assigned to the home or branch office, may be charged to the Cost of Work while on or away from the Project site, provided that individual's time is certified as attributable to the Project. Total amount charged for the project manager cannot exceed 4% of the Cost of Work for each Project with attributable time."

What are the requirements to charge Overtime?

The Project Manager must pre-approve all overtime work. The PM can approve the form of an email or any other form of a written request.

Refer to article 9.2.1.3 of the CM Agreement:

"Overtime wages paid to Construction Manager's employees will be reimbursed...provided such overtime wages have been pre-approved by Owner in writing."

What are the requirements to charge Travel costs to a project?

The Construction Manager can submit a claim related to automobile costs for automobile allowance or fuel costs, but not both. All travel costs must be pre-approved by the Owner in writing.

Additional information: [Section 112.061, Florida Statutes](#).

Refer to article 9.2.14 of the CM Agreement:

"No travel costs shall be paid unless such costs are pre-approved by Owner in writing and such approved costs, if any, shall be subject to the requirements and limits set forth in Section 112.061, Florida Statutes."

What kind of tools is the Construction Manager allowed to purchase for the Project?

The Construction Manager may purchase tools not customarily owned by workmen and consumed in the Project. At the end of the Project, the CM will give FIU the used items or a credit for the fair market value.

Refer to article 9.2.15 of the CM Agreement:

"Costs, including transportation and maintenance of materials, supplies, equipment, temporary facilities and hand tools not customarily owned by workmen that are provided by the Construction Manager at the site and fully consumed in the performance of the work. At the end of the Project, any such items which are used, but not consumed, will be turned over to the Owner, or, at the Owner's option, will be credited to Owner at their fair market value at such time."

Which GMP costs should not be included when calculating the CM Fee?

When calculating a project's fee, the CM should not include the following items:

- Insurances & Bond
- Pre-construction Services
- Fee itself

Refer to articles:

9.2.4 of the CM Agreement: *"The Construction Manager's actual cost for insurance and bonds directly attributable to this Agreement shall be considered to be included within the GMP (but shall not be included in the amount for purposes of calculating the Construction Manager's Fee)"*

12.1 of the CM Agreement: *"The Construction Manager shall be reimbursed for insurance based on the actual cost of the insurance(s) only and shall not include a fee or other mark-up on the insurance premium costs."*

How is the fee added to Change Orders?

The total project fee will be adjusted in an amount equal to the percentage specified in the Contract for Construction, applicable to the new total GMP amount.

Refer to articles: 8.3-8.4 of the CM Agreement:

8.3 Adjustments in the Construction Manager's Fee will be made as follows:

8.3.1 Adjustments due to Changes in the Work shall be made as described in the Conditions of the Contract.

8.4 The Construction Manager's Fee for each Project shall be the following percentages of the Cost of the Work.

\$	0.01	\$ 100,000.00	15.0%
\$	100,001.00	\$ 250,000.00	12.5%
\$	250,001.00	\$ 500,000.00	12.0%
\$	500,001.00	\$ 750,000.00	11.0%
\$	750,001.00	\$ 1,000,000.00	10.0%
\$	1,000,001.00	\$ 1,500,000.00	8.5%
\$	1,500,001.00	\$ 2,000,000.00	6.5%
\$	2,000,001.00	\$ 2,500,000.00	6.0%
\$	2,500,001.00	\$ 3,000,000.00	5.5%
\$	3,000,001.00	\$ 4,000,000.00	5.0%

How much retainage should be held on each Payment Request?

Retainage shall be withheld from each payment in the amount of 5% of the approved payment amount.

Retainage on payments to Builder shall be processed subject to and following [Florida Statutes Section 255.078](#). Once the Project is complete, FIU will release the retainage in the final payment request.

16. 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 paperwork 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

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

ARCHITECT-ENGINEER SURVEY	
PROJECT NAME	<input style="width: 100%;" type="text"/>
PROJECT NUMBER	<input style="width: 100%;" type="text"/>
FIU PROJECT MANAGER	<input style="width: 100%;" type="text" value="td.Trodd"/>
ARCHITECT / ENGINEER BEING EVALUATED	<input style="width: 100%;" type="text"/>
TIMELINESS OF SERVICE (MEETING APPROVED SCHEDULES)	<input style="width: 100%;" type="text"/>
ABILITY TO MANAGE PROJECT BUDGET (CONSTRUCTION COST)	<input style="width: 100%;" type="text"/>
COOPERATION/CONCERN FOR FIU INTEREST	<input style="width: 100%;" type="text"/>
QUALITY OF TECHNICAL DOCUMENTATION	<input style="width: 100%;" type="text"/>
MANAGING AND COORDINATING SUB-CONSULTANTS	<input style="width: 100%;" type="text"/>
ADMINISTRATION OF PROJECT PAPER WORK (PAY REQUEST AND SHOP DRAWINGS REVIEWS)	<input style="width: 100%;" type="text"/>
SITE OBSERVATIONS / INSPECTIONS	<input style="width: 100%;" type="text"/>
PUNCH LIST AND CLOSEOUT REVIEW	<input style="width: 100%;" type="text"/>
COMMENTS	<input style="width: 100%; height: 100px;" type="text"/>
	

CONTRACTOR/CM PERFORMANCE EVALUATION

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

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	
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17. Minor Construction Project Document Filing

All projects shall maintain consistent file organization inclusive of the six major categories shown below. All files shall be saved in electronic format and shall be archived in the "Minor Project (P:)" Drive.

1. Project Management

- MPRF (required)
 - Scope of Work
 - Project Schedule (required for all CM projects, time-sensitive projects and construction cost > \$75K)
 - Project directory
 - Cost Projection (required > \$75K)
 - Cost Projection User approval (as required)
 - Sign-in-Sheet (as required)
 - Scope of Work site walkthrough form (required)
 - Meeting Minutes
 - Space Committee approval (as required)
-

2. Architect /Engineer

- A/E Services Proposal and email from A/E, Quote Transmittal and proof of insurance (required)
 - A/E Purchase Orders (required)
 - A/E Invoices (required)
 - Design Documents (required)
 - Sketches
 - Plan review comments by Facilities Operations
 - Construction bid documents (required)
 - Addendums (as required)
 - Meeting Minutes – Design
 - Correspondence
 - A/E Survey Evaluation (required)
 - Photos (as required)
 - A/E Affidavit
-

3. Construction

- Request for proposal(s)
 - Contractor proposals and email from all contractors, Quote Transmittal and proof of insurance (required)
 - Purchase Orders (required)
 - Change Order Request & Change Orders (as required)
 - Requests for information
 - Payment Request (required)
 - Bid Tabulation (required for CM)
 - Construction Schedule
 - Builders Risk (as required)
 - Payment and Performance Bond (required for Construction Cost > \$100K)
 - Permits (as required)
 - Precon Agenda (as required)
 - Notice to Owner
 - Correspondence
 - Inspections / Site visit reports
 - Contractor Survey Evaluation (required)
 - Meeting Minutes – Construction
 - Shop Drawings
-

4. Closeout

- Certificates of Completion (required for permitted projects)
 - Substantial Completion Notification / Certificate
 - Final inspection report
 - Operating & Maintenance Manuals (as required)
 - Warranties (as required)
 - T&B report (as required)
 - Final punch list
 - As Built Drawings (as required)
 - Training session sign-in-sheet (as required)
 - Copy of warranty transmittal (as required)
 - Correspondence
-

5. Miscellaneous Vendors (Testing, Survey, Furniture, Equipment, etc.)

- Vendor proposals and email from all vendors, Quote Transmittal and proof of insurance (required)
 - Purchase Orders (required)
 - Correspondence
 - Payment Request / Invoices (required)
 - Vendor Survey Evaluation (required)
-

6. Correspondence

- Miscellaneous Correspondence

18. 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.

19. 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 archived or closed.

Reviews are performed approximately 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. Minor Project Request Form (MPRF)
2. Scope of work site walkthrough form completed
3. Scope of work was clear and complete
4. Project Schedule
5. Cost Projection (required >\$75K)
6. Quote Transmittals (all vendors)
7. A/E Services Proposal
8. A/E Proposal received via Email (copy of email is required)
9. Proof of Insurance for A/E
10. A/E Purchase Order
11. A/E Construction Documents
12. Addendums
13. Facilities Operations plan review comments
14. A/E Invoices
15. Contractor/Vendors Proposals
16. Contractor/Vendors Proposals received via Email (copy of email is required)
17. Bid/Quotation Requirements – (1 Quote) Under \$10K, (2 Quotes) from ≥ \$10K to < 75K and (3 Quotes) CSC GC < \$250K
18. Proof of Insurance for all Contractors/Vendors
19. Quote tabulation (required for CM)
20. Contractor/Vendors Purchase Orders
21. Builders Risk
22. Payment and Performance Bond (>\$100K)
23. Building Permit
24. Change Order initiated by user
25. Change Order Documentation
26. Certificate of Completion (CC)
27. Operation & Maintenance Manuals
28. Warranties
29. Copy of warranty Transmittal
30. T & B report
31. Training session sign-in-sheet
32. Information in Requisition Database is complete
33. Performance evaluation surveys for all vendors
34. Consistent file organization (project document filing)
35. Payment Request and Invoices

20. Process Maps by Phase

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

ABBREVIATIONS KEY

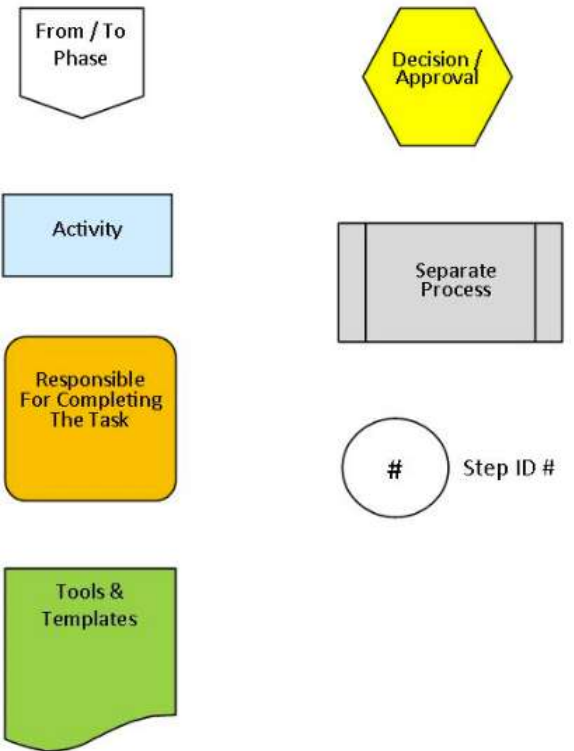
Entities:

AVP	Associate Vice President
FC	Facilities Construction
BM	Building Manager
PM	Project Manager
AE	Architect Engineer
EH&S	Environmental Health & Safety
DoIT	Division of Information Technology
FNAG	Facility Needs Assessment Group
A/P	Accounts Payable
DD	Due Diligence
F2F	Face to Face

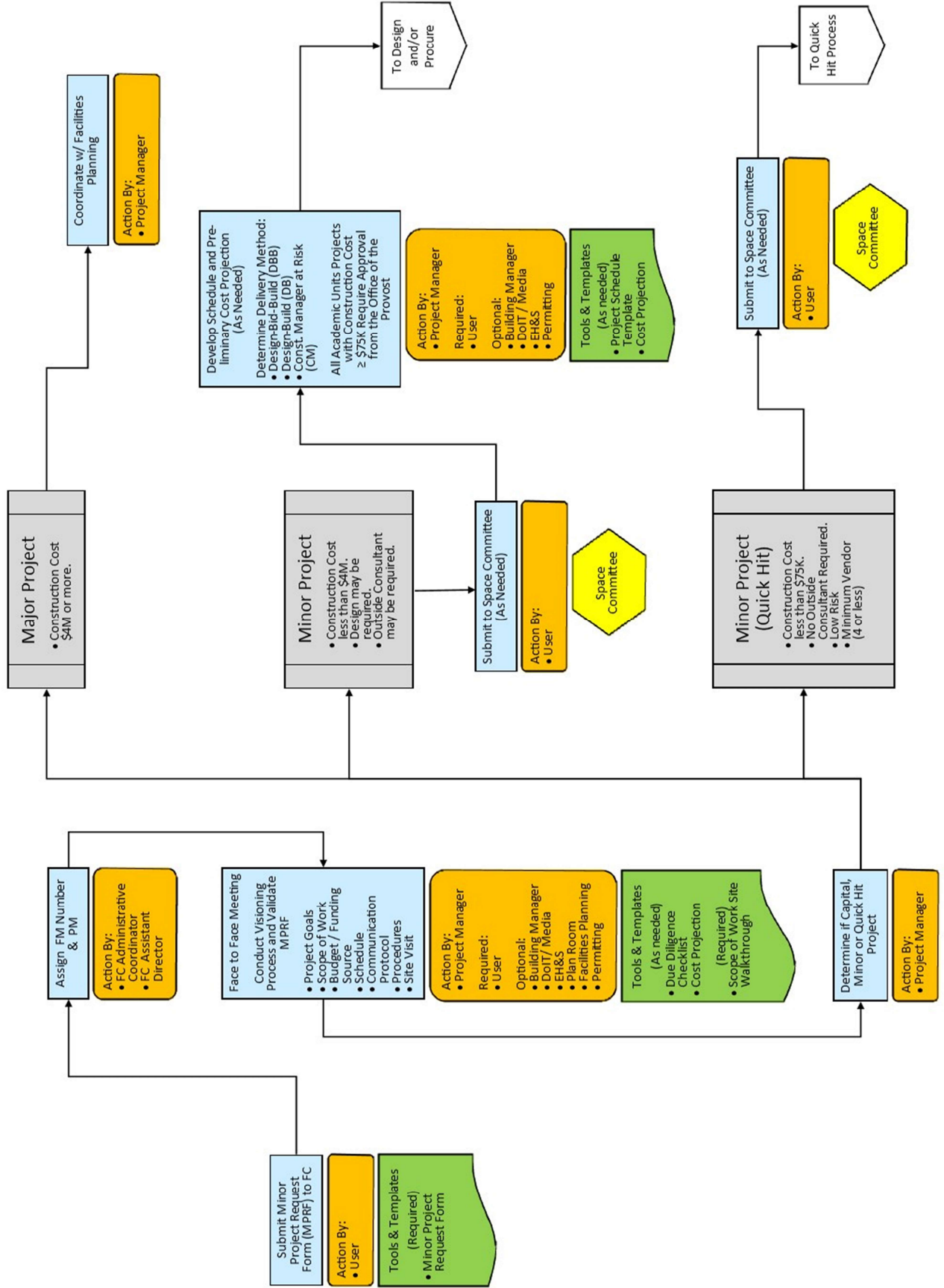
Documents and Policies:

RFI	Request for Information
RFP	Request for Proposal
PO	Purchase Order
MPRF	Minor Project Request Form
NTP	Notice to Proceed
CSA	Continuing Service Agreement
CD's	Construction Documents
AAR	After Action Review
TCO	Temporary Certificate of Occupancy
CC	Certificate of Completion

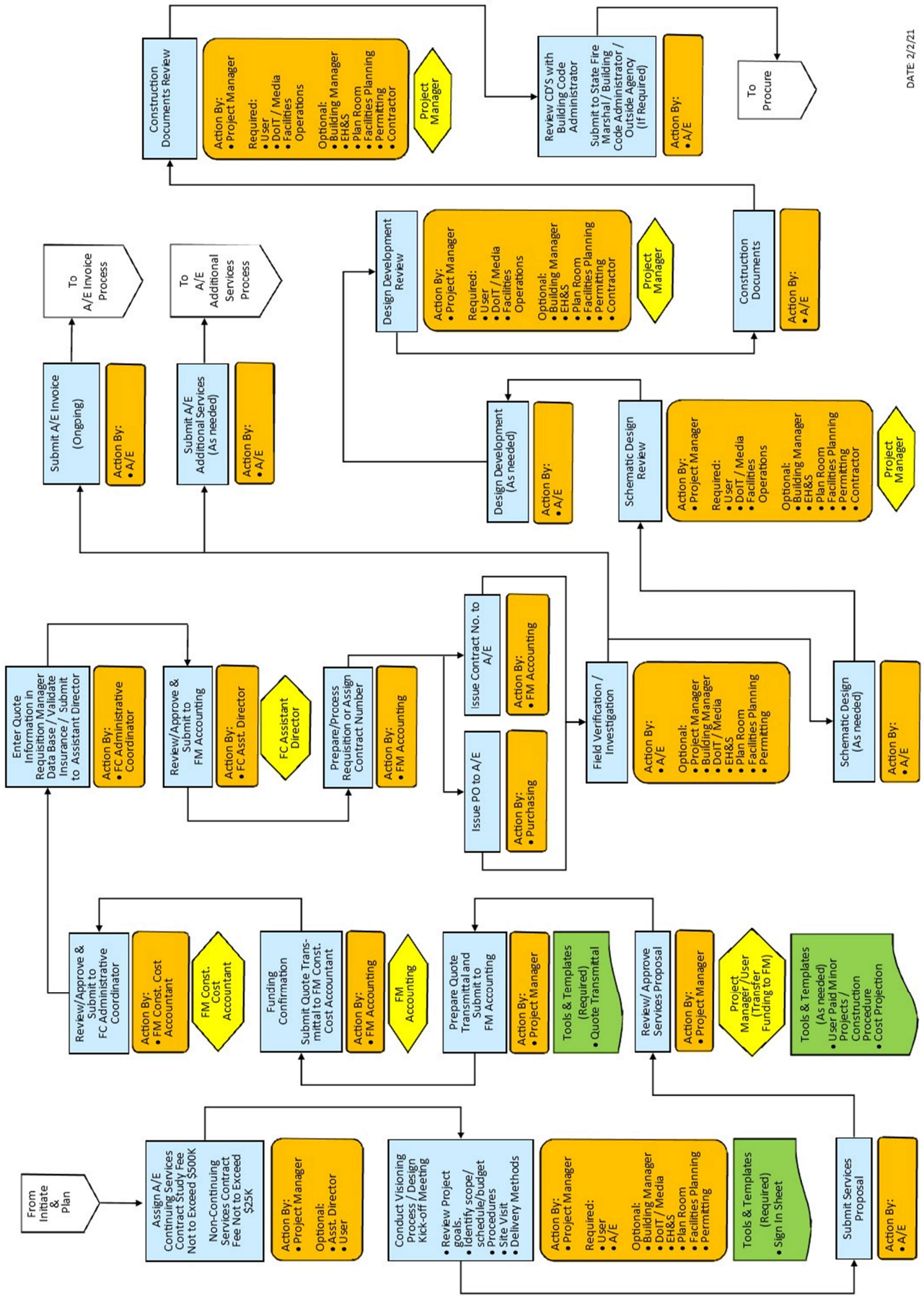
MAP SYMBOLS KEY



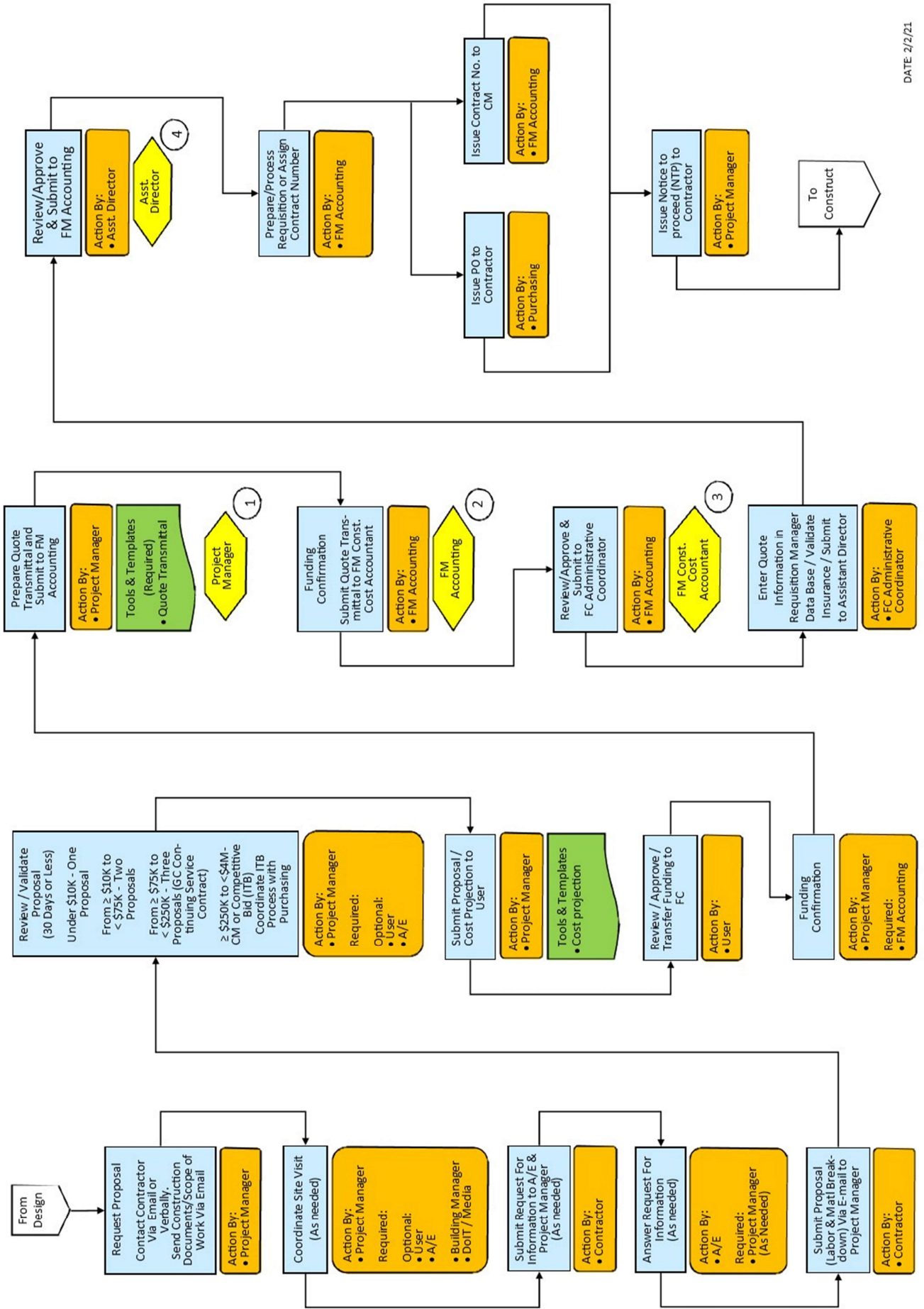
1.0 Initiate & Plan



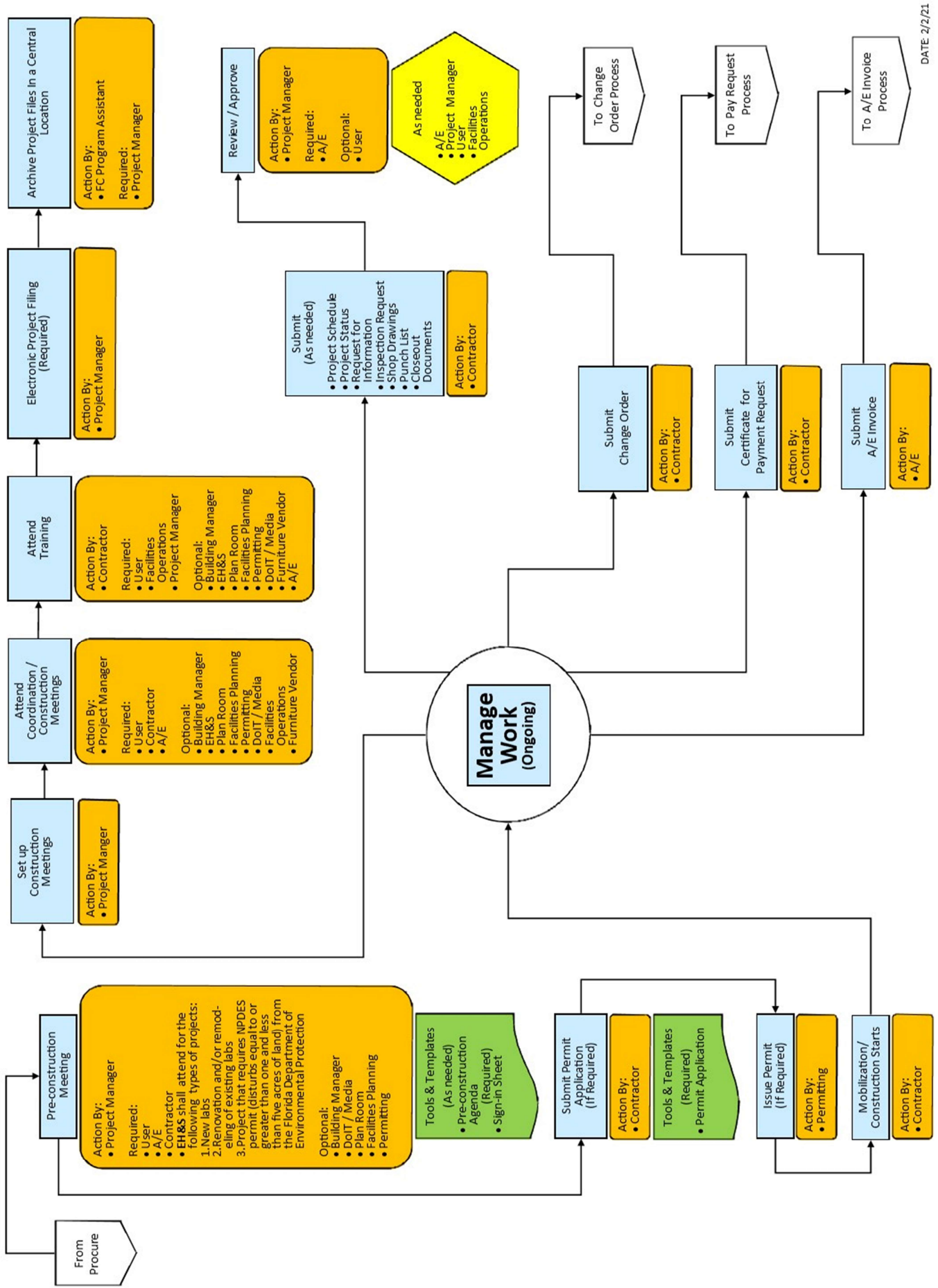
2.0 Design



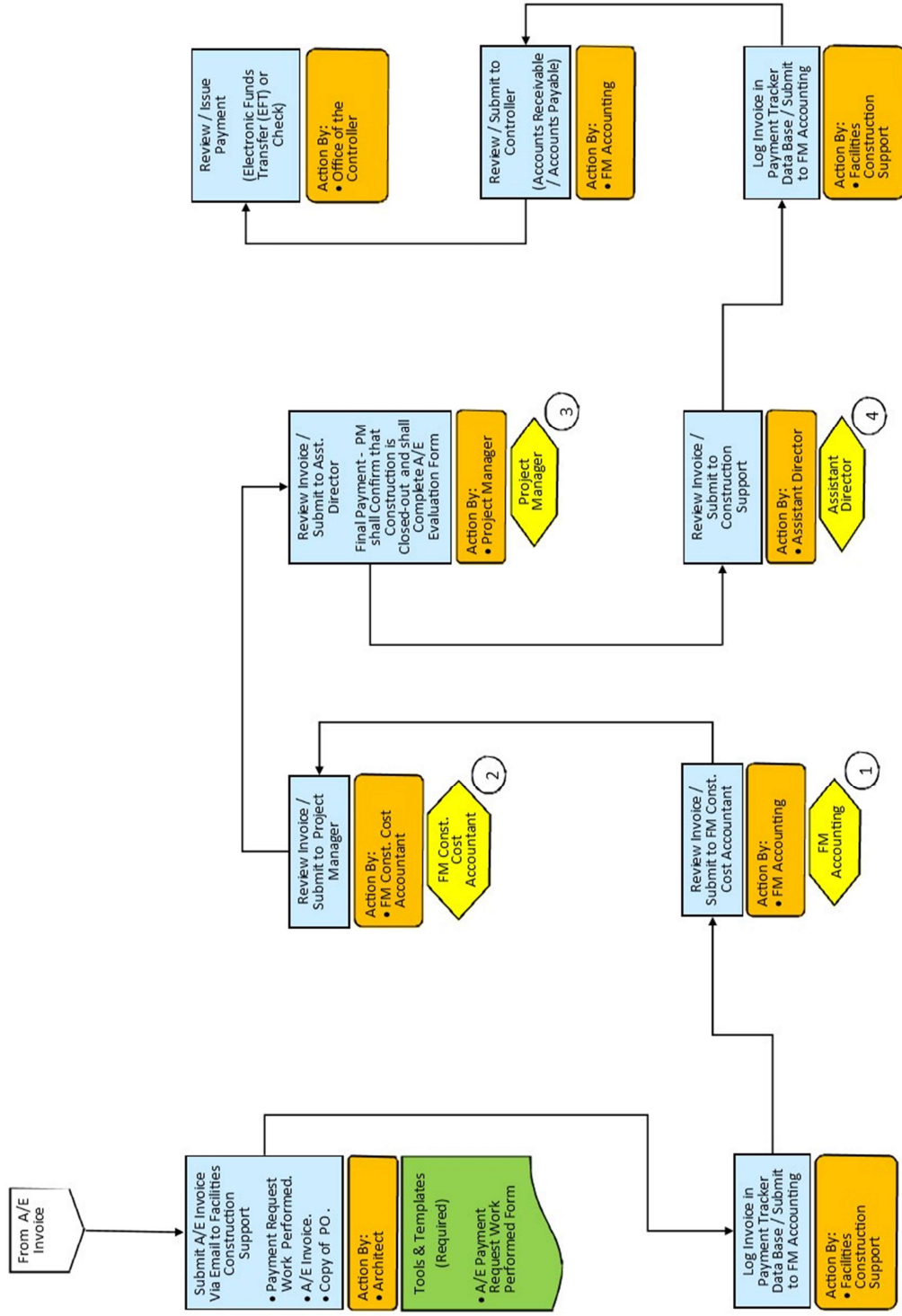
3.0 Procure



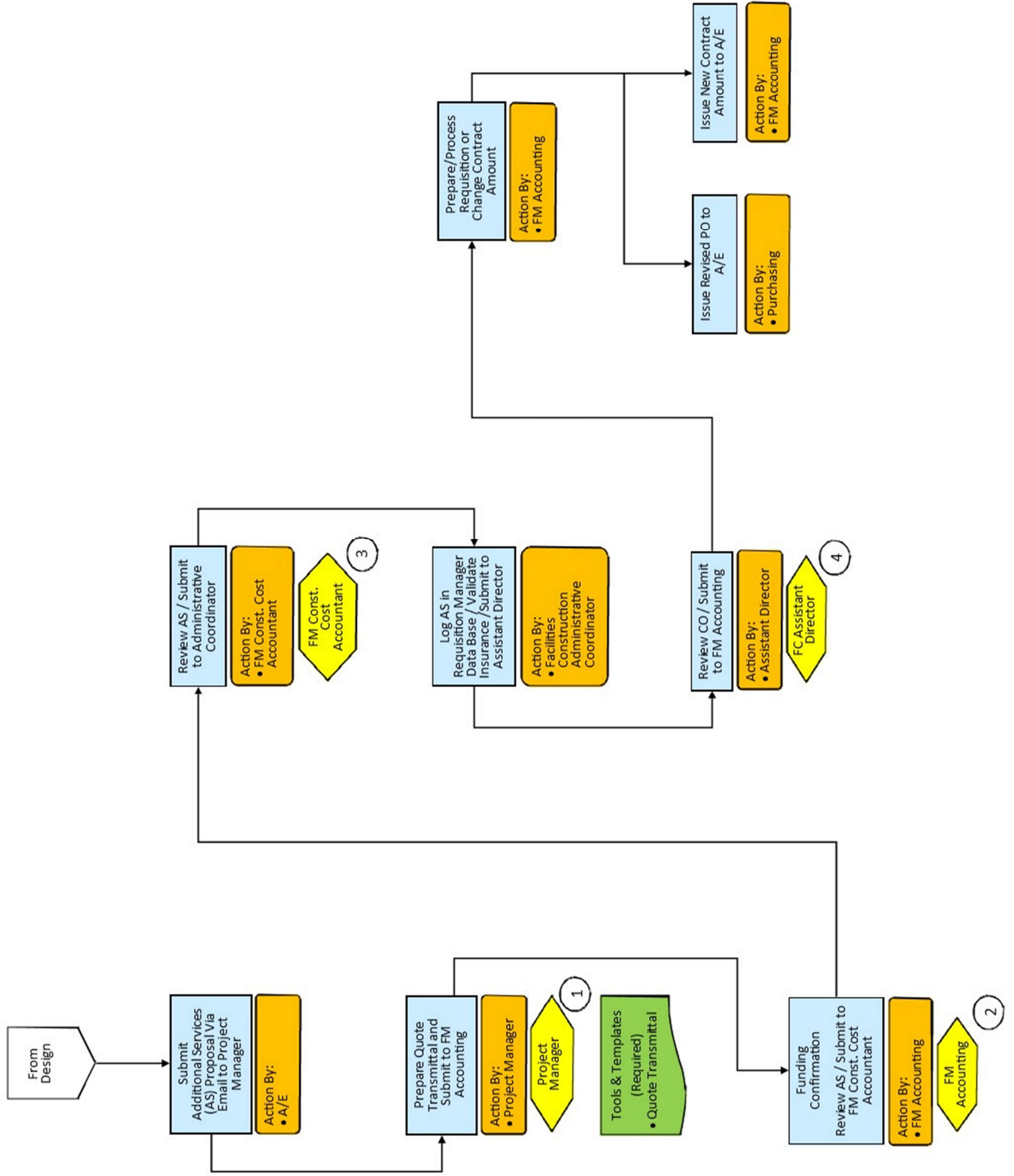
4.0 Construct



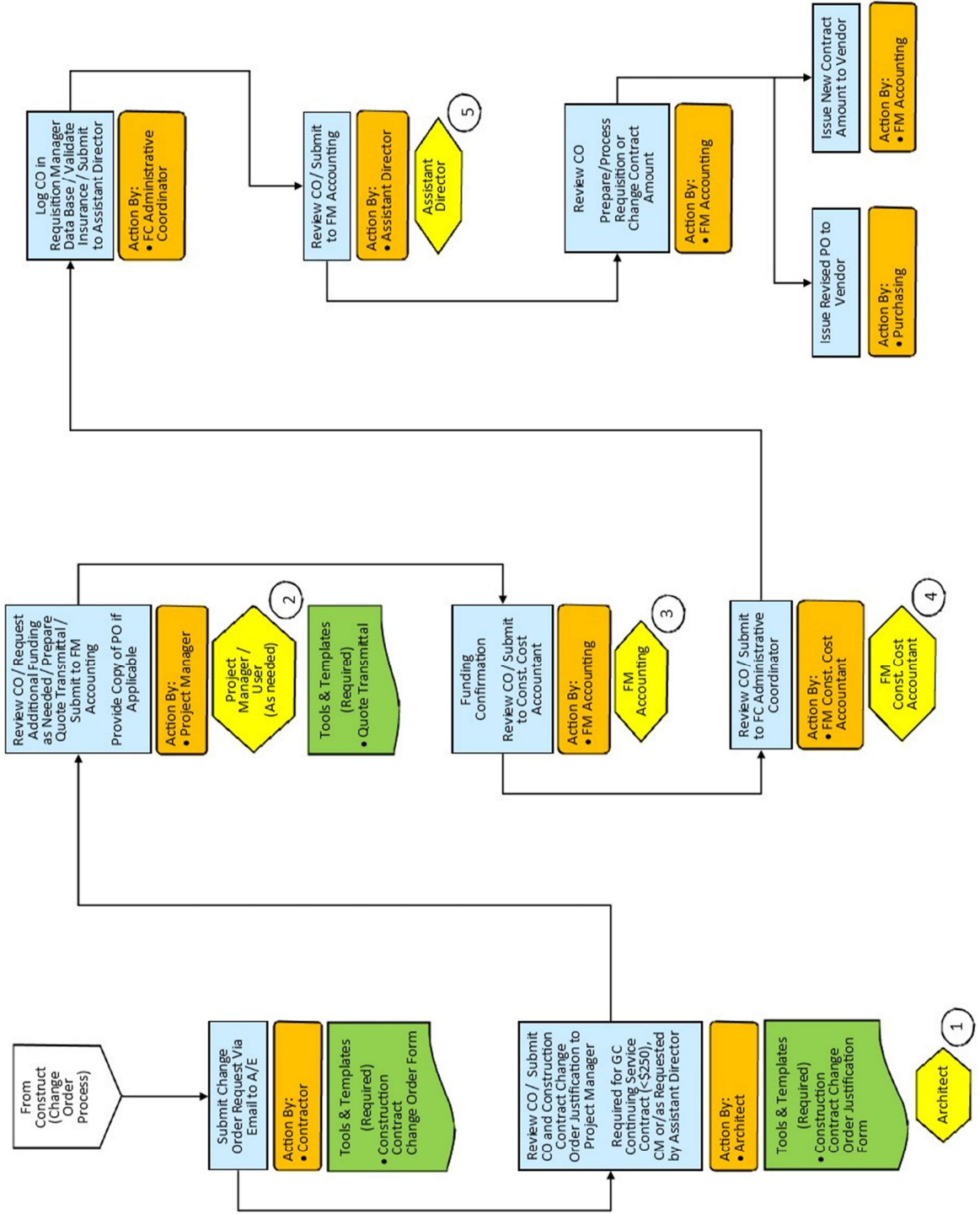
A/E INVOICE PROCESS



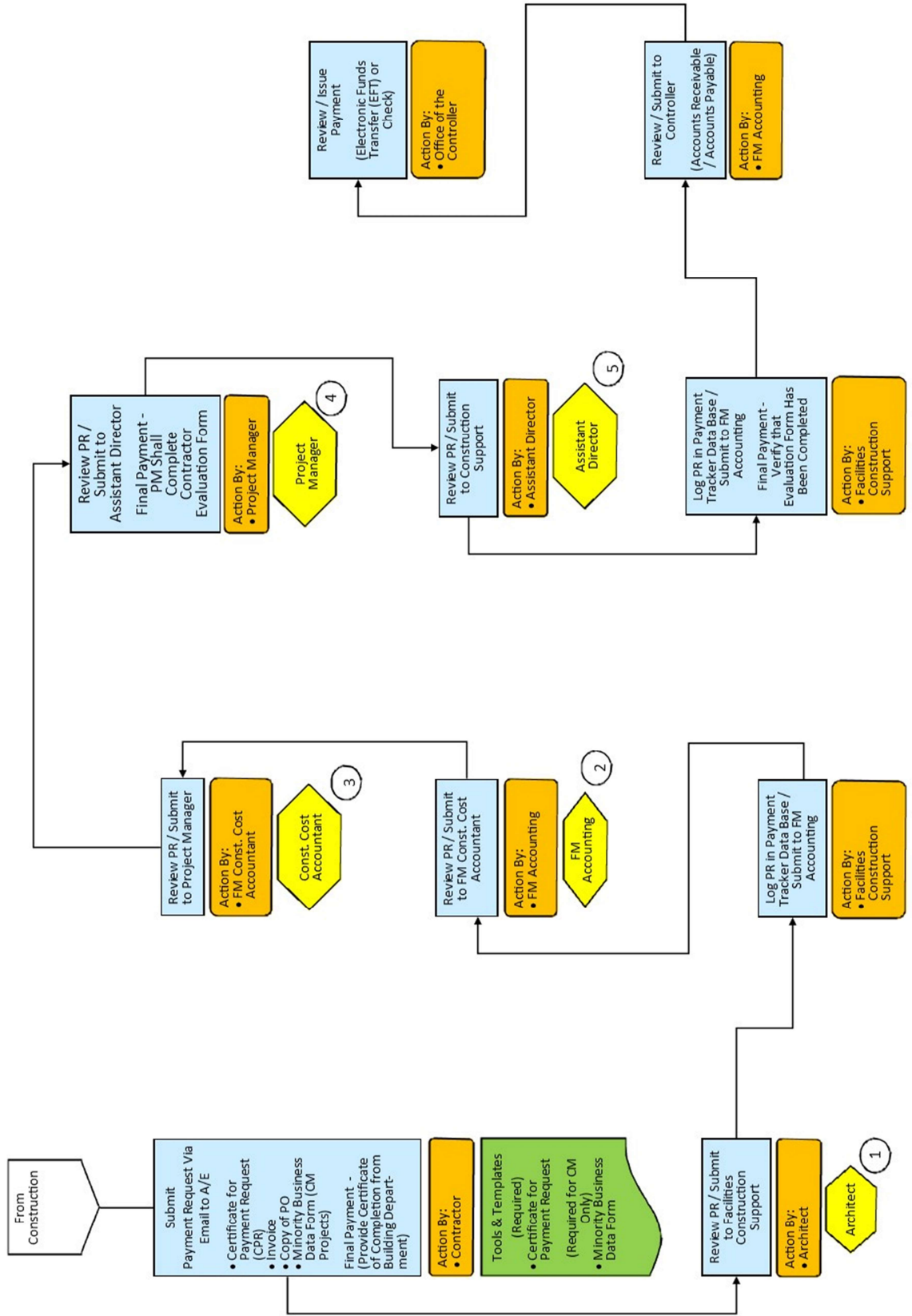
A/E Additional Services (AS) Process



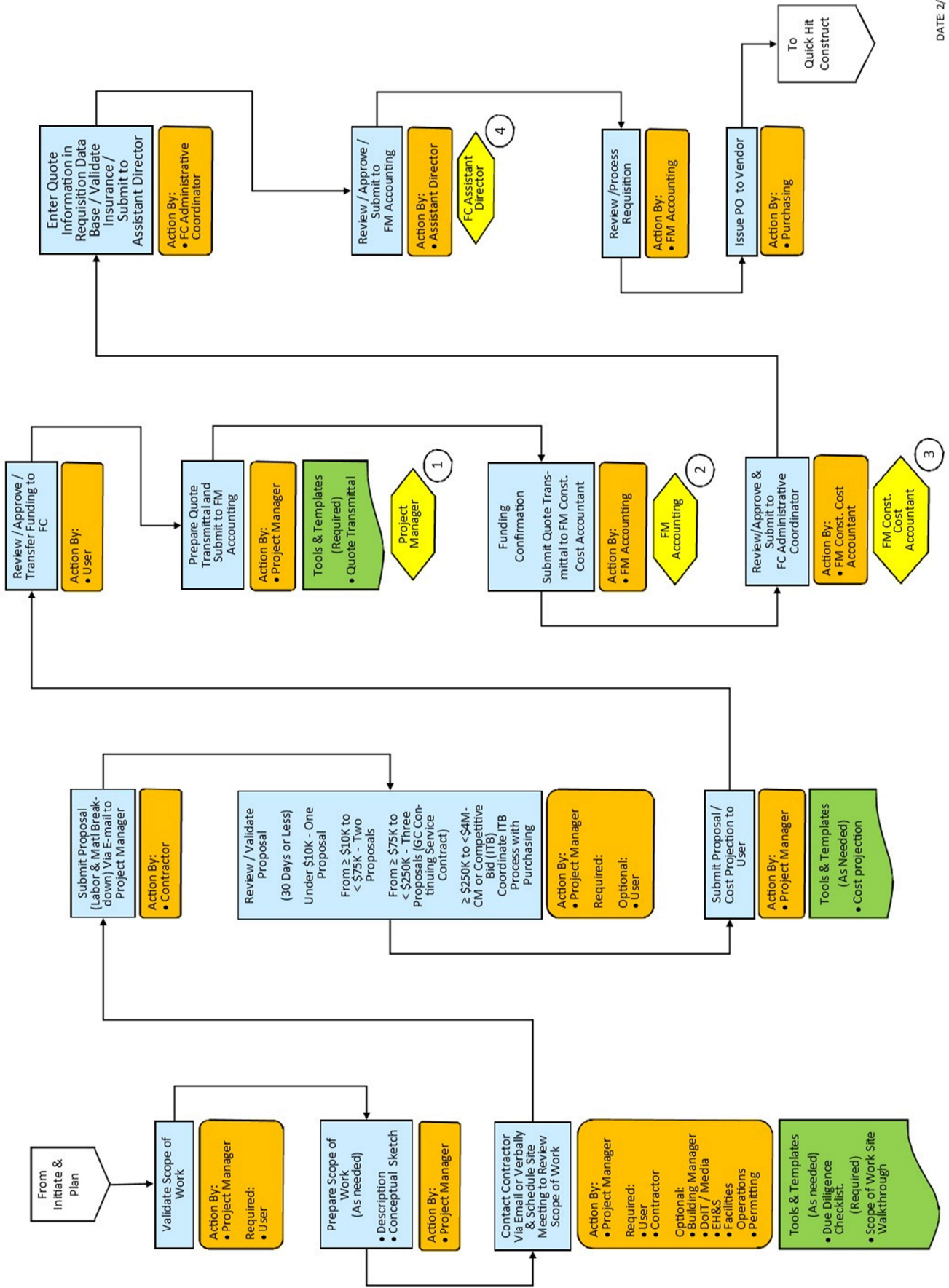
Change Order Process



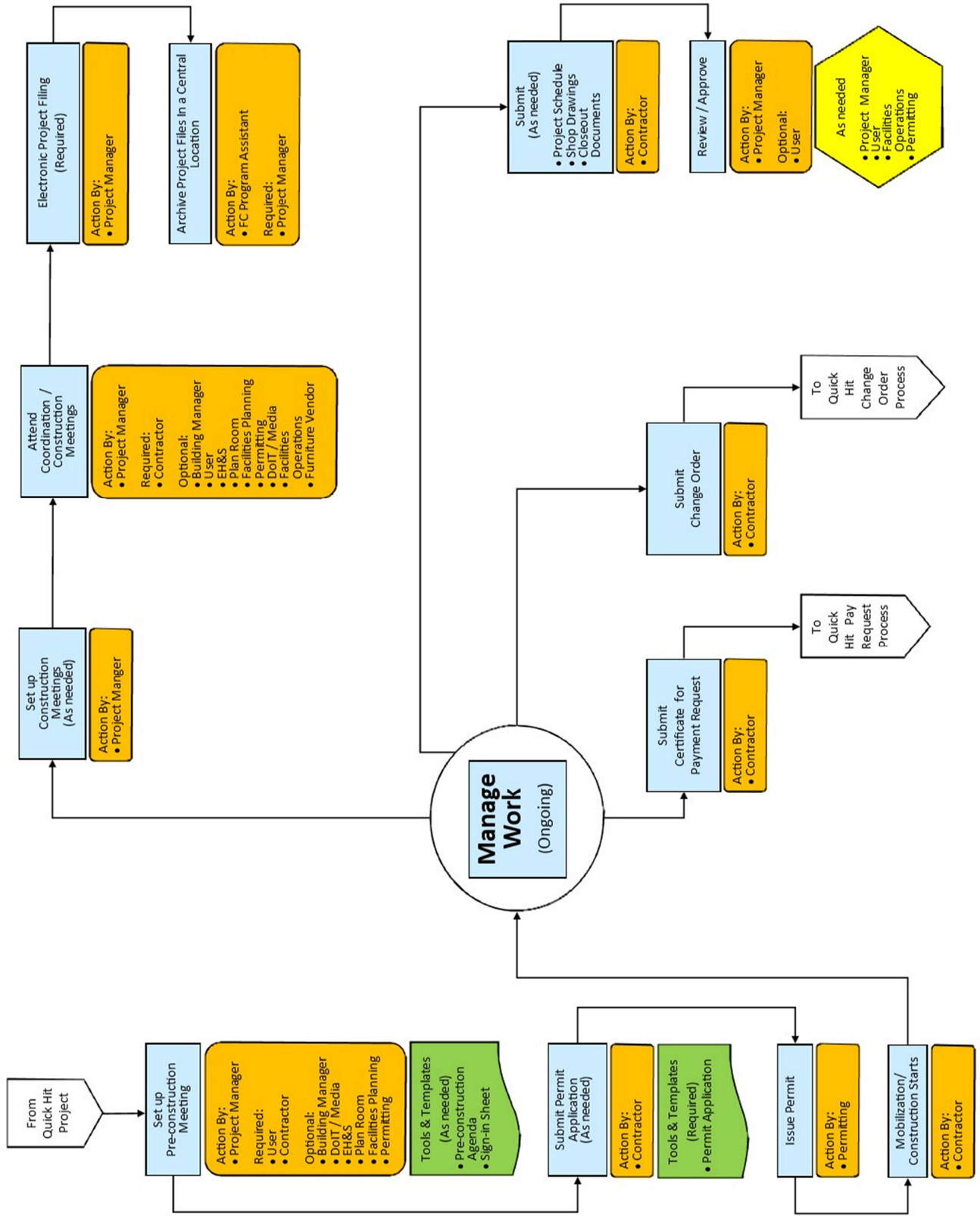
Pay Request (PR) Process



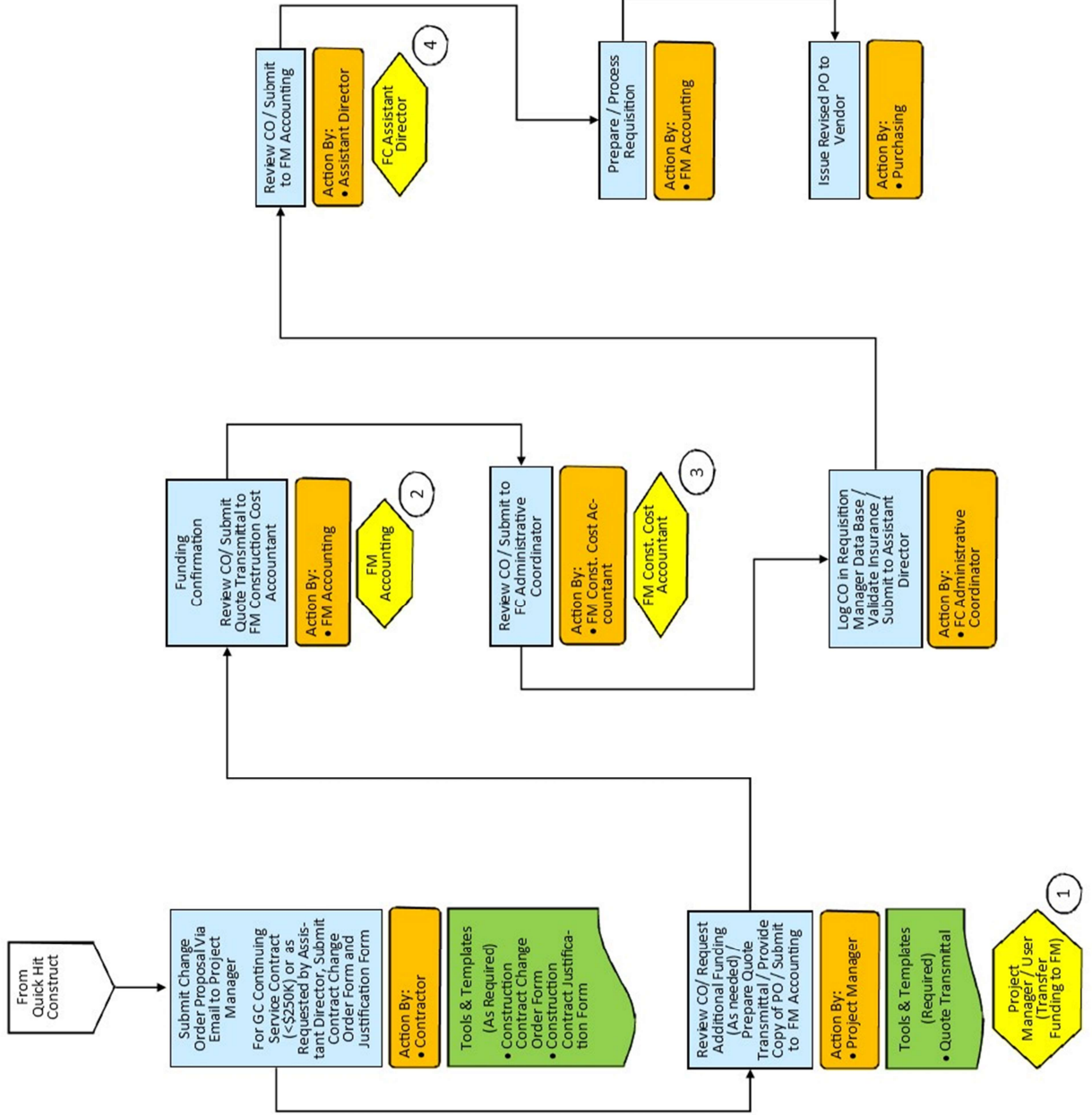
Quick Hit Project



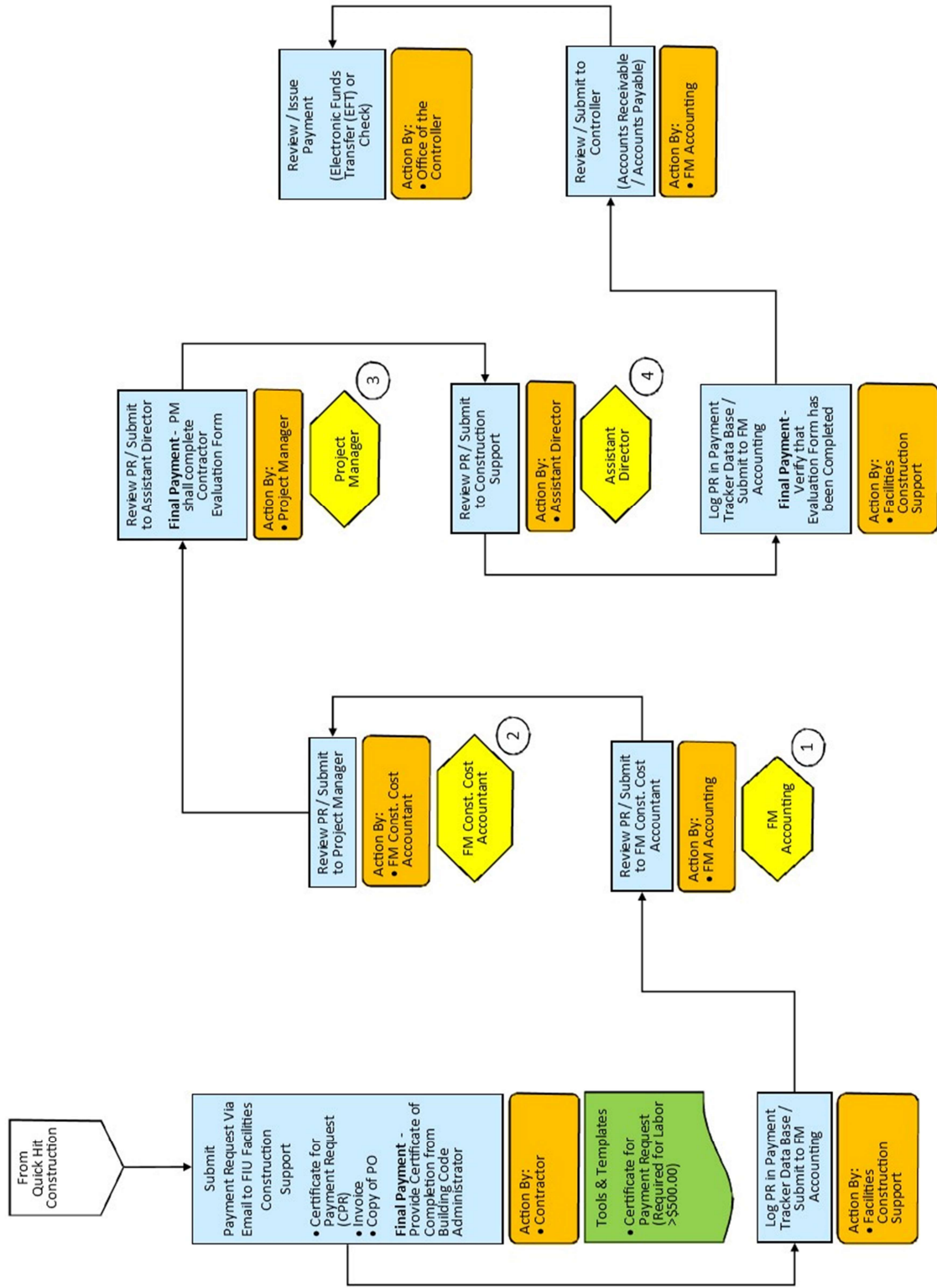
Quick Hit Construct



Quick Hit Change Order Process

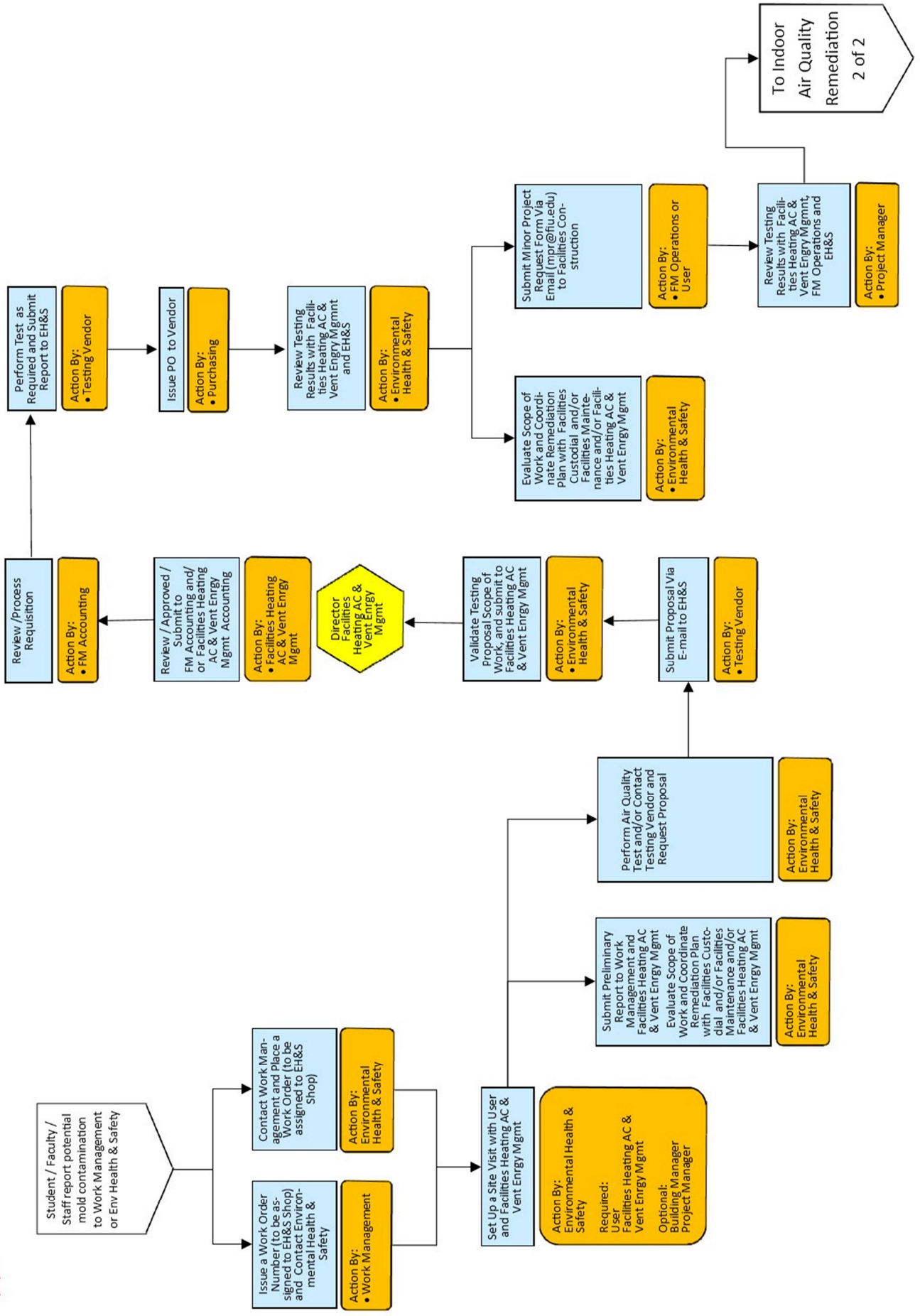


Quick Hit Pay Request Process

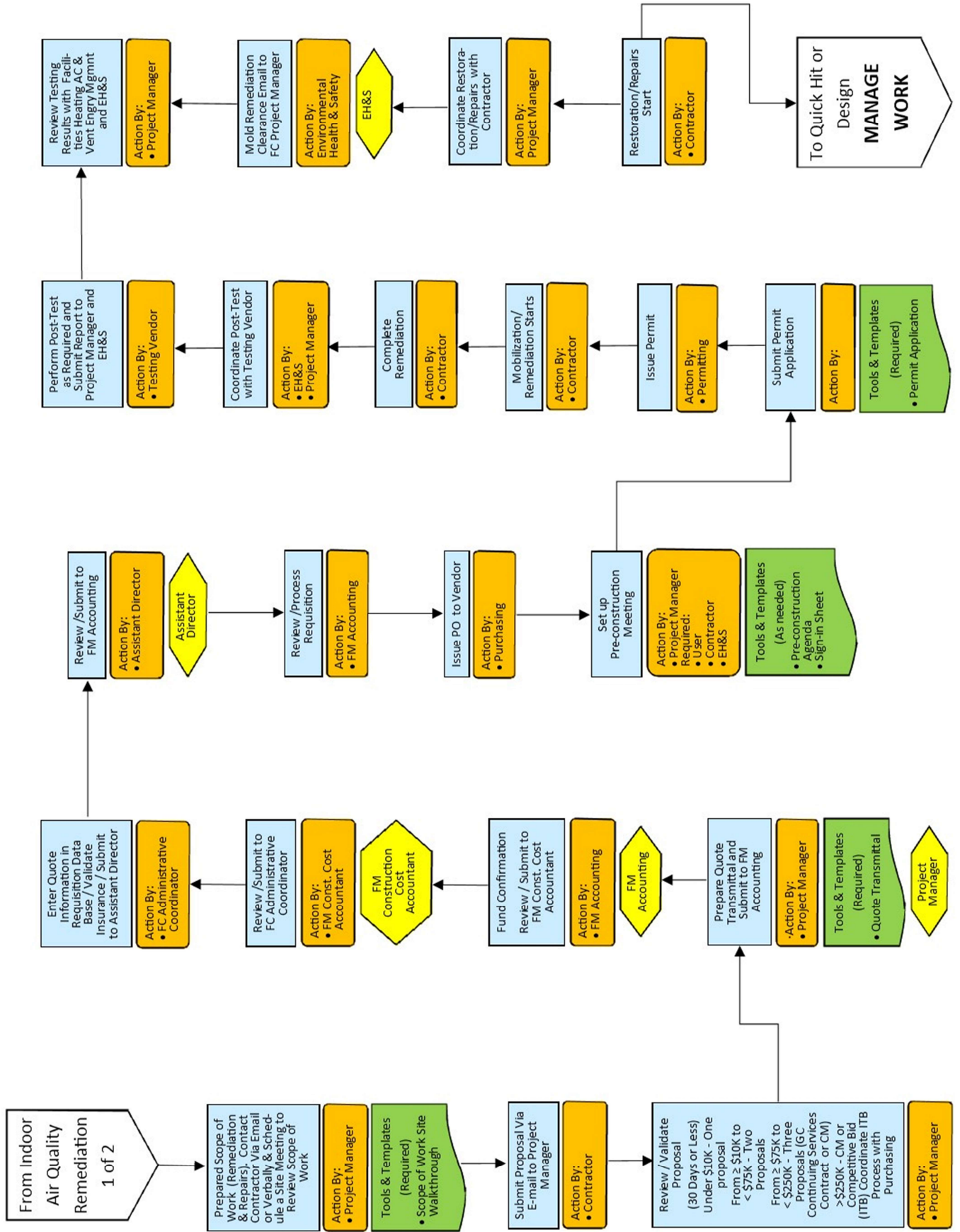


Indoor Air Quality Remediation - 1 of 2

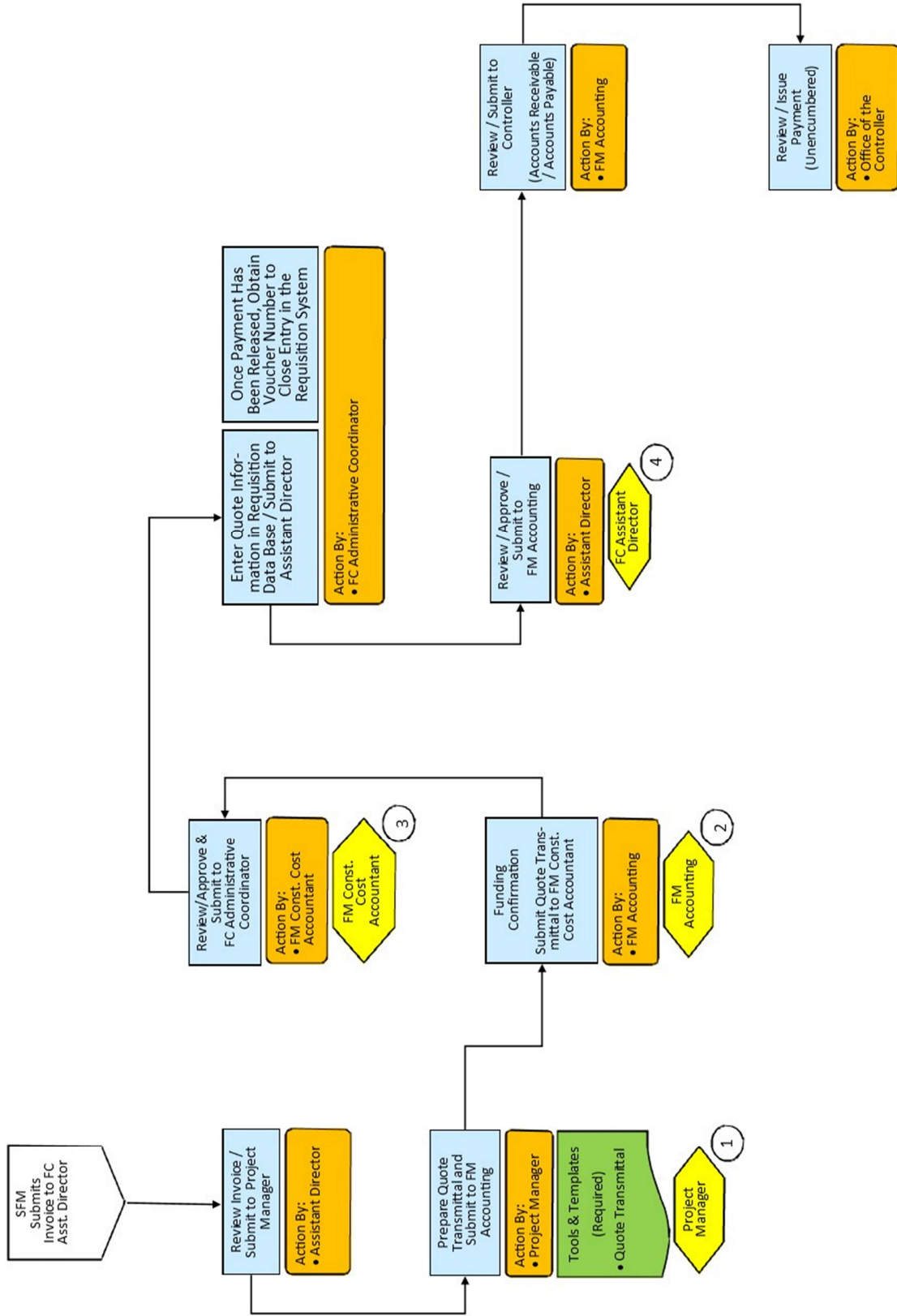
2/2/21



Indoor Air Quality Remediation - 2 of 2



STATE FIRE MARSHAL (SFM) INVOICE PROCESS



21. Related Tools and Templates

All files can be found on: Production (O:) / CONSTRUCTION / Field Guide / FIELD GUIDE 2020 VERSION 4 / FIELD GUIDE V4 TOOLS AND TEMPLATES

Name	Remarks
A/E Payment Request Work Performed	Required
Addendum Template	
Additional Services Exhibit A	
Quote Tabulation Sheet	
Certificate for Payment Request	Required
Construction Contract Change Order	Required for GC Continuing Service Contract (<\$250K), CM or as Requested by Asst. Director
Change Order Justification Form	Required for GC Continuing Service Contract (<\$250K), CM or as Requested by Asst. Director
Cost Saving Expenditure Authorization (CSEA)	Required for CM projects
Contingency Authorization Expenditure (CAE)	Required for CM projects
Cost Projection Basic Template	Required for Projects > \$75K
Cost Projection Detailed	
Due Diligence Checklist	
Facilities SMBE Subcontractor Spending Form (Minority Business Data Form)	Required for CM Projects
Minor Project File Review Checklist	
Minor Project Request Form	Required
Occupancy Meeting Agenda	

Pre-construction Agenda	
Price Sheet	
Program and Plan Review Template	
Project Directory	
Project Kick-off Agenda	
Project Schedule Template	Required for CM / time-sensitive / construction cost > \$75K
Quote Transmittal Sheet	Required
Request for Quotation	
Room Sign Schedule	
Scope of Work Site Walkthrough	Required
Sign in Sheet	As required
Transmittal	
Price Quote Sample	
Cash Transfer Form	
Owner Direct Purchase (ODP) Requisitioner Form	
Self-Performance Authorization	Required for CM Projects



A/E PAYMENT REQUEST

Date:

Consultant:

Project Name:

Project No.:

Contract No.:

PO No.:

Invoice No. : 1

Work Performed	Fee	% Complete	Total to Date	Previous Request	This Request
Conceptual Schematics	\$0.00	#DIV/0!	\$0.00	\$0.00	\$0.00
Advanced Schematics	\$0.00	#DIV/0!	\$0.00	\$0.00	\$0.00
Design Development	\$0.00	#DIV/0!	\$0.00	\$0.00	\$0.00
50% Construction Documents	\$0.00	#DIV/0!	\$0.00	\$0.00	\$0.00
100% Construction Documents	\$0.00	#DIV/0!	\$0.00	\$0.00	\$0.00
Bidding	\$0.00	#DIV/0!	\$0.00	\$0.00	\$0.00
Construction Administration	\$0.00	#DIV/0!	\$0.00	\$0.00	\$0.00
Additional Service Authorization No. 1					
TOTAL	\$0.00	#DIV/0! <small>(% of Entire Fee)</small>	\$0.00	\$0.00	\$0.00

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.

Consultant
 (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: 0/0/20

ITEM	DESCRIPTION	PRINCIPAL IN CHARGE			PROJECT MANAGER			ASSIST. ARCHITECT			CAD DRAFTSPERSON			CLERICAL			TOTAL DOLLARS
		RATE	HOURS	TOTAL	RATE	HOURS	TOTAL	RATE	HOURS	TOTAL	RATE	HOURS	TOTAL	RATE	HOURS	TOTAL	
1	DESCRIPTION OF ADDITIONAL SERVICES	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$0.00
2	DESCRIPTION OF ADDITIONAL SERVICES	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$0.00
3	DESCRIPTION OF ADDITIONAL SERVICES	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$0.00
ARCHITECTURE TOTAL																\$0.00	

ITEM	DESCRIPTION	PRINCIPAL IN CHARGE			PROJECT ENGINEER			ASSIST. ENGINEER			CAD DRAFTSPERSON			CLERICAL			TOTAL DOLLARS
		RATE	HOURS	TOTAL	RATE	HOURS	TOTAL	RATE	HOURS	TOTAL	RATE	HOURS	TOTAL	RATE	HOURS	TOTAL	
1	DESCRIPTION OF ADDITIONAL SERVICES	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$0.00
2	DESCRIPTION OF ADDITIONAL SERVICES	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$0.00
3	DESCRIPTION OF ADDITIONAL SERVICES	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$0.00
MEP TOTAL																\$0.00	

ITEM	DESCRIPTION	PRINCIPAL IN CHARGE			PROJECT ENGINEER			ASSIST. ENGINEER			CAD DRAFTSPERSON			CLERICAL			TOTAL DOLLARS
		RATE	HOURS	TOTAL	RATE	HOURS	TOTAL	RATE	HOURS	TOTAL	RATE	HOURS	TOTAL	RATE	HOURS	TOTAL	
1	DESCRIPTION OF ADDITIONAL SERVICES	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$0.00
2	DESCRIPTION OF ADDITIONAL SERVICES	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$0.00
3	DESCRIPTION OF ADDITIONAL SERVICES	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$1.00	0	\$0.00	\$0.00
CIVIL TOTAL																\$0.00	

GRAND TOTAL																\$0.00
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	---------------



Facilities Construction Services

QUOTE TABULATION SHEET

Project Name:

FIU Project No:

Date:

	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5	Vendor 6
BASE BID	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALTERNATE -1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALTERNATE -2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALTERNATE -3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALTERNATE -4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALTERNATE -5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALTERNATE -6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
--------------	---------------	---------------	---------------	---------------	---------------	---------------

- ALTERNATE 1 Description
- ALTERNATE 2 Description
- ALTERNATE 3 Description
- ALTERNATE 4 Description
- ALTERNATE 5 Description
- ALTERNATE 6 Description

Certificate for Payment Request

FIU Capital Project Number (BR/BT): _____
 FIU Minor Project Number (FM): _____
 FIU Purchase Order (PO): _____

Payment No: **01**

PARTIAL PAYMENT
 FINAL PAYMENT

Contractor: _____
 Address: _____
 City/State: _____
 Project Name: _____

University Project Manager: _____
 e-mail address: _____
 Period from: _____
 Period to: _____

Original Contractor Sum: \$ _____
 Change Order Additions to Date: \$ _____ #DIV/0!
 Change Order Deductions to Date: \$ _____ #DIV/0!
 Net Change Orders to Date: \$ _____ - #DIV/0!

Notice to Proceed: _____
 Original Contract Time (calendar days): _____
 Approved Time Extensions: _____

Adjusted Contract Sum: \$ _____ -
 Balance to Finish: \$ _____ -
 Work Performed to Date: \$ _____
 Materials Stored: \$ _____ -
 Total Certified to Date: \$ _____ - #DIV/0!
 Less Retainage: \$ _____ -
 Released Retainage: \$ _____ -
 Balance: \$ _____ -
 Less Previous Payments: \$ _____ - #DIV/0!

Adjusted Contract Time: 0
Substantial Completion: -
 Contract Time Lapsed to date: _____
 Retainage: **5.0%**

Due This Payment: \$ _____ -

FIU Facilities Mgmt Accounting
 (Manual Signature & Date)

CERTIFICATION OF THE CONTRACTOR:

To the best of my knowledge and belief, I certify that all items and amounts shown on the face of this Certificate are true and correct, that all work has been performed and material supplied in full accordance with the terms and conditions of the Contract, and that all bills against the undersigned and its subcontractors for labor and equipment employed in the performance of this Contract have been paid in full in accordance with their terms and conditions and that no suits are pending by reason of work on the project under the Contract; that all workmen's compensation claims have been settled and that no public liability claims are pending; I hereby certify that all subcontractors providing services for the Work are licensed in accordance with Florida Statutes.

 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
 (Printed, typed or affixed stamp of commissioned Notary Public including Name, State, Commission # and Expiration Date)

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:

Description of Change				Decrease	Increase
<p>Notice to Proceed Date: _____ Type Date</p> <p>Original Contract Sum: _____ Type Amount</p>					
Contract Time	Days	Complete*	Subtotal	\$0.00	\$0.00
Present Contract		#VALUE!	New (Add) (Deduct)		\$0.00
This Change		#VALUE!	Present Contract Sum		
New Contract Time			New Contract Sum		\$0.00

* 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)

- FIU Facilities Mgmt Assoc VP Approval Required From ≥ \$50K to \$100K
- FIU Senior VP and CFO Approval Required From > \$100k to \$1M
- FIU President Approval Required > \$1M



CONSTRUCTION CONTRACT CHANGE ORDER JUSTIFICATION FORM

Architect/Engineer shall supply all of the following information:

Change No: _____
State Project No: _____

Project is _____ % complete
as of _____
(Date)

Project is _____ % ahead of schedule.
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

Architect/Engineer
(Manual Signature & Date)

FIU Facilities Mgmt Project Manager
(Manual Signature & Date)

COST SAVING EXPENDITURE AUTHORIZATION (CSEA)

CSEA No: _____
 Project Name: Type Project Name
 Contractor: Type Contractor Name
Type Contractor Address

Date: Type Date
 BT / FM No: Type BT / FM No.
 CM Contract /
 PO No.: Type Contract / PO No.

Approval to Modify GMP Line Item (s):

TRANSFER FROM:					
Line Item No.	Line Description	Original Line (GMP) Amount	Actual Line Amount	Line Current Savings	Amount To Be Transferred
		\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER TO:					
Line Item No.	Line Description	Original Line (GMP) Amount	Current Line Amount	Transferred Amount	Line New Total Amount
		\$0.00	\$0.00	\$0.00	\$0.00
REASON FOR LINE ITEM TRANSFER:					
Type Reason for Line Item Transfer					

AGREED

Construction Manager
 (Manual Signature & Date)

FIU Facilities Mgmt Project Manager
 (Manual Signature & Date)

CONTINGENCY AUTHORIZATION EXPENDITURE (CAE)

CAE No: _____	Date: _____
Project Name: _____	Project / FM No: _____
Contractor: <u>Type Contractor Name</u> _____	
<u>Type Contractor Address</u> _____	CM Contract / PO No.: _____

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

PCO No.	PCO Item No.	Description	Amount
THIS APPROVAL REQUEST			\$0.00

ORIGINAL CONTINGENCY	
PRESENT CONTINGENCY	
THIS APPROVAL REQUEST	\$0.00
REMAINING CONTINGENCY	\$0.00

AGREED

Construction Manager
 (Manual Signature & Date)

Architect/Engineer
 (Manual Signature & Date)

FIU Facilities Mgmt Project Manager
 (Manual Signature & Date)

**PRELIMINARY COST PROJECTION
 BASIC TEMPLATE**

Draft

PROJECT:

PROJECT NUMBER:

DATE:

PRELIMINARY DRAFT		
ITEM	DESCRIPTION	TOTAL
1	CONSTRUCTION COST	
2	SUBTOTAL CONSTRUCTION COMPONENTS	\$0.00
3	PROFESSIONAL SERVICES (A/E)	\$0.00
4	FIRE MARSHALL	\$0.00
5	SOIL & CONCRETE TESTING	\$0.00
6	ASBESTOS TESTING / ABATEMENT	\$0.00
7	UTILITIES LOCATION (GPR)	\$0.00
8	HVAC TEST AND BALANCE	\$0.00
9	PLAN REVIEW	\$0.00
10	BUILDING INSPECTIONS	\$0.00
11	TELECOMMUNICATIONS WIRING / EQUIPMENT	\$0.00
12	AUDIO VISUAL EQUIPMENT	\$0.00
13	SECURITY CAMERAS	\$0.00
14	BURGLAR ALARM	\$0.00
15	OFFICE FURNITURE	\$0.00
16	OFFICE EQUIPMENT	\$0.00
17	KEY CONTROL	\$0.00
18	EXTERIOR SIGNAGE	\$0.00
19	INTERIOR SIGNAGE	\$0.00
	CONTINGENCY (10%)	\$0.00
	CSR (5%)	\$0.00
	TOTAL COST PROJECTION	\$0.00

2021 Edition

Facilities Construction Services

**PRELIMINARY COST PROJECTION
DETAILED TEMPLATE**

Draft

**PROJECT:
PROJECT NUMBER:**

DATE:

PRELIMINARY DRAFT

ITEM	Description	Total
1	General Conditions (see "General Conditions Sample Form")	\$0.00
2	Concrete (e.g., footings, slabs, precast, grouting)	\$0.00
3	Masonry (e.g., concrete block, brick, stone)	\$0.00
4	Metals (e.g., structural steel framing, joists, decorative metals, etc.)	\$0.00
5	Wood, Plastics, and Composites (e.g., wood framing, finish carpentry, interior architectural woodwork)	\$0.00
6	Thermal and Moisture Protection (e.g., insulation, water barriers, sealant)	\$0.00
7	Openings (e.g., doors, windows, and louvers)	\$0.00
8	Finishes (e.g., non-load-bearing steel framing, Gyp. Board, ceramic tile, acoustical panel clg., carpet, painting)	\$0.00
9	Specialties (e.g., signage, wayfinding, toilet compartments, operable panel partitions, restrooms accessories)	\$0.00
10	Equipment (e.g., food dispensing equipment, pedestrian control devices, scoreboards)	\$0.00
11	Furnishings (e.g., window treatments, casework, interior and exterior furniture, bicycle racks, bollards)	\$0.00
12	Special Construction (e.g., pre-engineered buildings, grandstands and bleachers, mezzanine systems)	\$0.00
13	Conveying Equipment (e.g., elevators, escalators and moving walkways, wheelchair lifts)	\$0.00
14	Fire Suppression (e.g., sprinkler system, fire pumps and controllers)	\$0.00
15	Plumbing (e.g., plumbing fixtures, valves, piping & fittings, roof drains, facility water distribution and sanitary sewerage)	\$0.00
16	Heating, Ventilating, and Air Conditioning (HVAC)	\$0.00
17	Integrated Automation and HVAC Control	\$0.00
18	Electrical (e.g., Lighting, exit signs, cable trays, occupancy motion sensors, wiring and conduit)	\$0.00
19	Communications (e.g., data, voice, audio/visual systems)	\$0.00
20	Electronic Safety and Security (e.g., access door control hardware, fire detection & alarm, electronic surveillance)	\$0.00
21	Earthwork (e.g., excavation and fill, erosion control)	\$0.00
22	Utilities (e.g., water distribution systems, sanitary sewer, storm drainage, electrical)	\$0.00
23	TOTAL CONSTRUCTION COMPONENTS	\$0.00
24	Professional Fees	\$0.00
25	Fire Marshal	\$0.00
26	Topographical Survey	\$0.00
27	Geotechnical Test	\$0.00
28	Asbestos Testing / Abatement	\$0.00
29	Utilities Location (GPR)	\$0.00
30	HVAC System Tests	\$0.00
31	Concrete Testing	\$0.00
32	Plan Review	\$0.00
33	Building Inspections	\$0.00
34	Storm Water (DEP) Permit / Impact / Environmental Fees	\$0.00
35	Furniture and Equipment	\$0.00
36	Telecommunication Wiring and Equipment	\$0.00
37	Fume Hood Certification	\$0.00
38	Security Cameras	\$0.00
39	Audio Visual Equipment	\$0.00
40	Key Control	\$0.00
41	Facilities Operations	\$0.00
42	Exterior Signage	\$0.00
43	Interior Signage	\$0.00
	CONTINGENCY (5%)	\$0
	CSR (5%)	\$0
		\$0.00

Due Diligence Checklist

Date:

Project Name:
 Project Number:
 Room Number:

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

Wall						
Item	Description	North	East	South	West	Comments
	Electrical panels					
	Electrical devices					
	Data/communication outlets					
	Plumbing					
	Cabinetry					
	Ventilation					
	Specialty equipment					
	Systems furniture connections					
	Specialty connections					
	Ventilation shafts					
	Doors					
	Windows					
	Fire-alarm devices					
	Asbestos					
Ceiling						
Item	Description	Yes	No	Comments		
	Light Fixtures					
	Specialty Lighting					
	Fire Protection Heads					
	HVAC Supply					
	HVAC Return					
	Fire Alarm Devices					
	Exit Signs					
	AV Equipment					
	Operable partition tracks					
	Asbestos					
Above Ceiling						
Item	Description	Yes	No	Comments		
	VAV's					
	Chill water pipe					
	Main Ducts					
	Specialty Ducts					
	Main electrical runs					
	Main Sprinkler runs					
	Asbestos					

Floor						
Item	Description	Yes	No	Comments		
	Flooring type					
	Floor drains					
	Electrical Outlets					
	Asbestos					
Adjacent Spaces Walls						
Item	Description	North	East	South	West	Comments
	Electrical panels					
	Electrical devices					
	Data/communication outlets					
	Plumbing					
	Cabinetry					
	Ventilation					
	Specialty equipment					
	Systems furniture connections					
	Specialty connections					
	Ventilation shafts					
	Doors					
	Windows					
	Fire-alarm devices					
	Asbestos					
Upper Floor						
Item	Description	Yes	No	Comments		
	Plumbing					
	Electrical Panels					
	Special Equipment					
	Asbestos					
Floor Below						
Item	Description	Yes	No	Comments		
	Above ceiling ductwork					
	Above Ceiling Plumbing					
	Above ceiling electrical					
	Asbestos					

VII. Facilities SBE Subcontractor Reporting



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 #: _____

MBE ID'S: H=AFRICAN AMERICAN I=HISPANIC J=ASIAN AMERICAN K=NATIVE AMERICAN W=WOMAN

MINORITY BUSINESS ENTERPRISE	MBE VENDOR#	MBE ID	CONTRACT VALUE	AMOUNT REQUESTED THIS PAY CERTIFICATE	TOTAL COMPLETED TO DATE	BALANCE REMAINING

CERTIFICATION BY THE CONSTRUCTION MANAGER: I certify that I have checked and verified this MBE; that to the best of my knowledge and believe, 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: _____

MINOR PROJECT FILE REVIEW CHECKLIST

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

Review Date:	
Project Name:	
Project Number:	
FIU Project Manager:	

Consultant-1:	
Consultant-1 Original PO Amount:	
Consultant-1 Additional Services Total Amount:	

Contractor-1:	
Contractor-1 Original PO Amount:	
Contractor-1 Change Order Total Amount:	

Contractor-2:	
Contractor-2 Original PO Amount:	
Contractor-2 Change Order Total Amount:	

Item	Description	Yes	No	N/A	Remark
1	Minor Project Request Form (MPRF)				
2	Scope of work site walkthrough form completed				
3	Scope of work was clear and complete				
4	Project Schedule				
5	Cost Projection (required >\$75K)				
6	Quote Transmittals (all vendors)				
7	A/E Services Proposal				
8	A/E Proposal received via Email				
9	Proof of Insurance for A/E				
10	A/E Purchase Order				
11	A/E Construction Documents				
12	Addendums				

Item	Description	Yes	No	N/A	Remark
13	Facilities Operations plan review comments				
14	A/E Invoices				
15	Contractor/Vendors Proposals				
16	Contractor/Vendors Proposals received via Email				
17	Bid/Quotation Requirements – (1 Quote) Under \$10K, (2 Quotes) from ≥ \$10K to < 75K and (3 Quotes) CSC GC < \$250K				
18	Proof of Insurance for all Contractors/Vendors				
19	Quote tabulation (required for CM)				
20	Contractor/Vendors Purchase Orders				
21	Builders Risk				
22	Payment and Performance Bond (>\$100K)				
23	Building Permit				
24	Change Order initiated by user				
25	Change Order Documentation				
26	Certificate of Completion (CC)				
27	Operation & Maintenance Manuals				
28	Warranties				
29	Copy of warranty Transmittal				
30	T & B report				
31	Training session sign-in-sheet				
32	Information in Requisition Database is complete				
33	Performance evaluation surveys for all vendors				
34	Consistent file organization (project document filing)				
35	Payment Request and Invoices				

REVIEWED BY:

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

FIU Facilities Construction Assistant Director
(Manual Signature & Date)

FIU Facilities Construction Director
(Manual Signature & Date)

FIU Facilities Construction Project Manager
(Manual Signature & Date)

2/2/21

Instructions: Complete all cells in light blue. All cells with a yellow background for use by Facilities ONLY

REQUESTED BY:
REQUESTOR'S EMAIL:
PHONE #:
DEPARTMENT NAME:
PROJECT NAME:

BT:
Minor Project/Permit Number:
PW Number (FEMA only):
Purchase Order (PO):
FIU Project Manager:
e-mail address:
PM Phone Number:

CAMPUS / CENTER: FACILITY:

1.0 SERVICES REQUESTED:
Please check all applicable boxes.

- Feasibility Study / Preliminary Estimate
 - 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
 - Programming
 - Other
- (Please describe service request):

2.0 Description of Proposed Scope of Work:

- Check and attach supplemental data if provided

Provide a narrative and/or diagrammatic drawings to clarify your proposal.

Building Number: 00

Building Name: 0

Rooms/Area Affected:

2.1 Description of Proposed Use (or change of use):

- Check and attach supplemental data if provided

Describe intended use

Current Use:
Proposed Use:

2.2 Description of Proposed Equipment (New and/or Relocated):

- Check and complete Supplemental Data Form SDF on listed items in 2.2 or 2.3

Describe equipment, hazard and/or services required for installation. Provide catalogue cuts for any specialized equipment, including power requirements, and environmental control requirements.

2.3 List Special Hazard Materials

included in the scope of work:

- NOT APPLICABLE
- Laser Devices
- Controlled Substances
- Hazardous Chemicals
- Biohazardous Materials
- Live Animals
- Radioactive materials
- Equipment with radioactive components

If ANY of the listed materials or processes to the left are checked off, approval from the Department of Environmental Health and Safety must be obtained prior to commencement of the work. See website at <http://ehs.fiu.edu> for details.

3.0 Funding:

List Fund Source from which you propose to pay for this project. The maximum construction contract value for Minor Projects is \$4,000,000. Total Project Budget must include all soft costs (including but not limited to design and inspection fees) and F&E where applicable.

See Instructions in MPRF Read Me First tab

- AUX
- G
- E&G
- CARRY FORWARD

- PECO
- CITF

Other:

Preliminary Construction Budget \$ -

4.0 Project Approval

- check once all approval signatures are submitted

Requested by:
(Manual/DocuSign Signature)
Name: Department Chair or Designee
Department:
Date:
Approved by:
(Manual/DocuSign Signature)
Name: Dean or AVP
College/School Name:
Date:

Submittal Date:
 Action Required Approved Not Applicable

Approval Date:
Notice: Research Projects require ORED approval

Approved by:
(MNL/DocuSign Signature)
Name: Assoc. VP for Research
Office of Research and Economic Development
Date:

5.0 Permits Required Not Applicable

6.0 Distribution

Contractor-of-Record:

Code Compliance:	Building Code Administrator	Facilities Management
Facilities Management:	Director of Budget	Facilities Management
Facilities Construction:	Director Construction Mgmt	Facilities Construction
Sponsored Research Admin:	Manager Space Utilization	ORED
Environmental Health & Safety:	Lab Safety Team	EH&S

PROJECT NAME

Project Number

OCCUPANCY MEETING No. 1

Date: Date

Time: Time

Place: CSC _____

AGENDA

1. Building Status (Substantial Completion):

- **Building** – Insert Date
- **Classrooms** – Insert Date
- **Retail** – Insert Date
- **Computer Lab** – Insert Date

2. User Representatives:

- Insert Department and User representative name.
- Insert Department and User representative name.

3. Building Manager - _____.

4. Building Official Name - _____.

5. Work Management (Work Orders 4600) - Hillary Stauffer.

6. Security Cameras & Burglar Alarm - Brian Perez & William Power.

7. Keying – Leonel Caraballo.

8. Move in (Office of Academic Space Management) - <http://asm.fiu.edu/moveguide.html>.

9. Mail Room/Mail Delivery –

10. Solid Waste/Custodial/Recycling - Joost Nuninga.

11. Media Equipment - Jason O. Webster.

12. Telecommunications - Jorge Estay.

13. Signage – Hector Nunez.

14. Grounds Maintenance - Mark Salemi.

15. FF&E -Moveable Furniture & Equipment.

End of Agenda

PRE-CONSTRUCTION CONFERENCE 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:

Name	Company	Telephone	E-mail	Cellular
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 – **Dan Gomez** 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

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.

PROJECT NAME

FM - _____

Meeting Agenda / Pre-Construction Conference / Page 2 of 5

- 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) – **Dan Gomez** (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.
- 6.2.5 NPDES

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**].

PROJECT NAME
FM - _____

Meeting Agenda / Pre-Construction Conference / Page 4 of 5

- 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 Cost Saving Expenditure Authorization - FIU Form.
- 8.13 Contingency Authorization Expenditure/Change Orders - FIU Form.
- 8.14 Final Payment - When CO or CC is issued and account reconciliation complete.

END OF MEETING

PRICE SHEET

PROJECT NAME: Type project name
PROJECT NUMBER: Type FM number

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: _____



PROGRAM AND PLAN REVIEW

DATE: _____
TO: A/E
ATTN: _____
PHONE: _____
FAX: _____
FROM: Project Manager

PROJECT NAME: _____
PROJECT LOCATION: _____
PROJECT NO.: _____

PHASE SUBMITTED:	DATE:
-------------------------	--------------

The Designer of-Record is responsible for technical accuracy, documentation of Project decisions, engineering judgement and quality of the plans and specifications. This review is performed to check for compliance with Contract Requirements. The comments are intended to identify apparent inconsistency, errors and omissions. It is the Designer-of-Record's responsibility to thoroughly check all work and to determine applicability of the comments to design and documentation of the project. 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

Item	Dwg/Spec. No.	Comments	Action/Status
1.1	A1.00		
1.2	A1.01		
1.3	A1.02		
1.4	A1.03		
1.5	A1.04		

PROJECT DIRECTORY

Project Name:

FIU Project No:

FIU Facilities						
Name	TITLE	Phone	Cell	E-mail	Remark	
					Primary Contact	
					Secondary Contact	

FIU User						
Name	TITLE	Phone	Cell	E-mail	Remark	
					Primary Contact	
					Secondary Contact	

Consultant						
Name	TITLE	Phone	Cell	E-mail	Remark	
					Primary Contact	
					Secondary Contact	

General Contractor / Vendor

Name	TITLE	Phone	Cell	E-mail	Remark
					Primary Contact
					Secondary Contact

Subcontractor 1

Name	TITLE	Phone	Cell	E-mail	Remark
					Primary Contact
					Secondary Contact

Subcontractor 2

Name	TITLE	Phone	Cell	E-mail	Remark
					Primary Contact
					Secondary Contact

Subcontractor 3

Name	TITLE	Phone	Cell	E-mail	Remark
					Primary Contact
					Secondary Contact

Month day, 2020

To: User
From: FC Project Manager
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
 - What you need
 - Foreseeable obstacles
- Project Timing
- Project Funding
- The Players
- Your Role

PROJECT SCHEDULE



PROJECT NAME:

PROJECT NUMBER:

DATE: 0/0/20

ITEM	DESCRIPTION	CALENDARS DAYS	DATE	ACTION BY:
1	KICK-OFF MEETING / PROGRAM REVIEW		Monday, April 6, 2020	USER / FC
2	ID TRANSFER / BUDGET AUTHORITY TO FC (A/E SERVICES)	1	Tuesday, April 7, 2020	USER / FC
3	SCHEMATIC DESIGN (SD)	1	Wednesday, April 8, 2020	A/E
4	REVIEW / APPROVAL (SD)	1	Thursday, April 9, 2020	USER / FC
5	DESIGN DEVELOPMENT (DD)	1	Friday, April 10, 2020	A/E
6	REVIEW / APPROVAL (DD)	1	Saturday, April 11, 2020	USER / FC
7	50% CONSTRUCTION DOCUMENTS	1	Sunday, April 12, 2020	A/E
8	REVIEW / APPROVAL (50% CD'S)	1	Monday, April 13, 2020	USER / FC
9	100% CONSTRUCTION DOCUMENTS - SUBMIT TO STATE FIRE MARSHAL	1	Tuesday, April 14, 2020	A/E
10	REVIEW / APPROVAL (100% CD'S)	1	Wednesday, April 15, 2020	USER / FC
11	GMP SUBMITTAL	1	Thursday, April 16, 2020	CM
12	GMP REVIEW / APPROVAL	1	Friday, April 17, 2020	USER / FC
13	ID TRANSFER / BUDGET AUTHORITY TO FC (BALANCE)	1	Saturday, April 18, 2020	USER
14	CM NOTICE TO PROCEED (NTP)	1	Saturday, April 18, 2020	FC
15	FURNITURE AND EQUIPMENT INSTALLATION	1	Sunday, April 19, 2020	USER / VENDOR / UTS
16	SUBSTANTIAL COMPLETION	1	Monday, April 20, 2020	CM
17	TRAINING / OPEN TO THE PUBLIC	1	Tuesday, April 21, 2020	USER / UTS
18	CLOSEOUT DOCUMENTS / FINAL COMPLETION	1	Tuesday, April 21, 2020	CM

USER -

FACILITIES CONSTRUCTION (FC) - FIU PROJECT MANAGER

A/E - PRIME A/E PROJECT MANAGER

CONSTRUCTION MANAGER (CM) - NAME OF PROJECT MANAGER

VENDOR -

DOIT -

Facilities Construction Services

QUOTE TRANSMITTAL

DATE:	PROJECT No: FM / BT	
TO: Florida International University Facilities Construction Modesto A, Maidique Campus 11555 SW 17th Street Miami, FL 33199	Building: Space Type: Other Room: Project Name: FUNDING: 1 FUNDING: 2 FUNDING: 3	
ATTN:	PO#:	
PHONE:	CO#:	
FAX: 305-348-4010	Square Footage	
FROM:		

We are sending you: ATTACHED UNDER A SEPARATE COVER THE FOLLOWING:

Vendor Type: BUILDER GC CONTINUING SERVICES < \$250K COM / VENDOR A/E SERVICES

DATE	VENDOR NAME	AMOUNT
CONSTRUCTION SERVICES REIMBURSEMENT (5%)		\$0.00
TOTAL COST		\$0.00

QUOTE TABULATION				
VENDOR NAME	QUOTE AMOUNT	CHECK THE FOLLOWING BOXES WHERE APPLICABLE:		
		CONTINUING SERVICES GC <\$250K	INVITED / DID NOT SUBMIT QUOTE	DISQUALIFIED
SECOND QUOTE (VENDOR 2)				
THIRD QUOTE (VENDOR 3)				

REMARKS/ DESCRIPTION

*** Please attach proposal signed and competitive quotes as needed! Budget Transfer, Journal I.D.**

REV. 1/22/21



REQUEST FOR QUOTATION

DATE:
TO:
ATTN:
PHONE:
FAX:
FROM: PROJECT MANAGER

PROJECT NAME:
PROJECT No: FM
PROJECT LOCATION: MMC

WE ARE SENDING YOU: ATTACHED UNDER A SEPARATE COVER THE FOLLOWING:

DATE	DESCRIPTION

REMARKS
<p>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.</p> <p>Written quotation, questions or comments on this project shall be sent electronically via email to my attention at _____@fiu.edu by no later than _____.</p> <p>We thank you in advance for your prompt attention.</p>

ROOM SIGN SCHEDULE

DATE: Insert Date

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

BUILDING NAME:

PROJECT NAME:

ATTN: Facilities Management Graphic Design Supervisor
PHONE: 305-348-4673
FAX: 305-348-4674
FROM: Project Manager

PROJECT NUMBER:

SIGNS SHALL BE DELIVERED TO ROOM CSC _____ BY NOT LATER THAN _____

ITEM	ROOM NUMBER	QTY.	ROOM NAME	QTY.	FRAME QTY.	REMARK
1						
2					1	
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

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

Attendees	
User Representative:	
Project Manager:	
FMD Operations:	
FIU Dolt :	
Consultant:	
CM / Contractor(s):	
Other:	

Work Description
<p>Provide a detailed description on 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.</p>

Check all Items that will be affected by this project..

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Fire Alarm | <input type="checkbox"/> Sprinkler System | <input type="checkbox"/> HVAC |
| <input type="checkbox"/> Telecommunication | <input type="checkbox"/> Chilled Water | <input type="checkbox"/> Media Equipment | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Fire Penetration | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Floor | <input type="checkbox"/> Ceiling |
| <input type="checkbox"/> Asbestos Abatement | <input type="checkbox"/> Structure | <input type="checkbox"/> Interior Partition | <input type="checkbox"/> Exterior Wall |

Permits

Required

Not Applicable

Space Committee Approval

Required

Not Applicable

TRANSMITTAL

DATE:

TO:

PROJECT NAME:

ATTN:

PROJECT No: FM

PHONE:

FAX:

PROJECT LOCATION: MMC

FROM:

WE ARE SENDING YOU: ATTACHED UNDER A SEPARATE COVER THE FOLLOWING:

Drawings Samples Specifications Miscellaneous

COPIES	DATE	DESCRIPTION

FOR APPROVAL AS REQUESTED APPROVED AS NOTED

FOR YOUR USE FOR REVIEW AND COMMENTS RESUBMIT FOR APPROVAL

REMARKS

RECEIVED BY: _____

DATE: _____

YOUR LOGO HERE

QUOTATION

Your Company Name
 Street Address
 City, State, ZIP Code
 (Phone) (Fax)
 e-mail

Date:
 Quote #
 Valid Until:
 FIU Project Number:
 FIU Project Name:

To: Florida International University
 Facilities Management
 11555 SW17th Street
 Miami, FL 33199
 Attn: (FIU Project Manager Name)

DESCRIPTION OF WORK

Provide all labor, materials and equipment to

ITEM	DESCRIPTION	LABOR	MATERIAL	TOTAL
1	General Conditions (see "General Conditions Sample Form")			\$0.00
2	Concrete (e.g., footings, slabs, precast, grouting)	\$0.00	\$0.00	\$0.00
3	Masonry (e.g., concrete block, brick, stone)	\$0.00	\$0.00	\$0.00
4	Metals (e.g., structural steel framing, joists, decorative metals, etc.)	\$0.00	\$0.00	\$0.00
5	Wood, Plastics, and Composites (e.g., wood framing, finish carpentry, interior architectural woodwork)	\$0.00	\$0.00	\$0.00
6	Thermal and Moisture Protection (e.g., insulation, water barriers, sealant)	\$0.00	\$0.00	\$0.00
7	Openings (e.g., doors, windows, and louvers)	\$0.00	\$0.00	\$0.00
8	Finishes (e.g., non-load-bearing steel framing, Gyp. Board, ceramic tile, acoustical panel clg., carpet, painting)	\$0.00	\$0.00	\$0.00
9	Specialties (e.g., signage, wayfinding, toilet compartments, operable panel partitions, restrooms accessories)	\$0.00	\$0.00	\$0.00
10	Equipment (e.g., food dispensing equipment, pedestrian control devices, scoreboards)	\$0.00	\$0.00	\$0.00
11	Furnishings (e.g., window treatments, casework, interior and exterior furniture, bicycle racks, bollards)	\$0.00	\$0.00	\$0.00
12	Special Construction (e.g., pre-engineered buildings, grandstands and bleachers, mezzanine systems)	\$0.00	\$0.00	\$0.00
13	Conveying Equipment (e.g., elevators, escalators and moving walkways, wheelchair lifts)	\$0.00	\$0.00	\$0.00
14	Fire Suppression (e.g., sprinkler system, fire pumps and controllers)	\$0.00	\$0.00	\$0.00
15	Plumbing (e.g., plumbing fixtures, valves, piping & fittings, roof drains, facility water distribution and sanitary sewerage)	\$0.00	\$0.00	\$0.00
16	Heating, Ventilating, and Air Conditioning (HVAC)	\$0.00	\$0.00	\$0.00
17	Integrated Automation and HVAC Control	\$0.00	\$0.00	\$0.00
18	Electrical (e.g., Lighting, exit signs, cable trays, occupancy motion sensors, wiring and conduit)	\$0.00	\$0.00	\$0.00
19	Communications (e.g., data, voice, audio/visual systems)	\$0.00	\$0.00	\$0.00
20	Electronic Safety and Security (e.g., access door control hardware, fire detection & alarm, electronic surveillance)	\$0.00	\$0.00	\$0.00
21	Earthwork (e.g., excavation and fill, erosion control)	\$0.00	\$0.00	\$0.00
22	Utilities (e.g., water distribution systems, sanitary sewer, storm drainage, electrical)	\$0.00	\$0.00	\$0.00
TOTAL		\$0.00	\$0.00	\$0.00

The cells filled by gray color indicates that information is required

CONTRACTOR OVERHEAD & PROFIT	\$0.00
BUILDERS RISK INSURANCE	\$0.00
LIABILITY INSURANCE	\$0.00
PAYMENT & PERFORMANCE BOND	\$0.00
GRAND TOTAL	\$0.00

 Contractor Authorized Signature / Date

Facilities Construction Services

OWNER DIRECT PURCHASE (ODP) REQUISITIONER FORM

REQUISITIONER: (Sub-Contract)	NAME:	_____
	ADDRESS:	_____ _____ _____
	PHONE:	_____
	FAX:	_____

VENDOR: (Contractor)	NAME:	_____
	ADDRESS:	_____ _____ _____
	PHONE:	_____
	FED. TAX ID#	_____
	FAX:	_____

SHIP TO: (Job Site)	Florida International University	

	PHONE:	_____
	FAX:	_____

QTY	DESCRIPTION	UNIT PRICE	PRICE
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
SUBTOTAL			\$0.00
TAX @ 6%			
(MIAMI-DADE COUNTY SURTAX RATE) 1% TAX ON 1ST \$5,000			
PO TOTAL			\$0.00

SELF-PERFORMANCE AUTHORIZATION FORM

Project No.:

Contractor:

Project Name:

Date:

Project Manager:

Self-Performance scope of work:

Reasons for self-performance:

Sealed Bid Opening:

In person

Remote

REQUESTED BY:

Construction Manager
(Signature)

Date

APPROVED BY:

FIU Facilities Mgmt Project Manager
(Signature)

Date