

Project Coordination Procedures

University of Northern Iowa
FACILITIES PLANNING

DESIGN

1. All projects will be managed on an internet based project management system. In addition to paper copies all correspondence and other project related documents shall be published on the project management system at the same time they are distributed for review.
2. For projects with budgets over 1 million dollars, coinciding with the Permission to Proceed for the project, Facilities Planning will establish a Building Advisory Committee for the project. The committee will be comprised of campus users, a Physical Plant representative, a representative from Information Technology Services (ITS), Facilities Planning personnel, and other appropriate individuals. For projects with budgets less than 1 million dollars, Facilities Planning will establish committees as appropriate for the specific project. At this time, information will be solicited with regard to user needs, existing conditions, and mechanical/electrical systems. For renovation projects this information should include past system performance, advantages and disadvantages of specific systems, and concerns or ideas related to the specific renovation. For new construction, information would center on user needs, information on utility connections, and information with regard to similar systems or buildings across campus and university experience with similar systems or buildings. The purpose of this information gathering is to allow input for design consideration.
3. The programming phase involves developing the scope and purpose of the project by the DESIGN PROFESSIONAL. This will culminate in a statement which may include the design concept, net to gross calculations, construction costs and projected utility and maintenance costs. This document will be reviewed and revised (often multiple times) before the final copy is sent to the Board Office.
4. When the project enters the Schematic Design Phase, early decisions regarding design concepts and mechanical/electrical systems will be made by the DESIGN PROFESSIONAL after study of available options. These concepts will be presented to the appropriate committee as noted above for comment and recommendation. This process will be monitored by the Facilities Planning department. For projects over 1 million dollars, at the conclusion of the Schematic Design Phase, a presentation booklet will be prepared and distributed to advisory committee members for review and comment. This booklet will most likely go through several drafts before the final copy is submitted for Board of Regents or Board of Regents Office review.
5. As the project moves into the Design Development Phase, the DESIGN PROFESSIONAL will be responsible for incorporating agreed upon changes from Schematic Design into the documents. During the Design Development Phase, meetings will be held to further advance the design and refine system decisions. Selection of major mechanical/ electrical equipment, its location, and physical layout will be determined during this phase of design. Physical plant review and comment will be solicited through Facilities Planning. At the conclusion of the Design Development Phase, documents will be distributed through Facilities Planning. The transmittal forwarding the design development documents will

include a date when comments are due to Facilities Planning. Physical Plant, Facilities Planning and members of the committee will return comments electronically on Panther Projects using the form found on Facilities Planning website. In general 7-10 working days will be provided for review. On project over 1 million dollars this time will generally be extended to 15 working days.

6. As the project moves into the Construction Document Phase, the DESIGN PROFESSIONAL will be responsible for responding in writing to all comments received from Design Development review and for incorporating agreed upon changes into the documents. At the 95% completion stage of Construction Documents, Facilities Planning will distribute a copy of the documents to users, Information Technology Services and the Physical Plant for review. Again the transmittal forwarding the 95% completion documents will include a date when comments are due to Facilities Planning through Panther Projects. As with the Schematic Design and Design Development review, in general 7-10 working days will be provided for review. On projects over 1 million dollars this time will generally be extended to 15 working days. It will be the responsibility of the DESIGN PROFESSIONAL to respond in writing to all comments received during the 95% review and to incorporate agreed upon changes into the bidding documents. At the time of the 95% review, the Physical Plant and users will be asked to identify equipment and systems where training is needed. The DESIGN PROFESSIONAL will list these systems in the specifications so the CONSTRUCTORS are aware of these requirements.
7. Based on input received, the DESIGN PROFESSIONAL will finalize the documents for bidding. Bid documents will be distributed to CONSTRUCTORS and Facilities Planning. Facilities Planning will then distribute to others within the university. Any comments or questions will be directed to the DESIGN PROFESSIONAL through Facilities Planning. If there are agreed upon changes at this point the DESIGN PROFESSIONAL will include this information in addendums prior to bidding.
8. During the bidding phase a Pre-bid conference will be conducted by the DESIGN PROFESSIONAL to review standard procedures and answer questions raised by prospective bidders and others. Physical Plant representatives, end users and ITS representatives are welcome to attend.
9. After receipt of bids, Facilities Planning will review all bids received, all alternates and the project budget with the DESIGN PROFESSIONAL. The DESIGN PROFESSIONAL must write a letter recommending award. If the project is within budget, a contract will be awarded as soon as approval is obtained from the Board Office. A contingency will be maintained to allow for unforeseen conditions and other changes that may be made during the construction process.

CONSTRUCTION

1. After the notice of award is issued to the successful bidder, the Construction Project Manager (CPM) shall arrange a preconstruction conference with the CONSTRUCTOR, subcontractors, DESIGN PROFESSIONAL, Facilities Planning and other interested UNI personnel. The conference addresses standard procedures to be followed during the course of the project. Physical Plant and ITS personnel may attend if desired.
2. Throughout the initial stages of a project numerous shop drawings, catalog cuts and other manufacturer's data will be posted on the Computerized Project Management System (Panthers Projects) by the CONSTRUCTOR to both the DESIGN PROFESSIONAL and the Facilities Planning CPM simultaneously. Appropriate members of Physical Plant, ITS and the end users will be notified of the submittal for review and comment. These submittals need to be processed immediately to prevent delays in receipt of materials. In all cases shop drawings are distributed with a deadline noted, typically 10 working days. In either case comments need to be returned in accordance with the deadline. When all comments are received or the deadline is reached, the DESIGN PROFESSIONAL completes their review and incorporates the comments that they consider to be valid into the submittal. The DESIGN PROFESSIONAL is responsible to notify the CPM of any comments not incorporated or conflicting with each other. The CPM in turn is responsible to notify the DESIGN PROFESSIONAL which comment is correct. The approved copy with comments is posted on the Panther Projects.
3. At anytime during the construction phase, ITS personnel, and Physical Plant personnel are welcome to visit the construction site. Individuals must wear the appropriate personal protective equipment, they must coordinate their visit through Facilities Planning. In general visits should be limited to 1 or 2 people at a time and areas of active work should be avoided for safety reasons. If a larger group would like to visit the site it must be coordinated in advance by Facilities Planning and the time must be acceptable to the CONSTRUCTOR. Typically a representative of the CONSTRUCTOR and Facilities Planning will accompany any visitors.
4. If the individuals touring the site notice something that they feel is incorrect they should report it to the CPM from Facilities Planning. If the suspected problem is something that was included in the contract documents the CPM will direct either the CONSTRUCTOR or DESIGN PROFESSIONAL to correct the problem if needed. If it was not part of the contract the CPM will inform the person making the request that it was not in the contract and they must request a change through appropriate channels. If a change is requested the CPM will review the request with the DESIGN PROFESSIONAL and if appropriate, a Proposal Request (PR) will be issued to the CONSTRUCTOR identifying the additional work to be done and requesting a price to perform the work. Once the PR is priced, the price and value of the change will be evaluated by the CPM and the DESIGN PROFESSIONAL. If it is reasonable and the project budget can afford the additional cost, the PR will be approved and the work added to the project. If the CPM does not feel that it can be worked into the budget the cost will be presented through channels to the person making the request asking if they want to fund the change.
5. During the construction period, representatives of the end users, the Physical Plant representative and the ITS representative are welcome to attend construction meetings for informational purposes.

6. As construction draws to a close the CPM will schedule with the CONSTRUCTOR training on various equipment and systems as identified by the Physical Plant and end users during the design phase. The Physical Plant will be notified when the training sessions are scheduled and will be responsible for having appropriate personnel in attendance. The CONSTRUCTOR will keep a record of those in attendance and the type and extent of the training, this will be documented in the project closeout documentation. All equipment start up and training shall be coordinated with the DESIGN PROFESSIONAL and the Commissioning Agent.
7. The Director of the Physical Plant will be notified in advance of when the substantial completion inspection will take place and will be invited to have a representative or a limited number of representatives present. A record will be maintained of individuals participating in the substantial completion inspection by the DESIGN PROFESSIONAL. Physical Plant personnel may opt to visit the site in advance of the inspection to prepare a list of questions and concerns for investigation during the inspection. Such visits shall be done in accordance with procedures for site visits noted above in item 3 of Construction. A copy of the punchlist will be provided to the Director of the Physical Plant. If Physical Plant representatives question or disagree with items contained in the Substantial Completion Inspection Report, they are to notify the CPM in writing not later than 10 working days after receipt of the Substantial Completion punchlist.
8. Once the substantial completion inspection has been completed, UNI takes ownership of the building and the responsibility to investigate operational problems and complaints transfers to the Physical Plant. All contacts with the CONSTRUCTOR for warranty work should be made by the Physical Plant. Facilities Planning will remain involved in completion of punchlist items, areas found to be possible omissions by the CONSTRUCTOR, or design defects, and they will contact either the CONSTRUCTOR or the DESIGN PROFESSIONAL to attempt to resolve those issues.
9. When the Substantial Completion Inspection punchlist has been completed by the CONSTRUCTOR, a final inspection will be scheduled. Representatives of the end user and Physical Plant will be invited to attend. A record of individuals participating in the final inspection will be maintained. Facilities Planning should be notified before the final inspection is scheduled, if advanced inspections have been conducted by other parties.
10. During substantial completion and final inspection the CONSTRUCTOR will assemble the closeout documents required for the project to be reviewed by the DESIGN PROFESSIONAL. Copies of approved shop drawings, instructions and other pertinent data will be bound into an Operations and Maintenance manual that will be reviewed by the DESIGN PROFESSIONAL. When the manual is accepted two hard copy and one electronic copy are provided to the CPM. The CONSTRUCTOR also provides the record set of documents to the CPM for review at Substantial Completion. After review the CPM forwards the record set to the DESIGN PROFESSIONAL for his use in preparing the final record documents. When completed by the DESIGN PROFESSIONAL the record documents are reviewed by the CPM and Facilities Planning drafter for compliance with UNI standards. After the documents are completed the hard copies and the electronic copies are archived and one set of record documents is forwarded to the Physical Plant for their records and use.

11. The Physical Plant is responsible for all warranty coordination during the one year (or longer) warranty period. If a problem develops Facilities Planning will be available to assist the Physical Plant or to conduct a joint investigation of the problems. Just prior to completion of the one year warranty period, Facilities Planning will notify the Physical Plant and the end users of the date of the one year inspection. At that time any concerns that have surfaced during the past year that have not been addressed, should be raised for investigation by the DESIGN PROFESSIONAL. A one year inspection is conducted with the DESIGN PROFESSIONAL, CONSTRUCTOR and UNI representatives and a list of problems is prepared for correction by the CONSTRUCTOR. The CONSTRUCTOR notifies UNI when all items have been corrected and a final inspection is conducted by the Physical Plant and Facilities Planning personnel. At this point the facilities belongs to UNI unless unforeseen problems develop that can be attributed to others.