



Partnership for Performing Work in University of Georgia Facilities located outside of Clarke County and / or are “B” Unit Facilities

Policy Statement

Within Finance & Administration (F&A), the Facilities Management Division (FMD) and the Office of University Architects for Facilities Planning (OUA) have the primary responsibility for work within Facilities. The Environmental Safety Division (ESD), the Office of Real Estate (ORE), and the Office of Space Management (OSM) also have roles and responsibilities regarding facilities. The Procurement Office also has roles regarding facility contracting processes. Refer to the section “Responsibilities” for more information about these units.

A number of University of Georgia units have facilities located outside of Clarke County and / or are “B” units. These units often have needs for performing facility maintenance, renovations, or new construction projects. These include, but are not limited to the College of Agricultural and Environmental Sciences “B” unit facilities, including 4-H and Extension sites, Warnell School of Forestry & Natural Resources “B” unit facilities, Skidaway Institute of Oceanography, the Marine Extension and Georgia Sea Grant, University of Georgia Marine Institute, the Griffin and Tifton campuses, and Wormsloe. As applicable, each unit that has individuals with appropriate qualifications and experience to manage facility projects, as outlined below, will assign key personnel as Designated Local Facility Manager (DLFM).

This policy establishes the procedures for DLFM and F&A to partner for the purposes of efficiently and effectively delivering facility maintenance projects that require a design professional (see Maintenance under Policy Definitions) and construction projects with a construction cost less than \$1M. By having some portions of facility project management performed by F&A, and other aspects performed by DLFM, there will be efficiencies in the process – for example, more opportunity for onsite observation, resulting in a more efficient use of resources.

This Partnership for Performing Work in University of Georgia Facilities located outside of Clarke County policy (Policy) includes exceptions to the policy “Engaging Design Professionals and Contractors,” as outlined in the Procedures section below.

Reason for policy

This document sets out the Policy, authorities and requirements for authorization, and process for execution of all work with a construction cost under \$1M carried out in University-owned and operated facilities that are located outside of Clarke County and / or are “B” unit facilities. The intent of this Policy is to ensure that work related to facilities is in compliance with University Policies and Procedures, the policies and procedures developed by the Board of Regents (BOR) Facilities Office, UGA Design & Construction Supplemental General Requirements & Standards, and federal and state regulatory requirements governing facilities work on campus. This ensures that work in facilities is performed in a safe manner and results in building systems that operate effectively and efficiently.

This Policy will also ensure that all facility projects are aligned with Institutional as well as University System of Georgia (USG) strategic goals and objectives, and it will help ensure that limited resources are being targeted to institutional priorities and are deployed in a cost effective manner that bolsters more effective space utilization.

All work must be performed in accordance with these requirements.

Procedures

The University of Georgia unit with responsibility for facilities located outside of Clarke County and / or for "B" unit facilities, shall coordinate submission of a Facilities Project Initiation Form (FPIF) in accordance with the "Performing Work in University of Georgia Facilities" policy– and shall only proceed with the project scope as authorized under the FPIF. On the FPIF, if this Policy will be utilized to assist in managing the project, the proposed DLFM will be included on the FPIF. Projects that have been previously approved in full, as part of a "B" unit Major Repair and Renovation request, are exempt from the FPIF requirement – unless the project budget is increased by more than twenty percent. At least once every six months, DLFM shall provide a report of project progress to FMD for all Maintenance projects – and to OUA for all Construction projects – that are administered under this procedure. DLFM will also provide MRR reporting as requested.

Only BOR standard template contract forms (or Purchase Orders prepared by Procurement for construction below \$50,000) will be used; any other forms, agreements, or terms and conditions shall be reviewed and approved by Legal Affairs.

DLFM may provide maintenance and construction project management unless the project:

1. Requires any permits other than ESD Fire Safety, State Fire Marshal Construction Permit, or a septic system permit (for example, DLFM may not manage projects requiring Land Disturbance Permit, NPDES permit, U. S. Army Corps of Engineer Permit, Buffer Encroachment, GSFIC Flood Plain Permit, etc.),
2. Exceeds construction cost of \$1M,
3. Requires a contract with a design professional fee over \$75,000.

DLFM Managed Maintenance projects in partnership with FMD that do not require the services of a Design Professional

1. An FPIF is not required if the project is bid through Procurement; DLFM will work directly with Procurement.

2. An FPIF is required if the DLFM intends to utilize one of the UGA Task Order Construction Contracts administered by FMD. FMD will assign a FMD Point of Contact (POC). Upon approval of the FPIF, which will not require Dean, Vice President, or Provost Signature (just department head or Director), the contract will be coordinated and processed as follows:

- a. DLFM will send proposal to the FMD Contract Specialist, who will prepare and route the contract for execution by all parties. Fully executed contracts will be transmitted back to DLFM to administer. DLFM (or designated staff member) will submit the requisition into UGAMart, submit to Procurement, and notify FMD Contract Specialist of the requisition number generated by UGAMart. The FMD Contract Specialist *cannot* submit the contract for final execution until the DLFM provides him or her with the requisition number. For design/build and Construction Manager delivery, FMD Contract Specialist will coordinate the documentation for the task order assignment, Guaranteed Maximum Price Change Order, and any change orders with the DLFM reviewing each document and approving prior to final routing by the FMD Contract Specialist.
- b. Procurement will provide the consultant with a notice to proceed. Procurement will copy FMD Contract Specialist and DLFM on related notice to proceed.
- c. DLFM will forward any contractor change order requests to FMD Contract Specialist, who will prepare and route for execution by all parties. DLFM will receive invoices from contractors, enter the receipts in UGAMart, and upload the invoices – notifying the appropriate Accounts Payable staff member in a UGAMart comment.
- d. Once design submittals are complete, DLFM will submit drawings and specifications to FMD Facilities Inventory for a one week review period. DLFM will note to FMD during document

submission that the project is either outside of Clarke County and / or is for a “B” Unit and that routine and preventive maintenance will not be funded by FMD. DLFM will receive review comments from FMD and OUA and shall address these concerns prior to issuing “For Construction” drawings. Except for historic preservation related decisions (like window replacements), other exterior aesthetic decisions, or matters of safety or code compliance, the FMD and OUA comments are suggestions and the entity responsible for operations and maintenance costs will make the final decision implementation choices regarding review comments.

- e. For maintenance work in a historic building, DLFM will contact the OUA Director of Historic Preservation to review the proposed scope of work and receive input. Refer to the Historic Preservation Master Plan Standard Operating Procedures.
- f. Georgia Environmental Policy Act (GEPA). For all projects that may have archaeological (disturbs soils) or historic preservation impacts, DLFM is responsible for coordinating with FMD POC. If the project requires a GEPA submittal, DLFM shall request that FMD POC has the GEPA form prepared and submitted to ESD.
 - i. FMD POC shall coordinate with OUA Director of Historic Preservation to determine if an archaeology study is required; if it is, OUA will obtain proposal and manage consultant. Note that agricultural exemption for a GEPA does not remove requirement for an archaeology assessment.
- g. DLFM is responsible for design, bidding and award, and construction administration, as outlined in the “Construction” Section below.

DLFM Managed Maintenance projects in partnership with FMD that require the services of a Design Professional

1. An FPIF is required and FMD will assign a FMD Point of Contact (POC). Upon approval of the FPIF, which will not require Dean, Vice President, or Provost Signature (just department head or Director). DLFM must contact a design professional and/or professional consultants and obtain proposals for design, surveying, hazardous material testing, geotechnical services, soil scientist, or material testing services utilizing the direct select method or one of the design professional task order contracts.
 - a. When a design professional of record is required to prepare construction documents that include work performed by multiple trades, it is generally preferred that the scope of services will also include construction administration services, especially as the scope of work increases in complexity. Based on DLFM specific experience, a unit may elect to self-perform construction administration services which includes review and approval of submitted shop drawings, site observation visits, meeting minutes, review of applications of payment, issuance of material and final completion forms, etc. and other duties as outlined in the standard BOR forms of agreement.
 - b. DLFM will send each proposal to the FMD Contract Specialist, who will prepare and route the contract for execution by all parties. Fully executed contracts will be transmitted back to DLFM to administer. DLFM (or designated staff member) will submit the requisition into UGAMart, submit to Procurement, and notify FMD Contract Specialist of the requisition number generated by UGAMart. The FMD Contract Specialist *cannot* submit the contract for final execution until the DLFM provides him or her with the requisition number. For design/build and Construction Manager delivery, FMD Contract Specialist will coordinate the documentation for the task order assignment, Guaranteed Maximum Price Change Order, and any change orders with the DLFM reviewing each document and approving prior to final routing by the FMD Contract Specialist.
 - c. Procurement will provide the consultant with a notice to proceed. Procurement will copy FMD Contract Specialist and DLFM on related notice to proceed.

- d. DLFM will forward any design professional add service requests to FMD Contract Specialist, who will prepare and route amendments for execution by all parties.
 - e. DLFM will receive invoices from design professionals and professional consultants, enter the receipts in UGAMart, and upload the invoices – notifying the appropriate Accounts Payable staff member in a UGAMart comment.
2. Once design professional or consultant completes study or construction documents, DLFM will submit drawings and specifications to FMD Facilities Inventory for a one week review period. DLFM will note to FMD during document submission that the project is either outside of Clarke County and / or is for a “B” Unit and that routine and preventive maintenance will not be funded by FMD. DLFM will receive review comments from FMD and OUA and shall address these concerns prior to issuing “For Construction” drawings. Except for historic preservation related decisions (like window replacements), other exterior aesthetic decisions, or matters of safety or code compliance, the FMD and OUA comments are suggestions and the entity responsible for operations and maintenance costs will make the final decision implementation choices regarding review comments.
3. For maintenance work in a historic building, DLFM will contact the OUA Director of Historic Preservation to review the proposed scope of work and receive input. Refer to the Historic Preservation Master Plan Standard Operating Procedures.
4. Georgia Environmental Policy Act (GEPA). For all projects that may have archaeological (disturbs soils) or historic preservation impacts, DLFM is responsible for coordinating with FMD. If the project requires a GEPA submittal, DLFM shall request that FMD POC has the GEPA form prepared and submitted to ESD.
 - a. FMD POC shall coordinate with OUA Director of Historic Preservation to determine if an archaeology study is required; if it is, OUA will obtain proposal and manage consultant. Note that agricultural exemption for a GEPA does not remove requirement for an archaeology assessment.
5. DLFM is responsible for design, bidding and award, and construction administration, as outlined in the “Construction” Section below.

DLFM Managed Construction (non-maintenance) projects in partnership with OUA (not including full facility demolitions)

1. Design
 - a. Once the project is approved (either as “B” unit MRR or through the FPIF process), DLFM and OUA will have a project expectations phone call or meeting. During the meeting, the scope will be reviewed to determine if, per this policy, DLFM may manage the project – or if any additional investigation is required to confirm permit requirements, etc. If the project is eligible for DLFM management, DLFM will assign a project manager, and OUA will assign a point of contact (POC).
 - b. DLFM will contact a design professional and/or professional consultants and obtain proposals for design, surveying, hazardous material testing, geotechnical services, soil scientist, or material testing services utilizing the direct select method or one of the design professional task order contracts.
 - c. When a design professional of record is required to prepare construction documents that include work performed by multiple trades, it is generally preferred that the scope of services will also include construction administration services, especially as the scope of work increase in complexity. Based on DLFM specific experience, a unit may elect to self-perform construction

administration services which includes review and approval of submitted shop drawings, site observation visits, meeting minutes, review of applications of payment, issuance of material and final completion forms, etc. and other duties as outlined in the standard BOR forms of agreement.

- i. DLFM will send each proposal to the OUA Contract Specialist, who will prepare and route the contract for execution by all parties. Fully executed contracts will be transmitted back to DLFM to administer. DLFM (or designated staff member) will submit the requisition into UGAMart, submit to Procurement, and notify OUA Contract Specialist of the requisition number generated by UGAMart. The OUA Contract Specialist *cannot* submit the contract for final execution until the DLFM provides him or her with the requisition number. For design/build and Construction Manager delivery, OUA Contract Specialist will coordinate the documentation for the task order assignment, Guaranteed Maximum Price Change Order, and any change orders with the DLFM reviewing each document and approving prior to final routing by the OUA Contract Specialist.
 - ii. Procurement will provide the consultant with a notice to proceed. Procurement will copy OUA Contract Specialist and DLFM on related notice to proceed.
 - iii. DLFM will forward any design professional add service requests to OUA Contract Specialist, who will prepare and route amendments for execution by all parties.
 - iv. DLFM will receive invoices from design professionals and professional consultants, enter the receipts in UGAMart, and upload the invoices – notifying the appropriate Accounts Payable staff member in a UGAMart comment.
- d. Once the design professional contract is complete, DLFM may proceed with design meetings.
- e. For topographic surveys, easement surveys, geotechnical information specific to the proposed site for foundation bearing capacity that will be utilized by the structural engineer of record for foundation design or for septic systems, and “Special Inspections” materials testing scopes of work as required by codes, DLFM will:
- i. Send proposal, if over \$2,499,(if under \$2,499 then DLFM to have a requisition submitted to Procurement for a Purchase Order to be issued prior to services commencing) to the OUA Contract Specialist, who will prepare and route the back to DLFM to administer. DLFM (or designated staff member) will submit the requisition into UGAMart, submit to Procurement, and notify OUA Contract Specialist of the requisition number generated by UGAMart. The OUA Contract Specialist *cannot* submit the contract for final execution until the DLFM provides him or her with the requisition number. For design-build and Construction Manager delivery, OUA Contract Specialist will coordinate the documentation for the task order assignment, Guaranteed Maximum Price Change Order, and any change orders with the DLFM reviewing each document and approving prior to final routing by the OUA Contract Specialist.
 - ii. Procurement will provide the consultant with a notice to proceed. Procurement will copy OUA Contract Specialist and DLFM on related notice to proceed.
 - iii. If a contract was prepared for the initial proposal, DLFM will forward any add service requests to OUA Contract Specialist, who will prepare and route amendments for execution by all parties.
 - iv. DLFM will receive invoices from consultants, enter the receipts in UGAMart, and upload the invoices – notifying the appropriate Accounts Payable staff member in a UGAMart comment.

- f. Once design professional completes study or construction documents, DLFM will submit drawings and specifications to FMD Facilities Inventory for a one week review period. DLFM will note to FMD during document submission that the project is either outside of Clarke County and / or is for a “B” Unit and that routine and preventive maintenance will not be funded by FMD. DLFM will receive review comments and shall address these concerns prior to issuing “For Construction” drawings. Except for historic preservation related decisions (like window replacements), other exterior aesthetic decisions, or matters of safety or code compliance, the FMD and OUA comments are suggestions and the entity responsible for operations and maintenance costs will make the final implementation choices.
- g. DLFM will be responsible for coordinating directly with ESD Fire Safety for a construction permit, including notifying ESD Fire Safety if the project will require a State Fire Marshal permit.
 - i. DLFM is responsible for submitting an approved set of stamped State Fire Marshal permit drawings and a copy of the permit to FMD Facilities Inventory, while also copying ESD Fire Safety, and the OUA POC.
 - ii. DLFM is responsible for requesting all fire marshal inspections through ESD Fire Safety; DLFM will not directly contact anyone with the State Fire Marshal office. DLFM will copy the OUA POC on all correspondence regarding inspection requests made to ESD.
- h. For new facilities, DLFM will provide the OUA POC with information so the OUA POC can request a new building number.
- i. Any easement surveys (typically utilities including power, sanitary sewer, and water) shall be coordinated with – and submitted to – the Office of Real Estate and OUA.
- j. DLFM will prepare Special Conditions document for specific project delivery method (refer to UGA Design & Construction Supplemental General Requirements & Standards) and submit to OUA Contract Specialist along with a list of construction documents (drawings and specifications). Contract Specialist will review and, once approved for issuance, will notify DLFM and transfer all information to Procurement, which will coordinate the bid.
- k. DLFM will coordinate any new septic systems (or modifications to existing septic systems) with ESD and ensure all required permits are obtained.
 - i. DLFM will submit approved septic system drawings and a copy of permit to FMD Facilities Inventory, while also copying ESD and the OUA POC.
- l. Georgia Environmental Policy Act (GEPA). For all projects that may have archaeological (disturbs soils) or historic preservation impacts, DLFM is responsible for coordinating with OUA POC. If the project requires a GEPA submittal, DLFM shall request that OUA POC prepare GEPA form for submittal to ESD.
 - i. OUA POC shall coordinate with OUA Director of Historic Preservation to determine if an archaeology study is required; if it is, OUA will obtain proposal and manage consultant. Note that agricultural exemption for a GEPA does not remove requirement for an archaeology assessment.
 - ii. DLFM shall coordinate with OUA Director of Historic Preservation to determine if the building is historic, DLFM will coordinate with OUA Director of Historic Preservation to have a cultural resource evaluation performed by a consultant. OUA will manage this consultant. Outcome of the assessment will assist in completion of the GEPA by OUA.

2. Bidding and Award for design-bid-build delivery only

- a. OUA POC will notify Procurement of DLFM involvement in approved FPIF project. DLFM will coordinate directly with Procurement.
 - b. DLFM will submit requisition in UGAMart.
 - c. DLFM will provide to Procurement a draft Invitation Bid Form including requested unit prices, deductive alternates, etc., as applicable.
 - d. DLFM will answer any inquiries – coordinating with design professional as needed – so that Procurement may post an addendum.
 - e. DLFM will conduct site visit, if applicable.
 - f. DLFM will review bid tallies and notify Procurement of decision to award. If bid increases overall project budget by more than 20%, project will be routed via FPIF for approval prior to awarding for construction.
 - g. Procurement will prepare and issue construction contract.
3. Construction Administration – DLFM will administer the Construction Administration process including:
- a. Coordinate with design professional and attend Owner / Architect / Contractor meetings.
 - b. Review applications for payment and change orders, obtain design professional review and signature, and upload invoices in UGAMart, notifying designated F&A staff members (i.e. Accounts Payable Senior Operations Specialist, Accounts Payable Assistant Manager, Accountant)
 - c. Coordinate ESD Fire Safety and/or State Fire Marshal inspections through ESD Fire Safety.
 - d. Coordinate materials testing as required by codes.
 - e. Ensure Material Completion form is completed and routed for signatures.
 - f. Ensure Final Completion form is completed and routed for signatures.
 - g. Ensure roof and wall warranties are obtained.
 - h. Any easement surveys (typically utilities including power, sanitary sewer, and water) shall be coordinated with – and submitted to – the Office of Real Estate and OUA.
 - i. Submit all contractor close-out documents to FMD Facilities Inventory, including as-builts and simplified floor plan (as required by Standards). Submit site plan location map, including geo-referenced information, to OUA GIS Coordinator for input to GIS system.
 - j. Send a copy of required close-out documents to Procurement. Accounts Payable will request that Procurement approve the release of the final construction payment. Procurement’s approval is contingent on receiving required close-out documents.

DLFM Managed Construction project (non-maintenance) in partnership with OUA via Multiple Purchase Orders

1. For straight forward and simple projects with limited building systems, DLFM may decide to not retain the full services of a design professional and / or a general contractor; DLFM may decide to retain a design professional and not a general contractor. For such projects, the various building components will be purchased through Procurement, and DLFM will manage the various trades and subcontractors.
 - a. For projects with a design professional and not a general contractor, follow procedures listed above in section ‘Construction, 1. Design’ for the design professional.
2. DLFM shall submit an FPIF in accordance with the “Performing Work in University of Georgia Facilities” policy – and shall only proceed with the project scope as authorized under the FPIF.

- a. In the FPIF, DLFM will clearly state the intent to purchase separate components through Procurement and to not engage a design professional and / or a general contractor of record for the project.
3. Construction permits remain applicable, and DLFM will Coordinate ESD Fire Safety and/or State Fire Marshal inspections through ESD Fire Safety.
4. For topographic surveys, easement surveys, geotechnical information specific to the proposed site for foundation bearing capacity that will be utilized by the structural engineer of record for foundation design or for septic systems, and “Special Inspections” materials testing scopes of work as required by codes, DLFM will:
 - a. Send proposal, if over \$2,499, (if under \$2,499 then DLFM to have a requisition submitted to Procurement for a Purchase Order to be issued prior to services commencing) to the OUA Contract Specialist, who will prepare and route the contract for execution by all parties. Fully executed contracts will be transmitted back to DLFM to administer. DLFM (or designated staff member) will submit the requisition into UGAMart, submit to Procurement, and notify OUA Contract Specialist of the requisition number generated by UGAMart. The OUA Contract Specialist *cannot* submit the contract for final execution until the DLFM provides him or her with the requisition number.
 - b. Procurement will provide the consultants with a notice to proceed. Procurement will copy OUA Contract Specialist and DLFM on related notice to proceed.
 - c. If a contract was prepared for the initial proposal, DLFM will forward any add service requests to OUA Contract Specialist, who will prepare and route amendments for execution by all parties.
 - d. DLFM will receive invoices from consultants, enter the receipts in UGAMart, and upload the invoices – notifying the appropriate Accounts Payable staff member in a UGAMart comment.
5. A current Georgia licensed structural engineer of record is required for foundations and overhead structural work. As an example, a pre-engineered metal building supplier may include in its scope of work the services of a current licensed Georgia structural engineer, who will provide sealed foundation and building drawings. DLFM must ensure that all requisitions for pre-engineered metal buildings to Procurement include this requirement.
6. For trades that require contractor licenses, DLFM must ensure that requisitions are only submitted for vendors that have valid current licenses in the state of Georgia – including, but not limited to: electricians, plumbers, mechanical sub-contractors, fire alarm vendors, roofers, etc.
7. For new facilities, DLFM will provide the OUA POC with information so the OUA POC can request a new building number.
8. DLFM will prepare a Special Conditions document for design-bid-bid (refer to UGA Design & Construction Supplemental General Requirements & Standards) and submit to Procurement to be included with all building component purchase orders.
9. DLFM will coordinate any new septic systems or modifications to existing septic systems with ESD and ensure all required permits are obtained.
 - a. DLFM will submit approved septic system drawings and copy of permit to FMD Facilities Inventory, while also copying ESD, and the OUA POC.
10. Georgia Environmental Policy Act (GEPA). For all projects that may have archaeological (disturbs soils) or historic preservation impacts, DLFM is responsible for coordinating with OUA. If the project requires a GEPA submittal, DLFM shall request OUA POC to prepare GEPA form for submittal to ESD.

- a. DLFM must coordinate with OUA Director of Historic Preservation to determine if an archaeology study is required; if it is, OUA will obtain proposal and manage consultant. Note that agricultural exemption for a GEPA does not automatically remove requirement for an archaeology assessment.
 - b. DLFM shall coordinate with OUA Director of Historic Preservation to determine if the building is historic, DLFM will coordinate with OUA Director of Historic Preservation to have a cultural resource evaluation performed by a consultant. OUA will manage this consultant. Outcome of the assessment will assist in completion of the GEPA by OUA.
11. DLFM is responsible for ensuring that soil and erosion control measures as required are installed and maintained.
 12. DLFM will coordinate materials testing as required by codes.
 13. Any easement surveys (typically utilities including power, sanitary sewer, and water) shall be coordinated with – and submitted to – the Office of Real Estate and OUA
 14. DLFM will submit all vendor and sub-contractor close-out documents to FMD Facilities Inventory, including submittals, as-built, and warranty information. DLFM will submit simplified floor plan (as required by Standards) to FMD Facilities Inventory and site plan location map (including geo-referenced information) to OUA GIS Coordinator for input to GIS system.

DLFM Managed Demolition project (full building) in partnership with FMD

1. If the project includes full demolition of an existing facility with a building number, then after FPIF approval:
 - a. If the building is historic, DLFM will coordinate with OUA Director of Historic Preservation to have a cultural resource evaluation performed by a consultant. OUA will manage this consultant and send final report to DLFM and FMD POC.
 - b. DLFM will obtain proposals for hazardous material surveys and send the proposal to FMD Contract Specialist, who will prepare and route the contract for execution by all parties. DLFM will administer the contract.
 - c. DLFM will prepare Due Diligence forms in conformance with the University System of Georgia requirements. DLFM will work with FMD POC to have the GEPA form prepared and submitted to ESD. DLFM will submit completed documentation to the Assistant to the Vice President for F&A and to the Director of Space Management, who will coordinate submission to the BOR Real Estate and Facilities.
2. After receipt of orders from the governor authorizing demolition, DLFM will submit a work order to FMD for development of the bid documents. FMD will transfer bid documents to Procurement, who will coordinate bid with DLFM.
 - a. Procurement will coordinate directly with DLFM.
 - b. DLFM will conduct site visit, if applicable.
 - c. DLFM will review bid tallies and notify Procurement of decision to award.
 - d. DLFM will submit requisition in UGAMart.
 - e. Procurement will prepare and issue construction contract. FMD Contract Specialist will be copied on notice to proceed.
3. Construction Administration – DLFM will administer the Construction Administration process including:
 - a. Review applications for payment and upload in UGAMart, notifying the appropriate Accounts Payable staff member in a UGAMart comment.

- b. Review change orders and submit to Procurement for processing.
- c. Notify FMD when demolition is complete.
- d. Submit hazardous material abatement reports to FMD Facilities Inventory.

Additional contacts

Policy Contact: Gwynne Darden, gmdarden@uga.edu, Office of University Architects for Facilities Planning, Associate Vice President

Policy Contact: Ralph Johnson, rj@uga.edu, Facilities Management Division, Associate Vice President

Policy Contact: John McCollum, mccollum@uga.edu, Environmental Safety Division, Associate Vice President

Policy Contact: Robert Currey, Bob.Currey@uga.edu, Procurement Office, Procurement Officer

Policy definitions

Contractor: A company that possesses the required State licenses to perform construction related work and may be a General Contractor, Construction Manager, Design-Builder, or a subcontractor.

Construction: The act of moving, demolishing, installing, or building a structure, facility, or system according to a plan or by definite process. This includes construction, addition, expansion, renovation, or removal. Construction consists of the application of any of these techniques to facilities such as structures, utilities, excavations, landscaping, site improvements, drainage systems, and roads.

Design Professional: An architect or engineer or an architectural or engineering firm including, but not limited to, architects, civil, structural, mechanical, electrical, plumbing, heating, ventilating, and air conditioning engineers; interior designers; landscape architects, surveyors; industrial hygienists; and others whose services are considered "professional" activities requiring licensing or registration by the state, or otherwise require the knowledge and application of design principles appropriate to the proposed work at hand. The Design Professional for any given project contract is typically the lead design member for the project team.

Maintenance: The upkeep of property, machinery, and facilities, including buildings, utility systems, roads, and grounds. It is characterized by its routine or recurring nature, the purpose of which is to keep facilities and systems functional. It also includes repair and replacement-in-kind. If the property is Resident Instruction and the project deemed routine maintenance, it will be performed by or under the supervision of FMD. If the property is not Resident Instruction and the project is deemed routine maintenance and / or preventive maintenance, and does not require a design professional, the oversight and coordination of the work will be by the unit (College, School, Institute, Center, or Extension that has occupants in the facility); if the maintenance project doesn't require a design professional and is less than \$1M, submittal of an FPIF is not required; if the maintenance project requires utilization of one of the UGA Task Order Construction Contracts administered by FMD an FPIF is required. See procedures above. If the act of performing maintenance requires alterations and reconfigurations that vary from the existing installation layout or impacts exterior appearance, it shall be considered Construction.

Resident Instruction Facilities: State owned buildings listed in the Facilities Inventory Database (FIDB) that are funded for maintenance by state appropriations; also, all Main and Health Sciences campus utility infrastructure, and all roads, hardscape and grounds in and around these same facilities.

Non-Resident Instruction Facilities: State owned buildings listed in the Facilities Inventory Database (FIDB), that are under the control of UGA entities and do not receive direct funding support from the State, e.g. Athletics, Auxiliary Services, Parking, Food Services, and Housing.

“B” Unit:

A facility that does not receive maintenance and operations funds through the state funding formula; the Facilities Management Division is not responsible for the operations and maintenance of the facility and the associated occupant’s school or college is responsible.

Project: For purposes of this policy, “project” includes all manner of work related to campus facilities, including buildings, utility systems, roads, and grounds.

Project Management:

As it relates to facility design and construction processes, the oversight and responsibility for the quality, budget, schedule, related to Work.

Work: See definition of Construction above.

Responsibilities

The Vice President for Finance and Administration (VPFA) is responsible for all Resident Instruction facilities, to include but is not limited to operation and maintenance, repairs, construction, renovations, alterations and demolition.

The Associate Vice President for the Office of University Architects for Facilities Planning (OUA) is responsible for planning the long-range development of the campus. OUA makes continuous studies of the physical needs of the University and coordinates the planning and construction of physical facilities. Present and future facility needs are determined by working closely with the various instructional and administrative departments. The office assembles all requests and analyzes all plans for expansion of facilities and changes, which affect the exterior appearance of the campus. OUA also manages new construction or capital improvement projects. OUA also provides design and construction support for Auxiliary and Administrative Services departments, Athletics, Housing and other campus organizations, and such other duties as may be assigned by the VPFA.

The Associate Vice President for Facilities Management Division (FMD) is responsible for the operation and maintenance of the university’s facilities. This encompasses responsibility for building maintenance and repairs, building alterations, maintenance of mechanical and electrical systems, custodial services, and related activities. Additional responsibilities include operation of the steam and chiller plants and construction, operation, and maintenance of utility systems, providing engineering support, and operation of a warehouse. Other responsibilities include maintenance of roads and grounds, landscaping, maintaining an inventory of university buildings and land, vehicle rental pool, and automotive maintenance shop. FMD ensures facilities are operated and maintained in a technically and fiscally responsible manner, ensuring energy efficiency, life safety, and ADA compliance. FMD also provides engineering and maintenance support for Auxiliary and Administrative Services departments, Athletics, Housing and other campus organizations, and such other duties as may be assigned by the Vice President for Finance & Administration.

The Associate Vice President for Environmental Safety Division (ESD) is responsible for advising all campus organization with regard to health, safety, and environmental issues, recommending appropriate corrective actions or controls, and in some cases performing monitoring and project oversight. For the purpose of this policy, the OUA or FMD staff shall have responsibility for contacting ESD and ensuring ESD concerns are incorporated into the project scope of work.

The Office of Real Estate oversees all of the University real estate transactions and is responsible for coordinating and managing all real estate purchase and lease agreements.

The Office of Space Management (OSM) receives all requests for space and coordinates with the Office of the Provost on such requests to ensure space allocation occurs in a fair and transparent manner while simultaneously addressing the university’s strategic goals. Approved requests for space and the resulting changes of any such approval are coordinated

through OSM. Additionally, OSM coordinates requests for demolition between the institution and the University System of Georgia.

The UGA Procurement Office is responsible for the procurement of supplies, materials, equipment and contractual services. The Procurement Office has responsibility, within the University, for negotiating, preparing, executing or recommending execution, awarding and administering certain types of contracts, all purchase orders and rental agreements which involve expenditures for supplies, materials, equipment and contractual services.

Responsible University Administrator: Office of University Architects for Facilities Planning

Policy Owner: FacilitiesInquiries@uga.edu

Policy Contact: Gwynne Darden

Phone Number: 706-542-3605

Related information

“Engaging Design Professionals and Contractors” policy:

<http://fanda.uga.edu/sites/default/files/pdfs/EngagingDesignProfessionalsandContractors.pdf>

“Performing Work in University of Georgia Facilities” policy:

fanda.uga.edu/sites/default/files/pdfs/PerformingWorkinUGAFacilities.pdf

UGA Design & Construction Supplemental General Requirements & Standards

University System of Georgia Due Diligence Guidelines for Demolition of Facilities

http://www.usg.edu/facilities/resources/due_diligence_guidelines/demolition_of_facilities

University of Georgia Historic Preservation Master Plan Standard Operating Procedures

Policy Dates

Effective Date:

Date Last Updated:

Date of Last Review:

Date of Approval: