Division:
Customer:
Review Date:

Purpose

This document sets the expectations between UAMS Departments seeking to renovate, build, or refinish a space they are assigned with the UAMS Design and Construction Team. While each project will be unique the basic process in the planning and construction project are the same and have been outlined in this agreement. This is an overview of design and construction project delivery. The processes identified in this guide ensures that project planning and delivery is conducted in accordance with all state and Board of Trustees directives while striving to provide our customer with the best possible project.

Projects will be approved by the appropriate Cabinet Member and the Chancellor prior to being funded or construction started. Expectations (AKA OPR - Owner Project Requirements) for project delivery must be carefully coordinated to ensure that reasonable time lines are used to establish dates to complete planning and construction activities to the conclusion; owner acceptance and occupation of the new space.
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1. Process Steps
2. Roles & Responsibilities
3. Planning & Design Details
4. Funding Mechanisms/Authority to Design
5. Planning and Design Details
6. Close-Out Details
7. Document History
8. Glossary of common terms
Space

- Space assigned by Space Committee. *Forms found at UAMS.edu/campusops/dc; see admin guide 11.2.10*

CER

- Customer initiates CER at UAMS.edu/campusops/dc

Queue

- Because of current staffing projects are assigned when a coordinator can start them (see appendix for additional information)

Assigned

- Project coordinator is assigned will meet with customer to discuss project scope

Estimate

- Order of Magnitude Estimate OME (per square foot) project estimate given to customer.

CFA

- Customer approves OME estimate; CFA is started or project is placed on hold and must go back through queue process if started again.

Funding

- Projects can take 45 days to 6 months to be funded based on size. See appendix regarding MOF (method of finance)

Planning & Design

- Initiate planning with A/E team. Projects that total less than 1 million can have an approved on-call team. Over 1 million must be selected by an RFQ process. During this stage we develop the OPR (owner project requirements), schematic design, refine the budget and develop a schedule. If over 5 million a contractor may be selected and included in this part of the process.

Pre-Construction

- Design development and construction documents are prepared for bidding construction.

Construction

- A contractor is selected and the project is under way. See construction options in appendix

Close-Out

- Punch list items completed, final contract documents obtained, and finally project closed and any surplus funds are returned to the customer.
2. Roles & Responsibilities

**Campus Responsibility for Design and Construction Contracts** - The Division of Campus Operations and Department of Design and Construction have responsibility for initiating all professional services (design) and construction contracts at UAMS, in accordance with the UA System Board of Trustees policies. It is absolutely essential that all design and construction contracts, regardless of the source of funds, for modification of space at UAMS be reviewed and approved by this division. The office of primary responsibility for these activities is the Design & Construction Office.

**a. You the customer and your representatives**
- Provide adequate information to the project coordinator to deliver a project that meets the needs and with minimal disruption of day to day activities.
- Help develop the BOD (basis of design) and OPR (owner's project requirements).
- Changes are cheap in the first stage of planning (SD schematic design) phase and become increasing more expensive as the planning and construction progress. Plan and specification reviews are vital.
- If you don't understand the plans or specifications you must ask questions.
- Attend the meetings.
- Reply to requests in a timely manner as delays will increase the schedule and budget.
- Allow adequate time for the project completion and review the schedule.

**b. Design & Construction Office Department**
- Prepare funding documents (CFA) - Project Coordinator
- ICRA/ILSM documents – Project Coordinator
- Communication with all project stakeholders – Project Coordinator
- Provide an initial “order of magnitude” budget, based on the square feet and type of project, to see if planning should proceed – Project Coordinator
- Manage the scope, budget, & schedule of the project – Project Coordinator
- Adhere to all applicable policies, procedures, and codes – Project Coordinator
- Manage the selection, negotiation, contracts, and payments of all professionals hired to complete the project – Project Coordinator and Business Coordinator
- Review the work of all professionals hired for the project - Project Coordinator
- Attend meetings – Project Coordinator
- Coordinate and mitigate change orders – Project Coordinator
- Review and obtain approvals for submittals - Project Coordinator
- Coordinate and purchase furniture/finishes – Interior Designer
- Coordinate the work done by other UAMS departments such as: Telecom, Security, OH&S, Engineering & Operations, IT, Signage, etc. As well as equipment purchased as part of the project in “owner furnished” or “Specialty Items” – Project Coordinator
- Obtain the as-built drawings, warranties, & operation manuals from the contractor and architect – Project Coordinator
- Review punch list items and determine final payment – Project Coordinator
- Prepare, audit, & reconcile the funding/budget and return any project surplus funds – Business Administrator
- Debriefing meeting to discuss how the project was delivered by the Design & Construction Department a valuable tool to improve our processes in the future.

3. Funding (Mechanisms/Authority)

Only the Board of Trustees has the legal right to enter into design professional and construction contracts for UAMS facilities and property. Under certain limitations, this right has been vested to the UAMS through the Chancellor. Consequently, no other entity, regardless of funding source may enter into these types of contracts. Projects that are expected to exceed one million dollars require Board of Trustee approval.
Design & Construction
Service Level Agreement

regardless of the funding source. Funding sources include but are not limited to: cash/department funds, grants, bonds, gifts-foundation accounts, tuition, etc. See appendix regarding Method of Finance (MOF) requirements.

The UA Board of Trustees considers any project that has a total project cost that is expected to exceed one million dollars a capital project. These projects will be managed to provide UAMS with facilities that accommodate the strategic mission of the institution. Project delivery methods should be reviewed for hard bid or RFQ time lines (see flow chart in the appendix) to be sure completion dates are realistic.

Contact with architects or engineers, contractors, or other work efforts will be managed by the Design & Construction Office. No discussions should be held with architects, engineers, or contractors without the approval of the Design & Construction office. For capital projects, committees will be appointed to select professional service firms, members will be appointed by the Chancellor.

4. Planning and Design Details

The project requester can bring a great deal to the planning of your project; knowledge, experience, needs, desires, aspirations, as well as biases. Whether the project is a minor rehabilitation of existing space or the planning and construction of a new building, you will need to use this information to assess the project goals and objectives to arrive at the final Basis Of Design (BOD) and Owner's Project Requirements (OPR).

Here are several questions to be used as a guide to define the preliminary requirements of your project:

- What activities do you expect to house in the project?
- Is a site, space, or location established? Is your unit currently assigned this site, space, or location?
- How will the project be funded?
- Has an order of magnitude estimate for the cost of the potential project been established, and does it include:
  - Design and consulting services
  - Construction services
  - Compliance with American with Disabilities Act
  - Hazardous Materials (i.e. Asbestos Abatement, Lead Paint Abatement)
  - Equipment
  - Telecommunications and Network Systems
  - Relocation Expenses
  - LEED Certification
  - Contingency for unanticipated condition (10%-20% of total budget)?
- What role does this project play in achieving your overall mission, and is there restrictive deadlines that will result in loss of funding, programs if the deadlines are not met?

The project delivery process will address all facets of the project, and eventually the resources required to provide a complete project. This includes:

- Design objectives, constraints, and criteria, including space requirements and relationships, flexibility, expandability, special equipment, site requirements, compliance with regulatory agencies, and applicable UAMS project design and construction standards.
- Construction phasing, schedules, specifications, submittals, and costs.

A rule of thumb you can use in the preparation of a preliminary budget: 60.75% of the total project costs will actually go to the construction; 25-40% of the total project costs are for:

- professional services
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Service Level Agreement

- testing and inspection (if applicable)
- plan checking
- telecom
- information technology
- signage
- moving
- asbestos abatement
- space management
- equipment & furniture
- project contingency
- project management
- printing and other miscellaneous expenses

Even simple projects can be very complex. Phasing in occupied area, asbestos removal, and installation of specialized equipment can require different strategies and often will result in cost that may differ greatly from a project that appears to be similar. It is important to identify these requirements and costs early in the design process. As the project proceeds, needs and priorities are clarified, and new possibilities emerge. It is also important to note that many major projects must be initiated three to five years in advance of expected occupancy. For major projects extra time is required for funding approval (external sources), preparation of complete project documents, and a construction period that permits an adequate testing and takeover period.

Please call the Design & Construction Office should you have any questions regarding project planning, funding, or construction. The campus guide to consultants & contractors (GCC) is maintained by this office, and will be a source of information for specifics on project management procedures, design standards, etc.

Pre-Design Activities

1. An architect/contractor selection committee is appointed by the Chancellor; staff work is conducted by Design and Construction. Members of the committee should include 2-3 representatives from the project users, a representative of the Chancellors' office, and a representative from Campus Operations. The Director of Design and Construction or his/her representative serves as a member on all committees.

2. Meetings to organize pre-design activities will be called by the assigned UAMS project coordinator - agenda shall include:
   - Review of pre-design activities
   - A schedule for the design services leading up to construction should be provided by the professional firm or the planning coordinator with frequent updates as the project progresses.
   - Programming
   - Consultant Selection and Fee Negotiation
   - Development of Program Documents
   - Review of Conceptual Budget
   - Develop pre-design assignments and schedule
   - Questions
   - Preparation and distribution of the minutes will be the responsibility of the A/E team, and the project coordinator.

3. Conduct pre-design activities. Chancellors' and Cabinet Members' offices are informed on the progress of the work, and should be update at these pre-design milestones:
   - OPR
   - BCD
   - Review of Conceptual Budget (revised order of magnitude budget)

4. The final BOD will contain the approved OPR, calculated program areas, room data sheets, and conceptual budget. The BOD should be approved by the senior sponsor typically a Vice Chancellor or Dean.
Design Activities

1. Design and Construction will transmit the approved project program to the project architects for review.
2. Meetings to organize schematic design activities will be called by the UAMS project coordinator - agenda shall include:
   - Introductions of key personnel
   - Purpose of project
   - Review of schematic design activities
   - Program analysis and verification
   - Code analysis
   - Development of several architectural concepts
   - Analysis of concepts for budget compliance
   - Schematic layout review
   - Overall design schedule/timeline
   - Develop schematic assignments and schedule
   - Questions
3. Conduct schematic design activities. Chancellors' and Cabinet Members' offices are kept informed on the progress of the work, and should be updated at these schematic design milestones:
   - Selection of concept for schematic development
   - Draft submission of schematic design
   - Review of Schematic Design Budget
4. The final schematic design document contains the approved OPR, schematic design, including site and building layouts, calculated program areas, and schematic design budget.
5. The UAMS Project Coordinator will be the liaison with the department requestor during the preparation of design development and construction documents. If changes in the project are required, Design and Construction will contact the customer to coordinate appropriate reviews and approvals.
6. The Project Coordinator or professional design firm will complete the balance of the design documents and hold a final planning meeting where the Project Coordinator will assume the lead on project communications and coordination starting the Construction Administration phase of the project.

5. Construction Details

The construction administration phase of the project begins at the acceptance of bids for the project. Depending on the size of the project, the selected contractor must submit to UAMS bonds, and proof of insurance before he can receive a signed contract and purchase order; this requires two to three weeks, depending on the size of the project. When the contractor receives his contract, the project can proceed by scheduling his contractor training course(s).

A preconstruction meeting will be called including representatives from the design firm, contractor and his sub-contractors, UAMS, and other departments that have specific responsibilities for oversight of project activities; a customer representative from the department that will occupy the project upon completion must attend this meeting. Topics for the meeting include but are not limited to: ICRA/ILSM/CIDC, the project schedule, job safety conditions, submittals, parking restrictions, special or unusual conditions and the Contractor's use of UAMS facilities are reviewed.

The chain of command for communication between the consultant, the contractor, and UAMS is established for all project activity. All formal UAMS communications will be directed through the Project Coordinator assigned to the project, without exception. Requests made directly to the contractor or consultant without prior review by UAMS Design & Construction almost always result in additional costs for which the requester will be liable and may also result in project completion delays.
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Service Level Agreement

Progress meetings are held throughout the course of the project, where job progress is reviewed. Normally at the project meetings, clarifications of the contract will be discussed; supplemental instructions for changes due to unknown or unanticipated conditions will be reviewed and any other changes that will eventually be included to the project via change orders. Change orders are modifications of the construction documents during the construction phase of the project. All change orders must have prior approval of UAMS Design & Construction and the UA Board of Trustees in order to process payment.

There are four categories of change orders:

1. Design errors and design omissions are mistakes in the construction documents that must be corrected in order to comply with state and local codes, UAMS standards (GCC).
2. Field conditions are unanticipated physical situations encountered during the construction phase.
3. Material substitutions and deletions are proposed use of materials different from those specified in the construction documents.
4. Program change orders are changes to the BOD to accommodate revised program needs. Extra compensation will be negotiated for services with the Consultants as required. Request for program change orders must be approved by the senior sponsor before request is made for a change order cost proposal.

The completion of the project requires the compilation of a punch list for a Certificate of Substantial Completion. UAMS, the Consultant, and the Contractor prepare a list with two sections.

1. Items that will be acceptable for inclusion on a punch list that can be completed after the Certificate of Substantial Completion is issued reviewed and approved by all parties.
2. There is another section of items which if placed on the list, will make the project unacceptable for occupancy by the UAMS. There are five conditions that must be satisfied for UAMS before it will accept a project as substantially complete; they are:
   o Operable fire alarm and sprinkler system, or modifications required.
   o Operable HVAC system as modified.
   o Operable exterior door locking system (major renovations or new facilities only).
   o Operable elevators (major renovations or new facilities only).
   o Approval from the State Fire Marshall (Major renovations or new facilities only.)
   o Approval from the Health Department – Certificate of Occupancy when applicable

Assuming that the UAMS agrees to accept a project as substantially complete, the certificate is signed by the Consultant and the Contractor, and forwarded to the UAMS Vice Chancellor Campus Operations for approval. A 1 year warranty inspection should be conducted 11 months after substantial completion when applicable.

6. Close-Out Details

The project coordinator will complete the close-out check list (see appendix) a few highlights of this list include:

- As-built plans
- Turnover of maintenance and operations manuals
- Warranties
- Equipment training for maintenance
- Commissioning Reports
- Final payments
  o A/E review of errors and omission
  o Completed punch list and release of retention
The construction project administrator will issue a 30-day notice for all billing to be finalized as soon as the project construction is complete. Typically 60-90 days later the project will be closed and any surplus funds returned. The associate director in Design and Construction will contact the customer contact to schedule a final project meeting or debriefing to find out what we did right and what we can do better on future projects. These are critical for improving the process in the years to come.

7. Document History

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<th>Revision Number</th>
<th>Date</th>
<th>Summary</th>
<th>Author</th>
</tr>
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<td>December 2011</td>
<td>New</td>
<td>Brian Cotten</td>
</tr>
<tr>
<td>1</td>
<td>February 2013</td>
<td>New process</td>
<td>Brian Cotten</td>
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</table>

8. Glossary

AHJ – Authority having jurisdiction

Architects Basic Services - A recognized series of phases performed by an architect as follows:

1st Schematic Design (SD) Phase: The first phase of the A/E design professional's basic services in which he/she 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, project components, and delineates the owner's needs in a general way for the owner's approval.

2nd Design Development (DD) 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.

3rd Construction Document (CD) Phase: The third phase of the architect's basic services wherein the architect prepares working drawings, specifications and bidding information. Depending on the architect's 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.

4th Bidding or Negotiated (BN) Phase: The fourth phase wherein the architect assists with reviewing bids and negotiating the final prices with contractors. Value engineering and possible rebidding will take place to get the project to an agreeable final estimate/budget.

5th Construction Phase: The architect will conduct on-site reviews to verify the construction is progressing as the architect intended. The architect will work with the contractor to resolve issues as they arise.

Bid - A binding offer, usually expressed in dollars to provide specific services within clearly stated requirements.

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. The Surety is a third-party that makes a pledge to pay liquidated damages to the owner to the extent of the difference between the bonded contractor bid and the next highest bidder but not to exceed the face value of the bond; if the bonded contractor declines an award offered by the owner.

BOD - Basis of Design

Building Envelope - (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. (sometimes referred to as "Building Shell")

CFA - Construction Funding Approval

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.
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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.

CIDC - Customer impact during construction

Commissioning - process intended to ensure that building systems are installed and perform in accordance with the design intent; that the design intent is consistent with the OPR and that operations and maintenance staff are adequately prepared to operate and maintain the completed facility

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.

CSI - Abbreviation for the 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 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.

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.

Design-Build (D-B) - A project delivery method where a design-build contractor (contractor-led D-B), A/E design professional (design-led D-B) or CM (CM-led D-B) is directly responsible for both the total project design and construction of the project. Design-Build liability can be explicitly conveyed through the contract documents or implicitly conveyed through the assumption of project-specific design liability, via performance specifications.

Fast-Track or Fast-Tracking - The process of designing portions of a project while portions already designed are under construction. A series of controlled design-build sequences that collectively constitute a complete project.

Feasibility Phase - The conceptual phase of a project preceding the Design Phase used to determine from various perspectives whether a project should be constructed or not.

FFE - Furniture Fixtures Equipment

GCC - Guide to consultants and contractors

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.

Guaranteed Maximum Price-Construction Management (GMP-CM) - A form of the CM system where the construction manager guarantees, in addition to providing ACM services, a ceiling price to the owner for the cost of construction.

ICRA/ILSM – Infection Control Risk Assessment/Interim Life Safety Measures

Notice of Award - A letter from an owner to a contractor stating that a contract has been awarded to the contractor and a contract will be forthcoming, which usually functions as a Notice to Proceed.

Notice to Proceed - A notice from an owner directing a contractor to begin work on a contract, subject to specific stated conditions.

OPR - Owner’s Project Requirements

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.
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RFI - (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.

RFP - The abbreviation for "Request for Proposal; The second request for uniform detailed information from prospective CM practitioners being screened for a project.

Reimbursable Expense - Charges to the owner covering costs for services that could not or intentionally were not quantified at the time the fee arrangement was made.

Schedule of Values - (1) The breakdown of a lump sum price into sub-items and sub-costs for identifiable construction elements, which can be evaluated by examination for contractor progress payment purposes. (2) 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 Design Phase - The first phase of the A/E design professional's basic services in which he/she 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, project components, and delineates the owner's needs in a general way for the owner's approval.

Substantial Completion - The stage in the progress of the work when the work, or designated portion of the work, is sufficiently complete in accordance with the contract documents so that the owner can occupy or utilize the work for its intended use.

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

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.

Value Engineering - A technical review process; the close matching of engineering design to the value an owner derives from the design.

Effective Date: ______ / ______ / ______

_________________________________________ ______ / ______ / ______
Customer/Department Requestor Date

_________________________________________ ______ / ______ / ______
Executive Director of Design & Construction Date
Construction Project Management

- **Meeting Items To Establish**
  - Construction Duration from Contractor.
  - Tentative start date for construction set.
  - Tentative substantial completion date for construction set.
  - Contractor Training scheduled with OH&S prior to start of construction and mobilization.

- **Purchase Request Entered into e-Build for PO if required.**
  - Contract signed
  - Notice To Proceed issued
  - Start Date: 15 Days
  - Finish Date

- **Pre-Construction Meeting setup by Project Manager**
  - Start Date: 1 Day
  - Finish Date

- **Contractor Training Completed**
  - Start Date: 5 Days
  - Finish Date

- **Construction Schedule received and entered into e-Build.**
  - Start Date: 5 Days
  - Finish Date

- **Construction/Renovation Phase Starts**
  - Start Date: Will Vary
  - Finish Date: By Project

- **Move date established based on Contractor's Schedule**
  - Final approval from Fire Marshall, Elevator & AHD received (Table 5 completed)
  - Start Date: 15 Days
  - Finish Date

- **ADH issues Certificate of Occupancy for projects under their authority**
  - Substantial Completion
  - Start Date: 5 Days
  - Finish Date: No Control Over Time for ADH

- **Date for Move**
  - Start Date: 5 Days
  - Finish Date

- **30 Day Notice issued**
  - Start Date: 30 Days
  - Finish Date

- **Project Closed by Project Administrator**
  - Start Date: 30 Days
  - Finish Date

- **Debriefing Meeting**
  - Start Date: 30 Days
  - Finish Date

Project Manager completes closeout checklist. See closeout form in e-Build.
Checklist for Substantial Completion

1. Punch List
   a. Contractors list
   b. Architect-Engineer list
   c. Time noted to complete punch list items: _______ days
2. Test & Balance report received.
3. Keying complete
4. Architect/Engineer issuance Certificate of Substantial Completion
5. Medical Gas Certification
6. Wall penetrations sealed as required
7. Wall ratings marked above ceilings
8. Fire alarm tested and operating properly & certified (Physical Plant and OH&S present during test)
9. Signage complete
10. Area cleaned up by housekeeping, barriers removed etc.
11. All equipment tested and operating properly
12. Health Department approval.
13. Area out-gassed as required
14. Security systems working properly
15. Sprinkler System operating properly & certified
16. Training on systems/equipment provided to physical plant as per contract requirements and form in project folder initialed by physical plant representative.
17. Statement of Insurance Changeover
   a. Notification and Property Checklist Form sent to Carol Price (OH&S)
18. Fire pump test dates: __________________________
19. Elevator final inspection. Date: __________________________

Project Close Out

20. Close out documents turned over to Engineering Dept. (Signature on all items.)
   a. As Bulits AJTO-CAD format. (One copy to PP and one copy to Angie Brown)
   b. Operation and maintenance manuals
   c. Warranties etc.
   d. In-house construction red line drawings turned over to Commissioning.
   e. Landscaping drawings and all related information turned over to Physical Plant
   f. Signed receipt from Engineering Department, Physical Plant etc. 1 copy in project folder, scanned copy on Project CD
   g. Bonds.
   h. Maintenance agreements turned over to Physical Plant
   i. Product Certifications
21. Cleaning and care instructions turned over to housekeeping. One copy in project folder, scanned copy on Project CD and copy turned over to Rob West
22. Signed receipt for any spare parts, tools, attic stock, etc. turned over to physical plant
   One copy in project folder and scanned copy on Project CD.
23. All management fees & misc reimbursables charged. Verify with Debbie (including change orders.)
24. Building plaque installed
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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<tr>
<td></td>
<td><strong>PROJECT COMPLETION REQUIREMENTS</strong></td>
<td></td>
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<tr>
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<td>□ 25. Project critiques completed, which includes a meeting and walk through of project approximately 30 to 45 days after area occupied.</td>
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<tr>
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<td>□ 25a. Architect/Engineer performance</td>
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<td>□ 25b. Contractors performance</td>
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<td></td>
<td>□ 26. ICRA &amp; ILSM (if applicable) copies in project folder and original to Nancy Stone</td>
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<tr>
<td></td>
<td>□ 27. Errors and omissions resolved with A&amp;E</td>
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<td></td>
<td>□ 28. Financial Condition/Payment Status Defined</td>
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<td></td>
<td>□ 29. Identification badges turn over to project manager</td>
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<td>□ 30. Project Infrastructure &amp; Benchmarking Report sent to Physical Plant &amp; copied Rob West</td>
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<td><strong>Final Occupancy Check List</strong></td>
<td><strong>Comments</strong></td>
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<td></td>
<td>□ 31. AHD Occupancy Inspection Checklist TABLE 5 complete?</td>
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**UA System MOF and Board Approval Requirements**

**Construction Projects**

Items highlighted in yellow are additional steps compared to our current process.

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<th>Type of Construction</th>
<th>MOF</th>
<th>UA Board Approval</th>
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<tr>
<td></td>
<td>In-house/JOC Combo</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>JOC</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bid</td>
<td><strong>DFA Only</strong></td>
<td></td>
</tr>
<tr>
<td>$250,000-$999,999 on-call A/E**</td>
<td>In-house</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>In-house/JOC Combo</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>JOC</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bid</td>
<td><strong>ALC</strong></td>
<td></td>
</tr>
<tr>
<td>$1,000,000 - $4,999,999</td>
<td>Bid</td>
<td><strong>ALC</strong></td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>&gt; $5,000,000</td>
<td>Alternate or Bid</td>
<td><strong>ALC</strong></td>
<td><strong>YES</strong></td>
</tr>
</tbody>
</table>

*Per code, projects with construction costs over $100K require that an Architect be used. If scope is unknown we can start with an on-call A/E with budget and MOF for fee only. Once construction scope is confirmed and costs are estimated we will need to amend the MOF. If amended MOF costs exceed $250,000, ALC review will be required.

** On-call A/E contracts have already been reviewed by ALC so MOF is not required. JOC's are bid per state law.

**Definition of Acronyms:**

JOC = Job Order Contractor (These contracts have already been approved by the ALC)

ALC = Arkansas Legislative Council

MOF = Method of Financing

A / E = An Architect or Engineering Firm selected to manage a project