

<b>Policies of the University of North Texas</b>	Chapter 11
<b>11.009 Construction Projects</b>	<b>Facilities and Real Estate</b>

**Policy Statement.** This policy establishes procedures for the construction, renovation, repair and alterations of University buildings and facilities in a safe, cost effective manner consistent with laws and regulations of the State and the University.

**Application of Policy.** Total University—policy applies to all construction projects on all University buildings and facilities as defined herein.

**Definitions.**

1. **Project.** "Project" means any construction project. The term "Project" shall include the construction of any building or any structure or any facility or any addition to, alteration, rehabilitation, or major repair of any existing building, structure, facility or supporting utilities.
2. **Project Costs.** "Project Costs" includes but shall not be limited to, the cost of construction, installed equipment, architectural and engineering and legal expenses, cost of surveys and plans and specifications, site development, and other expenses required to provide a completed project.
3. **Construction.** "Construction" means acquisition, construction, and reconstruction.
4. **Rehabilitation.** "Rehabilitation" means renewal, restoration, extension, enlargement, and improvement.
5. **Alteration.** "Alteration" means any change or modification to any structural, mechanical, or electrical component of a building or facility.

**Procedures and Responsibilities.**

- I. **Project Requests and Approvals.** Every project must be processed through the Office of Facilities Planning and Construction (OFPC), University of North Texas for review and approval (limited exception noted below in #4 and #5). All requests for work that would require the reclassification of classroom or laboratory space must also be approved through the Facilities Planning Committee and University Planning Council in addition to normal Departmental and Administrative approvals.
  - A. **Departmentally Funded Projects.**
    1. Requesting department forwards a written request to the OFPC describing the project and requesting a cost estimate.
    2. OFPC, in consultation with requestor, evaluates feasibility and prepares a budgeting cost estimate. Estimate is forwarded to requesting department.

3. Requestor obtains necessary approval through appropriate channels and provides account authorization to Physical Plant to proceed with the project.
4. Union and residence hall projects will only require OFPC management if they involve architectural, electrical, mechanical or structural components of the buildings which mandate aggregate design fees in excess of \$25,000, or a Project Cost greater than \$350,000. In this case they must be coordinated with the Physical Plant prior to accomplishment.
5. Routine maintenance type projects that are expected to cost under \$10,000, may be sent directly to Physical Plant, Facilities Services, for evaluation, processing and execution.

B. Non-Departmentally Funded Projects.

1. Requesting department forwards a written request to the OFPC describing the project, the need, and the suggested funding source.
2. OFPC, in consultation with requestor, evaluates feasibility, explores alternatives and develops a budgeting cost estimate. Estimate is forwarded to appropriate Vice President with approval authority for proposed funding source.
3. Vice President obtains project approval by forwarding the request to the proper level through the University Planning Council, Steering Committee, President, Board of Regents, Coordinating Board or Legislature as appropriate.

II. Project Design.

- A. OFPC staff will accomplish the project design if within their capabilities and time is available. If an outside consultant is required, the OFPC Design and Construction Guidelines will be followed in making a recommendation to the Board of Regents who will make the final selection of the Architect or Engineer (AE) for all projects, which require their approval. For projects within the Administration's approval authority, the selection of the AE will be made using the OFPC Design and Construction Guidelines and the selection will be approved by the Vice President for Administrative Affairs.
- B. All project designs will comply with the International Building code and the Life Safety Code as appropriate. Project design will comply with the Elimination of Architectural Barriers Act, Article 9102, Texas Civil Statutes.
- C. The OFPC will coordinate the review of project design documents with the user, Risk Management Telecommunications, and the Physical Plant staff at the Preliminary Design and the 50% Construction Documents phases.

III. Bidding and Contract Award.

All projects not performed by University in-house staff will be accomplished using one of the following procedures.

- A. Purchasing guidelines allow the use of telephone bids for certain projects depending upon the source of funds and the amount of the contract. Current Purchasing guidelines will be followed.
- B. All other projects will be accomplished using one of the following methods as defined in the Education Code, Chapter 51, Subchapter S. The method selected will be the one that will deliver the project while providing the best value for the University.
  - 1. Competitive Bidding on Contracts
  - 2. Competitive Sealed Proposals for Construction Services
  - 3. Design-Build Contracts for Facilities
  - 4. Construction Manager-Agent
  - 5. Construction Manager-at-Risk
  - 6. Job-Order Contracts for Facilities Repair
- C. Requests-for-bids or request-for-proposals for projects with an estimated cost of \$25,000 or more will be advertised in the "Texas Marketplace" website. For projects costing less than \$25,000, bid or proposal packages may be mailed to prospective bidders who have requested to be on a bidder's list and who have performed satisfactorily on any prior University project. Current Purchasing guidelines will be followed.
- D. Bids or proposals will be opened and evaluated. For bids, a recommendation will be made for award to the lowest responsible bidder. For proposals, a recommendation will be made for award to the bidder who can deliver the project at the best value for the University. Contract award shall be made by the Vice President for Administrative Affairs or by the Board of Regents as appropriate.

**References and Cross-references.**

Education Code, Chapter 51, Subchapter S

Elimination of Architectural Barriers Act, Article 9102, Texas Civil Statutes

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\*Format only