

06.200 Construction Projects

1. PURPOSE:

To establish procedures for the construction, renovation, repair and alterations of UNT System buildings and facilities in a safe, cost effective manner consistent with laws and regulations of the State of Texas.

2. APPLICABILITY:

- A. The UNT System, Office of Facilities Planning and Construction (OFPC), shall direct the preparation of plans, specifications, and contract documents, as well as manage the construction administration for all larger projects at each institution. Larger projects are defined as any which exceed \$1,000,000 in overall budget for new construction, or \$2,000,000 for renovations.
- B. The UNT System, Office of Facilities Planning and Construction, shall direct the preparation of plans, specifications, and contract documents, as well as manage the construction administration for all projects located on the Denton campus regardless of size.
- C. This policy applies to all construction projects as herein defined.

3. DEFINITIONS:

The following terms whenever used or referred to in this policy shall have the following meanings:

- A. "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.
- B. "Project Cost" 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.
- C. "Construction" means alteration, construction, and reconstruction.
- D. "Rehabilitation" means renewal, restoration, extension, enlargement, and improvement.

- E. Alteration" means any change or modification to any structural, mechanical, or electrical component of a building or facility.

4. PROJECT REQUESTS AND APPROVALS:

Each institution must establish a policy for review and approval of new construction, renovation, or reclassification of space.

5. 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 individual institutions 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 President of each institution.
- 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.

6. BIDDING AND CONTRACT AWARD:

- A. All projects will be accomplished using one of the following methods as defined in the Education Code, Chapter 51, Subchapter T. The method selected will be the one that will deliver the project while providing the best value for the institution.
 - 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
- B. Requests for bids, proposals, or qualifications for projects with an estimated cost of \$25,000 or more will be advertised in the "Electronic State Business Daily" website. For projects costing less than \$25,000, bid or proposal packages may be mailed to prospective bidders. Current Purchasing guidelines will be followed.
- C. It is the policy of the University of North Texas System to actively seek the involvement of Historically Underutilized Businesses (minority-owned and women-owned businesses) in it's construction projects as prime contractors, sub-contractors, and material suppliers. Further, in accordance with the laws of the State of Texas each agency including the UNT System and its components must make a good faith effort to promote the use of historically underutilized

businesses. The University of North Texas System, when entering into a contract of an expected value of \$100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine if it is probable for HUB subcontracting opportunities under the contract. If HUB subcontracting opportunities are probable, the UNT System will state such probability in its bids, proposals, offers, or other applicable expressions of interests and require the submission of a HUB subcontracting plan (HSP). The HSP, acceptable to the agency, will be a provision of the contract.

- D. Bids or proposals will be opened and evaluated. For bids, a recommendation will be made for award to the lowest qualified, 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 institution. Contract award shall be made by the individual empowered by the institution or by the Board of Regents as appropriate.