



FACILITIES DEPARTMENT
Division of Finance
& Administration

Minor Capital Construction Project Process Manual

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Introduction

Per [UNT Policy 11.009](#), Facilities is responsible for managing all construction projects, herein referred to as a Project, unless it falls under the jurisdiction of the UNT System Facilities office. Refer to section 11.209 of [Regents Rule 11.200 Construction Projects](#) for clarification.

The scope of this manual is to document the process by which Facilities implements Projects.

UNT Facilities Planning, Design & Construction (FPDC) has authority over this document. Please address questions or feedback about this document to the Director of FPDC.

Definitions

Project: "...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."

Work: all the tasks and associated resources necessary to accomplish a Project (aka Scope of Work).

Work Order: single-trade jobs managed by Facilities Maintenance staff in a particular trade/shop.

Project Manager (PM): the party responsible for ensuring a Project is planned, coordinated, executed, and documented according to all applicable codes, regulations, policies, and customer requirements.

Computerized Maintenance Management System (CMMS): a program that documents and stores all Facilities labor, services, and financial transactions for both Projects and Work Orders. The specific application in use at Facilities is called TMA.

Project Criteria

- The total cost of the work is over \$5,000, and
- Multiple trades are needed to accomplish the work

Or,

- Any request that involves modifications to building systems, interior structure, or campus infrastructure, for example:
 - Modifying interior wall layout, door or window locations
 - Replacing a roof
 - Reconstructing a parking lot

Some examples of Projects are:

- Renovations to interior space such as offices, classrooms, laboratories, residence halls, dining halls, or public areas.
- Renovations to exterior public spaces or landscapes.
- New ground-up construction of buildings or stand-alone structures, such as greenhouses or exterior storage sheds.
- Upgrades to building utility systems, such as heating/cooling systems, plumbing, or electrical components.

- Equipment installation that requires modification to building systems, such as electrical or data communication.
- Repairs or upgrades to building envelope systems, such as roofing, waterproofing, or architectural modifications.

Requesting a Project

Submission of a Project Initiation Worksheet (PIW) is required to formally request a Project.

Visit the Facilities Project service webpage for instructions on how to initiate a project:

<https://facilities.unt.edu/services/projects>

Required Information

The following information is required on the PIW before it is considered complete:

- A funding source
- The funding source holder's approval
- A Dean/Director level approval
- Office of Space Management & Planning (OSMP) approval
 - When a request involves space re-assignment, the Space Planning & Management Committee (SPMC) approval
- Contact Person
- Project Location
- Description of Work

Exceptions to these requirements are granted either by the FPDC Director or the Facilities Maintenance (FM) Senior Director on a case-by-case basis.

Processing Project Requests

The receipt of a Project request marks the beginning of the "Initiation" status in the Facilities computerized maintenance management system, TMA.

Refer to Facilities SOP #1063 for processing PIW submissions.

Work Request Review Panel

The Facilities Work Request Review Panel (WRRP) meets weekly to assess Work Order, Estimate, and Project requests to ensure proper work assignment. This committee may assign a Project request to a Project Manager or defer the decision a project management team supervisor.

Initiation

Approvals

Space Management

Project require approval from either the Office of Space Management & Planning (OSMP) or the Space Planning & Management Committee (SPMC). Refer to [UNT Policy 11.002](#).

- SPMC approval is required for Projects that involve the re-assignment of space
- OSMP approval is required for Projects that do not involve space re-assignment

It is the customer's responsibility to submit a Space Request form to OSMP for all Project requests. Visit the Forms section of OSMP's website for instructions on this process: <https://vpaa.unt.edu/osmp>

It is the Project Manager's responsibility to obtain proof of approval by contacting OSMP.

Design Review Board

The Design Review Board (DRB) is charged with reviewing a project in light of the UNT Master Plan and is chaired by the UNT System Vice Chancellor for Facilities.

DRB review is triggered by:

- Any new building project
- Changing existing building appearance
- Any improvement or construction affecting the campus exterior public space, landscape, or campus aesthetic

The customer or PM must submit their project to the Associate Vice President of Facilities (or delegate) to coordinate the submission of these types of exterior projects to the DRB.

It is the PM's responsibility to confirm that the DRB has approved their project before finalizing the design and budget of the project.

Construction Acquisition Review Board

This committee reviews projects that will be over \$500,000 in cost and determines which procurement method brings the best value to UNT while meeting project schedule requirements and is chaired by the Facilities Contract Specialist.

PMs are responsible for notifying the Facilities Contracts Specialist that their project needs CARB review.

Project Working File

At the assignment of a project, the PM is responsible for creating a Project Working File in the Active Projects Directory located at O:\Projects_Active.

Project Manager is responsible for keeping documentation of project information in the project file.

Refer to the Facilities Project Filing Training and Project Filing Guide for further instruction in the Active Projects directory Project Working File template.

Preliminary Scope Development

At this stage, the PM gathers information about existing conditions and meets with the customer to form a preliminary understanding of the project's requirements, scope, complexity, schedule, and cost.

This information will then be used to develop preliminary drawings and plans in consultation with subject matter experts. Use these preliminary plans to develop an approximate cost range, not a specific price of what the work will cost.

Discovery

Investigate Prior Estimates

If a Preliminary Request for Estimate (PRE) was developed prior to the project request, discuss the scope with the estimator responsible for the PRE. Ensure a full understanding of the PRE scope before meeting with the customer in order to readily identify scope changes between the estimate request and the project request.

Initial Meeting

The PM conducts meetings with the customer to discuss the details of their request. During this meeting, the PM will assess the project area and discuss customer needs and expectations. PM should distribute "What to Expect" memorandum to the customer at the initial meeting.

Archive Data

The PM collects record information from the Facilities Archive of past projects. These record documents provide details of past work in the affected area.

Field Verification

Field verification shall be performed in coordination with the occupant's schedule. PM accurately measures and records dimensions of the project area and records the location of visible utilities/infrastructure. For exterior spaces, request maps and information from the Facilities GIS team.

Consultations

The PM consults with in-house and external subject matter experts to determine what impacts the project requirements have to building systems or code compliance, including, but not limited to:

- Fire and Life Safety
- Accessibility
- Mechanical systems
- Electrical systems
- Plumbing systems
- Building control systems
- Telecommunication and data systems
- Environmental impacts

These consultations assist in identifying major impacts to project complexity and cost.

Delivery Methods

Based on the results of programming efforts, the PM will consult with their supervisor to determine the proper method of delivering Design and Construction services.

Design

Depending on the project's complexity and estimated construction cost, in-house staff resources may provide design services. If not, outside professional services must be procured to proceed.

Refer to the [Design](#) section for further information.

The PM collaborates with the Facilities Contracts Specialist for the procurement of professional services. Refer to the [Procurement-Professional](#) section for further instruction.

Construction

Outside contractors are procured for construction implementation services.

Refer to the [Procurement-Vendor](#) section for further instruction.

Furniture Only Projects

For projects that only require furniture procurement, the PM is responsible for the design, selection, procurement, and oversight/coordination of installation. Once the furniture is installed, Facilities will coordinate the associated warranty for any products purchased as part of the product. Facilities Maintenance will be consulted on any electrical needs for furniture installation.

If the furniture is for a general classroom, the PM will consult with Classroom Support Services on the selection of appropriate furniture.

PM responsibilities include (but are not limited to):

- Design and layout
- Development of project estimate for approval
- Providing finish selections for review and approval.
- Any procurement associated with the project
- TAS review
- Oversight and coordination of installation

Paint and Carpet Standards

Final approval of any paint color and carpet selection is the responsibility of Facilities Planning, Design & Construction (FPDC). All maintenance painting and re-carpeting will use these selections. For placement of accent colors or customer-requested deviations from the paint standards, an FPDC Project Manager should be consulted.

Maintenance funds will not be used on projects unless otherwise directed by the Sr Director of Facilities Maintenance. PM's should make every effort to adhere to pre-established building finish standards. If no building finish standard exists, selections should be made from the standard pre-approved palettes wherever possible.

Procurement-Professional

During this status, the PM is seeking professional services for the development of design and/or construction documentation.

All procurement must adhere to pertinent purchasing laws and guidelines. Refer to the UNT System Procurement Guide website for the most current information: <http://www.untsystem.edu/hr-it-business-services/procurement/procurement-guide>

Always contact Facilities Contracts for assistance with current procurement requirements for professional service agreements.

Purchase Orders under \$5,000 for any professional service can be handled as a spot purchase and are not required to go through the formal procurement process or use the System IDIQ.

Project Funding Setup Process

Funding must be customer-approved and secured by Facilities before any procurement transactions can occur and each time funding is added to the project budget.

1. PM submits a Project Budget Worksheet (PBW) to the customer for approval.
 - a. If the work is Facilities funded, the Facilities Business Process Coordinator (BPC) obtains departmental approval and routes to UNT Budget Office for final approval.
2. The customer sends the PBW to the UNT Budget Office for final approval.
3. UNT Budget sends the final approved PBW to the Facilities BPC for further processing.
4. If the Project total is under \$85,000, BPC moves money from the funding source into the Facilities Clearing account.
 - a. BPC provides the PM with the Facilities Clearing Account chart string to use for their project.
5. If the Project total is \$85,000 and over, a ProjID is required.
 - a. BPC fills out a Project Request Form.
6. Director of Facilities Support & Services signs the Project Request form and returns to BPC.
 - a. BPC submits both the PBW and the Project Request form to Asset Accounting.
 - b. Asset Accounting sets up funding and forwards email to Budget Office.
 - c. Budget office sets up budget lines.
 - d. Asset Accounting sends email to BPC with account string.
 - e. Budget Office sends email to BPC that budget lines have been created.
7. BPC records in log and informs the PM of the account string/ProjID to be used for each project.

The completion of this process marks the beginning of a “Procurement-Professional” status in the Facilities computerized maintenance management system, TMA.

Indefinite Delivery Indefinite Quantity (IDIQ) Process

1. IDIQ Request Form submitted to Facilities Contracts
2. Facilities Contracts reviews and submits IDIQ Request Form to the UNT System Office of Facilities Planning and Construction (OFPC)
3. OFPC approves and returns
4. PM requests proposal and Historically Underutilized Business (HUB) Subcontracting Plan (HSP)
5. Facilities Contracts reviews proposal
6. Facilities Contracts sends HSP to Business Support Center (BSC) HUB Department

7. Proposal accepted
8. HSP accepted
9. Packet created, proofed and circulated for internal department approvals
10. Packet approved and sent to Facilities Purchasing for processing

Request for Qualification (RFQ) for Professional Services Agreement (PSA)

1. Facilities Contracts reviews and approves a Request for Solicitation (RFS) form
2. Facilities Contracts submits the RFS to the UNT System Business Support Center (BSC)
3. BSC creates the RFQ
4. RFQ is posted on the Electronic State Business Daily (ESBD) forum for 21 Days
5. BSC accepts qualifications and Historically Underutilized Business (HUB) Subcontracting Plan (HSP) and schedules opening
6. HSP to BSC HUB and approved
7. Evaluation committee reviews qualifications
8. Vendor selected
9. PM requests proposal
10. Facilities Contracts/PM review proposal
11. Facilities Contracts/PM accept proposal
12. Facilities Contracts creates Professional Services Agreement (PSA) packet
13. Facilities Contracts circulates PSA packet for internal department approvals
14. The approved PSA packet is sent to Facilities Purchasing for processing

Design

At this stage, the PM synthesizes all gathered information to develop a final design package, including, but not limited to: a scope of work, construction plans and specifications, customer scheduling issues, final completion deadline, and a project budget. This phase of the project requires close coordination with several different parties across the institution, including a design review process, to ensure the thoroughness and accuracy of the plans.

The preliminary scope documentation (from programming in the Initiation status) will be the basis for review and creating a final design package.

Depending on the complexity of the work, construction drawings and plans may not be required.

Design Guidelines

PM develops all plans in compliance with the UNT Facilities Design Guidelines. The PM is responsible for ensuring that outside professionals adhere to the UNT Design Guidelines and all applicable building and life safety codes.

The most recent version of the UNT Design Guidelines is always found on the Facilities website.

Space Planning and Budgeting

Space planning is the development of a floor plan or site plan. Space planning may result in multiple versions until an approved layout is selected by the customer.

The PM continues to coordinate with internal and external subject matter experts to accurately create construction plans for all aspects of the project, including, but not limited to:

- Fire and Life Safety
- Accessibility
- Mechanical systems
- Electrical systems
- Plumbing systems
- Building control systems
- Telecommunication and data systems
- Building envelope systems
- Environmental impacts

Once a space plan is approved, the PM moves forward with developing all the other associated plans and details (such as demolition plans and utility system plans) that culminates in a full set of construction documents that a contractor can use to build the project.

The PM concurrently builds a project budget using the Facilities Project Budget Worksheet as the basis for construction costs.

Accessibility Review

Projects with a total demolition and construction cost over \$50,000 are required to undergo accessibility review and inspection, therefore, any project with a total demolition and construction cost over \$45,000

shall be designed through the IDIQ process by an architectural or engineering firm, depending on the scope.

If accessibility review becomes necessary during the course of a project that was not previously above the \$50,000 threshold, an estimate for additional services will be assessed and the PM shall obtain funding from the customer before proceeding.

Room Number Assignment

All room numbers that need to be added, deleted, or revised shall be assigned only by the Facilities CAD Manager.

The proposed floor plan is sent to the CAD Manager for review. The CAD Manager will reply with the newly assigned room numbers.

The PM is responsible for sending a room number change notification email as part of close-out procedures.

Administrative Charges

In line with the System Facilities Capital Project Management Rate Structure adopted on June 13th, 2018, regardless of scope or whether design work is performed in-house or with outside consultants, Facilities applies the following rate structure to all projects managed by Facilities with the exception of projects managed by Auxiliary funded project management staff:

- For projects with a total project cost of up to \$3,000,000, fee of 4.5%
- For projects with a total project cost between \$3,000,000 and \$85,000,000, fee of 2%
- For projects with a total project cost over \$85,000,000, fee or 1.5%

Telecomm and Datacomm Coordination

For all projects, the PM is responsible for working with UNT System IT Shared Services (ITSS) for:

- Pricing of telecomm and datacomm services and labor
- Submitting service requests through the appropriate ITSS service request system
- Coordinating schedule of ITSS labor and services during construction

For interior renovations, a Move Matrix form is provided to the customer after they approve a space plan.

1. The PM sends the customer their signed space plan and a Move Matrix form
2. Customer completes the Move Matrix and routes to their Network Support Manager for review and comment
3. Customer submits finalized Move Matrix to the PM
4. PM submits drawings and Move Matrix to ITSS Telecomm/Datacomm for estimating costs

Design Review Process

This process facilitates a thorough internal assessment of the scope of work. This process provides the PM direct feedback on the feasibility and accuracy of construction plans.

The PM determines, depending on the complexity of the work involved, when a project will require Design Review: Typical design review phases are:

- Schematic Documents (100% status)

- Design Documents (50% status)
- Construction Documents (50 – 90% status)

For initiating a Design Review, follow the instructions at the UNT Facilities Design Review SharePoint subsite:

<https://myunt.sharepoint.com/sites/facilities-external/designreview/SitePages/Home.aspx>

Comments resulting from the Design Review process will be documented using the Design Review Comment form. Drawings out for Design Review are to be placed in the designated Plan Review areas in the Facilities Main Office and Facilities Custodial Building.

Customer Approvals

Plans and Drawings

At the 100% level of each design phase, the PM should thoroughly review design details with the customer. The customer should provide their approval by providing a signature on both the budget and design document(s). Their signature is proof they have reviewed, understand, and agree with the information contained therein pertaining to the overall scope and details of the project.

Budget

Once the PM has received signed drawings and the project budget is approved by both the account holder and the Budget Office, the Facilities Business Process Coordinator will setup the project funding source. The PM can then begin requesting procuring goods and services.

Any changes to the scope requested by the customer after this point constitutes a Change Order and will be added to the total project price.

Procurement-Vendor

During this status, the PM is seeking goods or services from vendors or contractors.

All procurement must adhere with pertinent purchasing laws and guidelines. Refer to the UNT System Procurement Guide website for the most current information: <http://www.untsystem.edu/hr-it-business-services/procurement/procurement-guide>

Always contact Facilities Purchasing and Facilities Contracts for assistance with current procurement requirements.

For all solicitations, Historically Underutilized Business (HUB) participation is highly encouraged.

Project Funding Setup Process

Funding must be customer-approved and secured by Facilities before any procurement transactions can occur. If prior funding was received for professional services only, this process must be repeated to secure project funding.

1. PM submits a Project Budget Worksheet (PBW) to the Facilities Business Process Coordinator (BPC)
 - a. If it's customer-funded, the PM sends a PBW to the customer for approval. The customer sends the PBW to the UNT Budget Office for final approval, and UNT Budget sends the completed PBW to the Facilities BPC.
 - b. If it's Facilities funded, the BPC obtains departmental approval and routes to UNT Budget Office for final approval
2. If the Project total is under \$85,000, BPC moves money from the funding source into the Facilities Clearing account
 - a. BPC provides the PM with the Facilities Clearing Account chart string to use for their project
3. If the Project total is \$85,000 and over, a ProjID is required
 - a. BPC fills out a Project Request form
4. Director of Facilities Support & Services signs the Project Request form and returns to BPC
 - a. BPC submits both the PBW and the Project Request form to Asset Accounting
 - b. Asset Accounting sets up funding and forwards email to Budget Office
 - c. Budget office sets up budget lines
 - d. Asset Accounting sends email to BPC with account string
 - e. Budget Office sends email to BPC that budget lines have been created
5. BPC records in log and emails the account string/ProjID to the PM

The completion of this process marks the beginning of a "Procurement-Vendor" status in the Facilities computerized maintenance management system, TMA.

Bonding Requirements

Facilities Purchasing requests proof of bonding directly from the vendor. Contractors cannot begin work until proof of bonding has been submitted to Facilities Purchasing.

Quote Requirements

- All quotes/proposals must not be over 30 days old.

- Payment and Performance bond amounts must be separate line items in the quote

Cooperative Contract Quotes

- The co-op name and co-cop contract number must be on the quote
- Check I:\PO\Co-op Contracts to see if the vendor has a current contract on file.
 - If the vendor cannot be found, the PM is responsible for requesting a copy of their current contract and W-9. A copy of the contract and W-9 must be attached to the PO request email.
 - If the contract on file is expired, the PM is responsible for requesting a copy of the vendor's updated renewal page to add to the contract

Purchase Order Procedures

Receipt of Purchase Orders by the vendor constitutes a Notice to Proceed unless the PM requests a delayed start to the vendor in writing.

For all projects, the following fiscal thresholds apply and list the associated required documentation for quotes:

- Projects from \$1.00 - \$4,999.00
 - PM can choose their contractor or vendor of choice
- Projects ranging from \$5,000 - \$24,999.00
 - PMs must receive three quotes, two of which must be HUB quotes
- Projects ranging from \$25,000 - \$84,999.00
 - Proposal with a HUB Subcontracting Plan
 - Payment bond
- Projects \$85,000 and up
 - Proposal with HUB Subcontracting Plan
 - Payment bond
- Projects \$100,000 and up
 - Proposal with HUB Subcontracting Plan
 - Payment and Performance Bond

All purchase order requests must be made using the most current form. The Facilities Purchasing form directory is at this file location: I:\PO\Purchasing Forms.

Different types of contracts follow different procedures. Refer to the following instructions.

Co-Op Construction Contracts Packets over \$100,000

The PM requests a proposal from the vendor. The proposal must consist of the following:

- Project name
- Scope of work
- Correct calculations for pricing
- Estimated completion date
- Payment and performance bond amount
- No signature blocks
- The vendor's state contract number
- No terms and conditions
- HUB Subcontracting Plan

- Office of General Counsel (OGC) General Construction Agreement (GCA)

Once the PM obtains all required documents for the proposal, they are responsible for sending it to the Facilities Contracts Specialist for processing. The process is as follows:

1. Facilities Contracts reviews proposal, current co-op contract and GCA
2. Facilities Contracts send HSP to Business Support Center (BSC) HUB
3. Proposal, current co-op contract and GCA accepted
4. HSP accepted
5. Packet created, proofed and sent for internal department approvals
 - a. Contracts between \$1M and \$4M require approval from the VP of Finance and Administration
 - b. Contracts over \$4M require approval from the University President
6. Packet approved and sent to Facilities Purchasing for processing

Gordian Job Order Contract Agreement

1. PM requests proposal, Historically Underutilized Business (HUB) Subcontracting Plan (HSP)
2. Facilities Contracts reviews proposal
3. Facilities Contracts sends HSP to Business Support Center (BSC) HUB Department
4. Proposal approved
5. HSP approved
6. Facilities Contracts creates JOC Agreement
7. Packet created, proofed and circulated for internal department approvals
8. Packet approved and sent to Facilities Purchasing for processing

UNT System Job Order Contract Process: Air Monitoring and Asbestos Abatement

1. JOC Request Form submitted to Facilities Contracts
2. Facilities Contracts reviews and submits JOC Request Form to Office of Facilities Planning and Construction (OFPC)
3. OFPC approves and returns
4. PM requests proposal and Historically Underutilized Business (HUB) Subcontracting Plan (HSP)
5. Facilities Contracts reviews proposal
6. Facilities Contracts sends HSP to Business Support Center (BSC) HUB Department
7. Proposal accepted
8. HSP accepted
9. Packet created, proofed and circulated for internal department approvals
10. Packet approved and sent to Facilities Purchasing for processing

Request for Competitive Sealed Proposal (RFSCP) for General Construction Agreement (GCA for CSP)

1. Engineer creates Request for Formal Solicitation Template (RFST) for RFCSP
2. Engineer submits Request for Formal Solicitation Request for Formal Solicitation Template (RFST) to Facilities Contracts
3. Facilities Contracts reviews and approves RFST
4. Facilities contracts submits RFST to Business Support Center (BSC)
5. RFCSP posted on Electronic State Business Daily (ESBD) for 21 Days

6. BSC accepts proposals and Historically Underutilized Business (HUB) Subcontracting Plan and schedules bid opening
7. HSP to BSC HUB and approved
8. Evaluation committee reviews proposals
9. Contractor selected
10. Facilities Contracts/Engineering review proposal
11. Facilities Contracts/Engineering accept proposal
12. Facilities Contracts creates GCA
13. General Construction Agreement packet created
14. Packet created, proofed and circulated for internal department approvals
15. Packet approved and sent to Facilities Purchasing for processing

Request for Proposal (RFP) for General Construction Agreement (GCA)

1. Facilities Contracts reviews and approves RFS
2. Facilities contracts submits RFS to Business Support Center (BSC)
3. RFP posted on Electronic State Business Daily (ESBD) for 21 Days
4. BSC accepts proposals and Historically Underutilized Business (HUB) Subcontracting Plan (HSP) and schedules opening
5. HSP to BSC HUB Department and approved
6. Evaluation committee reviews proposals
7. Contractor selected
8. Facilities Contracts/Engineering review proposal
9. Facilities Contracts/Engineering accept proposal
10. Facilities contracts creates GCA
11. General Construction Agreement packet created
12. Packet created, proofed and sent for internal department approvals
13. Packet approved and sent to Facilities Purchasing for processing

HEAF Funds for Furniture

When using HEAF Funds for purchasing furniture the following rules apply:

- If the purchase amount exceeds \$5,000, follow procurement rules
- Purchase Cards (P-card) may not be used

Regardless of the amount, a furniture justification is required when requesting the PO.

Requesting a P-Card Purchase

For a P-card Purchase, please adhere to the following guidelines:

- P-card purchases are limited to transactions under \$5,000.
- Ensure that UNT is never charged tax on any purchase. If you receive a proposal with tax, you will need to contact the vendor and have them revise and resubmit.
- Ensure that if vendors charge a credit card surcharge, all charges are included on the proposal sent to P-card holder. If charges are not shown, you will need to contact the vendor and have them revise and resubmit.
- Ensure that the vendor is not on Vendor Hold with the state:
 - Visit the State Comptroller's website and enter the vendor name.
 - When the search results return, print the page to PDF and attach to your request for p-card purchase with the proposal.

- If the vendor you have chosen is on hold, you will need to select another vendor.
- If your purchase is for any kind of audio-visual or computer equipment (including televisions) over \$500 in value, you will need to fill out a CIC form and attach it to the request for P-card purchase:
 - Visit the UNT System Procurement website to obtain the CIC form.
- It is the PM's responsibly to create a TMA Requisition to capture the charges in TMA.
- No P-Card purchases may be made on HEAF funded projects.

Invoicing

1. PM instructs vendors to review invoice submission process through UNT System Business Service Center.
 - a. Refer vendor to the UNT System Vendor Guide: <https://www.untsystem.edu/hr-it-business-services/procurement/purchasing/payment/vendor-guide>
2. The vendor sends all invoices to invoices@untsystem.edu, with the Purchase Order number identified on the invoice.
3. UNT Business Service Center sends invoices to Facilities Purchasing.
4. Facilities Purchasing routes invoice to the responsible Project Manager for review and approval.
 - a. For FPDC, Facilities Purchasing sends invoices to FPDC.Invoices@unt.edu which are then routed to PM.
5. The Project Manager completes the Facilities Purchasing Invoice Processing Form.
6. The Project Manager obtains appropriate approvals and returns to Facilities Purchasing within five (5) business days:
 - a. For FPDC, the PM and their supervisor approves all invoices.
 - i. Invoices \$10,000 and above require director level approval.
 - b. For FM, the PM and their director approves all invoices.
7. If the invoice cannot be paid, the PM must respond to Facilities Purchasing within three (3) business days with an explanation.
8. Supervisor and/or Director send the final approved invoice and complete Facilities Purchasing Invoice Processing Form directly to Facilities.Purchasing@unt.edu.
 - a. For FPDC, copy FPDC.Invoices@unt.edu.

Construction

Pre-Construction

Prior to the actual start of construction activities, a Pre-Construction meeting is conducted by the PM. The PM is responsible for coordinating this meeting and inviting all relevant parties, including, but not limited to:

- Applicable Facilities project team members
- The contractor and any subcontractors
- UNT Risk Management
- UNT System Telecomm and Datacomm
- UNT Transportation
- Auxiliary Services

The PM is responsible for:

- Discussing the “Contractor Safety & Work Practices” and “General Construction Guidelines” and ensuring all parties understand the documents
- Reviewing the job site location and pertinent existing conditions
- Discussing parking and transportation for the job site
- Coordinating site containment plans
- Coordinating key requests for the contractor

The contractor will provide a proposed construction schedule, which the PM will review and discuss with the customer contact and other affected parties.

Asbestos Abatement

PM is responsible for coordinating all abatement work with the contractor. Always contact Risk Management for assistance with current abatement procedures.

Indoor Air Quality (IAQ)

PM is responsible for submitting IAQ notices to UNT Risk Management. Always contact Risk Management for assistance with current IAQ procedures.

Submittals

Submittals shall be distributed via email to appropriate subject matter experts within Facilities. The standard turn-around time for submittal responses is five working days, if possible.

Interdepartmental Service Requests

PM is responsible for submitting service requests as necessitated by scope. Departments providing service to a project include, but is not limited to:

- UNT System Telecomm
- UNT System Datacomm
- UNT University IT (UIT)
- UNT Administrative IT Support (AITS)
- Facilities Maintenance
- Facilities Auxiliary Maintenance
- Risk Management

Inspections

The PM is responsible for coordinating all inspections, in accordance with the construction schedule.

While the contractor is physically responsible for the construction, the PM must ensure the project is built according to the plans.

During construction, the PM or Facilities Construction Inspector will monitor and oversee the construction site at regular intervals usually daily. The PM shall keep the customer informed on progress. The customer may request to view the construction site but must be escorted by the PM or the Facilities Construction Inspector with prior notice.

Move Coordination

Coordination of intercampus relocations requires cooperation between multiple departments on campus, including but not limited to the following:

- ITSS Telecomm
- ITSS Datacomm
- Office of Space Management & Planning
- University UIT or AITS
- Access Control or Door Systems
- Moving and Hauling (or outside contractor, if applicable)

Tools utilized to aid in this effort include the standard Move Matrix spreadsheet and a memorandum with helpful suggestions for end users to follow in preparation of their move.

PM is responsible for walking the vacated space with the customer. Spaces should be left clean and move-in ready.

Once the customer is moved in, the PM sends an email notification to the Office of Space Management & Planning and the Facilities CAD Manager informing them the space is occupied and attaches the new floor plans.

The Facilities CAD Manager is responsible for updating the CAD Record Plans with the new information and processing the new space records into the UNT Space Inventory system. OSMP is responsible for assigning the correct space classification codes to the space.

Substantial Completion

This process begins when the Status code in TMA is set to “Substantial Completion.”

This stage signifies the completion of construction.

- The PM walks the space with the contractor. If all is satisfactory, the PM will issue the Certificate of Substantial Completion Form to the Contractor.
- The PM will inspect the project with the customer. If all is satisfactory, the PM will issue the Certificate of Occupancy to the customer.

Close-Out Procedure

1. The PM is responsible for moving their Project Working File from the Active Projects Directory to the Closing Projects Directory
 - a. Cut the main folder from O:\Projects_Active and Paste into O:\Projects_Closing.
2. Create PDF's for all files identified as a “Final Document” in the Facilities Project Filing Guide.
 - a. Make sure that naming conventions are used as noted in the Facilities Project Filing Guide.
 - b. For each Purchase Orders, combine the PO, Invoices, Proposals or Quotes into a single PDF document. Double check that all signature approvals are retained in document.
3. Prepare the project files for final archiving by purging files that are not identified as a “Final Document” in the Facilities Project Filing Guide.
 - a. Do not delete CAD drawing files, rendering files, and the PBW Excel file.
4. Conduct as-built field verification (for in-house projects or projects that do not have the verification in the contract documents) and update CAD final drawing.
 - a. Final As-Built shall reflect exact, field-verified dimensions of built conditions only.
 - b. Model Space in CAD file needs only the single, final comprehensive design and no extraneous plans that confuse what the final layout is.
 - c. Store the final CAD drawing in 3.2.4 Final CAD folder.
 - d. Print drawing set to PDF and make sure only the current drawing is in the “Final CAD Submittal” file.
5. Confirm all project transactions are entered in the Cost Model and TMA.
 - a. Verify all PO's, Project Requisitions, and Work Orders are input into the Cost Model.
6. Confirm that all PO's, Project Requisitions, and Work Orders are closed.
7. Input Warranty Expiration date in TMA which is 12 months from the date noted on the Substantial Completion form.
8. Send the room change email template, if room numbers have been modified.
9. Send the email template to Facilities Budget Office requesting a project financial reconciliation.
 - a. Facilities Budget changes the Status in TMA to Closed.
10. After confirmation from Facilities Budget that the project is Closed, the PM sends the final completion email to the appropriate parties.

Closing Work Orders

PM should review all WO's in TMA to determine if scope has been completed:

- For WO's that are not closed but the work is done, email tech and/or shop supervisor to notify that OW needs to be closed.
- For WO's with scope yet to be completed, PM should communicate expected completion date to shop(s) and follow up to ensure that date is met.

Project Reconciliation: PM should compare information recorded throughout project in Actuals Tab to information shown on Web Reconciliation.

- Facilities Accounting Specialist to establish meeting to ensure discrepancies are resolved.

Closing Purchase Orders

For the final invoice or payment application being paid against a purchase order, follow the standard invoice processing steps; however, on the Facilities Purchasing Invoice Processing Form select the button marked “Certified for Final Payment” and include a comment to “Close the PO.”

As-Built Records

For projects designed In-House, the PM is responsible for measuring and documenting as-built conditions. The PM will incorporate the as-built dimensions and layout into a final version in CAD.

Projects with Architect/Engineer Services or General Contractor

In the event that an architect or engineer (A/E) is employed for a project, the General Contractor notes any changes from the original design on the plans and the revised plan is submitted to the A/E at the end of the project. A 5% retainage to the contractor should not be paid until there is confirmation the contractor submitted their revisions to the construction documents to the A/E.

The A/E incorporates all information on the “as-built” conditions of the project and generates a record set of documents and drawings, including CAD drawings. A 5% retainage to the A/E should not be paid until a complete record document set is received. The PM then submits the record set to the Facilities CAD Manager to be incorporated into the UNT electronic record drawing file and archive.

Completed

After all steps are performed in the “Substantial Completion” status, the PM has fulfilled all duties.

Facilities Budget is now responsible for performing a financial reconciliation of project transactions between TMA and EIS. Any remaining funds in the project funding source will be transferred back to the customer’s account.

Refer to SOP #1061 Facilities Project Financial Reconciliation Process for further instruction.

At the conclusion of the financial reconciliation, Facilities Budget updates the status in TMA to “Closed.”

Closed

The “Closed” status in TMA indicates Facilities has fulfilled all duties and assignments.

The Facilities Archivist is now responsible for incorporating the project file into the Facilities Archive for final record keeping.

Refer to SOP #1062 Facilities Project Documentation and Retention for further instruction.

Glossary

Term	Definition	File Location (if applicable)
A/E	Architectural/Engineering Services	
ADA	Americans with Disabilities Act	
ARCHIVES	An accumulation of historical records- as related to FPDC, physical folders are stored in lateral filing in room 125 until they are digitized	Q:\ARCHIVES-Facilities As-Built
ASBESTOS	A naturally occurring mineral used in construction for its heat resistance, tensile strength and insulating properties. There are six types of asbestos and are all carcinogenic.	
ABATEMENT	Mitigation of asbestos in construction materials	
AS-BUILT DRAWINGS	Revised set of drawings submitted by a contractor upon completion of a project. They select all changes made in the specifications and working drawings and show the exact dimension, location of all elements of work completed un contract.	
ASTRA SCHEDULER	UNT Class Scheduler for all classes and all campuses	https://adastrapd.admin.unt.edu/AstraSchedulePD/Portal/GuestPortal.aspx
AUXILARY (FPDC)	Auxiliary Department renovates residence halls and dining halls	
BID	Making a price offer	https://www.untsystem.edu/hr-it-business-services/procurement/purchasing/bidding-requirements
BOND (PAYMENT)	A surety bond posted by a contractor to guarantee that its subcontractors and material suppliers on the project will be paid. Required for projects over \$25K	
BOND (PERFORMANCE)	Also known as a contract bond to guarantee satisfactory	

	completion of a project by a contractor.	
BUDGET	An estimate of costs related to an FPDC project.	
CA (Construction Administration)	Review and log submittals, RFI's, ASI's, RFP/CO's, shop drawings. Chair OAC meetings, provide agendas and minutes, conduct Pre-Construction meeting, be owner's representative during construction, keep owner informed of progress, keep schedule up to date, make recommendations as to correction of the deficiencies or defects. Review contractor's application for payment.	
CD SET	Construction Drawings	
CERTIFICATE OF OCCUPANCY	A document issued by FPDC certifying a building's compliance with applicable building codes indicating it to be in a condition suitable for occupancy.	
CHART STRING	Department ID - used as an account number for money to be transferred for projects	
DA	Design Assistant	
DATAKOM	designs, builds and runs IT systems	
DELIVERY METHOD	A chosen system to execute and complete a building facility.	
DEPTID (OLD ACOUNT)	Department ID - used as an account number for money to be transferred for projects	
DESIGN DEVELOPMENT	Finalize design concept and describe it in terms of architectural, electrical, mechanical and structural systems.	

DigTESS	Texas811 - Texas Excavation Safety System, Inc., formerly TESS/DigTESS, is an excavation/dig notification system that is required by law. Before any earth work is to commence, the excavator submits a notification to the system and affected utility operators are informed. They have 48 hours to respond, unless it is deemed an emergency. Utility operators use paint/flagging (aka "markings") to "designate" the presence of underground utilities. Most people use the terms designating and locating interchangeably, but a "locate" truly means that the utility is uncovered and exposed so its exact location is known. "Locating" corresponds with SUE Quality Level A. "Designating" corresponds with SUE Quality Level B/C.	
ESTIMATE		
FIELD VERIFICATION		
FORMS DIRECTORY		O:\FPDC\PROJECTS Directory_FORMS
FPDC	Facilities Planning, Design & Construction	
FTP SITE		
GIS	Geographic Information System. System of record for campus infrastructure, utilities and assets maintained in a geographic database.	
HSP		
HUB	Historically Underutilized Business	
IAQ NOTIFICATION		
IDIQ		
INVOICE		
JOC	Job Order Contract	

LOCATING	(See Texas811)	
MARKING	(See Texas811)	
MAINTENANCE PERMIT		
MOVE MATRIX		
OSMP	Office of Space Management & Planning.	
P-CARD	Purchasing Card	
PAY APP		
PBW	Project Budget Worksheet	
PD	Project Designer	
PIW	Project Initiation Worksheet	
PM	Project Manager	
PO	Purchase Order	
PPE	Personal Protection Equipment	
PRE	Preliminary Request for Estimate	
PRE-CON	Pre-Construction	
PROCUREMENT		
PROGRAM		
PROJECT DIRECTORY		O:\FPDC\PROJECTS Directory
PROJID		
PROPOSAL		
PUNCH LIST		
QUOTE		
RECORD FILES		P:\Fac\Fmc\CADD\RECORD FILES
RFI		
RFP		
RFQ		
SCHEMATIC DESIGN		
SHAREPOINT		
STATE CONTRACT		
SUBMITTAL		

SUE	Subsurface Utility Engineering. Combines civil engineering and surveying/mapping to manage risks associated with underground utility conflicts. Four quality levels exist (A-D) and determine the amount of detail and information obtained. Used for planning civil projects to determine in the design phase where utilities are located.	
TDLR-TAS		
TELECOMM		
Texas811	Texas Excavation Safety System, Inc., formerly TESS/DigTESS, is an excavation/dig notification system that is required by law. Before any earth work is to commence, the excavator submits a notification to the system and affected utility operators are informed. They have 48 hours to respond, unless it is deemed an emergency. Utility operators use paint/flagging (aka "markings") to "designate" the presence of underground utilities. Most people use the terms designating and locating interchangeably, but a "locate" truly means that the utility is uncovered and exposed so it's exact location is known. "Locating" corresponds with SUE Quality Level A. "Designating" corresponds with SUE Quality Level B/C.	
THECB	Texas Higher Education Coordination Board	
TMA	The computerized maintenance management system (CMMS) of Facilities.	
VENDOR HOLD		
WO	Work Order	