UNI Project Development Process

**Assoc VP Facilities**
- Project Approved to Go Forward
- Assign Project Manager
- Notify Project Manager (email, phone call, etc.)
- O&M or DC
- FMM Project Process

**Design Person**
- Complete Project Set-Up Form and Forward to Controller
- Review Project on Workbench
- Consultant Needed?
  - Yes: Send Proposal / Contract to DC Admin
  - No: Design / Bid Process

**FM Admin**
- Verify Funding
- New Account Needed?
  - Yes: Create Account in Oracle
  - No: Create Necessary WO’s from Project Set-Up Form
- Enter Capital Project in FAMIS
  - Status = Design
  - Enter Funding, Account, Initial Version, Project Mgr, & Assig To. Authorize Initial Ver. Enter Permission to Proceed Date in Schedule

**Design & Construction Admin**
- Update Cert of Insurance Attribut.
  - Enter Cert of In Expiration Date/Design Professional Contract Date in Schedule
- Contract / PO Process
Bid Process

Design Person

- Budget Revision Needed?
  - Yes: Develop Revised Budget
  - No: No Budget Revision Process

FM Admin

- Create New Version Reason Code = “Bid Results”
- Update Planned Budget and Funding as Appropriate
- Authorize Version/Update Revised Budget Signed Date in Schedule
- Contract / Award Process
- Enter Notice of Award Date in Schedule Actuals
- Change CP Status to CONSTR
- Blanket PO Established in Oracle/Enter PO in FAMIS status=PLACED
- Create Additional WO’s/Update Cert of Ins Attrib/Enter Cont Cert of Ins Expiration Date in Schedule

CPM

Construction Process
UNI Project Construction Process (FAMIS)

08/01/2020

**Contractor**
- Construction Site Established
- Work begins on Project
- Pay Apps prepared and sent for Payment
- Payment Received by Consultant/ Contractor

**CPM**
- Schedules Pre-Const meeting
- Project Team Established
  - Is Material Testing Needed?
    - Yes: CPM Notifies Material Testing Company of Project
    - No: Continue to monitor Project Progress
- Get's Information for PO or RFP to Admin complete with WO #
- Pay Apps Reviewed and Approved
- Contractor Sends Submittal Schedule (List of installed items)

**FM Admin**
- Admin adds Project Team information into Submittal Exchange
- Admin Enters PREQ in FAMIS or waits for Billing for RFP processing
- Admin Applies Payment information in FAMIS
- Payment Process (FMM)
- Substantially Complete?
  - Yes: Closing Process
  - No: Continue to monitor Project Progress

Meet

Yes

No
Construction

08/01/2020

CPM

Monitor Project

Payment Request

Payment Request Process

Change Request Process

Change Order Process

PM Updates MS Project Schedule Monthly (on Server)

Attach PDF of Project Schedule to FAMIS CP

Shop Drawing Submittals in Submittal Exch.

PM Reviews/ Updates Project Budget in FAMIS Monthly (Forecast)

Submittal Process

Submittal Exchange project set up – spec book info

Inspection Issues Resolved?

Yes

No

Inspection

Change CP Status to SUBCOMPL

Final Completion

Substantial Completion?

Yes

No

Change CP Status to SUBCOMPL

CPM and PHP Conduct punch out Inspections

Inspectors Produce Insp Report and send to PM

Yes

No
UNI CP Purchasing Process

- FAMIS PREQ is converted to Ebusiness Requisition.
- Ebusiness Req goes through approval process Hierachy.
- PO is Created in Ebusiness resulting in encumbrance to Clearing Account.
- Interface runs creating FAMIS PO.
- Admin enters PO information on appropriate WO in FAMIS – changing status to ‘Placed’ & enters into EBiz.
- Invoice Process (FMM)

* <25k – Regular PO
>25k - Contract

- PREQ is entered on Appropriate WO creating a committed amount to WO.
- Interface Processes twice daily loading New PREQ’s into Ebusiness.
- Blanket PO Information and documents complete with signatures of approval are sent to FARS, paper copy goes to OBO.
- Buyer enters PO into Ebusiness System establishing Blanket PO.
- Buyer Sends confirmation of PO to Admin (Includes PO#)
- PO is created for PREQ updating PREQ lines to ‘Placed’ status. PO in ‘Placed’ status as well.
This process is used when there is a change for more money
*Director of Facilities Management approves then it goes to VPFO
Anything over $1 Mil. Budget & adding >20% must be approved by the board
Design Professional & CPM prepare Proposal Request (PR) Obtain comments from any affected or necessary people (e.g., Eng, CPM, VP, DP)

CPM enters PR Status = PENDING $$ in PROPOSED Field & Posts on Submittal Exchange

DP views and sends to appropriate people for comment

PR Accepted?

Yes

Signed copy of PR sent to CPM – if <$25,000 copy to Assoc. Dir. If >$25,000 copy to DM signature using PR/IDC Transmittal Form

CPM Removes Pending $$/Admin Enters into FAMIS as Rejected

No

Design Professional or OCR prepares Construction Change Directive (IDC) to obtain cost information from Contractor – Sends to Contractor for Pricing (not to exceed)

Pricing Reviewed – OK?

Yes

Signed copy of IDC in Submittal Exchange – If <$25,000 sends to Assoc. Dir for signature. If >$25,000 sends to Assoc. VP for signature attaching PR/IDC Transmittal

Contractor Submits Details of labor & material cost information, includes all pertinent backup documentation

Admin Updates Info in FAMIS (Price, Type, Etc) Posts signed copy on Submittal Exchange.

Change Status to Approve or Reject

DP Reviews Documents

CPM Reviews Documents and Pricing

Contractor Submits Details of labor & material of actuals – includes all pertinent backup documentation

Admin Checks to see if items are in FAMIS – Enters/Updates as needed.

Posts to Submittal Exchange
CPM Determines which PRs and IDCs should be included in a Change Order (must be previously approved).

CPM Signs COs and completes the Transmittal Form.

< $50,000?

- Yes: CO needs Assoc VP Signature – Admin Posts on Submittal Exchange with Notifications, Enters CO info in FAMIS and adds to Blanket PO - Checks off CR’s included in CO.

- No: CO needs BOR approval as well as Assoc VP Signature. Admin Posts on Submittal Exchange with Notifications. Puts CO info in FAMIS, Adds to Blanket PO.

**Note: Projects >$1,000,000 and Change Orders >$50,000 or if cumulative amount is > 20% of Original Contract - must be sent to Board Office.
Design Professional

- Reviews and works with CPM to prepare list of items not completed or not in compliance with contract
- Prepares Certificate of Substantial Completion
  - Signs certificate and publishes on Submittal Exchange

CPM

- O&M Manuals Posted on S.E and As-Builts sent to CPM?
  - Yes: CPM reviews all outstanding items before forwarding to DP
  - No: CPM obtains signatures on Certificate from Assoc Director
  - Certificate filed. Notification sent that UNI has accepted Substantial Completion – PHP now first contact for maintenance. Complete Rating Forms

Contractor

- Contractor submits request for substantial completion – along with list of incomplete items and dates when they will be done. Submits on Submittal Exchange
- Contractor Signs 2 copies of Certificate and sends to CPM
- Substantial Completion punch list is checked off and initialed. Requests Final Observation.
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- Observation Accepted? (Plist Complete)
  - Yes: Reduction of Retainage can be requested
  - No: CPM obtains signatures on Certificate from Assoc Director

FM Admin

- Admin Posts on S.E & updates schedule date of substantial completion in FAMIS Change Status = "CLOSING". Sends copy to DP and Contractor
- Assoc Director Approves and Signs
- Admin Processes Pay App with reduction in retainage. Hold 5% until everything is done. Processes payment in FAMIS
- Observations Accepted? (Plist Complete)
  - Yes: Reduction of Retainage can be requested
  - No: CPM obtains signatures on Certificate from Assoc Director
- Certificate filed. Notification sent that UNI has accepted Substantial Completion – PHP now first contact for maintenance. Complete Rating Forms
Design Professional

Letter of Acceptance is issued (Contractor responsible for cost of added observations)

CPM

Letter of Acceptance to CPM (Admin types)
Completes Authorization Form

WO Closing Process

Contributes Authorization Form

Admin Prepares Letter of Acceptance. Assoc Director signs both Authorization and Final Acceptance Letter. Final Acceptance Date is Established and Entered in FAMIS. Letter is sent to Contractor. Posted on Submittal Exchange

Admin/BOR

Approval for final Application for Payment (5% withheld for 30 days)
Admin prepares authorization form – Acceptance of Construction Contract (if $1,000,000 to Board Office)

Record Documents verified in S.E. post date of record. Docs (O&M Manuals, Electronic Docs, As-Builts) in FAMIS

Prepares final Pay Request. Recommends Project be closed.

Final Report Prepared and sent to VPFO office Date entered in FAMIS – Project Status = "CLOSED"

Reviews Project Close Out

No

Final Payment Made. Entered in FAMIS. Construction posted on Schedule as Complete. Clean Up Review – Close PO’s and Construction WO’s

Record Documents verified in S.E. post date of record. Docs (O&M Manuals, Electronic Docs, As-Builts) in FAMIS

Prepare Pay Request. Recommends Project be closed.

Prepares final Payment to DP Review and close out any outstanding PO’s and WO’s

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