



Areas of Proficiency

1. Designer's Manual

The designers' manual provides detailed instructions regarding design agreements, processes, deliverables, contract documents, construction management and project closeout. The instructions, methodologies, and process guidance that it contains is specific to SBC projects and has been developed and fine-tuned over many years of implementation of successful projects. The manual contains administrative forms utilized in the management of projects as well as a specific format and forms for the project manual developed for all projects. Several standards should also include from building envelope to campus standards. We are in the process of working with THEC and TBR staff to develop and adopting a revised and comprehensive Designer's Manual. The Designer's Manual will have all of the current processes and forms and will be posted on the CP+D website for reference and download by designers and contractors and for use by our own project managers.

2. Design Process

The project manager (PM) will lead the design process with stakeholder inclusion throughout. The PM, with input from the stakeholders, will develop programmatic level documents first with an expected scope, schedule and cost. The program documents will be used to create an RFQ to select a designer utilizing the state architect approved procedure. Once the designer is engaged under standard state contract, we will follow conventional delivery steps, e.g., program verification, SD, DD, and CD, estimating, specifications, etc. as specified in the designer manual and PM and stakeholders will approve the design, etc., and the project will be publicly bid. Many projects also require early design review and approval by the State Building Commission and projects need to follow and be informed by the campus master plan. Our AVP and PM have been engaged in the administration of design by contract designers for years and have completed many successful projects using these processes.

3. Advertisement-Bid-Construction Contract

It is understood that the designer will submit drawings, specifications, and plans to the appropriate regulatory agencies including local code enforcement offices and the state fire marshal office for approval. Once approved the final stamped bid documents will be sent to Procurement and Contract Services (PCS) and Campus Planning and Design (CP+D) for final review and approval prior to posting on their websites for approximately 4 weeks. After a pre-bid meeting, bids will be received and reviewed by PCS and CP+D for correctness and accuracy. PCS will be the presiding official at the bid openings and designer will

tabulate and review the bids and make a recommendation based on most responsible and responsive lowest bidder. The contractor agreement will be created and distributed to the following for execution: Contractor, OSA, University President, University VP of Finance & Administration, University General Counsel, and University Assistant Vice President of CP+D. Upon execution of the agreement, the contractor will be given the notice to proceed stipulating the start date and term of the contract for substantial completion. Our project manager and contract compliance officer are well trained in reviewing documents before bidding for accuracy and for processing bids and contracts.

4. Construction

In collaboration with the CP+D project manager and construction specialist, the designer will conduct all aspects of construction administration, including processing of pay requests, shop drawing review, approval of modifications, etc. Contractor will be responsible to deliver the project according to the terms of the SBC agreement, keep the project schedule updated, and coordinate construction activities with the facility representative. The project manager will coordinate the project on behalf of campus and stakeholders. The designer and project manager will manage and approve any changes. Designer will be responsible for conducting project meetings and issuing minutes, conducting bi-monthly site inspections and issuing reports, managing close-out on schedule, ensuring the contractor is getting comprehensive inspections from AHJ's, issuing of record documents, certificate of occupancy, certificate of substantial completion, final approval and close-out documents, one year warranty inspection, etc. Our Director of Construction and Construction specialist have both completed many successful SBC projects at the university and have good experience and understanding of the processes involved.

5. Master Plan & Program

University of Memphis will update the master plan at least every ten years, and revisit it periodically based on evaluation of need. In consultation with University leadership, AVP of CP+D will determine the need to update the master plan when merited. Project induction and development will be based on those generally outlined in the updated Master Plan.

6. Capital Budget Request

Upon approval by the University of Memphis' Board of Trustees, AVP CP+D will submit capital outlay and capital maintenance requests to THEC, based on submittal requirements. The requests will reflect the UM master plan, strategic plan, and academic plan, incorporating stakeholder input and Tennessee Drive to 55 priorities and state goals. Disclosure projects that may be funded with other than appropriated funds will also be included. The AVP has been submitting the UM capital request for 33 years and the campus has grown and prospered with facilities needed to meet the mission.

7. Land & Lease

The University Of Memphis Board Of Trustees has delegated authority to the President to move forward with any acquisition within the master plan. University representatives from Business Services will manage land acquisition, disposals and leases, liaising with STREAM. The required SBC-1, lead sheets, surveys, appraisals etc. will be obtained and submit to OSA and STREAM as required by stated processes and policy.

8. SBC Process

For projects meeting threshold, disclosure, capital outlay or capital maintenance criteria, CP+D will prepare the SBC-1 and lead sheets, and submit them to SBC with copy to THEC. The AVP of Campus Planning will work with OSA, and represent U of M through pre-agenda prep and pre-agenda and be present at the SBC. Projects will then be presented to the SBC whether for initial approval and source of funds, designer selection, cmgc selection, early design or variance in scope or funding.

9. Designer Selection Process

CP+D will generate RFQs. Procurement (PCS) and CP+D will post the RFQs on their website, and forward them to OSA for posting on their website. CP+D will answer questions, copy PCS, and update the RFQ if it becomes necessary. Following the required procurement period, PCS will receive RFQ responses and issue to CP+D for review. CP+D will distribute the RFQ submittals, scoresheets and instructions to members of the evaluation team. CP+D will review and compile scores for recommendation of the top three firms for submission to OSA, copy PCS. Once ESC selects the designer, CP+D will initiate a contract to the Designer to be issued by PCS, along with the notice to proceed.

10. Alternative Construction Delivery Process

The University of Memphis CP+D has reviewed and understands the alternative delivery processes that are sanctioned under existing SBC contract forms. CP+D will work with OSA on a per-project basis to determine the delivery method most suitable for our project types.

11. PITS

CP+D staff have attended several PITS training sessions delivered by TBR personnel. CP+D will be receiving a copy of PITS loaded onto a university server, with back-up and security protocols, and areas of responsibility for data input and management in place. We plan to begin using it for SBC project tracking in July 2018. A series of routing forms will be used to process actions, contracts, payments etc. to ensure PITS is kept updated.

12. PFIS

CP+D staff will be utilizing the TBR PFIS and will continue with periodic updates to the data as needed.

13. Fiscal Procedures

The University of Memphis operates in an environment of sound budgetary control, as confirmed by policy UM 1768 – Budget Policy and Procedures. The President and Board of Trustees approves both the annual operating and capital budget. The policy emphasizes the control mechanism of budgeting and clearly assigns responsibility for budget management and control. This policy is complemented by Budget Principles issued by the Office of Financial Planning that University officials adhere to for the prudent stewardship of financial resources.

14. Legal Procedures

The University of Memphis is familiar with all policies, procedures and applicable laws with regard to the design and construction of capital projects including, but not limited to, SBC and OSA's Policies and Procedures and Tennessee Department of Finance and Insurance's Reference Manual for Building Officials and Design Professionals. The University of Memphis Office of Legal Counsel will work collaboratively with the construction team during the term of the project and will review and approve all agreements with designers and contractors.

15. Business Procedures

The University of Memphis is adapting its business procedures to suit the controls necessary for capital projects. At this moment, U of M has been given limited access to Edison. U of M Accounting Office will coordinate with TBR's assist director of capital outlay for access into Edison and conduct periodic reconciliation with PITS. This arrangement will continue until we can enter information in Edison and assume complete responsibility.

In the meantime, U of M is participating in all training available for PITS and Edison. As further clarity is received about the mechanics of PITS and Edison, process work flows will be amended to operate effectively within that environment.