



Construction Services Procedure

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F.P.003.PR.1 General Information

This procedure is issued to establish effective guidelines for purchase of construction services consistent with best value principles, applicable laws and regulations, and best industry practices.

F.P.003.PR.2 Process Overview

Departments requesting the purchase of construction services shall follow the procedure set forth based on the approximate value of the project.

For project acquisitions with a Master Service Agreement (“MSA”) where the approximate value is between \$0 and \$50,000, Facilities Management must submit to the vendor a scope of work. Upon receipt of a vendor quote, Facilities Management and the Purchasing and Contracts Department (“PCD”) will review and approve the quote. Facilities Management creates a requisition in eProcurement and PCD reviews for compliance. If compliant, PCD will issue a purchase order and Notice to Proceed.

For project acquisitions without an MSA where the approximate value is between \$0 and \$50,000, Facilities Management must submit the scope of work, budget, and ACE to PCD. PCD will send a Notice to Bidders informing potential vendors of the project, important dates, where quote documents can be found, and any other information necessary for vendors. Facilities management and PCD will evaluate the quotes received, and recommend an award. The awarded vendor shall send back the signed Notice of Contract Award to be signed by Pace. After receiving the fully executed award, PCD will review all documentation for compliance. If compliant, PCD will issue a purchase order and a Notice to Proceed.

For project acquisitions over \$100,000, departments shall follow the RFP process.

F.P.003.PR.3 Who Needs to Know This Procedure

Employees who are staffed in Purchasing and Contracts, Facilities Management, and any department representatives involved in procuring services.

F.P.003.PR.4 Roles and Responsibilities

- Purchasing and Contracts (“PCD”):** Coordinate and issue vendor proposal. Review all submitted documentation for accuracy. Process requisitions in eProcurement, send Notices to Bidders, assisting in the evaluation and recommendation process, process purchase orders, Notices to Proceed if documents are compliant, and processing change orders.
- Facilities Management:** Preparing and submitting proposal, scope of work and ACE to PCD for transmittal. Obtaining quotes, creating requisitions in eProcurement, work collaboratively with PCD to form evaluation teams, review RFP’s coordinate correspondence, and evaluate responses to proposals. Obtain Pace University’s authorized signature for Notices of Contract, request change order proposals from the vendor and sending the approved change order to PCD. Responsible for maintaining relevant documentation for projects and proposals.

F.P.003.PR.5 Types of Construction Contracts

General Contractor

A general contractor is a group or individual that contracts with another organization or individual (the owner) for the construction, renovation, or demolition of a building, road, or other structure. A general contractor is defined as such if it is the signatory as the builder of the prime construction contract for the project.

Construction Manager

Construction managers plan, direct, and coordinate a wide variety of construction projects. Construction managers may oversee an entire project or just part of one. They schedule and coordinate all design and construction processes, including the bidding, hiring, and oversight of specialty trade contractors, but they usually do not do any actual construction of the structure.

Professional (Architect/Engineer)

The architect or engineer acts as the project coordinator, designs the work, prepares the specifications, produces construction drawings, administers the contract, tenders the works, and manages the work from inception to completion. There are direct contractual links between Pace University and the contractor. Any subcontractor will have a direct contractual relationship with the main contractor or construction manager.

Professional (Environmental Consultant)

The environmental consultant is responsible for ensuring that asbestos-containing materials are abated in accordance with all applicable federal, state, and local regulations. Contractors are then responsible for performing abatement work in accordance with the conditions of their contract and all applicable federal, state, and local requirements. They perform project monitoring, third party air testing, and final inspection. Contractors are also onsite when work is being performed. There are direct contractual links between Pace University and the contractor. Any subcontractor will have a direct contractual relationship with the main contractor.

F.P.003.PR.6 Project Acquisitions with a Master Service Agreement - \$0 to \$50,000

The purpose of the Master Services Agreement ("MSA") is to establish the general terms and conditions applicable to the services provided by a contractor, architect/engineer, or environmental consultant and Pace University. The term of the MSA should not exceed three years.

The process for construction projects valued at approximately \$50,000 or less issued under an existing MSA are as follows:

1. Facilities Management prepares a scope of work, budget, and Approval for Expenditure (ACE) and submits the scope of work to the vendor.
2. The vendor submits a quote on the project (either T&M or Fixed Fee) based on the scope of work provided by Facilities Management.
3. Facilities Management and PCD review and approve the quote



4. Facilities Management or authorized budget manager creates a requisition in eProcurement.
5. PCD then reviews the documentation for compliance.
 - a. If compliant, PCD issues and submits a purchase order and Notice to Proceed to the vendor.
 - b. If not compliant, PCD rejects the requisition and sends back to Facilities Management explaining why the request is non-compliant.

F.P.003.PR.7 Project Acquisitions without a Master Service Agreement - \$0 to \$50,000

The process for construction projects valued at approximately \$50,000 or less issued without an MSA are as follows:

1. Facilities Management prepares the scope of work, budget, and ACE, and submits the scope of work to PCD.
2. PCD sends out a Notice to Bidders to all potential vendors. The Notice to Bidders informs the potential vendors of:
 - a. the project,
 - b. where they can get the complete quote documents,
 - c. the time and place of the Pre-Quote Meeting or walkthrough,
 - d. the quote opening date, and
 - e. the architect/engineer or environmental consultant selected for the project, if applicable.

The Notice to Bidders should specify that the cost portion of the proposal should be separated from the technical portion for ease of review and analysis...

3. Once the quotes are submitted (either T&M or Fixed Fee), Facilities Management and PCD evaluate the quotes and recommend an award.

To ensure the best vendors will be used to meet project objectives and to better protect Pace University's interests, a minimum of three respondents are required. If less than the minimum number of respondents respond, the Director of Purchasing and Contracts will review the RFP for validity and determine whether the RFP should be reissued.

4. Facilities Management or authorized budget manager creates a requisition in eProcurement.
5. After the recommendation is approved, PCD sends the vendor a Notice of Contract Award and Facilities Management sends the vendor an unexecuted contract.
6. The vendor returns the signed contract to Facilities Management for Pace University's authorized signature.
7. After the contract is fully executed, PCD then reviews the documentation for compliance.



- a. If compliant, PCD issues and submits a purchase order and Notice to Proceed to the vendor.
- b. If not compliant, PCD rejects the requisition and sends back to Facilities Management explaining why the request is non-compliant.

F.P.003.PR.8 Request for Proposal - \$100,000 or Greater

Request for Proposals shall follow the same process as a General Service RFP (see F.P.02.PR.3 Request for Proposal). A summary of the process is described below:

1. Facilities Management and, if applicable, the architect/engineer or environmental consultant selected for the project, prepare the scope of work, budget, and ACE.
2. Prior to solicitation, evaluation, and award, Requests for Proposals are coordinated by PCD. PCD is the only department authorized to issue an RFP on behalf of the University.
3. PCD sends out a Notice to Bidders to all potential vendors. The Notice to Bidders informs the potential vendors of:
 - a. the project,
 - b. where they can get the complete quote documents,
 - c. the time and place of the Pre-Quote Meeting or walkthrough,
 - d. the quote opening date, and
 - e. the architect/engineer or environmental consultant selected for the project, if applicable.
4. Once the quotes are submitted (either T&M or Fixed Fee), Facilities Management, PCD, and other members of the Evaluation Team evaluate the quotes and recommend an award.

To ensure the best vendors will be used to meet project objectives and to better protect Pace University's interests, a minimum of three respondents are required. If less than the minimum number of respondents respond, the Director of Purchasing and Contracts will review the RFP for validity and determine whether the RFP should be reissued.

5. Facilities Management or authorized budget manager creates a requisition in eProcurement.
6. After the recommendation is approved, PCD sends the vendor a Notice of Award and Facilities Management sends the vendor an unexecuted contract if applicable.
7. The vendor returns the signed contract to Facilities Management for Pace University's authorized signature.
8. After the contract is fully executed, PCD then reviews the documentation for compliance.



- a. If compliant, PCD issues and submits a purchase order and Notice to Proceed to the vendor.
- b. If not compliant, PCD rejects the requisition and sends back to Facilities Management explaining why the request is non-compliant.

F.P.003.PR.9 Change Orders

If a change in specifications and/or additional work is needed to complete the construction project, Facilities Management will request a change in proposal from the vendor. Once approved Facilities Management will send a Change Order request to PCD. PCD will work with Facilities and the requesting department to issue the change order to the vendor and update all appropriate Pace documents.

F.P.003.PR.10 Records

All official records for construction project (i.e., contracts, quote files) will be filled and stored by Facilities Management.

F.P.003.PR.11 Exceptions

Requests for exceptions to outlined process must be submitted in writing to the Executive Director of Procurement and Information Systems. The request should include the extreme business terms and relevant risk mitigation details. At the discretion of the Executive Director the request may be escalated to the Senior VP of Finance and/or Executive VP of Facilities.

F.P.003.PR.12 Construction RFP Process Flow

See process diagrams for process flow, preparation, and budget approval (ACE)

F.P.003.PR.13 Contract Types

An overview of the workflow for the following contract types are outlined in the following diagrams.

1. General Contractor – Small Project
2. General Contractor – Large Project
3. Construction Manager Contract
4. Architect, Engineer, Environmental Consultant – Small Project
5. Architect, Engineer – Large Project
6. Environmental Consultant – Small Project

Diagram Process Flow – ACE Preparation

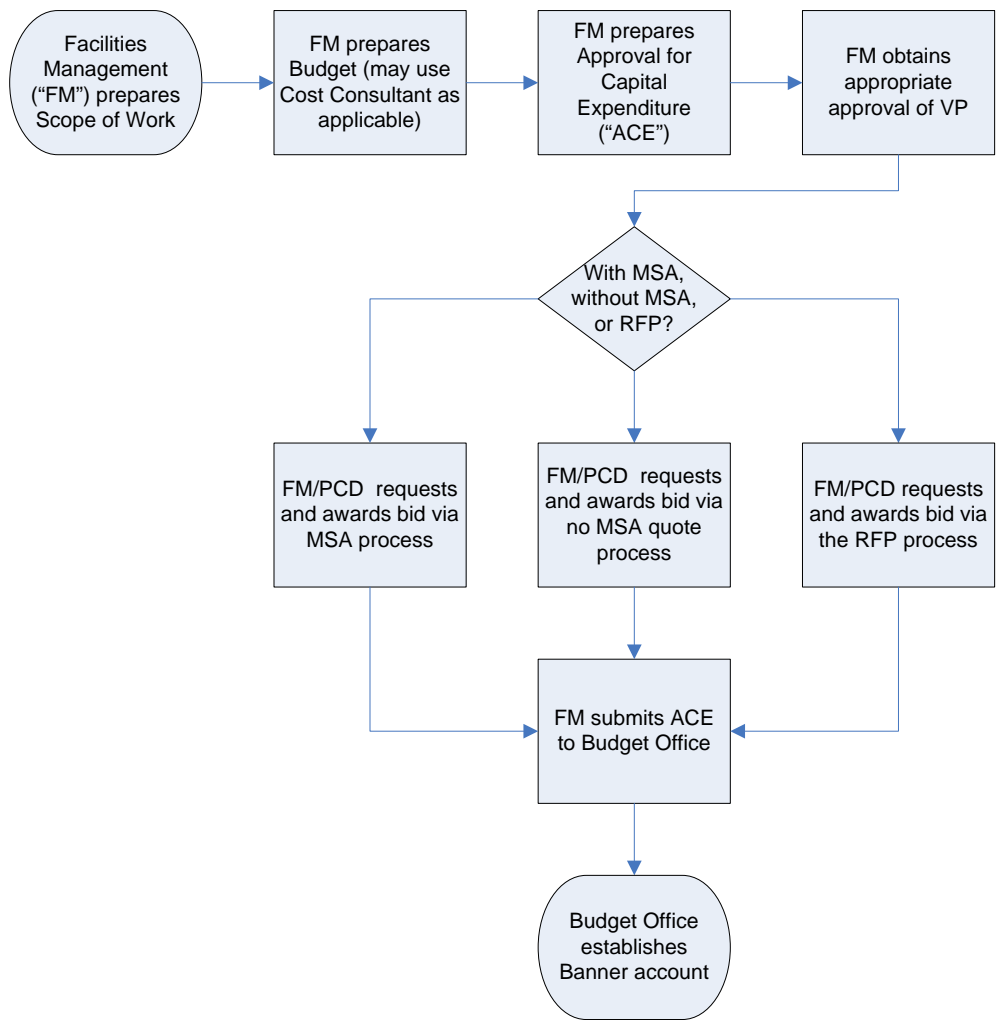


Diagram Contract Types and Aprovals

