



# University Architect & Associate VP Policy & Procedure #13

**TITLE** **FILING SYSTEM OF DOCUMENTATION FOR BR PROJECTS (A/E & CM) WITHIN THE OFFICE OF THE ASSOCIATE VICE PRESIDENT**

**OBJECTIVE AND PURPOSE** Develop and maintain filing documentation for BT Projects (A/E & CM) from the executed Facilities Program through to the Contract within the Office of the Associate Vice President.

**RESPONSIBILITY** **ACTION**

- ADMINISTRATIVE ASSISTANT**
- ◆ All **original** Facilities Programs are to be filed in the Office of the Associate Vice President's.
  - ◆ The following documentation is to be filed in the **Selection File Folder** of each BT project file drawer in the Office of the Associate Vice President:
    - a. Electronic submission to Florida Administrative Weekly and a copy of the Advertisement and Project Fact Sheet.
    - b. Recent COIP showing release of funds
    - c. Approved Consultant's Checklist form
    - d. Public Notice showing time/date stamp that was sent to Purchasing for display
    - e. Door Sign showing time/date stamp of all RFP's on due date
    - f. PQS Irregularities and Schedule A-B-C forms
    - g. Memo to each Selection Committee Member advising of shortlist meeting date/time/location.
    - h. Memo to University Architect advising of Committee's (3) recommendations
    - i. Certified letters to short listed firms once approval is received by University Architect
    - j. Regret letters to firms not selected
    - k. Reference Check on each short listed firm prior to interviews
    - l. Memo to each Selection Committee Member advising date/time/location for the interviews
    - m. Memo to University Architect advising of Committee's selection of final firm
    - n. University Architect and Presidents approval of final firm selected
    - o. Certified letter of award and regret letters

Issued By: Capeletti	Date Issued: 8/1001	Date Revised:5/2005	Effective Date: 8/2001
			<b>N/A</b>
APPROVED:	Vice President	Associate V.P.	Director

- ◆ The following documentation is to be filed in the **Contract File Folder** in the Office of the Associate Vice President:
  - a. Draft of A/E & CM Contracts along w/any comments from General Counsel
  - b. Original Contract w/cover letter to firm
  - c. Performance & Payment Bonds, Certificate of Insurance and Builder's Risk
  - d. Approval letter from outside insurance consultant on insurance coverage.
  
- ◆ The following documents are to be filed in the **Proposals/Submittals Folder** in the Office of the Associate Vice President:
  - a. Original proposal and handouts from interview from the three (3) short listed firms