



University Architect & VP for Facilities Policy & Procedure #19

TITLE **FILING SYSTEM OF DOCUMENTATION FOR MAJOR BT PROJECTS (A/E & CM) WITHIN THE OFFICE OF THE UNIVERSITY ARCHITECT & VICE PRESIDENT FOR FACILITIES**

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 University Architect & Vice President (UAVP).

RESPONSIBILITY **ACTION**

- ADMINISTRATIVE ASSISTANT**
- ◆ All **original** Facilities Programs are to be filed in the UAVP office:
 - ◆ The following documentation is to be filed in the **Selection File Folder** of each BT project file drawer in the UAVP office:
 - 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 UAVP advising of Committee's (3) recommendations
 - i. Certified letters to short listed firms once approval is received by the UAVP
 - 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 UAVP advising of Committee's selection of final firm
 - n. UAVP and Presidents approval of final firm selected
 - o. Certified letter of award and regret letters

Issued By: Capeletti	Date Issued: 8/1001	Date Revised:11/2010	Effective Date: 8/2001
			N/A
APPROVED:	Vice President	Associate V.P.	Director

- ◆ The following documentation is to be filed in the **Contract File Folder** in the UAVP office:
 - 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 University Risk Manager on insurance coverage.

- ◆ The following documents are to be filed in the **Proposals/Submittals Folder** in the UAVP office:
 - a. Original proposal and handouts from interview from the three (3) short listed firms