Procedure

1. Coordinator Knowledge
   The Project Manager will ensure the Project Coordinator is fully briefed on the scope of the services to be provided by the Contractor.

2. Design Changes
   Only professional consultants (Architects or Engineers) can make changes to their designs. University personnel shall not make revisions (addenda, change orders, site instructions) to construction documents prepared by outside professional consultants.

3. Lien Searches
   Physical Resources Finance and Administration accounting personnel will implement lien searches upon request from the Project Manager or Coordinator. It is recommended that a lien search be performed prior to releasing the project holdback or when a management or performance issue arises.

4. Underground Locates
   Underground utility locates must be done prior to digging. They are plotted on servicing drawings by the DEC technician.

5. Approval to Issue Projects for Bid
   The approval of the Director, Design, Engineering and Construction or designate is required to issue projects for bid.

6. Contracts or Contractors
   Contract Orders must be completed as soon as a commitment is made to a contractor or consultant or supplier, etc. to extend funds. Do not wait until the invoice is received. If costs cannot be firmly established (e.g. T & M work) then issue a “not-to-exceed” Contract Order for an upset value.

7. Authorizations
   The Director, Finance and Administration is to be given information on project reporting requirements. All projects must be re-authorized as soon as it is apparent that a project will exceed the approved budget by more than $500. This must be done even if this means multiple re-authorizations for a project.

8. In-house Design Projects
   Where a project has been designed in-house, the Project Manager must still be the contact for all inquiries. If the work requires redesign, the Project Manager must request assistance from the designer. The designer will not do any re-design without the Project Manager’s approval.

9. Space Inventory
   Whenever a change is made that affects the space allocation (change of room uses, plan changes, ownership etc.) the Project Manager is responsible for providing the as-builts and supporting information to the Manager, Space and Facility Renewal who will have the inventory updated.
10. Drawings
The Project Manager is responsible for ensuring that updated drawings are distributed to the appropriate Physical Resources personnel as per Project close-out and handover protocol and incorporated into the Master Building drawing. This requires that all projects have as-built drawings submitted. Final payment should not be made until as-builts have been received.

Projects completed by Consultants shall have provision for the consultant to provide the drawings to us in digital format as part of the contract.

11. Post-construction Contractor Evaluation
The Project Manager will submit an electronic contractor evaluation survey at the project’s completion. This will be used as part of the University’s annual Vendor of Record List review.