

UNIVERSITY OF UTAH  
FACILITIES MANAGEMENT  
**CONSTRUCTION PROCUREMENT REQUIREMENTS**

January 2014

<b>STANDARD PROCUREMENT DELIVERY METHODS – based on contract amount</b>	
<b>Up to \$2.5 Million</b>	Utilize the <b>DESIGN-BID-BUILD</b> delivery method using either <b>LOW-BID</b> or the <b>2-STEP LOW BID</b> process. AVP-FM approval needed to use any other procurement method.
<b>\$2.5 Million to \$10 Million</b>	PM and Team Leader jointly determine whether the <b>DESIGN-BID-BUILD</b> delivery method or <b>CM/GC</b> will better meet the needs of the project. If <b>DESIGN-BID-BUILD</b> is chosen, the procurement method will be the <b>2-STEP LOW BID</b> process. If <b>CM/GC</b> is chosen, the procurement method will be <b>VBS</b> . Exceptions or other options may be considered only with AVP-FM approval.
<b>Over \$10 Million</b>	<b>PM (through the CPD/Planning Director) proposes a delivery method for approval by the AVP-FM.</b> Project must be directly delegated to the University by DFCM. The procurement method will be <b>VBS</b> unless approved otherwise by AVP-FM.

<b>CONSTRUCTION PROCUREMENT – based on contract amount</b>	
Note: All contractors must be properly licensed. The following <b>procedures apply only to construction</b> and must include labor (non-construction such as furnishings, equipment and supplies, including those procured for installation by University personnel, shall be procured through the Purchasing Department using their procurement processes).	
<b>Up to \$5,000</b>	<b>Submit invoice directly to FMBS/Accounting. <u>Total</u> construction costs for <u>all anticipated</u> work must not exceed \$5,000.</b> The work may not be subdivided in order to utilize this procurement option.
<b>5,001 to \$10,000</b>	<b>SMALL COMMIT: PM obtains one bid/proposal and attaches document in Unifier <i>PROCURE SMALL COMMIT</i>.</b> No formal contract is required. FMBS/Contracts issues the NOTICE TO PROCEED. <b><u>Total</u> construction costs for <u>all anticipated</u> work must not exceed \$10,000.</b> The work may not be subdivided in order to utilize this procurement option.
<b>\$10,001 to \$25,000</b>	<b>DIRECT AWARD: PM issues the <i>DIRECT AWARD BID FORM (Unifier Document Manager)</i> to the Contractor and attaches document in Unifier <i>Construction/Procure Construction/Contract \$10K to \$25K</i>.</b> Bidding is not required. A formal contract is required. FMBS/Contracts issues the NOTICE TO PROCEED. <b><u>Total</u> construction costs for <u>all anticipated</u> work must not exceed \$25,000.</b> The work may not be subdivided in order to utilize this procurement option.
<b>\$25,001 to \$100,000</b>	<b>INVITATIONAL BID: Unifier <i>Construction/PROCURE CONSTRUCTION/BID DOCUMENTS</i>.</b> FMBS/Contracts obtains bids. No advertisement and no bonds are required. FMBS/Contracts issues addenda to bidders. At least three bids are required, or documentation by FMBS/Contracts of unsuccessful attempts. If less than three bids are obtained, PM must validate the reasonableness of the accepted bid and award must be approved by FMBS Director and CPD/Planning Director. If only one bid is received award must be approved by FM-AVP. A formal contract is required. FMBS/Contracts issues the NOTICE TO PROCEED.
<b>Above \$100,000</b>	<b>ADVERTISED COMPETITIVE SEALED BID: <i>Construction/PROCURE CONSTRUCTION/BID DOCUMENTS</i>.</b> FMBS/Contracts obtains bids / qualifications / proposals via BIDSYNC. Advertisement and bonds are required unless approved by AVP-FM. Bids are due on Tuesdays. A minimum notice of 7 days is required prior to the day of a mandatory pre-bid meeting or bid due date, whichever is first. If the <b>2-STEP LOW BID (UNIFIER <i>CONSTRUCTION/PROCURE CONSTRUCTION/CONTRACTOR SOQ – TWO STEP</i>)</b> process is used, the short list requires review and approval by both CPD/Planning and FMBS Directors. If the <b>VBS</b> process is used ( <b>UNIFIER <i>CONSTRUCTION/PROCURE CONSTRUCTION/CMGC</i></b> ), <b>VBS</b> committee rules apply, and intended voting members require prior approval by the Director of CPD/Planning. For all committee selections, FMBS/Contracts assists the committee during the

	selection meeting by tabulating final scoring and documenting justifications. FMBS/Contracts requests approval of selection results from AVP-FM. FMBS/Contracts announces results to Contractors. A formal contract is required.
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**CONSTRUCTION ISSUES – large change orders and procurement process waivers**

<p><b>Change Order</b> Increases more than certain % of original contract</p>	<p>...by 20% or more (initial contract under \$1M)      <b>OR</b>      ...by 10% or more (initial contract \$1M or above)</p> <p><b>PM attaches justification and explanation of excessive change order in Unifier CONTRACTS AND CHANGES/CONSTRUCTION CHANGE.</b> FMBS/Contracts distributes documentation to applicable FM directors for recommendation, then to AVP-FM for approval. For <b>CM/GC</b> agreements, the original FLCC will be used as the initial contract amount.</p>
<p><b>Waivers</b></p>	<p><b>PM emails justification and explanation of waiver request to FMBS/Contracts,</b> who distributes to AVP-FM and copies Purchasing and applicable FM directors. Request <b>sole source</b> when only one firm can provide needed services, or for unsolicited donor stipulation (100% donor funding). Sole Source awards over \$50,000 require 7 day public notice before award is made. Request <b>emergency</b> for immediate threat to public health, safety and welfare. The same waiver process shall be used if <b>threshold limits, bonding,</b> or any other procurement procedure described herein is necessary.</p>

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**A/E PROCUREMENT REQUIREMENTS**

January 2014

<p><b>ARCHITECTURAL / ENGINEERING PROCUREMENT – and other A/E professional services</b> A/E services are to be selected on the basis of qualifications (not fees) as provided for in University and State procurement requirements. After selection, PM requests a fee proposal from only the selected A/E firm.</p>	
<p><b>Up to \$5,000</b></p>	<p><b>Submit invoice directly to FMBS/Accounting. Total</b> fee for <b>all anticipated</b> A/E service must not exceed \$5,000. The work may not be subdivided in order to utilize this procurement option.</p>
<p><b>Full Fee for Non-Design Professional Services \$5,001 to \$10,000</b></p>	<p><b>SMALL COMMIT: PM obtains a fee proposal for non-design professional services and attaches document in Unifier Small Commits/PROCUREMENT SMALL COMMIT REQUEST.</b> No formal agreement is required. FMBS/Contracts issues the NOTICE TO PROCEED. <b>Total</b> fee for <b>all anticipated</b> A/E <b>non-design</b> services must not exceed \$10,000. The work may not be subdivided in order to utilize this procurement option.</p>
<p><b>Full Fee for Design Services \$5,001 to \$100,000</b></p> <p><b>Full Fee for Non Design Professional Services \$10,001 to \$100,000</b></p>	<p><b>DIRECT AWARD: PM obtains a fee proposal and attaches document in Unifier Consultant Agreement/PROCUREMENT AGREEMENT.</b> A formal agreement is required. FMBS/Contracts issues the agreement to A/E. FMBS/Contracts issues a NOTICE TO PROCEED. <b>Total</b> fee for <b>all anticipated</b> A/E service must not exceed \$100,000. The work may not be subdivided in order to utilize this procurement option. <b>Note</b> that the full expected scope of consultant services must be considered. If an initial scope services is under \$100,000, but the full potential services added later could cause the overall fee to exceed \$100,000, then the <b>initial selection must be advertised</b> using the process below for services costing more than \$100,000.</p>
<p><b>Full Fee Anticipated Above \$100,000</b></p>	<p><b>PUBLIC ADVERTISEMENT: Unifier Consultant Agreements/PROCUREMENT AGREEMENT/SOLICITATION FOR CONSULTANTS (SFC).</b> Advertisement is required using the <b>VBS</b> selection process unless AVP-FM approves direct award for integral project or project extension (see Exceptions to Advertisement on the next page). FMBS/Contracts issues procurement documents and addenda via BidSYNC and receives qualifications / management plans. <b>VBS</b> committee rules are required, and intended voting members require prior approval by CPD/Planning Director. At least the top three firms must be ranked. FMBS/Contracts assists the committee during the selection meeting by tabulating final scoring and documenting justification statements. FMBS/Contracts requests AVP-FM approval. After approval, FMBS/Contracts announces results to A/E Firms. If requested by an unsuccessful firm, PM and FMBS/Contracts will participate in debriefs. <b>PM obtains fee proposal from highest ranked firm and attaches document to CONSULTANT AGREEMENTS/PROCUREMENT AGREEMENT/REQUEST AGREEMENT.</b> FMBS/Contracts issues an agreement to the selected A/E. FMBS/Contracts issues the NOTICE TO PROCEED.</p>

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<b>ARCHITECTURAL/ENGINEERING SERVICES – exceptions, procurement process waivers</b>	
<b>Exceptions to Advertisement</b>	<p><b>PM emails a request for exception to advertisement/direct award approval (including a memo which documents the reasons for exception) to FMBS/Contracts.</b> This request may be submitted for a project integrally related to, or an extension of a previous project awarded to the A/E. The memo <i>a)</i> describes the relationship to the previous project, <i>b)</i> indicates that the A/E performed satisfactorily on the previous project, and <i>c)</i> describes why a direct award is in the best interests of the University. FMBS/Contracts submits document(s) to CPD/Planning Director and FMBS Director for recommendation. FMBS/Contracts forwards recommendations to AVP-FM for approval, and copies the Director of Purchasing. A 7 day advertised notice period may be required. FMBS will notify Building Board.</p>
<b>Waivers</b>	<p><b>PM emails justification and explanation of waiver request to FMBS/Contracts,</b> who will distribute to CPD Director and FMBS Director for recommendation. FMBS/Contracts forwards recommendations to AVP-FM for approval, and copies the Director of Purchasing. The request identifies nature of the waiver and justification. Request <b>sole source</b> when only one firm can provide needed services; or, for unsolicited donor stipulation (100% donor funding). Request <b>emergency</b> for immediate threat to public health, safety and welfare. A 7 day advertised notice period may be required.</p>