



**UNIVERSITY OF WEST FLORIDA**  
**Facilities Management**

**Pensacola, FL 32514-5750**  
**Effective August 2003, Revised July 17, 2020**  
**Reviewed: July 1, 2024**

## **STANDARD OPERATING PROCEDURE # FAC 3.001**

### **Subject: Project Design and Construction Services Contracting**

**Purpose and Scope:** To establish a uniform model for executing the contracts for construction work. All projects requiring a contract will follow these procedures.

#### **Procedures:**

##### **Construction Bids:**

1. UWF project manager to forward the following documents/information to Procurement & Contracts to begin construction services bid process. Design Consultant to complete the Invitation to Bid form and Bid Price Summary Sheet and submit to UWF P.M. electronically via email and/or CD along with:
  - a) Specifications and drawings. Specifications and drawings are to be submitted as .pdf or protected Word files.
  - b) UWF Division 0 General Conditions
  - c) Completed UWF Division 1 General Requirements in .pdf or protected Word file.
    - i. Invitation to bid form and Bid Price Summary Sheet should not be protected when submitted to UWF P.M. to allow for revision if necessary.
    - ii. Project Manager to ensure that the design consultant binds UWF Division 0 & 1 into the permit set of documents.
    - iii. Project Manager will review and approve scope of work, specifications, drawings, etc. prior to Procurement and Contracts issuing public solicitation.
  - d) Approved requisition with estimated dollar value of project
  - e) Any special requirements not included in specifications (such as whether site visit and/or pre-bid meeting should be required)
  - f) Required timeline to include: call for bids, pre-bid date, bid opening, and anticipated start date. (These dates can be modified in working with UWF P.M. and Procurement & Contracts, but should be supplied initially for planning purposes.)
  - g) Liquidated damages rate, as applicable.
2. Upon receipt of approved requisition, specifications, etc., Procurement and Contracts will assign applicable bid number, name of buyer, date and location of pre-bid meeting and bid opening, anticipated start date and projected completion date or time as well as any special requirements or conditions.



3. Construction - Procurement and Contracts to schedule and make arrangements for the construction pre-bid meeting and bid opening. Procurement and Contracts will notify contractors who have asked to be included in bidding opportunities for the specific type of project being bid.

- Project Manager must attend construction pre-bid meeting. Others to be invited, but designated as optional (unless it is a Capital Project) are: Facilities Management, AVP; Facilities Planning, & Construction, Director; and Facilities Planning & Construction, Assistant Director.
- After bid package has been reviewed and approved by Project Manager, Procurement and Contracts will prepare Call for Bids and advertise/announce solicitation as appropriate.
- Project must be announced in the Florida Administrative Register (FAR) 21 days prior to bid opening under following conditions:
  - i. Professional services for major projects which exceed continuing contract limits (Qualifications Based Only).
  - ii. Continuing professional services or construction management services under a campus Service Agreement (Qualifications Based Only).
  - iii. Construction Management services (Qualifications Based Only)
  - iv. Design-build services (Qualifications Based Only)
  - v. Construction projects expected to exceed continuing contract limits – Public solicited low bid process.

*Note: Construction projects expected to exceed limit are to be announced in the Florida Administrative Register (FAR) and at least once in a local newspaper at least 30 days prior to bid opening. Refer to calendar example for deadline to submit for FAR.*

4. Procurement and Contracts to determine how plans and specifications are to be distributed based on the scope of work. Project Manager will provide a recommendation.

5. All inquiries to be submitted in writing to Procurement and Contracts. If addendum is technical in nature, Procurement & Contracts to obtain necessary information/clarification from Project Manager and or/consultant.

6. Procurement & Contracts will issue addenda.

7. Procurement and Contracts, will oversee the bid opening process, sealed bids will be received by their offices.

8. A copy of Bid Tabulation to be posted for 72 hours. Original bid tab to be signed by the Project Manager and/or architect/engineer and all attendees at bid opening.



9. Project Manager and consultant to review construction low bidder’s submittal to ensure that it is a responsive bid. If not, next low bid to be reviewed in turn until a responsive bid is identified, at which time consultant will make a recommendation for award. Project Manager must notify Procurement and Contracts if in agreement with consultant. If so, Procurement and Contracts to post Notice of Intent to Award to Procurement and Contracts’ website. Notice of Intent to award will be posted 72 hours (exclusive of weekends and holidays) prior to actual contract award.

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	P.M. consultant to provide call for bid language to P&C		P&C to send call for bids in FAR			
	Bid package from FPC/Consultant to P&C			Pensacola News Journal cut-off for advertisement bids	First day advertising in FAR	
Pensacola News Journal ad (30 days)						

**Contracting:**

10. During 72-hour posting period, Procurement and Contracts to draft owner-contractor agreement and route for internal approvals. Internal approvals – General Counsel, Facilities Management, Director, Facilities Planning, & Construction and Project Manager.

*Note: If standard contract from General Counsel’s website is used, it is not necessary for General Counsel to review. General Counsel review is required if substantive changes, which have not previously been approved, are made. General Counsel review is required for all contracts of \$1,000,000 or more.*

11. Upon completion of 72-hour notification period and receipt of internal approvals, Procurement and Contracts to forward originals to contractor for signature along with Assignment of Anti-trust form.
12. When signed originals have been returned, Procurement and Contracts to check all pages for any changes made by contractor. If material changes were made, Procurement and Contracts to make copy and re-route for internal approvals.




13. If no changes were made or upon receipt of internal approvals of changes, Procurement and Contracts to forward agreement to appropriate party for signature.
14. Upon receipt of all signatures, Procurement and Contracts to issue Purchase Order (PO) and forward to contractor with one fully-executed original agreement. Forward payment request forms, lien waivers, etc. with executed agreement.


Distribution: Original – Vendor  
Original – Project Manager  
Copy – Accounting

15. Notice to proceed to be issued by Procurement and Contracts upon:
  - Receipt of signed assignment of anti-trust form.
  - Receipt of certificates of insurance or notification that permit has been issued (if permit required.)
  - Receipt of payment and performance bonds, if applicable.

**Developed by: Facilities Planning & Construction**

**Approved by:**

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