



FLORIDA STATE UNIVERSITY

Professional Services
for
Minor Projects
2016



Staff Introductions

Director, Facilities Design & Construction

Larry Rubin

Asst. Director, Facilities Design & Construction

Bill Lamb

- **Project Managers**
 - Brian Cannady
 - Gary Feldman
 - Biff Quarles
 - Justin Shafer
 - Jay Luedecke
 - *Kim Ball, Mary Jo Spector, Brad Adams
- **Project Administrators**
 - Sallie Dixon
 - Jennifer Sanders
 - Debbie Whited
 - Amy Browning



Minor Project: GMP/Construction Amount Must Be Less Than \$2,000,000.00

Our Procedures Are:

- Based on Florida Statutes & Your Contract
- Result of Previous Audit Comments
- An Effort to Standardize Our Methods
 - Apply Our Methods Consistently

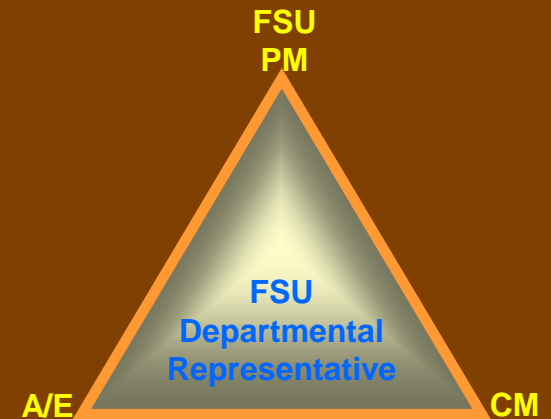


Volume & Distribution of Work

- Annual Volume = Approximately 25 to 30 Million Dollars
- Distribution of Work
 - Consideration for Suitability of Firm's Experience for any Particular Project



Staff Duties



- FSU Project Manager
 - Your Primary Contact With the University
 - Liaison with CM's and Departmental Representatives
- FSU Project Administrator
 - Manages Project Related Paperwork
 - Contracts, Pay Requests, C.O.'s, CM's



Contract Types

- ✓ **GMP on 100% Construction Documents with Trades Bid**
 - ✓ Minimizes Your Risk on Projects
 - ✓ Limited General Conditions
 - ✓ Fixed Fee
- ✓ **GMP on 100% Construction Documents prior to bidding Trades**
 - ✓ Full General Conditions
 - ✓ Negotiated Fee
- ✓ **Design Build**
 - ✓ CM contracts with A/E
 - ✓ Provides unified contract for design, pre-construction, construction administration and construction



Code Reviews & Permitting

- FSU Building Code Plans Review
- FSU Building Permit Required for Each Project, With a Few Exceptions



Design Phase

- In-House Design Team
- Minor Project Architects & Engineers
- Design Build Team



Current Construction Management Firms

- ❖ Albritton Williams
- ❖ Allstate Construction
- ❖ Childers Construction
- ❖ Cook Brothers, Inc.
- ❖ Mad Dog Construction
- ❖ Pinnacle / CSG
- ❖ RAM Construction & Development
- ❖ Rippee Construction
- ❖ Shaffield Building Specialties
- ❖ Willis A. Smith Construction



Scale for Fixed CM Fee %

<u>If the Cost of the Work is:</u>	<u>The Fee is:</u>
– Less than \$250,000	14
– \$250,000 to \$499,999	13
– \$500,000 to \$749,999	12
– \$750,000 to \$999,999	11
– \$1,000,000 to \$1,249,000	10
– \$1,250,000 to \$1,499,000	9
– \$1,500,000 to \$2,000,000	To Be Negotiated

The Fee for Each Project is Considered Individually...Factors such as Number of Subcontractors, Schedule and Project Complexity are Considered and may affect percentage

Professional Fees are based on DMS Formula



CM Fixed Fee or Negotiated?

Fixed Fee

- Limited General Conditions
- Smaller Contracts
- Shorter Time Frame
- Fewer trades
- Fewer job site complications
- *GMP developed after bidding*
- Contingency Amount – Usually 3% to 5%

Negotiated Fee

- Negotiated General Conditions
- Larger Contracts
- Longer, more involved
- Pre-Construction Services utilized
- More CM Project Management required
- *GMP developed prior to bidding*
- Excess Contingency adjusted after bidding NTE 2-3%



Trade Bids

- **Develop Trade Bidder Interest**
- Less Than \$6,000 – Competitive Quotes not Required
- \$6,000 to \$14,999 – Obtain Three Phone or Fax Quotes
- \$15,000 to \$74,999 – Acquire Min. Three to Five Written Quotes
- Greater Than \$75,000 – Must Publicly Advertise
 - **Advertise for Two Consecutive Sundays in Local Newspaper**
 - **Min. 14 Days From When Ad First Appears Until Opening of Bids**





MBE Participation

- CMs and A/Es are encouraged to utilize Minority Business Enterprises Certified by the Department of Management Services, Office of Supplier Diversity
- Included are minority-owned, women-owned, and veteran-owned small businesses
- Furnish copies of all Trade Bid Advertisements to FSU Director of Supplier Diversity:

Edward Acoff, 850-645-4737

FSUSupplierDiversity@admin.fsu.edu



Trade Bids Cont'd.

- All Sealed Trade Bids Must Be Publicly Opened At Your Office or Other Location That You Designate in the Advertisement
- FSU PM or Alternate Designee **MUST** Attend All Bid Openings & Sign the Bid Tabulation Form



Construction Phase

- Pre Construction Meeting
- Bi-Weekly Progress Meeting
 - Prepare and Distribute Minutes
- Project Schedule
- Staging and Mobilization / Vehicle Parking
- Construction Parking Permits
- Email Weekly Status Reports and Photos
- Maintain Safety Plan for Each Project
- Communication with the Project Team



Parking Policy

Effective August 2016

- Commercial Hang-Tag
 - Can park in student spaces, faculty/staff spaces, unreserved service vehicle spaces, and loading zones (20-minute limit).
 - Eligible for a gate card and/or clicker.
 - Price is \$310.50 per year (August 15, 2016 through August 15, 2017). This price is prorated monthly.
- Service Vehicle Hang-Tag
 - Can park in unreserved service vehicle spaces and loading zones (20-minute limit).
 - Price is \$54.50 per year (August 15, 2016 through August 15, 2017). This price is prorated monthly.
- Daily and Weekly Parking Permit
 - Can park in student spaces, ungated faculty/staff spaces, and loading zones (20-minute limit).
 - Price is \$3.25 per day.

Current construction parking permits will be honored through expiration date



Unmanned Aircraft Systems Policy

Steps for Authorized Unmanned Aircraft Systems (drone) use on Campus

Hobbyist:

Register your drone at <http://www.faa.gov/uas/registration/>

Public/Governmental/University Entity:

Obtain a Certificates of Waiver or Authorization (COA) from the FAA (Internal to FSU) and provide documentation

Commercial:

Obtain a 333 exemption form the FAA (External to FSU) and provide documentation

Once these approvals have taken place and are on file the following steps are to be followed before the date of the intended flight:

Notify FSUPD Dispatch: 850-644-1234 – 24 hours prior to the flight

Provide Contact Information for the person operating the UA

Notify the FAA Air Traffic Control Tower Tallahassee Operations: 850-942-8311

Notify Tallahassee Airport Operations: 850-891-7830

Follow these protocols when operating the UA: http://www.faa.gov/uas/model_aircraft/



Change Orders / Additional Services

- Required any time the CM or A/E's Scope of Work is changed resulting in a change to the contract amount or contract time
- Must include backup documentation to support the Cost of the Change
 - Subcontractor Quotes, Material Quotes, Revised Schedule of Values, etc.



Contingency Modifications

- Every change to the Schedule of Values requires a Contingency Modification
 - Needs approval by AE, FSU PM



Substantial Completion

- Substantial Completion Form
 - Executed by All Parties on the Date of Substantial Completion
- FSU Fire Marshal Inspection and Approval
- FSU Building Code Inspection and Final Approval
- Certificate of Occupancy
 - Issued by FSU Building Code Official



Performance Evaluations

- All A&E's Under Contract are Evaluated Semi-Annually
- Evaluation Scores are Considered During Future Selections
- Blank Evaluation Provided



Facilities Design and Construction Website

<https://www.facilities.fsu.edu/FDC/>

- Design Guidelines
- Professional Services Guide
- Forms and Procedures



Contact Information

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QUESTIONS

