



1. Engaging Design Professionals and Contractors

Policy Statement

The Vice Chancellor of the Board of Regents (BOR) of the University System of Georgia (USG) has delegated authority to the President of the University of Georgia for contracts and instruments related to construction activities and projects (including but not limited to planning, design, construction, utilities and infrastructure) which have been authorized and budgeted by the university and approved per Board of Regents policy or delegation.

The President of the University delegated this authority to the Vice President for Finance & Administration (F&A) and this has been further sub-delegated to specific divisions within F&A.

Only the Facilities Management Division (FMD) and /or the Office of University Architects for Facilities Planning (OUA) and/or UGA Procurement may, on behalf of UGA, lead selection processes, and recommend final selection of construction contractors and design professionals, including but not limited to architects, engineers, and other design consultants.

Only those departments/units with official delegated authority may engage design professionals including, but not limited to, architects and engineers, contractors, and other consultants related to planning, including feasibility studies and master plans, design, and construction services for facility projects for any dollar amount, within the university's delegated authority, including pro-bono or donated time. Engagement includes but is not limited to request qualifications and / or proposals, preparation and execution of contracts, soliciting professional opinions and advice, meeting to discuss and develop design and / or construction activities and projects, and review and approval of invoices for payment for services.

For facilities not owned by the State, and where the university is either lessor or lessee, the procedure to engage with a design professional or contractor will be determined on a case-by-case basis led by the Office of Real Estate. Communications systems engagements by Enterprise Information Technology Services (EITS) are excluded from this policy but such work should comply with the related "Performing Work in University of Georgia Facilities" policy and should be coordinated with FMD and/or OUA. Any other exceptions to this policy must be coordinated and approved, in writing, by the Vice President for Finance & Administration, and / or FMD and OUA on a case-by-case basis.

Policy Reason

This document sets out the policy, authorities and requirements for retaining design professionals and construction contractors for facilities work carried out in university-owned and operated facilities. The intent of this policy is to ensure that selection and engagement of design professionals, contractors, etc.

for work related to facilities is in compliance with university policies and procedures, the policies and procedures developed by the BOR Facilities Office, UGA Design & Construction Supplemental General Requirements & Standards, and with federal and state regulatory requirements governing facilities work on university campuses.

This policy will also ensure that all facility projects, including feasibility studies, are aligned with institutional as well as USG strategic goals and objectives, and will help ensure that limited resources are being targeted to institutional priorities.

Procedures

Departments/units, including all auxiliary units (University Housing, Georgia Center and Auxiliary Services) which have identified projects, or work, which shall require the services of design professionals or construction contractors shall follow these Procedures:

The initiator (see Policy Definitions) shall complete the “Facilities Project Initiation Form” form (link below) and submit the proposed project through the routing outlined therein.

fanda.uga.edu/sites/default/files/pdfs/ProjectInitiationForm.pdf

This request must be approved by the department’s Dean or Vice President before it is routed via F&A to the Provost (if required) for review. This approval may not be delegated.

Facility Authorization Review/Approval Matrix

Project Type design and/or work*)	(includes	Facility Authorization Request	Finance & Administration Review/Approval	Provost Approval
Maintenance		No	No	No
Scope estimate < \$50k		Yes	Yes	No
Fully Funded / Previously Approved as MRR project		No	No	No
Partially Funded via MRR program without full project approval in MRR review		Yes	Yes	Yes
Change in Use of Space		Yes	Yes	Yes
Scope estimate > \$50k		Yes	Yes	Yes

*refer to Performing Work at University of Georgia Facilities policy

Contractor: A company that possesses the required State licenses to perform construction related work and may be a General Contractor, Construction Manager, Design-Builder, or a subcontractor.

Construction: The act of moving, demolishing, installing, or building a structure, facility, or system according to a plan or by definite process. This includes construction, addition, expansion, renovation, or removal. Construction consists of the application of any of these techniques to facilities such as structures, utilities, excavations, landscaping, site improvements, drainage systems, and roads.

Design Professional: An architect or engineer or an architectural or engineering firm including, but not limited to, architects, civil, structural, mechanical, electrical, plumbing, heating, ventilating, and air conditioning engineers; interior designers; landscape architects, surveyors; industrial hygienists; and others whose services are considered "professional" activities requiring licensing or registration by the state, or otherwise require the knowledge and application of design principles appropriate to the proposed work at hand. The Design Professional for any given project contract is typically the lead design member for the project team.

Initiator: A UGA employee. The initiator submits the request for work through their respective department via the Facilities Project Authorization Request form located on the Finance & Administration website.

Maintenance: The upkeep of property, machinery, and facilities, including buildings, utility systems, roads, and grounds. It is characterized by its routine or recurring nature, the purpose of which is to keep facilities and systems functional. It also includes repair and replacement-in-kind. If the property is Resident Instruction and the project deemed routine maintenance, it will be performed by or under the supervision of FMD. If the act of performing maintenance requires alterations and reconfigurations that vary from the existing installation layout or impacts exterior appearance, it shall be considered Construction.

Resident Instruction Facilities: State owned buildings listed in the Facilities Inventory Database (FIDB) that are funded for maintenance by state appropriations; also, all campus utility infrastructure, and all roads, hardscape and grounds in and around these same facilities.

Non-Resident Instruction Facilities: State owned buildings listed in the Facilities Inventory Database (FIDB), that are under the control of UGA entities and do not receive direct funding support from the State, e.g. Athletics, Auxiliary Services, Parking, Food Services, and Housing.

Project: For purposes of this policy, "project" includes all manner of work related to campus facilities, including buildings, utility systems, roads, and grounds.

Work: See definition of Construction above.

Responsibilities

The Vice President for Finance and Administration (VPFA) is responsible for all Resident Instruction facilities, to include but is not limited to operation and maintenance, repairs, construction, renovations, alterations and demolition.

The Associate Vice President for the Office of University Architects for Facilities Planning (OUA) is responsible for planning the long-range development of the campus. OUA makes continuous studies of the physical needs of the University and coordinates the planning and construction of physical facilities. Present and future facility needs are determined by working closely with the various instructional and administrative departments. The office assembles all requests and analyzes all plans for expansion of facilities and changes, which affect the exterior appearance of the campus. OUA also manages new construction or capital improvement projects. OUA also provides design and construction support for Auxiliary and Administrative Services departments, Athletics, Housing and other campus organizations, and such other duties as may be assigned by the VPFA.

The Associate Vice President for Facilities Management Division (FMD) is responsible for the operation and maintenance of the university's facilities. This encompasses responsibility for building maintenance and repairs, building alterations, maintenance of mechanical and electrical systems, custodial services, and related activities. Additional responsibilities include operation of the steam and chiller plants and construction, operation, and maintenance of utility systems, providing engineering support, and operation of a warehouse. Other responsibilities include maintenance of roads and grounds, landscaping, maintaining an inventory of university buildings and land, vehicle rental pool, and automotive maintenance shop. FMD ensures facilities are operated and maintained in a technically and fiscally responsible manner, ensuring energy efficiency, life safety, and ADA compliance. FMD also provides engineering and maintenance support for Auxiliary and Administrative Services departments, Athletics, Housing and other campus organizations, and such other duties as may be assigned by the Vice President for Finance & Administration.

The Associate Vice President for Environmental Safety Division (ESD) is responsible for advising all campus organization with regard to health, safety, and environmental issues, recommending appropriate corrective actions or controls, and in some cases performing monitoring and project oversight. For the purpose of this policy, the OUA or FMD staff shall have responsibility for contacting ESD and ensuring ESD concerns are incorporated into the project scope of work.

The Office of Real Estate oversees all of the University real estate transactions and is responsible for coordinating and managing all real estate purchase and lease agreements.

The Office of Space Management (OSM) receives all requests for space and coordinates with the Office of the Provost on such requests to ensure space allocation occurs in a fair and transparent manner while simultaneously addressing the university's strategic goals. Approved requests for space and the resulting changes of any such approval are coordinated through OSM. Additionally, OSM coordinates requests for demolition between the institution and the University System of Georgia.

The UGA Procurement Office is responsible for the procurement of supplies, materials, equipment and contractual services. The Procurement Office has responsibility, within the University, for negotiating, preparing, executing or recommending execution, awarding and administering all contracts, purchase

orders and rental agreements which involve expenditures for supplies, materials, equipment and contractual services.

Policy Owner: [Finance & Administration](#)

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Related Information

“Performing Work in University of Georgia Facilities” policy:

fanda.uga.edu/sites/default/files/pdfs/PerformingWorkinUGAFacilities.pdf