

Physical Plant Construction/ Engineering Department **Policy guidelines**

Administrative

How to contact Engineering dept

The engineering department may be contacted through the office of the Director of Physical Plant, (704) 892-2220. Office hours are 8 am to 5 pm, Monday through Friday.

How to schedule meetings/ appointments

Meetings shall be scheduled directly with individuals in the engineering department or through the office of the Director of Physical Plant, (704) 892-2220.

How to obtain services of draftsman (CAD, copies)

Drafting, drawing, plotting and print copying are functions of construction and planning. Services of the draftsman other than construction and planning may be obtained by creating a work order through the physical plant office x-2595. Work will be completed, as time is available away from construction and planning and will be billed at a shop rate for the draftsman.

How to obtain stored prints/ maps/ drawings

Stored prints, maps and drawings may be obtained by scheduling an appointment with the draftsman through x-2220 and visiting Jackson Court #8. These documents may be viewed at Jackson Court #8 but must remain in the building.

How to obtain facilities data (space data, room #s)

Facilities data may be obtained by contacting the draftsman at x-2220. Reasonable accommodation will be given to generate the report or data needed.

How to obtain survey information/ new surveys

Campus surveys shall be administered through the Engineering department. Requests for surveys shall be through the Physical Plant work order system.

How project managers are assigned

Project managers are assigned by the Physical Plant Director and are based upon current and future workloads.

How project oversight committees are assigned

Project oversight committees are assigned by the Physical Plant Director at the proper stage of the project and shall typically consist of the project manager, the Physical Plant Director, the Vice President for Business and Finance, the supervising Vice President, and the supervising department head or representative.

How projects are created

Projects are created by completing a NEW IMPROVEMENT PROJECT PROPOSAL (NIPP), obtaining the signature of the supervising Vice President, and submitting the form to the Director of Physical Plant.

How projects are classified

Projects are classified as small, medium or large based on established criteria and the discretion of the Director of Physical Plant.

How projects are tracked

Projects are tracked through means of a project number that is established by the Physical Plant. This project number shall be used for construction documents, accounting, and archiving.

How project status/ schedule/ budget reports produced

Status, schedule, and budget reports shall be created in the Physical Plant Engineering department through the Project Coordinator. Reports shall be directed up the hierarchy to the responsible Project Manager and the Plant Director to report to administration.

How official college project documentation is kept

Project documentation is the property of the Physical Plant and shall be kept for a minimum of seven years following the closeout of the project. Active project documentation is officially kept in the office of the Director of Physical Plant although correlating documentation may be kept by the project manager and the physical plant accounting department.

How crisis/ disasters handled

Crises or disasters on any construction project shall follow the same guidelines as any other disaster situation encountered by the College. This right overrides any policies held by individuals or companies working on construction projects. The Plant Director should be notified immediately should a crisis situation occur.

How responsibilities fall in someone's absence

The Engineering department will arrange scheduled internal absences so as to avoid more than one employee off at any one time, in so much as possible. Duties of a Project Manager in his absence shall fall to the other Project Manager as primary responsibility and to the Plant Director as the secondary responsibility. Duties of the draftsman shall fall to the Project Managers in his absence noting that some skills may not be attainable. Duties of the Project Coordinator shall fall to the Project Managers in his absence noting that some skills may not be attainable.

Design

How budgets/ estimates are generated

Budgets and estimates shall be generated only by or through the Physical Plant for construction of any kind.

How estimates are based

Estimates shall be based upon knowledge gained from contractors, knowledge gained from design sources, use of R.S. Means estimating data, use of Dodge estimating data, historical acquired data, or other methodical approaches. A primary level estimate shall be held to approximately 25% accuracy. A secondary level estimate shall be held to approximately 10% accuracy. A tertiary level estimate shall be held to approximately 5% accuracy.

How budgets/ estimates are documented

All budgets received or created by Physical Plant shall be in UNIFORMAT 16 division. Project budgets shall be reported on standard Physical Plant PROJECT SUMMARY SHEETS.

How professional design services are selected/ obtained

Design services will be pre-qualified based upon skill levels and experience to suit particular projects. Medium projects may obtain design services through direct negotiation and will be selected by the Project Oversight Committee. Large projects will obtain design services by interviewing a pre-qualified group as selected and hired by XXXXXXXXXX.

How professional design services are structured

All design services are structured contractually to the Physical Plant with preset fees for service and hourly rates established for its components. Contracts shall be legal AIA Documents suited to the scope of work.

How design sub-services (consultants) are structured

Design sub-services such as consultants will be structured either under the contractual obligation of the primary designer or direct relationship with the Physical Plant. Set fees shall apply in both cases.

How in house design services are obtained

In house design may be permitted only on small or medium projects and will not be responsible for design errors or omissions. Projects

requiring permits will be overseen by a licensed design professional if in house design is used. In house design may only be obtained through the New Improvement Project Proposal and its subsequent steps.

Who design services reports to

All design services shall report to the supervising Project Manager.

What design service designs

All design services shall adhere to the DAVIDSON COLLEGE PHYSICAL PLANT CONSTRUCTION GUIDELINES AND SPECIFICATIONS. Bid documents shall be arranged to incorporate specified items solely as noted in this document. Alternates or additions to these specifications must be reviewed by the Physical Plant.

How other departments are incorporated into design

Design services shall also adhere to the guidelines established by other Davidson College departments including the STANDARDS AND SPECIFICATIONS FOR INFORMATION TECHNOLOGY. The Project Manager bears the responsibility for incorporating the input of other College departments at the appropriate timeframe.

How design meetings are arranged

All design meetings shall be arranged through the office of the Director of Physical Plant to ensure coordination.

How design correspondence flows

Design correspondence shall be received into and sent from the Project Manager. All incoming correspondence shall be sent to the Physical Plant with appropriate distribution occurring from there. Outgoing correspondence to the designer will at a minimum be copied to the Project Manager in order to maintain coordination and record.

Construction

Who is responsible for construction

Construction may only be authorized and shall be the responsibility of the Physical Plant through the Physical Plant Director and subsequently assigned representatives of the Plant Director.

How schedules are generated

Schedules are generated as a function of the Project Coordinator and Project Manager.

How schedules are based

Schedules will be based upon information obtained from contractors, historical data, critical path information, the College calendar, and project parameters.

How schedules are documented

Schedules will be documented in PRIMAVERA and updated as conditions change as a dated revision to the project documentation.

How master scheduling is incorporated

Master scheduling will include timetables for all current and future approved projects. Project master scheduling resource allocation shall be the responsibility of the Physical Plant Director.

How contractors are selected/ obtained

Contractors are pre-qualified upon proven histories of performance, safety, cooperation and cost consciousness. Three written contractor bids are taken in the selection process. The selection is not held to the low price bid but rather the low, quality, safe bid. The three different categories of projects approach contractor selection differently.

How contractors are structured

All contractors shall be engaged in an AIA contract with the DAVIDSON COLLEGE CONSTRUCTION GUIDELINES as the supporting document.

How sub-contractors are structured

Sub contractors must fall under the terms of the contract with the general contractor or be engaged in a direct contract with the Physical Plant.

How in house trades are structured

In House trades functioning as sub contractors under the general contractor shall not be bound contractually under the general contract. They will, however, adhere to schedules and parameters set forth by the general contractor as a good faith agreement.

How other departments are structured

Other Davidson College departments functioning as sub contractors shall adhere to the same policy as our in house trades.

Who contractors report to

Construction contractors report to the supervising Project Manager under the authority of the Director of Physical Plant.

How utilities are located

Any work on College property by contractors or sub contractors involving any means of earthwork shall notify the Project Manager 24 hours prior to digging. The Project manager will enlist the Operations and Maintenance division of the Physical Plant to locate utilities through the work order system. (See utility locating policy under Operations and Maintenance)

How contractors perform

Contractors shall perform to comply with the DAVIDSON COLLEGE CONSTRUCTION GUIDELINES AND SPECIFICATIONS and the project specifications furnished by the professional design service.

How utility/ system tie ins are handled

Utility and system tie ins will be handled by or through the Operations and Maintenance division of Physical Plant. Coordination of this will occur through the Project Manager.

How risk management shall be addressed

Contractors and sub contractors shall carry their own means of insurance as documented in the construction contract. Additional measures of builders risk shall be handled through the Physical Plant.

How safety shall be addressed

Contractors shall have their own means of safety policies and procedures and shall govern themselves accordingly. Additional safety measures required by the College shall be incorporated into their safety plans.

How change orders are handled/ documented

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How construction meetings are arranged

Construction meetings between the College and contractors shall be coordinated through the office of the Director of Physical Plant. Contractor coordination meetings will involve the Project Manager.

How construction correspondence flows

All construction correspondence will at minimum copy the Project Manager and the official project file in the office of the Director of Physical Plant.

How contractors are paid

Contractors will be paid upon providing the College with necessary tax information, submitting a written invoice under the company name, and verification by the Project Manager. Payment then follows policy outlined in the DAVIDSON COLLEGE BUSINESS SERVICES GUIDELINES.

How borrowed/ shared equipment/ facilities function

Equipment and facilities belonging to Davidson College relating to construction may only be used by contractors with consent from the Physical Plant. Contractors will be responsible for damages or losses occurring during their use.

How misc. services (moving, storage, temp services) are handled

Moving, storage, temporary facilities, and temporary services as related to construction projects shall be the responsibility of the Project Manager.

Post Construction

How warranties are established

Warranties will be specified through the construction documents to be a minimum of one year after the completion and closeout of a project.

How warranty work is executed

For a period one year following the completion of a project the Project Manager will field all construction related problems and coordinate their correction. Extended warranties beyond one year will be conveyed to the Operations and Maintenance Division and will be fielded and managed by Operations and Maintenance.

How responsible parties are communicated with

Contractors, subcontractors, or vendors responsible for warranty work will only be communicated with through the responsible person from Physical Plant.

How evaluations are structured/ executed

At the completion of every construction project an evaluation shall occur (COMPLETED PROJECT EVALUATION FORM). The Project Manager will distribute evaluations to at minimum each member of the Project Oversight Committee (medium and large projects) or the individual customer (small projects), the contractor, the designer (medium and large), and any other College department that worked on the project.

How closeout reports/ audits are structured

Closeout audits will be performed by the Physical Plant Business Manager at the completion of every project that will include each stage of the project estimate/ budget as well as the ending balances. A closeout report will be generated by the Project Manager to include this accounting audit as well as schedule analysis and above mentioned COMPLETED PROJECT EVALUATION FORMS.

How training is performed

Training for new facilities and equipment as a result of a project will be coordinated through the Engineering Department and will be included in construction documents as part of the scope of construction.