



Project Management & Construction Services

Standard Operating Procedures

Policy and Procedures Manual The “Life” of a JOC Project

I. Purpose

- To accurately describe the life cycle of a project using the Job Order Contracting (JOC) Delivery Method.

II. Objective

- Efficient and appropriate use of the Job Order Contracting Delivery Method through complete understanding of what to expect throughout the life of a JOC project.

III. Actions by Phase

Design Phase

SR-10

- Project Specialist receives an SR-10, converts it into a Capital Project, and sets up the Electronic Project Folder.
- Project Manager (PM) schedules the Pre-Proposal Meeting.
- PM submits the RFP Questionnaire form to Contract Specialist (CS) at least two days **before** the Pre-Proposal Meeting (This allows CS to issue the formal RFP on time because RFP is the official method for notifying the Contractor about the Pre-Proposal Meeting).
- CS sets up a JOC Work Order in FAMIS.
- CS drafts the final RFP and obtains the Contract Administrator’s signature.
- CS scans and e-mails a copy of the RFP to the Contractor and other stakeholders.
- CS drops off the original RFP in the Contractor’s inbox and retains a paper copy in order to create the paper Contract folder and add the project into the JOC Master Database.
- Administrative Assistant creates the paper Contract folder and files the paper copy of the RFP.



Project Management & Construction Services

Standard Operating Procedures

RFP

- There are three types of RFP's: Constructability review (usually needs full design, scope is not yet determined); Joint Scope (mostly low dollar projects, uses Engineering documents); and RFP with drawings.

Constructability Review

- Schedule Constructability Review – Scope of Work has not been determined; therefore, the purpose of this meeting is to determine who the Project Team is (meet with PSP & Contractor to get design underway), what work is needed, etc. There are two possible outcomes: (1) Follow up with a Joint Scope Meeting, or (2) Reissue RFP with drawings (if project needs “full” design).

Joint Scope

- Joint Scope Meeting (which is the Pre-Proposal Meeting) – The purpose of this meeting is to determine the Scope of Work; therefore, the meeting time should be scheduled for no less than 2-4 hours. After this meeting the Contractor has three (3) calendar days or less to submit preliminary Scope of Work (on their letterhead) to PM.
- Once the preliminary Scope of Work is received, PM, client, and Construction Coordinator review the preliminary Scope of Work. Once the client approves the Scope of Work in writing (e-mail is acceptable) the clock starts on preliminary pricing.

RFP with Drawings

- PM should attend the Pre-Proposal Meeting with the CC, Client, and Contractor. Without these four attendees, the meeting is invalid.
- PM should also have a meeting sign-in sheet and meeting agenda.
- At the Pre-Proposal Meeting, PM should set up a date for the Pre-Construction Meeting (discuss the meeting with attendees).
- After the Pre-Proposal Meeting, PM should look at calendar and tentatively schedule progress meetings.
- PM or Project Specialist scans and files the meeting sign-in sheet and agenda then e-mail them to meeting attendees. PM should also notify CS who the PSP will be (if applicable) for status report updates.

Preliminary Pricing Clock

- The Preliminary Pricing Clock begins after the Pre-Proposal Meeting in case of the RFP with Drawings or after the Scope of Work has been finalized and approved in case of Joint Scope RFP's.
- Duration is based on the project budget, and the typical number of days Contractors have to turn in their proposals is as follows:
 - \$0-25k: 5 calendar days
 - \$25k-100k: 10 calendar days
 - >\$100k: 15 calendar days



Project Management & Construction Services

Standard Operating Procedures

*However, PLEASE NOTE: Each Contractor might agree to a different pricing proposal preparation schedule. CS lists in the RFP the correct number of calendar days allowed for turning in the proposal. The duration of the Pricing Clock can be determined by looking in each Contractor's master contract.

**PM's should produce their own estimate to compare (negotiate) with Contractor's estimate.

Proposal Turned In

- Once the Contractor turns in the Proposal, PM revises, makes changes as needed, and returns the Proposal to the Contractor.
- Contractor makes the necessary changes and returns the revised Proposal to PM.
- PM reviews and confirms that appropriate changes were made. If the revised Proposal is approved, PM writes "Approved as Written" and the date on the Proposal. This becomes the FINAL proposal (base price is now firm/fixed – other expenses can vary).
- PM will then forward a copy of the final approved Proposal to the Contractor and place the original in the paper project file.
- PM must get client approval (usually by e-mail) and save the approval in the electronic project folder.
- If funding is not already in place, PM submits a Funding Request for the project.

Job Order

- After the Proposal is finalized and approved, PM submits the Job Order Request (JOR) form together with a copy of the signed/approved proposal to CS. Funding must be in place at this time.
- CS verifies that funds are in place (via DEFINE and/or a funding request), drafts the Price Recommendation Letter and the Job Order Contract package (which involves updates in FAMIS and JOC Master Database).
- CS then obtains Contract Administrator's and Associate Director's signatures on the Price Recommendation Letter and issues the Job Order to the Contractor.
- The Contractor returns the signed Job Order along with payment/performance bonds (as applicable) and HUB Subcontracting Plan (HSP) (Exception: For projects above \$100K, Contractor has 30 days to submit their HSP).
- CS routes the Job Order throughout PMCS for Contract Administrator, Associate Director, and Director to sign. After all signatures are received, CS routes to Business Services for encumbrance (contract is now "fully executed").

Pre-Construction Phase

RFI's Issued (A,B,C... format)

Pre-Construction Meeting

- This meeting officially hands over the jobsite to the Contractor (Contractor puts up their signs – the Contractor "owns" the jobsite).



Project Management & Construction Services

Standard Operating Procedures

- PM will schedule/establish Progress Meetings (intervals, etc.)

After Pre-Construction Meeting

- Contractor has 7 days to submit:
 - SubContractors List
 - Continuation Sheet
 - Project Schedule (GANTT format)
 - Submittals (for approval)

Construction Phase

Any of the following may occur during the Construction Phase:

Pay Apps:

- Contractors submit applications for payment, including the Continuation Sheet (Schedule of Values) and HUB Progress Assessment Report (HUB PAR) to CS.
- CS processes pay applications (incl. review for accuracy and completeness and updates to the JOC Master Database).
- CS will first route to PM for approval. If PM approves the pay app, PM will sign and route it to the Construction Coordinator.
- If the Construction Coordinator approves the pay app, he/she will sign it and return it to CS.
- CS will then route the pay app to the Contract Administrator and then to Business Services for processing.
- CS engages Administrative Assistant's help in pay application processing as deemed necessary.

RFI's (1,2,3,...) ("Modified Addendum"):

- Client or PSP questions – turn in to PM (copy CC); PM forwards to Contractor who replies to all (often via e-mail). Often these documented questions will turn into Change Orders.

Progress Reports

Site Observation Reports:

- Weekly reports performed by Construction Coordinator and submitted to PM

Architect's Supplemental Instruction (ASI's) (NOT a CO Request):

- PSP recommendations for how to address an issue that may require a Change Order. This is a recommendation ONLY. PM has final decision authority to follow these recommendations or not.



Project Management & Construction Services

Standard Operating Procedures

Change Orders:

- There are three (3) justifications for Change Orders:
 1. Client requested
 2. University requested
 3. Unforeseen Site Conditions
- If a situation requiring a change order arises, PM submits a Change Proposal Request (CPR) to the Contractor.
- PM may engage CS's help in issuing the CPR (by submitting the CPR Questionnaire to CS).
- The same negotiations process occurs for a Change Order as occurs for an RFP.
- PM approves the Change Order Proposal submitted by the Contractor and verifies that sufficient funds are in place (or submits Supplemental Funding Request).
- PM submits a Change Order Request (COR) form together with a copy of the signed/approved proposal to CS.
- CS verifies that sufficient funds are in place, then issues the Change Order.

Substantial Completion Phase

Project Substantially Complete:

- The Contractor will contact PM and Construction Coordinator to request the Final Inspection
- PM will schedule the Final Inspection with all necessary attendees. This may include the Fire Marshal, the Professional Service Provider, Custodial Services, etc. and everyone who has interest or stake in the project.
- Punch Inspection is held
 - At this point, the project is “substantially complete” (97%). The Contractor should be demobilizing from the jobsite (turning space over to the client).
 - The client can move in unless there are special circumstances (e.g. waiting on “client-provided” equipment needed for space, etc.)
- Work is checked.
- Punchlist is created by PM listing all deficiencies.
- PM issues the punchlist to the Contractor. The project is 98% complete at this point. PM also routes a copy of the punchlist to CS.
 - CS confirms that the date on the punchlist is the date of Substantial Completion. If it is, CS issues the Certificate of Substantial Completion to the Contractor.
 - The Contractor has 30 days to complete/fix all punchlist items.
 - The punchlist is then signed off as 100% complete by PM, Construction Coordinator, Client, and Contractor (rep. – authorization e-mail is sufficient).
- Final Inspection is held.
 - PM verifies that all work and all punch items are complete.



Project Management & Construction Services

Standard Operating Procedures

Project Closeout:

- Contractor submits final pay application along with all other applicable closeout documents to Contract Specialist:
 - Closeout Documents Letter
 - Certificate of Substantial Completion
 - Completed/Signed Punchlist
 - Warranty Letter
 - Affidavit of Bills Paid
 - Consent of Surety (Applicable only to projects \$25K and above)
 - Final HUB Report
 - Locks/Keys Receipt
 - “As Built” Documents
 - O&M Manuals
 - Add/Delete Modification Log
 - All Other Final Submittals
 - Final Pay App

(Once these documents have been submitted to CS, the project is 99% complete)
- CS will route Final Pay App throughout PMCS for approval before sending to Business Services for processing. PM is responsible for confirming that all closeout documents have been submitted BEFORE signing off on final pay application. CS engages Administrative Assistant’s help in final pay app processing as deemed necessary.
- CS receives voucher from Business Services stating that the final pay application has been paid.
- When Business Services email CS that the JOC Purchase Order has been placed in the “Complete” status, CS closes the associated JOC Work Orders in FAMIS.
- CS may engage the help of the Administrative Assistant in final pay application processing.