

TUSKEGEE UNIVERSITY

University Policy: CONSTRUCTION PROJECTS EXECUTION POLICY

Policy Category: Business and Fiscal Affairs

Subject: Construction Projects Execution Management

Office Responsible for Review of this Policy: Business and Fiscal Affairs

I. SCOPE

This document sets out the policy, authorities and requirements for authorization for all construction and renovation activities carried out in University owned and operated facilities.

II. POLICY STATEMENT

Tuskegee University's "Construction Projects Execution Policy" mandates the process for executing construction projects on the University's main campus and other land owned by the University.

III. PURPOSE

The purpose of this policy is to ensure that construction/renovation that is performed on Tuskegee University campus or other land owned/leased by the University is in compliance with University Policies and Procedures, Facilities Manual, Campus Construction and Maintenance Policies. All work performed must be in accordance with these requirements and pursuant to proper authorization, as described in more detail throughout this policy.

IV. TO WHOM THIS POLICY APPLIES

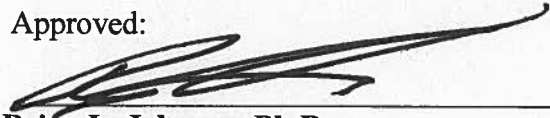
This policy applies to all University organizations and all projects executed on property owned or leased by the University as well as all capital grants (federal, state, corporate, and/or foundation supported) provided for construction projects.

V. EFFECTIVE DATE

This policy is effective immediately.

VI. SIGNATURE, DATE, AND APPROVAL

Approved:



Brian L. Johnson, Ph.D.
President

Date Approved: *This policy was approved unanimously by the Board of Trustees at the Annual Board of Trustees meeting held on October 17, 2015.*

TUSKEGEE UNIVERSITY CONSTRUCTION PROJECTS EXECUTION POLICY

I. POLICY STATEMENT

Tuskegee University's (the University's) "Policy on Authority to Execute Construction Projects" mandates the process for executing construction and renovation projects on the University's campus and other land owned or leased by the University.

II. POLICY PRINCIPLES

The University executes construction projects to build new facilities; maintain, repair, and renovate existing facilities; and implement other improvements to the campus infrastructure, grounds, or lands owned or leased by the University. These projects represent major investments of University resources and have long-term impact to the University campus and finances. As such, it is essential that all construction projects are:

- Executed in a well-planned, professional, and high-quality manner.
- Executed by the University and are managed and administered in compliance with the Alabama Competitive Bid and Public Works Laws.
- Designed with sound architectural and engineering principles and practices, and in compliance with national life safety, fire protection, electrical, and other building codes intended to ensure and maintain safety, as well as with any binding declarations and covenants.
- In compliance with the Campus Master Plan.
- In compliance with the University's character and image standards and design and construction standards, as well as with any binding declarations and covenants;
- In compliance with applicable national, state, and/or local regulations regarding environmental concerns and storm-water management.

To ensure that these requirements are met, the Tuskegee University Capital Projects and Facilities Management Division has authority to bid, award, and manage construction contracts on behalf of the University or to execute construction projects on University property, in conformity with the Capital Projects Approval Policy.

III. APPLICABILITY

This policy applies to all University organizations and all projects executed on property owned or leased by the University as well as all capital grants (federal, state, corporate, and/or foundation supported) provided for construction projects.

IV. POLICY MANAGEMENT

Responsible Office: Tuskegee University Capital Projects and Facilities Management Division

Responsible Executive: President, Tuskegee University

Responsible Officer: Vice President, Capital Projects and Facilities Management

V. DEFINITION

Construction Project: any project that constructs, repairs, renovates, alters, remodels, installs, modifies, or replaces University facilities, infrastructure or grounds as well as their associated equipment and components.

VI. POLICY PROCEDURES

1. **Execution of Construction Contracts and Projects by Facilities Management:** With few exceptions, all construction contracts on behalf of the University will be bid, awarded, and managed by the Capital Projects and Facilities Management Division.
2. **Execution of Construction Projects by the Capital Projects and Facilities Management Division:** The Division will provide:
 - a. Project location
 - b. A detailed scope of work
 - c. Rationale for why the requesting organization needs to execute this project
 - d. Proposed method for design and engineering
 - e. Proposed execution schedule
 - f. Estimated cost
 - g. Proposed project manager
 - h. Bidding and contracting strategy
 - i. Cost analysis of on-going operational and maintenance costs.
3. The Capital Projects and Facilities Management Division will conduct design reviews at the following milestones: schematic design, 50% construction documents, and 95% construction documents.
4. The Capital Projects and Facilities Management Division will bid the contract and manage the project.
5. Once the project has been successfully bid and the contractor is deemed to be qualified to execute the work, the Capital Projects and Facilities Management Division will issue a Construction Project Notice to Proceed to the requesting organization authorizing the work to commence.
6. No construction projects or contracts shall be undertaken on the University's main campus or other property without written approval by the Capital Projects and Facilities Management Division.

VII. SANCTIONS

Failure to follow the procedures listed above shall result in the cancellation of non-conforming contracts and projects.

VIII. INTERPRETATION

All questions regarding this policy are the purview of the Vice President for Capital Projects and Facilities Management.

APPROVED:

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