Minor Projects

The need for a Project is recognized by User (Owner's Representative), by visual observation, periodic maintenance surveys, by availability of funding to enhance a University department (gift, grant or other), the UF Physical Plant Deferred Maintenance List, or to increase facility's usefulness and/or historical integrity.

Work Order

A Work Order is issued by the UF Physical Plant Division (PPD) Work Management Center, in response to a request from the User, PPD Personnel or other UF entity. The Work Order is sent to PPD Operations Engineering, which determines, usually by the cost or complexity of the Project whether to address the Project with their forces or send the Work Order to PPD Architecture/Engineering (A/E) Department. This scenario addresses only the Work Order processes as they apply to the A/E Department.

Scope of Work

Upon receipt of the Work Order, it is assigned to a (A/E) Project Manager, who will, in conjunction with the User, develop a Scope of Work, which describes the objectives of the project and may identify the amount of funding. This Scope of Work is signature approved by the A/E Assistant Director, the User and the Project Manager.

Request for Proposal

The Project Manager will then issue a Request for Proposal to one of several consultants under contract with the University of Florida to perform professional services. The Request for Proposal will include descriptions utilizing the Scope of Work, program data and probably conferences and on-site meetings.

Proposal Submittal

The consulting firm responds to the Request for Proposal with a Proposal, which includes an understanding of the Scope of Work, methodology proposed for achieving project goals and the fee that is proposed.

Purchase Order

Upon acceptance of the Proposal, usually following negotiations to confirm a meeting of the minds, a request for a Purchase Order (PO) is issued to the UF Purchasing Department.

Notice to Proceed

When the PO is issued, the Consultant is given an original copy of the PO and a Notice to Proceed from the Project Manager. If it is decided that a Construction Management (CM) Company should be used for pre-construction services, the company would be selected with the same processes that are used for the Consultant. The services of the CM Company would extend through the completion of the Project.