

MISSISSIPPI STATE UNIVERSTIY
Office of Planning Design and Construction Administration

CAPITAL IMPROVEMENTS
CONSTRUCTION AND RENOVATION PROJECT APPROVAL PROCEDURES
MISSISSIPPI STATE UNIVERSITY

I. PROJECT INITIATION

All alterations, construction and renovation projects on property owned by Mississippi State University shall be run through the Office of Planning Design and Construction Administration for review and approval. To initiate a project, a work request must be submitted through the Department of Facilities Management's Service Desk. The service desk can be reached at www.fm.msstate.edu or by phone at 662-325-2005.

All capital projects greater than \$1,000,000 located on Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) property, regardless of funding source and regardless of delegated authority, must be authorized by the Institutions of Higher Learning. All projects funded by state bonds must be authorized by the Institutions of Higher Learning regardless of the funding amount.

A. University Funded Projects

1. Project Approval Request Form: University funded projects are proposed by the completion of a Project Approval Request Form, where the project scope, funding, and administrative approvals are forwarded to the President for final approval.
2. Funding: University funding for projects may consist of general budget appropriations, federal, other state agency (e.g., MDOT), self-generated, private, or Educational Building Corporation bond funds depending on the using agency or department.
3. Appointment of Project Professional: Selection of professionals is based on qualifications of the professional to perform the work. The selection of professionals involves various steps and is administered by The Office of Planning Design Construction Administration.
4. Project Approval Agenda Item to IHL: Once the items noted above are accomplished, The Office of Planning, Design and Construction Administration prepares an agenda item for IHL approval. If in-house design professional is proposed, it will be requested in this agenda item. The agenda item is forwarded through appropriate University administrators for final approval by the President, and then submitted to The IHL Board for approval and to be recorded in their minutes. Following approval, IHL sends a

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confirmation letter to the Bureau of Building and MSU for record and file.

II. PROFESSIONAL CONTRACT

Design work may be accomplished by a licensed professional within The Office of Planning Design and Construction Administration staff or through a contract with a consultant licensed to practice in Mississippi.

A. University Funded Projects

To retain an external consultant, The Office of Planning, Design and Construction Administration , with IHL approval of the professional firm on file, fills out the MSU Standard Form of Agreement Between Owner and Professional, obtains the signature of the proper officer of the firm, and completes the agreement with the signature of the Director of Procurement and Contracts. In-house design work requires no contract. Any special project contracting requirements, such as Davis-Bacon Act requirements for federal funds, are included in the project professional's scope of work and brought to their attention at this time.

B. State of Mississippi Funded Projects

The Bureau of Building will execute a contract with the professional firm agreed upon by MSU, IHL, and the Department of Finance and Administration (Bureau of Building and Real Property Management).

III. APPROVAL OF SCHEMATIC OR DESIGN DEVELOPMENT DOCUMENTS

For MSU or State of Mississippi funded projects, and upon completion of review of documents, The Office of Planning, Design and Construction Administration prepares a Request for Approval form to IHL requesting approval of documents with project number and name, estimated budget of project expenditures, name of design professional, and source of funds. The form is then forwarded through appropriate University administrators for final approval by the President, and then submitted to IHL for Board approval and to be recorded on their minutes. Following approval, IHL sends a confirmation letter to MSU for record and file, and they will also forward their approval to the Bureau of Building if the project is funded and managed by that agency. For projects under \$1,000,000 Institutions of Higher Learning approval is not required. Letters of approval for state funded projects under \$1,000,000 to the Bureau of Buildings shall be copied to the Institutions of Higher Learning.

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IV. APPROVAL OF CONSTRUCTION DOCUMENTS & AUTHORIZATION TO BID

For MSU or State of Mississippi funded projects, and upon completion of review of documents, The Office of Planning, Design and Construction Administration prepares a Request for Approval form to IHL requesting approval of documents and permission to bid with project number and name, estimated budget of project expenditures, and source of funds. The form is then forwarded through appropriate University administrators for final approval by the President, and then submitted to IHL for Board approval and to be recorded on their minutes. Following approval, IHL sends a confirmation letter to MSU for record and file, and they will also forward their approval to the Bureau of Building if the project is funded and managed by that agency. For projects under \$1,000,000 Institutions of Higher Learning approval is not required. Letters of approval for state funded projects under \$1,000,000 to the Bureau of Buildings shall be copied to the Institutions of Higher Learning.

V. SOLICITATION OF BID PROPOSALS

A. University Funded Projects

1. Single Prime General Contract Projects: Projects to be awarded to a single prime general contractor (lump sum contract) have their bid documents as prepared by the project professional submitted to The Office of Planning, Design and Construction Administration for review and forwarding to Procurement and Contracts (P&C). P&C reviews the bid documents prior to advertising for bids, then advertises for and receives bids in accordance with state statutes.
2. Multiple Prime Contract Projects: Projects to be awarded to multiple prime contractors submit their bid documents received from the project professional to The Office of Planning, Design and Construction Administration for review and forwarding to Procurement and Contracts. Procurement and Contracts reviews the bid documents prior to advertising for bids, then advertises for bids or otherwise receives bids in accordance with state statutes.
3. Projects under \$50,000: For projects under \$50,000 to be awarded to a single prime general contractor (lump Sum contract) a minimum of three quotes shall be required and shall be received by Procurement and Contracts.

B. State of Mississippi Funded Projects

The Bureau of Building receives bid documents as approved in paragraph IV. above and advertises for and receives bids in accordance with state statutes.

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VI. AWARD OF CONTRACT

A. University Funded Projects

1. Single Prime General Contract Projects: Bids received are reviewed by The Office of Planning Design and Construction Administration with the appropriate University administrators, then The Office of Planning, Design and Construction Administration staff prepares a Request for Approval form to IHL requesting approval of the lowest and best bidder with project number and name, estimated budget of project expenditures, name of professional and source of funds. The form is then forwarded through appropriate University administrators for final approval by the President, and then submitted to IHL for Board approval and to be recorded on their minutes. Following approval, IHL sends a confirmation letter to MSU for record and file. The Office of Planning, Design and Construction Administration fills out the MSU Standard Form of Agreement Between Owner and Contractor, obtains the signature of the proper officer of the firm, and completes the agreement with the signature of the Director of Procurement and Contracts.

2. Multiple Prime Contract Projects: Quotes received for multiple prime contract projects are reviewed by The Office of Planning, Design and Construction Administration and the Facilities Management Procurement Office, then the low bids are submitted to Procurement and Contracts for review, approval, and the issuing of purchase orders to the individual contractors.

B. State of Mississippi Funded Projects

The Bureau of Building forwards the bids received in paragraph V., subparagraph B. above, to MSU. The Office of Planning, Design and Construction Administration reviews the lowest and best bid with the appropriate University administrators, then prepares a Request for Approval form to IHL requesting approval of low bidder with project number and name, estimated budget of project expenditures, name of Professional, and source of funds. The form is then forwarded through appropriate University administrators for final approval by the President, and then submitted to IHL for Board approval and to be recorded on their minutes. Following approval, IHL sends a confirmation letter to MSU for record and file, and they will also forward their approval to the Bureau of Building since the project is managed by that agency. For projects under \$1,000,000 Institutions of Higher Learning approval is not required. Letters of approval for state funded projects under \$1,000,000 to the Bureau of Buildings shall be copied to the Institutions of Higher Learning

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VII. PROJECT ADMINISTRATION

A. University Funded Projects

All University capital construction projects are administered by The Office of Planning, Design and Construction Administration, which assigns a Construction Administrator to each project. The Construction Administrator works with the project professional, whether in-house or external consultant, and insures that construction is administered in accordance with the Standard Form of Agreement Between the Owner and Contractor, and General Conditions of the Contract.

The Construction Administrator assures that all record documents such as applications for payment, submittal approvals, and change orders receive the proper signatures. The Construction Administrator also is responsible for collecting and filing project correspondence and any forms required to meet regulatory compliance.

B. State of Mississippi Funded Projects

The Bureau of Building normally delegates project administration responsibility to the project professional, and they also assign a staff inspector to oversee all aspects of each project. The Office of Planning, Design and Construction Administration will assign a Construction Administrator to each state funded project to monitor and coordinate with the Project Professional and the staff inspector assigned by the Bureau of Buildings.

VIII. APPROVAL OF CHANGE ORDERS

A. University Funded Projects

1. Single Prime General Contract Projects: Change requests are normally compiled by the project professional into a formal change order form , and signatures of the project professional and a principal officer of the contractor are obtained. Change orders are reviewed by The Office of Planning, Design and Construction Administration with the appropriate University administrators, then The Office of Planning, Design and Construction Administration staff prepares a Request for Approval form to IHL requesting approval of the change order with project number and name, estimated budget of project expenditures, name of the professional, name of contractor and source of funds. The form is then forwarded through appropriate University administrators for final approval by the President, and then submitted to IHL for Board approval and to be recorded on their minutes. Following approval, IHL sends a confirmation letter to MSU for record and file.

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The Office of Planning, Design and Construction Administration with IHL approval of the change order on file, completes the agreement with the signature of the Director of Procurement and Contracts. Record copies are then distributed to the project professional and the contractor.

2. Multiple Prime Contract Projects: Changes required in multiple prime contract projects are reviewed by The Office of Planning, Design and Construction Administration, and the Facilities Management Procurement Office, then a request to amend the purchase order is submitted to Procurement and Contracts for review, approval, and the issuing of amended purchase orders to the individual contractors.

B. State of Mississippi Funded Projects

Change orders for projects administered by the Bureau of Building are normally compiled by the project professional into the Bureau of Building's formal change order form, and signatures of the project professional and a principal officer of the contractor are obtained. Change orders are submitted by the project professional to MSU for review by The Office of Planning, Design and Construction Administration with the appropriate University administrators, then The Office of Planning Design and Construction Administration prepares a Request for Approval form to IHL requesting approval of the change order with project number and name, estimated budget of project expenditures, name of professional, name of contractor and source of funds. The form is then forwarded through appropriate University administrators for final approval by the President, and then submitted to IHL for Board approval and to be recorded on their minutes. Following approval, IHL sends a confirmation letter to MSU for record and file, and they will also forward their approval to the Bureau of Building since the project is managed by that agency.

VIII. INSTITUTIONS OF HIGHER LEARNING BOARD APPROVAL

Once the Institutions of Higher Learning board approval has been obtained at the initiation of the project, no further board approvals are required, with the exception of a colored rendering of the facility. Construction cannot begin until the rendering of the facility has been approved by the IHL Board. All other approvals shall be by the Institutions of Higher Learning staff. Institutions of Higher Learning board approval shall be obtained if one of the four items changes, budget, scope of work, project professional or funding sources.