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Procedure Statement

For the purposes of this Standard Administrative Procedure (SAP), a construction project is any work involving the construction, repair, renovation, or rehabilitation of buildings, facilities or other permanent improvements on the properties of The Texas A&M University System (system) that are assigned to Tarleton State University and managed by system Facilities Planning and Construction Office (FPC), accomplished by a construction contract and/or any work which is designed, in whole or in part, by a contracted architect/engineer. A major construction project is typically over \$4 million and administered by the FPC. Construction projects comprise the overall life of the project to include project initiation, program of requirements, detailed design, construction, occupancy, contractor certification, and project close out.

Reason for Procedure

Due to intensive timelines and the need for individualized project knowledge, a team approach to construction project coordination is ideal. This SAP provides guidance for the administration and coordination of major construction projects for Tarleton by a User Coordinator Team (UCT).

Procedures and Responsibilities

The UCT shall oversee and direct the compilation, analysis, and translation of user requirements to the system project manager who will direct the architect in converting the information into plans and specifications for the construction, renovation, or rehabilitation of campus buildings and facilities. The UCT provides specialized expertise related to facilities planning, construction, and finance and acts as liaison between project committees, project leaders, project architect, system project manager, and those individuals identified as resource personnel to the project (i.e., Director of Texan Card Operations, Director of Risk Management & Safety, Director of Facilities Maintenance, Director of Energy Management, Executive Director of Information Technology Services or designee, etc.).

1. USER COORDINATOR TEAM (UCT) ORGANIZATION

1.1 Where appropriate, a UCT will be established to coordinate the various construction phases through project completion.

1.2 The UCT is appointed by the president.

1.3 Members will include:

1.3.1 User Coordinator

1.3.2 Associate Vice President for Physical Facilities, or designee as appointed by the president.

1.3.3 Vice President for Finance and Administration/CFO, or designee as appointed by the president.

1.3.4 Additional members may be appointed as necessary.

2. RESPONSIBILITIES

2.1 User Coordinator

2.1.1 User Coordinator will be engaged in all stages of the project.

2.1.2 User Coordinator will act as liaison with campus executive management for reporting and all project activities, from project initiation, scope, budget and schedule definition, execution, move-in, transfer, etc.

2.1.3 User Coordinator will seek input and guidance from the vice president for finance and administration/CFO (or appointed designee) on available funds in the project before making decisions that will impact available funding.

2.1.4 User Coordinator is authorized to take actions and make decisions necessary to facilitate project development and completion. However, the vice president for finance and administration/CFO (or appointed designee) will certify that funds are available for proposed scope changes to the project that are not a part of the original project budget, or that other funds are available to cover the costs associated with the proposed change.

2.1.5 User Coordinator is the primary contact for project-related interactions with the system.

2.1.6 User Coordinator represents the unit and communicates basic construction and design requirements.

2.1.7 User Coordinator will chair the UCT.

2.2 Remaining Members

2.2.1 The remaining members of the UCT have the following responsibilities related to their area of involvement or expertise in the project:

2.2.1.1 Oversee construction process and ensure compliance with construction schedules, plans, and the progress of the work.

2.2.1.2 Serve as on-site liaison interface in resolving contractor and vendor issues.

2.2.1.3 Work with system FPC on financial matters associated with the project and ensure that the scope of the project stays within available funding.

Contact Office

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