

Division of Responsibilities

July 1, 2024

For In-House CF Construction Services or Departmental In House Construction Projects: for Projects <\$500K (Departmental construction per MOU assignment)

Note: any project which requires formal design or a construction contract shall be managed through Campus PD&C. (Check mark = Responsible party)

	UM - FPD	Campus PD&C	MUHC, MO-AES, ICA, IT, etc.
Policy & Procedures	✓		
Interpretation	✓		
Contract Documents Templates	✓		
All Modifications	✓		
Design & Construction Manuals	✓		
Authority Having Jurisdiction	✓		
Interpretations, Variances, & Equivalencies	✓		
Construction Document Review <\$500K		✓	
Building Permit determinations and Code Inspections July 1.		✓	
Building Permit approval<\$500K		✓	
Determining Accreditation Criteria/Inspections			✓
Project Start			
Initiate Project Request Form			✓
Assign Project Manager/Main Departmental Contact		✓	✓
Design Process			
Chair meetings		✓	
Schedule meetings		✓	
with Client & Campus Stakeholders		✓	Input
Develop Design (see CPDG for requirements)		✓	See Note 1
Develop Cost Estimates		✓	See Note 2
Submit Permit Application		✓	See Note 4
Initiate Code Interpretations, Variances, & Equivalencies		✓	
Reviews and Acts on Interpretations, Variances, & Equivalencie	✓		
Consultant Selection and Agreements		✓	
Design			
Program Components		✓	
Program Standards		✓	
Verify design per University Design Guidelines		✓	See Note 1
Verify Accreditation Standards Requirements			✓
Verify design per University Adopted Codes & Standards		✓	See Note 1
Review for Building Permit Approval		✓	
Exterior Appearance			
Set Design Directions Before Committee Presentations		✓	✓
Committee Recommendation		✓	✓
Campus Approval		✓	
Consultant Payments (as required)		✓	
Bidding Documents (as required)		✓	
Bidding & Award (as required)		✓	
Construction			
Sealed Construction Documents Required		✓	See Note 1
Administer the Construction Documents		✓	See Note 1
Submittals/Shop Drawings			✓

	<u>UM - FPD</u>	<u>MU PD&C</u>	<u>MUHC, MURR, MO-AES, ICA, etc.</u>
Construction Inspections		✓	
Building, Fire, and Special Inspections		✓	
Accreditation Inspection Agreements (as required)		✓	
Construction Coordination with Campus entities		✓	
Construction Coordination with Departmental entities			✓
Substantial Completion		✓	See Note 3
Certificate of Occupancy (TCO/FCO) or Final Inspection		✓	See Note 3
Closeout		✓	See Note 3
Record documents and Retention		✓	
<u>Administrative Review</u>			
First Level Review		✓	
Second Level Review	✓		
<u>Clarification Notes</u>			
Note 1: Can be performed by departmental registered architects or engineers for portions of work that do not require 3rd party consulting agreements (re. MUHC PDC, etc.). See departmental MOU for details.			
Note 2: Departments to provide cost estimates for portions of their self performed work (labor, materials, overhead).			
Note 3: Departments shall submit all required documentation for substantial completion, permit close out, and project close out.			
Note 4: Allowed via established departmental annual permits.			