

# Pennsylvania State System of Higher Education Facilities Manual

## Volume VIII-A

# State System of Higher Education Facilities Project Administration

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The procedures for administering State System contracts for acquiring professional services or procurement of facilities projects are contained in the State System's manuals entitled *Administrative Procedures for Professional Services for Facilities Projects* and *Administrative Procedures for Contract Procurement for Facilities Projects*, and the statutory provisions, Board of Governors policies, regulatory provisions, and applicable management directives are contained in Volumes I and II of this manual. A third manual entitled *Engineering Architectural Instruction for Facilities Projects* guides professional submission of contract documents prepared for State System facilities projects.

The procedures in these manuals must be followed when preparing contract documents and in the administration of contracts for accomplishing facilities projects. Failure to comply with the procedures could place the contract administrator in violation of statutory regulations and jeopardize the universities' and State System's contract authority.

The construction support office, located at Dixon University Center, 2986 North Second Street, Harrisburg, Pennsylvania, 17110, provides assistance to State System institutions during the preparation of contract documents, selection of professionals, and administration of awarded contracts. Members of the construction support office serve on the pre-claim hearing board for claims by contractors or professionals.

After project authorization/approval and release or identification of the source of funds for a facilities project, the university selects a professional (individual or firm) according to the administrative procedures manual to prepare the design, plans, specifications, and bid documents for the project. The university selects the procurement strategy that will provide the best and most economical means for accomplishing the work. Usually, the university publicly advertises and formally receives sealed bids for the project. A flow chart showing the process for accomplishing facilities construction or renovation projects is shown in Appendix VIII-A-1. Under certain properly justified situations a request for proposal contract methodology may be selected.

[Act 29 of 1996](#), permits guaranteed energy savings contracts that utilize a design/build type contract. The procedures for administering System contracts for energy savings projects, as authorized by the Guaranteed Energy Savings Act (GESA), are discussed in Volume V.

In all cases, no matter which procurement strategy is selected, competitive procedures must be used. A standard contract agreement is awarded to the lowest conforming, responsive, responsible bidder. The contractor is responsible for completing the project in accordance with the plans, specifications, and bid documents. The State System administers the contract

with a team usually including a project manager, quality assurance coordinator, contract specialist, and, for large projects (over \$1 million), a construction project manager consultant. Specific construction office staffing and qualifications are included in PASSHE Procedure 2012-11: Delegation of Authority to Administer Facilities Projects ([http://www.passhe.edu/inside/policies/Policies\\_Procedures\\_Standards/Delegation%20of%20Authority%20to%20Administer%20Facilities%20Projects%202012-11.pdf](http://www.passhe.edu/inside/policies/Policies_Procedures_Standards/Delegation%20of%20Authority%20to%20Administer%20Facilities%20Projects%202012-11.pdf)).

Although the contractor is responsible for providing work that meets the contract specifications, the State System institution, as owner, must determine if the contractor fulfills all the requirements specified in the contract documents. The institution is responsible for financially closing the contract and for administering the warranty provisions of the agreement. The State System institutions' responsibilities and the procedures for administering contracts for facilities projects are contained in the *Administrative Procedures for Contract Procurement for Facilities Projects* manual. Contract administrators, project managers, and quality assurance coordinators must be intimately knowledgeable of the contents of these State System facilities contracting manuals.