Designated Local Facilities Manager (DLFM) Project

WORKFLOWS

For use when a Facilities Project Initiation Form (FPIF) has been Approved

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Relevant Policies, Documents, and Acronyms

POLICIES
Facilities Project Initiation Form
https://fanda.uga.edu/FPIF/
Performing Work in UGA Facilities located outside of Clarke County and / or are “B” Unit Facilities
https://policies.uga.edu/Facilities/Performing-Work-Outside-University-of-Georgia-Facilities/

DOCUMENTS
• Instructions for Routing Requisitions by DLFM College/Department
• UGA Design & Construction Special Conditions for DBB
• UGA Design & Construction Special Conditions CM or DB
• ESD Fire Safety 354 Transmittal Form
  https://www.architects.uga.edu/standards
  Division 01
  General Requirements 01 41 26.03
  Fire Safety Transmittal Form
• OUA Closeout Checklist
• OUA Closeout Checklist for Contractors

ACRONYMNS
BOR=Board of Regents of the University System of Georgia
CM=Construction Manager
CCO=Component Change Order
DLFM=Designated Local Facilities Manager
DP=Design Professional
DB=Design-Build
DBB=Design-Bid-Build
ESD=Environmental Safety Division
FMD=Facilities Management Division
FPIF=Facilities Project Initiation Form
GEPA=Georgia Environmental Policy Act
GMP=Guaranteed Maximum Price
OUA=Office of University Architects for Facilities Planning
PM POC=Project Manager Point of Contact
# Is a Facilities Project Initiation Form Required?

## Facility Project Initiation Form Review / Approval Matrix

<table>
<thead>
<tr>
<th>Project Type (includes design and/or work)¹</th>
<th>Facilities Project Initiation Form Request</th>
<th>Facilities Management Division (FMD) and Office of University Architects (OUA) Approval or Recommendation²</th>
<th>Finance &amp; Administration Review/Approval</th>
<th>Provost Review / Approval³</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MAINTENANCE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scope doesn’t require any third-party consultants, engineers, or design professional fees greater than or equal to $2500</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Scope estimate is less than $50k and requires third-party consultants, engineers, or design professional fees greater than or equal to $2500</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Scope estimate is greater than or equal to $50k and requires third-party consultants, engineers, or design professional fees greater than or equal to $2500</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Utilizes a FMD or OUA Task Order Contract</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td><strong>PROJECT</strong> (New Construction/Addition/Renovation)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specific project approved via MRR Program (will utilize full or partial MRR funds)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Scope estimate is less than $25k without any third-party consultants, engineers, or design professional</td>
<td>No. FPF is not required though work must be performed per UGA Policies¹. Submit a Work Order if the scope is in a Resident Instruction facility in Clarke County.</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Scope estimate is less than $50k with third-party consultants, engineers, or design professional fees greater than or equal to $2500</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Scope estimate is greater than or equal to $50k regardless of third-party consultants, engineers or design professional fees</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Scope estimate is greater than or equal to $50k regardless of third-party consultants, engineers or design professional fees and utilizes full or partial MRR funds that were not approved through MRR process for this specific project</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Change in Use of Space (i.e. restroom to IT closet, etc.)</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Requires new space lease or modification to an existing space lease</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Varies</td>
</tr>
</tbody>
</table>

¹ Refer to Engaging Design Professionals and Contractors, Performing Work in UGA Facilities, and Performing Work Outside of Clarke County policies.

² Approval if less than $25k; recommendation if more than $25k

³ Provost Approval not applicable for University Housing or Finance & Administration projects (President approval may be required on case by case basis).
Designated Local Facilities Manager (DLFM) Project
WORKFLOW TYPES

PRE-REQUISITE

0 GEORGIA ENVIRONMENTAL POLICY ACT (GEPA) Workflow

DESIGN

1A Project **Without** DESIGN PROFESSIONAL and / or any CONSULTANTS Workflow
1B Project **With** DESIGN PROFESSIONAL and / or CONSULTANTS Workflow

CONSTRUCTION PROCUREMENT

2A BIDDING for DESIGN-BID-BUILD **Without** a Design Professional of Record Workflow
2B BIDDING for DESIGN-BID-BUILD **With** a Design Professional of Record Workflow
2C LUMP SUM TASK ORDER Workflow
2D CONSTRUCTION MANAGER or DESIGN-BUILD TASK ORDER Workflow

CONSTRUCTION ADMINISTRATION

3A CONSTRUCTION ADMINISTRATION for DESIGN-BID-BUILD Workflow
3B CONSTRUCTION ADMINISTRATION for TASK ORDER Workflow
# DLFM Project PURCHASE ORDER / CONTRACT SUMMARY / APPLICABLE WORKFLOWS

*For use when a FPIF has been approved*

## Design Professional or Consultant

<table>
<thead>
<tr>
<th>Purchase Order Required</th>
<th>Contract Required</th>
<th>Contract Prepared By</th>
<th>Change Orders Prepared By</th>
<th>Invoices Sent to</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>N</td>
<td>N/A</td>
<td>N/A</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>Y</td>
<td>Y</td>
<td>FMD or OUA Contract Specialist</td>
<td>FMD or OUA Contract Specialist</td>
<td>FMD or OUA PM POC</td>
</tr>
</tbody>
</table>

## Maintenance or Construction

<table>
<thead>
<tr>
<th>Purchase Order Required</th>
<th>Contract Required</th>
<th>Contract Prepared By</th>
<th>Change Orders Prepared By</th>
<th>Invoices Sent to</th>
<th>Applicable Workflows</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>N</td>
<td>N/A</td>
<td>Procurement</td>
<td>Procurement</td>
<td>0, 1A, 2A, 3A</td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>N/A</td>
<td>Procurement</td>
<td>Procurement</td>
<td>0, 1B, 2B, 3A</td>
</tr>
<tr>
<td>Y</td>
<td>Y</td>
<td>Procurement</td>
<td>Procurement</td>
<td>Procurement</td>
<td>0, 1A, 2A, 3A</td>
</tr>
<tr>
<td>Y</td>
<td>Y</td>
<td>Procurement</td>
<td>Procurement</td>
<td>Procurement</td>
<td>0, 1B, 2B, 3A</td>
</tr>
<tr>
<td>Y</td>
<td>Y</td>
<td>FMD or OUA Contract Specialist</td>
<td>FMD or OUA Contract Specialist</td>
<td>FMD or OUA PM POC</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Y</td>
<td>FMD or OUA Contract Specialist</td>
<td>FMD or OUA Contract Specialist</td>
<td>FMD or OUA PM POC</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Y</td>
<td>FMD or OUA Contract Specialist</td>
<td>FMD or OUA Contract Specialist</td>
<td>FMD or OUA PM POC</td>
<td></td>
</tr>
</tbody>
</table>

*Applicable Workflows:*
- 0, 1A, 2A, 3A
- 0, 1B, 2B, 3A
- 0, 1A or 1B, 2C, 3B
- 0, 1A or 1B, 2D, 3B
Designated Local Facilities Manager (DLFM) Project

0 GEORGIA ENVIRONMENTAL POLICY ACT (GEPA) Workflow

This workflow is a Pre-requisite and applies for ALL projects with Ground Disturbing Activities. It should be completed simultaneously with other applicable workflows but must be completed prior to Ground Disturbing Construction.

Are there any ground disturbing activities?*

If it is used for agricultural purposes, it is not automatically exempt and for each project should be confirmed if a GEPA is required.

No further action required

Yes**

Simultaneously

DLFM Prepares project description including amount of area to be disturbed and for what purpose, and emails to Matt Sammons mtsammon@uga.edu at Environmental Safety Division (ESD) who will follow up via email or phone call on next steps. If it is determined that a consultant is required to complete the GEPA, then go to 1B Project With DESIGN PROFESSIONAL and / or CONSULTANTS Workflow and return to this workflow once contracted.

ESD submits GEPA to BOR and copies DLFM and PM POC

For Design-Bid-Build Delivery less than $50,000 construction cost, DLFM includes UGA Design & Construction Supplemental General Requirements & Standards https://www.architects.uga.edu/standards Section 00 00 04 Environmental to Procurement along with any subcontractor quotes that will be performing ground disturbing activities when submitted via Instructions for Routing Requisitions and Change Orders by DLFM

Continue with Workflows applicable to specific project.

GEPA must be completed and signed before commencing construction with ground disturbing activities.

*The action is a land disturbing activity, including but not limited to scraping, plowing, clearing, dredging, grading, excavating, transporting or filling of land, or placement of any structure or impervious surface, dam, obstruction or deposit.

**If yes, follow both paths simultaneously

02/21/2021
Designated Local Facilities Manager (DLFM) Project

1A Project without DESIGN PROFESSIONAL and / or any CONSULTANTS Workflow

- **FPIF Approved** listing DLFM method and contact
- **DLFM and PM POC assigned**
- **PM POC coordinates** Project Expectations / Requirements meeting with DLFM. Determine project delivery method and next steps. Does DLFM still want to manage?
  - No → **Assign full Project Management to OUA or FMD**
  - Yes* → **DFLM works with contractor and prepares project drawings, specifications, and or narratives of scope of services that makes it clear what quantity and quality UGA is purchasing.**
  - Yes* → **Simultaneously continue**
    - If Construction Manager or Design-Build Task Order Delivery Method, simultaneously go to:
      - **2D CONSTRUCTION MANAGER or DESIGN-BUILD TASK ORDER Workflow**
      - **GEPA may be required and must be resolved prior to starting construction. Go to 0 GEPA Workflow for DLFM**
    - No → **Assign full Project Management to OUA or FMD**

- **Will the ground be disturbed?**
  - Yes → **GEPA may be required and must be resolved prior to starting construction. Go to 0 GEPA Workflow for DLFM**
  - No → **No further action required**

- **Contact OUA Director of Historic Preservation Scott Messer, smesser@uga.edu to discuss if a cultural resource assessment study is required. If so OUA will coordinate. Results could affect Workflow.**

- **DFLM Submits for construction drawings to PM POC to submit to ESD Fire Safety with required 354 Transmittal Form which is available at https://www.architects.uga.edu/standards Division 01 General Requirements 01 41 26.03 Fire Safety Transmittal Form**

- **ESD Fire Safety issues construction permit to PM POC and DLFM (PM POC forwards to DLFM if not copied originally). PM POC will receive stamped hard copy drawings that are required to be at the construction site and ship to DLFM.**

- Go to next workflow as applicable:
  - **2A BIDDING for DESIGN-BID-BUILD Without a Design Professional of Record Workflow**
  - **2C LUMP SUM TASK ORDER Workflow**
  - **3B CONSTRUCTION ADMINISTRATION for TASK ORDER Workflow**

*Continue all 4 pathways at the same time as applicable
Designated Local Facilities Manager (DLFM) Project

1B Project With DESIGN PROFESSIONAL and / or CONSULTANTS Workflow

- FPIF Approved listing DLFM method and contact
- DLFM and PM POC assigned
- PM POC coordinates Project Expectations / Requirements meeting with DLFM
  - Determine project delivery* method and next steps. Does DLFM Still want to manage?
  - Yes*
    - PM POC secures new building # if needed
      - As applicable DLFM secures proposals for Design Professional (architect or engineer) to prepare documents that will be used for construction
      - Is fee for less than or equal to $2499?
        - Yes
          - DLFM submits approved invoices to Accounts Payable
          - DLFM email entity approval to proceed with work.
          - As applicable DLFM meets with DP and / or consultants to develop appropriate documents (Continue to next page)
        - No
          - No further action required
      - No
        - No further action required
  - No
    - Assign full Project Management to OUA or FMD

- If a building renovation, is the building over 50 years old?
  - Yes*
    - As applicable DLFM secures proposals for Design Professional (architect or engineer) to prepare documents that will be used for construction
      - Is fee for less than or equal to $2499?
        - Yes
          - DLFM submits approved invoices to Accounts Payable
          - DLFM email entity approval to proceed with work.
          - As applicable DLFM meets with DP and / or consultants to develop appropriate documents (Continue to next page)
        - No
          - No further action required
  - No
    - No further action required

Contact OUA Director of Historic Preservation Scott Messer, smesser@uga.edu to discuss if a cultural resource assessment study is required. If so OUA will coordinate. Results could affect Workflow.

For DP: DLFM prepares UGA Design & Construction Special Conditions for Design-Bid-Build or UGA Design & Construction Special Conditions for CM or DB https://www.architects.uga.edu/standards and sends to PM POC who will send to contract specialist. PM POC shall notify Contract Specialist to include DLFM as cc at end of DocuSign process. For other consultants, DLFM forwards proposal to PM POC for contract specialist to prepare General Consultant Contract.

Will the ground be disturbed?
  - Yes
    - GEPA may be required and must be resolved prior to starting construction. Go to 0 GEPA Workflow for DLFM
  - No
    - No further action required

*Continue all 3 pathways at the same time as applicable

02/21/2021
Designated Local Facilities Manager (DLFM) Project  
1B Project with DESIGN PROFESSIONAL and / or CONSULTANTS Workflow (Continued)

(Continues from previous page) As applicable DLFM meets with DP and / or consultants to develop appropriate documents

If Construction Manager or Design-Build Task Order Delivery Method, simultaneously go to:
• 2D CONSTRUCTION MANAGER or DESIGN-BUILD TASK ORDER Workflow

If Construction Manager or Design-Build Task Order Delivery Method, simultaneously go to:
• 2D CONSTRUCTION MANAGER or DESIGN-BUILD TASK ORDER Workflow

DLFM submits drawings and specifications to FMD Facilities Inventory facilities-inventory@fmd.uga.edu to start bluebeam review process. DLFM to include a note that specifies [insert name] campus is responsible for maintenance. This should be repeated for each phase of design, for any Construction Manager at Risk Delivery or Design-Build Component Change Orders and the Guaranteed Maximum Price Change Order

Resolve all comments

For invoices, is the PM POC with OUA or FMD?

OUA POC receives invoices and sends to invoiceOUA@uga.edu. The OUA PM will add in the instruction for the DLFM to be included in the DocuSign routing and for the DLFM to sign and OUA POC to initial.

FMD POC receives invoices and sends to FMD Administrative Assistant. The FMD POC will add in the instruction for the DLFM to be included in the DocuSign routing and for the DLFM to sign and FMD POC to initial.

FMD to submit any Add Services to PM POC who will forward to Contract Specialist. It will be routed through Procurement and a Notice to Proceed will be issued.

OUA POC

FMD POC

DLFM submits drawings to PM POC to submit to ESD Fire Safety with required 354 Transmittal Form which is available at https://www.architects.uga.edu/standards Division 01 General Requirements 01 41 26.03 Fire Safety Transmittal Form

ESD Fire Safety issues construction permit to PM POC and DLFM (PM POC forwards to DLFM if not copied originally). PM POC will receive stamped hard copy drawings that are required to be at the construction site and ship to DLFM.

OUA POC

FMD POC

Go to next workflow as applicable:
• 2B BIDDING for DESIGN-BID-BUILD With a Design Professional of Record Workflow
• 2C LUMP SUM TASK ORDER Workflow
• 3B CONSTRUCTION ADMINISTRATION for TASK ORDER Workflow

02/21/2021
Designated Local Facilities Manager (DLFM) Project

**2A BIDDING for DESIGN-BID-BUILD Without a Design Professional of Record Workflow**

Is contractor (or subcontractor) bid anticipated to be equal to or more than $50,000?

- **Yes**
  - DLFM will obtain quote for scope of services from contractor using direct select method that makes it clear what quantity and quality UGA is purchasing and will submit to PM POC and Procurement by following Instructions for Routing Requisitions and Change Orders by DLFM.
  - If contractor will be performing ground disturbing activities (See GEPA Workflow), DLFM will include UGA Design & Construction Supplemental General Requirements & Standards at https://www.architects.uga.edu/standards Section 00 00 04 Environmental to Procurement when submitting quote via Instructions for Routing Requisitions and Change Orders by DLFM.
  - If new vendor to UGA, then DLFM should inform vendor to setup vendor information in UGAMart to expedite process.

- **No**
  - Is there a proposed contractor sole source justification?
    - **Yes**
      - DLFM will prepare sole source justification and submit using Instructions for Routing Requisitions and Change Orders by DLFM and copy PM POC
    - **No**
      - DLFM will assemble the scope of work description that makes it clear what quantity and quality UGA is purchasing along with completed UGA Design & Construction Special Conditions for Design-Bid-Build located at https://www.architects.uga.edu/standards and will submit to PM POC and Procurement by following Instructions for Routing Requisitions and Change Orders by DLFM.

Is there a proposed contractor sole source justification?

- **Yes**
  - DLFM will provide to Procurement, following the Instructions for Routing Requisitions and Change Orders by DLFM the UGA Design & Construction Special Conditions for Design-Bid-Build located at https://www.architects.uga.edu/standards draft Invitation to Bid Form that makes it clear what quantity and quality UGA is purchasing, including requested unit prices, deductive alternates, etc. For construction costs between $50,000 and $99,999 the DLFM will coordinate with Procurement on how Procurement would like to obtain 3 quotes. For construction equal to over $100,000, Procurement will advertise the bid.

- **No**
  - Does Procurement approve sole source?
    - **Yes**
      - Procurement Issues Purchase Order and Notice to Proceed. Work cannot start without NTP.
    - **No**
      - As applicable DLFM will meet potential bidders at Site Visits and answer inquiries

Go to 3A CONSTRUCTION ADMINISTRATION for DESIGN-BID-BUILD Workflow

DLFM will review bid tallies. If the bid increases the project budget more than 20% of the amount approved in the FPIF, the DLFM will notify PM POC and resolve. DLFM will notify Procurement of direction of concurrence of award including clarification of any deductive alternates.

02/21/2021
Designated Local Facilities Manager (DLFM) Project

**2B BIDDING for DESIGN-BID-BUILD With a Design Professional of Record Workflow**

- **Is contractor (or subcontractor) bid anticipated to be equal to or more than $50,000?**
  - **Yes**
    - DLFM will obtain quote for scope of services that states the drawings and specifications prepared by Design Professional that the quote is based on and will submit to PM POC and Procurement by following Instructions for Routing Requisitions and Change Orders by DLFM.
    - If contractor will be performing ground disturbing activities (See GEPA Workflow), DLFM will include UGA Design & Construction Supplemental General Requirements & Standards https://www.architects.uga.edu/standards Section 00 00 04 Environmental to Procurement when submitting quote via Instructions for Routing Requisitions and Change Orders by DLFM.
    - If new vendor to UGA, then DLFM should inform vendor to setup vendor information in UGAMart to expedite process.
  - **No**
    - DLFM will obtain quote for contractor scope of services that states the drawings and specifications prepared by Design Professional that the quote is based on and will submit to PM POC and Procurement by following Instructions for Routing Requisitions and Change Orders by DLFM.

- **Is there a proposed contractor sole source justification?**
  - **Yes**
    - DLFM will prepare sole source justification and submit using Instructions for Routing Requisitions and Change Orders by DLFM and copy PM POC.
  - **No**

- **Does Procurement approve sole source?**
  - **Yes**
    - Go to 3A CONSTRUCTION ADMINISTRATION for DESIGN-BID-BUILD Workflow
  - **No**
    - DLFM will provide to Procurement, following the Instructions for Routing Requisitions and Change Orders by DLFM the UGA Design & Construction Special Conditions for Design-Bid-Build located at https://www.architects.uga.edu/standards draft Invitation to Bid Form and list of construction documents and specifications prepare by Design Professional, including requested unit prices, deductive alternates, etc. For construction costs between $50,000 and $99,999 the DLFM will coordinate with Procurement on how Procurement would like to obtain 3 quotes. For construction equal to over $100,000, Procurement will advertise the bid.

- **Procurement Issues**
  - Purchase Order and Notice to Proceed.
  - Work cannot start without NTP.

- **Does Procurement issue Purchase Order?**
  - **Yes**
    - DLFM will review bid tallies. If the bid increases the project budget more than 20% of the amount approved in the FPIF, the DLFM will notify PM POC and resolve.
    - DLFM will notify Procurement of direction of concurrence of award including clarification of any deductive alternates.
  - **No**
    - As applicable DLFM will meet potential bidders at Site Visits and answer inquiries.
DLFM and PM POC will discuss Task Order Contractor options and PM POC will confirm contract capacity is available for the Contractor selected.

DLFM will obtain quote for scope of services from contractor that includes the full list of design professional drawings with titles and dates, as well as full list of specifications (if not on drawings). If there is not a Design Professional of record:

- DLFM will obtain quote for scope of services from contractor that makes it clear what quantity and quality UGA is purchasing and email it along with the UGA Design & Construction Special Conditions for Design-Bid-Build located at [https://www.architects.uga.edu/standards](https://www.architects.uga.edu/standards) to the PM POC for the Contract Specialist to prepare and process a Lump Sum Task Order Assignment.
- Requisition will not be submitted DFLM. OUA or FMD will confirm chartstring with DLFM Department’s business office.

Procurement will issue a Notice to Proceed.

Go to 3B CONSTRUCTION ADMINISTRATION for TASK ORDER Workflow.
Designated Local Facilities Manager (DLFM) Project

2D CONSTRUCTION MANAGER or DESIGN-BUILD TASK ORDER Workflow

DLFM and PM POC will discuss Task Order Contractor options and PM POC will confirm contract capacity is available for the Contractor selected.

Procurement will issue a Notice to Proceed for Preconstruction Services Only

DLFM will provide initial cost estimate from the CM or DB and email it along with the UGA Design & Construction Supplemental General Requirements & Standards https://www.architects.uga.edu/standards to the PM POC for the Contract Specialist to prepare and process a CM Task Order Assignment. Requisition will not be submitted DLFM. OUA or FMD will confirm chartstring with DLFM Department’s business office.

Is/are there Component Change Order(s) (CCO)?

Yes

Procurement will issue a Notice to Proceed for Construction for the CCO; Repeat for each CCO if multiple.

No

DLFM will provide construction estimate to the PM POC who will forward to the Contract Specialist to prepare CCO.

DLFM will coordinate CM or DB Preconstruction services involvement in the project and interaction with Design Professional as applicable. Typically, this will involve CM or DB attendance at regular design meetings, assistance with construction logistics, constructability reviews, and preparation of cost estimates at each phase of design.

If GMP was not for 100% Construction Documents, prepare Change Order for final Construction Documents. DLFM will provide the construction estimate to the PM POC who will forward to the Contract Specialist. The Contract Specialist will coordinate Schedules A through I and route in DocuSign. Procurement will issue a Notice to Proceed.

Go to

• 3B CONSTRUCTION ADMINISTRATION for TASK ORDER Workflow

02/21/2021
Prior to any construction activities starting on site, DLFM insures that:
- All required construction permits have been received
- As applicable Hazardous Material Survey has been completed
- As applicable GEPA has been completed
- Procurement has issued a Notice to Proceed to Contractor

DLFM coordinates and attends owner/architect/contractor regular meetings if there is a Design Professional. If no Design Professional, then DLFM coordinates Owner/Contractor meetings. DLFM receives meeting summaries, reviews for accuracy, and insures all open items are being addressed in a timely manner.

For any required coverup inspections, 80% and 100% Fire Marshal Inspections, DLFM shall coordinate through the PM POC (who will coordinate with ESD).

DLFM manages DLFM Closeout Checklist and coordinates DLFM Closeout Checklist for Contractors. DLFM will submit completed checklist to PM POC to route and complete closeout.

DLFM receives Contractor Application for Payment and reviews. If Design Professional, then DLFM has DP review and sign as well. DLFM uploads in UGAMart to process payment.

DLFM to submit any Change Orders per the Instructions for Routing Requisitions and Change Orders by DLFM and Procurement will prepare and process the Change Order.

Coordinate punchlist development and completion

Manage 1 year Warranty period and as appropriate conduct project 11-month warranty walk with contractor.
Prior to any construction activities starting on site, DLFM insures that:
- All required construction permits have been received
- As applicable Hazardous Material Survey has been completed
- As applicable GEPA has been completed
- Procurement has issued a Notice to Proceed to Contractor

DLFM coordinates and attends owner/architect/contractor regular meetings if there is a Design Professional. If no Design Professional, then DLFM coordinates Owner/Contractor meetings. DLFM receives meeting summaries, reviews for accuracy, and insures all open items are being addressed in a timely manner.

For Applications for Payment, is the PM POC with OUA or FMD?

OUA POC
- Receives Application for Payment that has been signed by the DP and routes to invoiceOUA@uga.edu. The OUA PM will add the instruction for the DLFM to be included in the DocuSign routing and for the DLFM to sign and OUA POC to initial.

FMD POC
- Receives invoices and sends to FMD PM Administrative assistant. The FMD POC will add the instruction for the DLFM to be included in the DocuSign routing and for the DLFM to sign and FMD POC to initial.

DLFM to submit any Change Orders to PM POC who will forward to Contract Specialist. DLFM should provide funding chartstring or business office contact for any increase in costs. It will be routed through Procurement and a Notice to Proceed will be issued.

For any required coverup inspections, 80% and 100% Fire Marshal Inspections, DLFM shall coordinate through the PM POC who will coordinate with ESD.

DLFM manages DLFM Closeout Checklist and coordinates DLFM Closeout Checklist for Contractors. DLFM will submit completed checklist to PM POC to route and complete closeout

Coordinate punchlist development and completion

Manage 1 year Warranty period and as appropriate conduct project 11-month warranty walk with contractor