

# Minor Projects and Preservation at the University of Florida

## Minor Projects

The need for a Project is recognized by User (Owner's Representative), by visual observation, periodic maintenance surveys, by availability of funding to enhance a University department (gift, grant or other), the UF Physical Plant Deferred Maintenance List, or to increase facility's usefulness and/or historical integrity.

Identify the potential for the project to be located within the historic district.

## Work Order

A **Work Order** is issued by the UF Physical Plant Division (PPD) Work Management Center, in response to a request from the User, PPD Personnel or other UF entity. The Work Order is sent to PPD Operations Engineering, which determines, usually by the cost or complexity of the Project whether to address the Project with their forces or send the Work Order to PPD Architecture/Engineering (A/E) Department. This scenario addresses only the Work Order processes as they apply to the A/E Department.

If project is located within Historic District, identify the zone and the corresponding Character Defining Features of that Zone to inform the development of the Work Order. For more information, refer to ([website](#))

## Scope of Work

Upon receipt of the Work Order, it is assigned to a (A/E) Project Manager, who will, in conjunction with the User, develop a **Scope of Work**, which describes the objectives of the project and may identify the amount of funding. This Scope of Work is signature approved by the A/E Assistant Director, the User and the Project Manager.

Refer to the UF Historic Preservation Plan and Guidelines to ensure that the Scope of Work is compliant.

## Request for Proposal

The Project Manager will then issue a **Request for Proposal** to one of several consultants under contract with the University of Florida to perform professional services. The Request for Proposal will include descriptions utilizing the Scope of Work, program data and probably conferences and on-site meetings.

Consultants conducting work in the University of Florida historic District should be familiar with the Secretary of the Interior Standards for the Appropriate Treatment of Historic Buildings as well as the the UF guidelines.

## Proposal Submittal

The consulting firm responds to the Request for Proposal with a Proposal, which includes an understanding of the Scope of Work, methodology proposed for achieving project goals and the fee that is proposed.

In the proposal, a firm should demonstrate a comprehensive understanding of the University of Florida Historic District- specifically the character defining features of the building or zone in which the work will be conducted. The firm should also provide a detailed plan of how these features will be preserved during the construction process.

## Purchase Order

Upon acceptance of the Proposal, usually following negotiations to confirm a meeting of the minds, a request for a **Purchase Order** (PO) is issued to the UF Purchasing Department.

## Notice to Proceed

When the PO is issued, the Consultant is given an original copy of the PO and a Notice to Proceed from the Project Manager.

If it is decided that a Construction Management (CM) Company should be used for pre-construction services, the company would be selected with the same processes that are used for the Consultant. The services of the CM Company would extend through the completion of the Project.