



RESOURCES

PROJECT MANAGER'S MANUAL

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SUPPORT & REFERENCE MATERIAL**Standards and Requirements**

[UCF Design, Construction, and Renovation Standards](#) (current version)

[UCF Professional Services Guide](#)

[UCF IT Telecommunications Design Standards](#)

[Health Science Campus at Lake Nona Interior Signage Specifications](#)

[Campus Landscape Master Plan and Design Standards](#)

[Campus Landscape Master Plan and Design Standards Submittal Specifications](#)

[UCF Green Building Construction and Renovation Requirements](#)

[UCF Standards Critical Needs Checklist](#)

[Florida Board of Governors Regulations](#)

[Campus Client Guide to UCF Facilities Planning & Construction](#)

[FP&C Professional Services Orientation](#)

[2015 Educational Plant Survey](#)

[SREF Table](#)

[State Requirements for Educational Facilities \(2014\)](#)

[Protected Lands](#)

[UCF Hurricane Guide](#)

Specifications

[Building Automation System Specification](#)

[UCF Fire Alarm Detection Systems Specifications](#)

Building Coordination

[Building Liaison List](#)

[Official UCF Building Name, Abbreviation, and Street Address Changes](#)

[UCF Building Names and Numbers](#)

[Building Funding and Shops](#)

Contract Documents

[Agreement Between Owner and Professional \(for Use on Construction Management Projects\)](#)

[Agreement For Construction Management Services](#)

[Agreement For General Contractor Continuing Services](#)

[CM Fee Sliding Scale](#)

[GC Fee Chart](#)

[Major Services Submittals](#)

[Minor Services Submittals](#)

[Professional Continuing Services Contract](#)

Electrical Panel Forms

[Electrical Panel Load Calculator \(EPLC\)](#)

[Electrical Panel Load Calculator \(EPLC\) Procedure](#)

[Non-dwelling Load Calculations](#)

F&S/FP&C Policies

[\[FSP 2012 FP&C0001\] University Master Planning Committee \(UMPC\) Policy for Electronic Vote](#)

[\[FSP 2012 FP&C0002\] Crime Prevention Through Environmental Design \(CPTED\)](#)

[\[FSP 2012 FP&C0004\] Limitations on Authority in regard to Project Management Direction](#)

[\[FSP 2013 FP&C0005\] Access to UCF Facilities Drawings, Documents, and Sensitive Data](#)

[\[FSP 2014 FP&C0007\] Award of Projects among Professionals Selected through a Qualifications Basis to Provide Continuing Services](#)

[\[FSP 2015 FP&C0008\] Award of Projects to Continuing Service Contractors Selected through a Qualifications Basis](#)

[\[FSP 2016 FS0006\] University Issuance and Control of Keys](#)

[\[FSP 2016 FS0007\] Great Grand Master Keys](#)

[\[FSP 2012 FO0001\] Computerized Maintenance Management System Requirements](#)

[\[FSP 2012 RM0001\] Management of Construction Funding - PECO, Courtelis, Bond and Donations](#)

[\[FSP 2013 RM0011\] Direct Owner Purchase Program \(DOP\) for Major and Minor Construction](#)

[\[FSP 2017 FS0013\] Basic and Additional Services for Major and Minor Projects](#)

F&S/FP&C Procedures

[\[FS 2012 FP&C0004\] Facilities Improvements Requests for Privately Owned Greek House Corporations Only](#)

[\[FS 2012 FP&C0005\] Use of the UCF Standards regarding Exemptions and Change Orders](#)

[\[FS 2012 FP&C0007\] UCF Soils Stock Site Procedure](#)

[\[FS 2013 FP&C0010\] Best Value Contracting Method](#)

[\[FS 2013 FP&C0012\] Builder's Risk Procedure for Major Construction Projects](#)

[\[FS 2013 FP&C0013\] Major and Minor Design Workshop Procedure](#)

[\[FS 2013 FP&C0014\] Revising the UCF Design, Construction, and Renovation Standards](#)

[\[FS 2013 FP&C0016\] Procedure for the Design, Procurement, and Installation of Furnishings and Equipment for Major Projects](#)

[\[FS 2013 FP&C0017\] Project Management Performance Standard](#)

[\[FS 2016 FP&C0019\] Building Program Development - Capital Projects Procedure](#)

[\[FS 2016 FP&C0020\] Facilities Planning & Construction Selection Procedures](#)

[\[FS 2016 FP&C0021\] Financial Procedures for the following: Requisition Creation and Approval, Schedule of Values, Professional Service Invoices, Additional Service, Construction Payment Applications, Line-to-Line Transfers, Buyout Savings Transfers, Contractor Contingency Transfers, Owner Contingency Transfers, DOP Tax Savings](#)

[\[FS 2013 FS0007\] Procedure for Determining when actions are Facilities Improvements, Repairs, or Special Projects](#)

[\[FS 2015 FS0012\] Mass E-mail Request Procedure](#)

[\[FS 2015 FS0014\] GCQuotes](#)

[\[FS 2015 FS0017\] Utility Outage Procedure](#)

[\[FS 2016 FS0018\] Evaluations of Firms under Contract with the University of Central Florida](#)

[\[FS 2012 LNR0001\] Compliance and Regulatory Requirements Procedure](#)

[\[FS 2012 RM0002\] Management of Project Funds Subject to Reversion](#)

[\[FS 2013 RM0017\] Furnishings & Equipment Approval Procedure](#)

[\[FS 2013 RM0018\] Direct Owner Purchase \(DOP\) Procedure for Major and Minor Construction Procedure](#)

[\[FS 2017 FP&C0022\] Process for Advertisement and Selection of Design Professionals and Construction Firms](#)

[\[FS 2013 RM0019\] Taggable Assets Procurement Procedures for Facilities and Safety Projects](#)

[\[FS 2014 RM0022\] Certified Surplus Property Removal, Evaluation, and Disposition Procedure](#)

[\[FS 2015 UES0003\] UCF Building Energy Systems Commissioning Procedure](#)

[\[FS 2016 FS0020\] Liquidated Damages](#)

[\[FS 2016 FS0021\] Substantial and Final Completion](#)

[\[FS 2016 FS0022\] Subsurface Excavation in Accordance with Sunshine State One-Call \(Sunshine 811\)](#)

[\[FS 2017 FS0024\] Asset Collection and Warranty Claim](#)

Completion Forms

[Owner's Final Completion Approval Form](#)

[Owner's Final Completion Checklist](#)

[Projects Document Turnover Form](#)

[Substantial Completion Approval Form](#)

[Substantial Completion Checklist](#)

[Building Insurance Data Form](#)

Vendor Forms

[FP&C2220 Construction Manager Qualifications Supplement \(CMQS\)](#)

[FP&C2310 Performance Bond Template](#)

[FP&C2320 Payment Bond Template](#)

[Asset List and Warranty Template](#)

[Building Completion Approval Form](#)

[Equipment Information List for Computerized Maintenance Management System Population](#)

[Facility Classification for Energy Consumption](#)

[Non-Disclosure Agreement \(NDA\) Form](#)

[Professional Qualifications Supplement \(PQS\)](#)

Disclosure Forms

[Disclosure of Conflict of Interest – UCF F&S Selection Committee Form](#)

Evaluation Forms

[FP&C3100 Contractor Evaluation Form](#)

[FP&C3200 Architect/Engineer Evaluation Form](#)

Finance Forms

[FP&C4100 Certificate of Partial Payment Cover](#)

[FP&C4110 Schedule of Values](#)

[FP&C4120 Line to Line Transfer Form](#)

[FP&C4130 Buyout Savings Transfer Form](#)

[FP&C4210 Contingency Request Justification Form](#)

[FP&C4211 Contingency Transfer Form](#)

[FP&C4220 Construction Contract Change Order Cover](#)

[FP&C4221 Potential Change Order \(PCO\) Form](#)

[FP&C4222 Change Order Allocation Form](#)

[FP&C4310 Design Build Design Services Invoice](#)

[FP&C4320 Professional Services Invoice](#)

[FP&C4330 Additional Services Request Justification Form](#)

[FP&C4340 Design Phase Submission Report](#)

[FP&C4400 Direct Owner Purchase Order](#)

[Direct Owner Purchase Order Information Sheet](#)

[Direct Owner Purchase Order Instructions](#)

[Direct Owner Purchase Order Instructions — Detailed](#)

[Direct Owner Purchase Order Log](#)

[Direct Owner Purchase Order Request Form](#)

[Invoice Summary Letter Authorizing Payment](#)

[UCF Certified Small, Minority & Women Owned Business Participation](#)

Request Forms

[CWG100 F&S Matching Project Funds Application Form](#)

[FP&C5100 UCF Design, Construction, and Renovation Standards Change Request](#)

[Application for Concurrency Review](#)

[Access Control Installation Request Form](#)

[Camera Installation Request Form](#)

[Document Request Form - Form FP100](#)

[Contractor/Vendor GGM Key Request Letter Template](#)

[Contractor/Vendor Key Request Letter Template](#)

[Furniture Review Form](#)

[Minor Project Request Form](#)

[Print Request Form](#) (for UCF personnel only)

[Standards Deviation Form](#)

[UIMP/Carry Forward Funding Request](#)

[UIMP/Carry Forward Funding Request Form Procedure](#)

[University Master Planning Committee \(UMPC\) Request for Review](#)

[Utility Interruption Notification](#)

Staffing Forms

[Facilities and Safety Staffing Form \(External\)](#)

[Facilities and Safety Staffing Form \(Internal\)](#)

Check Lists

[Basis of Design Checklist](#)

[Advanced Schematic Design Checklist](#)

[Design Development Checklist](#)

[50% Construction Document Checklist](#)

[100% Construction Document Checklist](#)

Partner Departments

[Space Administration \(SA\)](#)

[Utilities & Energy Services \(UES\)](#)

[Landscape & Natural Resources \(LNR\)](#)

[Environmental Health & Safety \(EHS\)](#)

[Building Department](#)

[Department of Emergency Management \(DEM\)](#)

[Department of Security \(DS\)](#)

[Office of Instructional Resources \(OIR\)](#)

[UCF Information Technology \(UCF IT\)](#)

[Facilities Operations \(FO\)](#)

[Resource Management \(RM\)](#)

[Facilities and Safety Business Office \(FSBO\)](#)

[UCF Police \(UCF PD\)](#)

[UCF Foundation \(Gift-In-Kind\)](#)

Procurement Services

[Waiver of Competition Certificate \(less than \\$75K\)](#)

[Sole Source Certificate and Posting Notice \(\\$75K and above\)](#)

[Emergency Purchase Certification](#)

[Procedures Manual](#)

External Stakeholders

[City of Orlando Building & Development](#)

[Orange County Planning and Development](#)

[Seminole County Departments & Services](#)

[Florida State Fire Marshal Bureau of Fire Prevention \(SFM\)](#)

[St Johns River Water Management District \(SJRWMD\)](#)

[Florida Department of Management Services \(DMS\)](#)

[Florida Department of Environmental Protection](#)

[Duke Energy](#)

State Contracts

[State Contracts and Agreements](#)

[Flooring Materials, with Related Supplies and Services](#) *End Date 10/11/2023*

[Floorcovering and Installation Services](#) *End Date 12/14/2020*

[Furniture](#) *End Date 12/01/2023*

[Office Furniture and Files](#) *End Date 9/01/2020*

[Public Safety Communication Equipment, Phase 2: Batteries, Furniture, Towers, and Power Systems](#) *End Date 6/30/2021*

[Laboratory Equipment and Supplies](#) *End Date 3/31/2021*

[PRIDE](#) *End Date 2/11/2021*