Using PRZM™

PRZM Version 1.9.1

University Office of Capital Programs & Real Estate Services

UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN · CHICAGO · SPRINGFIELD

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Course No.:   PRZM-00-001-1

Course Title: Using PRZM

Course edition: 13.0, version 6.0

PRZM Version 1.9.1

Document Version 2.1, Revision 1 (December, 2010)

Disclaimer and Copyright Statement

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Objectives

In this lesson you will learn to:

- ♦ Name the primary goals of the PRZM system.

- ♦ Recognize system requirements for running PRZM.

- ♦ Identify the phases of construction projects.

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Introducing PRZM

PRZM™[1] (priz'um) (Project Resource Information System Management for Capital Projects) is a Lotus Notes application developed specifically to serve as the University's comprehensive oversight program for monitoring quality, schedules, and costs for all capital projects. Every University office which manages a capital project over $250,000 which requires architectural/engineering services is mandated to use PRZM, once the system has been fully deployed. This mandate includes remodeling, site, utility, and building construction projects.

PRZM will be deployed in a phased fashion, beginning with selected projects on each campus and continuing until all capital projects use the system.

Goals and Objectives for PRZM

The purpose of PRZM is to:

♦ Significantly increase client awareness and satisfaction by providing a comprehensive tool to improve quality, scheduling, and cost containment for projects.

♦ Provide every project delivery team a means to communicate, collaborate, and team.

♦ Streamline project delivery processes and apply them consistently across the University.

♦ Clarify roles and responsibilities and define services and expectations in centralized databases, so that data for benchmarking is dependable.

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[1] PRZM™ is a proprietary trademark owned by The Board of Trustees of the University of Illinois.

♦ Eliminate duplication of data entry in a secure environment, to encourage easy access and exchange of information through a paperless environment.

♦ Provide flexibility so that the changing needs of capital delivery can be met.

System Requirements

PRZM is remarkably simple for end users. In order to use PRZM, you must have:

♦ **A personal computer**, with a modem if the computer is not networked. Dedicated line Internet access (T1, ISDN, DSL, or ADSL) is highly recommended.

♦ **Internet access**. Access through an employer or through an Internet Service Provider (ISP) is required. This account should have both e-mail and web browsing capabilities.

♦ **A web browser**. Microsoft Internet Explorer 4.0 or better is required. Although other browsers may be used, it cannot be guaranteed that the PRZM interface will display correctly with them.

♦ **Other Software**. An office suite (such as Microsoft Office, Apple Works, and others) is highly recommended, since documents are typically added to an electronic filing cabinet. Occasionally, if architectural drawings must be viewed, a computer-aided drawing package, such as AutoCAD, Dr. DWG, or CAD Viewer, may be required.

The Phases of Construction Projects

Just as each construction project unfolds in phases, the PRZM system is divided into phases to ensure that all critical tasks are completed before continuing to the next.

In the PRZM system, construction projects are divided into six phases:

♦ **Project Conceptualization**. When a project begins, its scope, budget and schedule are conceived. A Project Team is assembled, which includes representatives from relevant campus units, and occasionally external professionals.

♦ **Architect/Engineer Selection**. In accordance with Illinois law, a selection team must be formed to set criteria for choosing the architectural and/or engineering firm which will design the capital project. This team solicits bids, evaluates them, and selects the most qualified firm. Once the firm has been selected, fee negotiations for professional services, based on project-specific deliverable lists, take place in this phase.

♦ **Design**. The Design phase involves three sub-phases: Schematic Design, Design Development, and Construction Documents. As the Architect/Engineer progresses through each phase, work is reviewed and commented upon, and finally approved by the Project Team. The Architect/Engineer's staff and additional University personnel join the Project Team. Once the design is complete, the Project Team updates the budget and schedule to reflect the completed design's projected needs.

♦ **Bidding and Contract Award**. By law, the Project Team must advertise for sealed bids. The Bidding and Contract Award phase ensures that formal advertisements and bids are created and reviewed. Once bids have been reviewed, contracts are awarded and notices to proceed are issued.

♦ **Construction**. In general, construction expands to include the largest number of involved team members. University personnel and Architect/Engineering firms are joined by construction contractors and their sub-contractors to deliver project goals.

In this phase the Project Team meets to define the requirements of the construction project.

♦ **Warranty**. Once work is substantially complete and the building is occupied, any outstanding issues with the building are reported and rectified. The building's occupants report defects in materials and workmanship to University officials, and contractors correct those specifically related to the contract. Throughout the warranty process, problems and solutions are tracked in electronic logs.

Orientation to PRZM
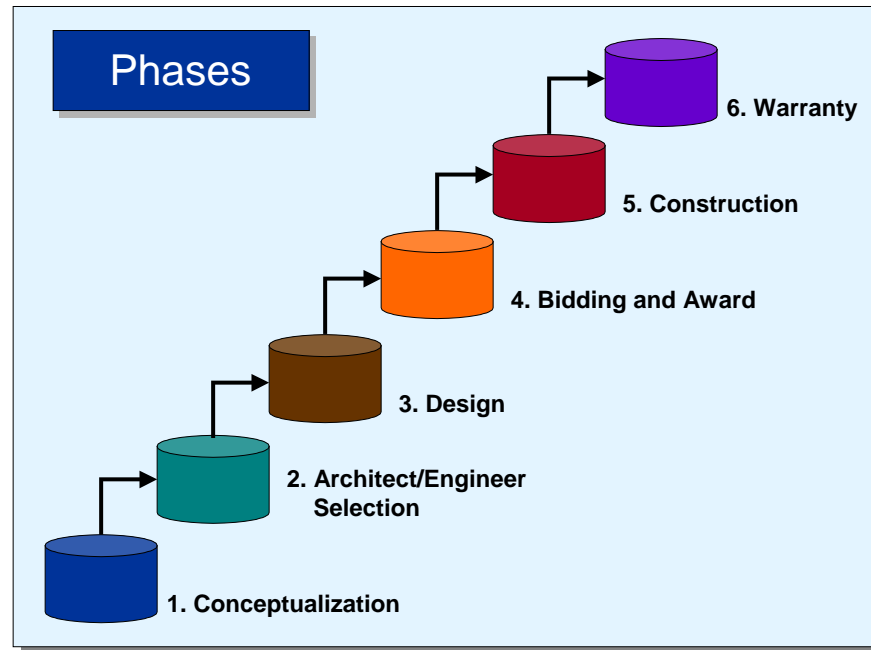
The PRZM system is a series of databases created for each University construction project and administered by the University of Illinois Office for Facilities, Planning and Programs. Each phase of a construction project has its own database for managing the tasks of the phase. Information from one phase is carried through to the next phase, eliminating duplication of effort.

PRZM Security

Because sensitive information about projects is contained in these databases, access to them is restricted. Only registered users of the system, with roles assigned by the Project Manager, can use them. Additional security measures control who can create, edit, and view documents contained in each database. Without sufficient permissions, some users may be unable to view documents contained in the system. For example, contractors will only be able to view information about the phase they're involved with, about themselves and, if applicable, their subcontractors; information about a contractor and its activities will not be available to another contractor. Approval processes may also be hidden from view, if a user is not an approver of that particular process.

PRZM Users and Roles

Select the User's Roles:
- ☐ Architect / Engineer Selection Team
- ☐ Board of Trustees
- ☐ Campus Construction Unit - Administrative Aide
- ☐ Campus Construction Unit - Business Manager
- ☐ Campus Construction Unit - Director
- ☐ Campus Construction Unit - Landscape Architect
- ☐ Campus Construction Unit - Project Assistant
- ☐ Campus Construction Unit - Project Coordinator
- ☐ Campus Construction Unit - Project Manager
- ☐ Campus Architect
- ☐ Campus Assoc Vice Pres for Bus/Fin
- ☐ Campus Projects Information Group
- ☐ Campus Support Services
- ☐ Campus User Group
- ☐ Campus Building Problem Reporter
- ☐ Campus Chief Facilities Officer (or equivalent)
- ☐ Campus Vice Chancellor for Administration
- ☐ Campus Warrany Officer
- ☐ Capital Development Board
- ☐ Chancellor\'s Capital Review Committee
- ☐ Computer & Communication Services Office
- ☐ Contractor - Assigned Subcontractor
- ☐ Contractor - No Assignment
- ☐ Contractor - Prime with Assigned Subcontractors
- ☐ Department of Campus parking & Transportation
- ☐ Division of Environmental Health & Safety

- A Partial List of User Roles in PRZM

PRZM users fall into two major categories, with several subcategories of each. These categories are:

PRZM was designed to control access to sensitive documents and to provide for a secure approval process.

- ♦ University of Illinois employees, such as

  - ◊ University administrators

  - ◊ Campus administrators

  - ◊ University architect(s)

  - ◊ Project Managers

  - ◊ Project Assistants

  - ◊ Operations and Maintenance personnel

- ♦ Professional services and contractor firms, such as

  - ◊ Architectural firms

  - ◊ Construction management firms

  - ◊ General work contractors

  - ◊ Electrical, plumbing, masonry, and other contracting or sub-contracting firms

PRZM Security and PRZM Roles

It is important for the entire oversight and approvals process for users to be assigned to specific roles. This prevents unauthorized persons from viewing and using documents that do not relate to their functions.

Security for PRZM relies on a concept called *roles*. Your access to PRZM, such as the projects you can view and the documents you can create, view and/or edit, depends upon the *roles* you have been assigned by the PRZM System Administrator or the Project Manager. Persons outside the University system, such as contractors, may have limited access to PRZM documents, because some information contained in the databases is sensitive. Likewise, contractors will be unable to view and use documents that relate to other contractors, in order to ensure privacy and security.

Before you can access the PRZM system, you ***must***:

1. Be a registered PRZM user.

   When you have registered as a PRZM user, you may still be unable to view projects or documents contained in the system because there are two other requirements for viewing PRZM documents.

2. Be assigned as a Team Member to a project's phase.

   The Project Manager assigns Team Members to project phases. Should a difficulty arise, the System Administrator resolves problems related to Team Membership.

   ▸ **Note:** You must be assigned as a Team Member to the particular phases that apply to you. This means that if you will only be involved in one phase, you will only be assigned as a Team Member in *that* phase; you will not be able to gain access to documents in other phases.

3. Have sufficient permissions in your role to create, edit, or view the documents you will need in those phases you're involved with.

   Roles are assigned by the Project Manager. The System Administrator and PRZM Developers have set up permissions related to the pre-defined roles. As a user, you cannot change your own permissions to documents.

   You may notice, for example, that a co-worker may have different documents displayed than you can see in the PRZM interface. That person may be assigned a different role and, therefore, only documents relevant to that person's role are visible.

If you cannot access a project in PRZM, it may be because your account or role has not been granted permissions to it. For more information about roles, see *The Project Kiosk* in the *Appendix*.

Visual Cues

In order to make it easier for users to see if a page or procedure applies to them, a visual cue is provided for the following major roles:

Project Manager

Architect/Engineers

Contractors

Campus Business Manager

Approvals Process
(i.e., Business Managers, Directors, Board of Trustees, those with approvals-only needs)

These visual cues will be used in sections that apply ***only*** to those roles. Other sections may address several roles and, therefore, will not have an individual cue next to them.

Lesson 2:

The Bidding and Contract Award Phase

Objectives

In this lesson you will learn to:

- ♦ Create a Division of Work document.
- ♦ Create an Agreement Worksheet.
- ♦ Create Notices to Proceed.
- ♦ Update and Complete the Phase.

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Preparing the Project Administration Form

At the beginning of a project, prior to developing the scope statement and other phase tasks, this form will identify the campus construction unit responsible for administering the project as well as other key information to be contained in the Project Data Summary form.

To Create the Project Administration Form:

1. From the Conceptualization navigator, click the twistie next to **Project Administration**.

2. Click **Create**.

   The Project Administration form appears, in Edit mode.

3. In the **Campus Construction Unit**: field, select the radio button which identifies the campus construction unit responsible for administering the project. The buttons are unique to each of the campuses.

4. In the **O&M (Physical Plant) Building #** field, give the building number for the project.

5. In the **Project Status** field, identify the status of the project from the drop-down list.

6. In the **Project Tasks** field, identify whether the phase requires one of two builds of the project from the drop-down list:

   ♦ **Minimum**

      If you select Minimum, the phase will be built with minimum tasks. The purpose of this option is to allow you to create and complete the necessary documents for moving quickly into the next phase.

- ♦ **Full**

    If you select Full, the form will refresh and fields for phase schedule values will appear.

    ‣ **Note:** The Project Administration form is designed to help you manage the project quickly and effectively. You will see schedule entry information for each phase—and only that phase—in this document as you begin a phase. You will be required to complete schedule information in the Project Administration document whenever you select Full for phase tasks. Schedule fields are required for creating and completing the phase tasks and documents. In particular, the Project Schedule document, which is not editable, depends upon the completion of schedule information in the Project Administration document.

    ‣ **Note:** During the Design phase, the fields available for entry in the Project Administration document depend upon the sub-phase and its progress.

7. In the **Project Coordinator** field, **c**hoose the appropriate team member from drop-down list. Note: The list will only contain team members listed in the project kiosk assigned the role of project coordinator.

8. In the **Project Manager** field, choose appropriate team member from drop-down list.
   ‣ **Note:** The list will only contain team members listed in the project kiosk assigned the role of project manager. You may need to add team members prior to completing this document, or you may need to edit this document later to add the project coordinator.

9. If you chose Phase Tasks – Full, fill in the dates for the phase schedule.

10. If you chose Phase Tasks – Full, click the **Refresh** button, to calculate the number of days in the project schedule.

11. When done, click the **Save Project Administration** button to save your work.

    ‣ **Note:** Once you save this document, *working* project schedule values entered into the Project Administration document will be copied into the Project Schedule. If you open the document to edit it again, you will be asked to add *actual* schedule values.

Creating a Division of Work

A Division of Work document states the Architect/Engineer's estimate for a specified Division of Work to be bid. It also indicates Alternates that may be included in the bid, as options for the bidder to include in his bid. This document may be completed by the Project Manager or the Project Assistant.

To Create a Division of Work document:

1. In the Navigator, click on the twistie next to **Phase Tasks**.

2. Under **1. Divisions of Work**, click **Create**.

3. In the **Number** field, drop down the menu and select the Division number.

4. (Optional) In the **Description** field, if you need to alter the default description, type in a brief description of the Division of Work.

5. In the **A/E Estimate** field, give your best estimate of the value of the work to be done.

6. In the **Alternates** section, describe each alternate and give a value in the **A/E Estimate** field.

   ▸ **Note:** For an Alternate to appear on the Agreement Worksheet for this Division of Work you must include text in the Description field.

7. When all fields you need to complete have been filled in, click on the **Refresh** button.

   Refresh

   The Alternates are summed and added to the estimate for the Division. The approximate value for the Division of Work is refreshed in the **Alternate and Division Total** field.

8. In the Document Status field, drop down the menu and select **Completed**.

9. When you are done, click on the **Save Division of Work** button.

   Save Division of Work

Deleting a Division of Work

If you need to, you may delete a Division of Work document.

▸ **Note:** If there is an Agreement Worksheet and a Notice to Proceed document related to the Division of Work, you must delete each document in the reverse order in which they were created. Therefore:

1. Delete the Notice to Proceed.

2. Delete the Agreement Worksheet.

3. Delete the Division of Work.

To Delete a Division of Work:

1. In the Navigator, click on the twistie next to **Phase Tasks**.

2. Under **1. Divisions of Work**, click **View/Edit**.
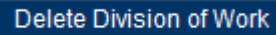
   The Divisions of Work view appears.

3. Click on the link to the Division you wish to delete.

4.   The Division of Work document appears.

▸ **Note:** Do not click the Edit button.

5.   Scroll to the bottom of the document.

6.   Click on the **Delete Division of Work** button.

Delete Division of Work

7.   The document is deleted.

▸ **Note:** You will not see the option to delete if there is an Agreement Worksheet and a Notice to Proceed related to the Division of Work. You must first delete the Notice to Proceed and then the Agreement Worksheet before the Delete Division of Work option appears.

Creating the Agreement Worksheet

After the approval of the contract award, the Campus Construction Unit is responsible for the preparation and execution of the construction contracts for the various divisions of work. A construction contract worksheet is provided to assist the Campus Construction Unit in the collection of pertinent data that is contained in the construction contract.

▸ **Note:** The construction contract is developed outside PRZM and the construction contract agreement worksheet is used only to provide data for the completion of the contract.

Creating an Agreement Worksheet:

1.   In the Bid and Award navigator, click on the twistie next to **Phase Tasks**.

     A list of documents appears.

2.   Click on the twistie next to **Agreement Wksht**.

3.   Click **Create**.

     A new Agreement Worksheet appears.

4.   In the **Division** field, drop down the menu and select the appropriate division of work.

     The Name of the Contractor is automatically ported in based upon the division selection.

     ▸ **Note:** This document must be executed individually for each division of work requiring a construction contract.

5.   In the **Agreement Type** field, drop down the menu and select the Agreement type.

6.   In the **Project Duration** table, in the **Calendar Days** field, type the number of calendar days for the duration of the construction phase.

7.   In section 3.1 The Contract Sum table, in the **Contractor's Bid Date** field, type in the date of the contractor's bid.

8.   In section 3.1 The Contract Sum table, in the **Base Bid** field, type in the contractor's base bid.

9.   (Optional) If the Division of Work document contains alternates, those fields will also appear on the Agreement Worksheet, and their amounts must be entered as well. Type in the amounts of all alternates.

10. Click the **Refresh** button to allow the form to calculate sums.   [Refresh]

     ▸ **Note:** The Agreement Worksheet total must equal the Division of Work total.

11. In the **CMS MAFBE Certified Subcontractor/Vendor/Suppliers** table, for each CMS-Certified MAFBE Subcontractor, Vendor and Supplier that will be used by the contractor:

     a.   In the **City** field, drop down the menu and select the subcontractor, vendor, or supplier's city.
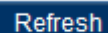
          The form refreshes and a dropdown list appears in the Select Vendor Name column.

     b.   In the **Select Vendor Name** column, select the name of the subcontractor, vendor, or supplier that will be used.

> ▸ **Note:** The contractor is required to report all CMS MAFBE Certified subcontractors, vendors, and suppliers that they will use. These subcontractors, vendors, and suppliers must be registered with the Vendor Services Application (VSA), in order to appear on the dropdown menus in PRZM. If you do not see a vendor's name on the dropdown list, that company may need to register with VSA.
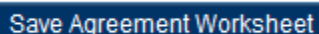
    c.   In the **Total** column, type in the amount that will be paid to the subcontractor, vendor, or supplier.

    d.   Repeat steps 11a through 11c for each subcontractor, vendor, or supplier that will be used.

12. Click the **Refresh** button to allow the form to calculate sums.   [Refresh]

    The CMS MAFBE Certified Totals (and Percent of Contract) table updates automatically.

13. When complete, click the **Save Agreement Worksheet** button.

    [Save Agreement Worksheet]

Deleting an Agreement Worksheet

If you need to, you may delete an Agreement Worksheet document.

▸ **Note:** If there is a Notice to Proceed document related to the Agreement Worksheet, you must delete each document in the reverse order in which they were created. Therefore:

1. Delete the Notice to Proceed.

2. Delete the Agreement Worksheet.

3. Delete the Division of Work.

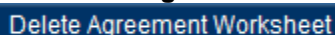### To Delete an Agreement Worksheet:

1. In the Navigator, click on the twistie next to **Phase Tasks**.

2. Under 2**. Agreement Wksht**, click **View/Edit**.

    The Agreement Worksheets by Division view appears.

3. Click on the link to the Worksheet you wish to delete.

4. The Agreement Worksheet appears.

    ▸ **Note:** Do not click the Edit button.

5. Scroll to the bottom of the document.

6. Click on the **Delete Agreement Worksheet** button.

    [Delete Agreement Worksheet]

    The Worksheet is deleted.

▸ **Note:** You will not see the option to delete if there is a Notice to Proceed related to the Agreement Worksheet. You must first delete the Notice to Proceed.

The Notice to Proceed

After the execution of the construction contract, the Project Manager formally notifies the Contractor for each division of work the official date signifying the start of construction. PRZM relies on this document's completion to carry its values into Construction, even if the official Notice to Proceed is issued outside of PRZM.

▸ **Note:** This document must be executed for *each* division of work.

Creating a Notice to Proceed:

1.   In the Bid and Award navigator, click on the twistie next to **Phase Tasks**.

A list of documents appears.

2. Click on the twistie next to **Notice to Proceed**.
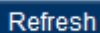
3. Click **Create**.

    A new Notice to Proceed appears with boilerplate language associated with a notice to proceed.

4. In the **Division** field, from the dropdown menu, select the appropriate division.

    The contractor's information appears, because the Notice to Proceed depends upon the Division of Work and Agreement Worksheet documents previously created.
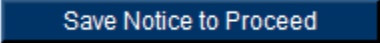
5. In the **Date of Award**, type in the date or select the date using the Date Navigator.

6. In the **Responsible for Builder's Risk Insurance:** field, select either Yes or No.

7. Under the Notice to Proceed area, in the **Pursuant to the terms of the above-referenced contract, you are hereby notified to commence work at the start of business on** paragraph, type in the date or select the date using the Date Navigator.

8. In the paragraph that begins with a dropdown list and the following words "… has been appointed Contracting Officer", dropdown the menu and select the appropriate contracting officer.

9. Click on the **Refresh** button. Refresh

10. If you wish to notify the contractor by email that a Notice to Proceed document was created, in the **Notify Contractor** field, click in the **Yes** radio button.

11. When the document is completed, click the **Save Notice to Proceed**. button.

    Save Notice to Proceed

Deleting a Notice to Proceed

If you need to, you may delete an Notice to Proceed document.

▸ **Note:** In order to delete documents related to the division of work (e.g., the Division of Work, Agreement Worksheet, and Notice to Proceed, you must delete each document in the reverse order in which they were created. Therefore:

1. Delete the Notice to Proceed.

2. Delete the Agreement Worksheet.

3. Delete the Division of Work.

To Delete a Notice to Proceed:
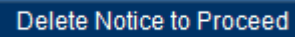
1. In the Navigator, click on the twistie next to **Phase Tasks**.

2. Under 3**. Notice to Proceed**, click **View/Edit**.

    The Notice to Proceed view appears.

3. Click on the link to the Notice to Proceed you wish to delete.

4. The Notice to Proceed appears.

‣ **Note:** Do not click the Edit button.

5.   Scroll to the bottom of the document.

6.   Click on the **Delete Notice to Proceed** button.   Delete Notice to Proceed

The Notice to Proceed is deleted.

Completing the Phase

In order to move to the next phase of the project, Construction, the Project Manager must perform the following tasks, as a minimum, which update the Bidding and Award phase:

♦ Adjust the Project Budget

♦ Modify the Project Schedule, using the Project Administration document

♦ Create one Division of Work

♦ Complete one Agreement Worksheet

♦ Issue one Notice to Proceed

Before moving on to the next phase of the project, the Project Manager must make certain that necessary documents have been marked either "Completed" or "Not Applicable". This ensures that data recorded during this phase is automatically carried into the next phase.

A minimum of one Division of Work document must be created and all documents must be marked "Completed" or "Not Applicable" before the Construction Phase can be created.

When the Project Manager has updated the phase, he or she then creates the next phase database which imports information and related documents from this phase. Once this phase of the project has been closed, changes may not be made to it. This is by design, so that a project's budget, timeline, and other milestones for the phase may be reviewed and analyzed at project end.

Updating and Closing the Phase:

1. In the Bid and Award navigator, click on the twistie next to **Construction Phase**.

The View/Edit option appears.

2. Click on **View/Edit**.

The "Continue to Construction Phase" document appears.

3. Click the **Continue to Construction Phase** button.

Continue To Construction Phase

The Construction **and** Warranty phases are built and you may now move into either phase to continue working.

▸ **Important Note:** Updating the Bid and Award Phase creates databases for both the Construction and Warranty phases. To continue to the Warranty phase, *essential documents still need to be completed* in the Construction phase.

Objectives

In this lesson you will learn to:

- ♦ Create and View Construction Information documents.

- ♦ Create and Respond to Requests for Information.

- ♦ Create, View and Respond to Requests for Proposal.

- ♦ Create and View Architect's Supplemental Instructions.

- ♦ Create and View Emergency Work Authorizations.

- ♦ Create and Approve the Contractor's Schedule of Values.

- ♦ Create, Submit, and Approve Schedules of Work Completed and Employee Utilization Reports.

- ♦ Create, Review, and Respond to Punch List Items.

- ♦ Submit and Review Contractor Submittal Requirements.

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Construction Phase Overview

During this phase, the project team expands to include construction contractors along with the University units and design professionals from the previous phase. These three groups come together to deliver a project which meets the requirements of the contract documents and the bounds of the construction budget and schedule. Occasionally, the University hires a Construction Manager for this phase. Construction Managers attend to the formal bid packages and manage the project's activities throughout the Construction phase. If a Construction Manager is used on a project, a campus project manager oversees the University's interests during Construction and works with the Construction Manager to ensure that work is completed to the University's satisfaction.

Construction is documented by recording items in one of two main sections. First, the Information and Changes section records encountered problems/questions and the solutions provided. Second, the Payments/Closeout section records the contractor's periodic pay application as well as the supporting data. In addition, project closeout is documented by including punch lists and substantial completion.

The key deliverables of this phase are:

♦ Contractor's Information document

♦ Subcontractor / Vendor / Supplier documents

♦ Contractor's Schedule of Values (CSV)

♦ Schedule of Work Completed (SWC)

♦ Requests for Information (RFI)

♦ Requests for Proposal (RFP)

- ♦ Change Orders (CO)

- ♦ Emergency Work Authorization (EWA)

- ♦ Architect's Supplemental Instructions (ASI)

- ♦ Submittal Requirements

- ♦ Payment Applications

- ♦ Affidavit and partial lien waiver

- ♦ Reduction in Retainage

- ♦ Updated project budget

- ♦ Updated project schedule

- ♦ Certificate of substantial completion

Throughout this lesson, the following icons appearing next to a task procedure indicate which role performs that task:

Role	*Icon*
Project Manager	
Architect	
Contractor	
Campus Business Manager	

Construction Phase Workflow

Construction Initiation
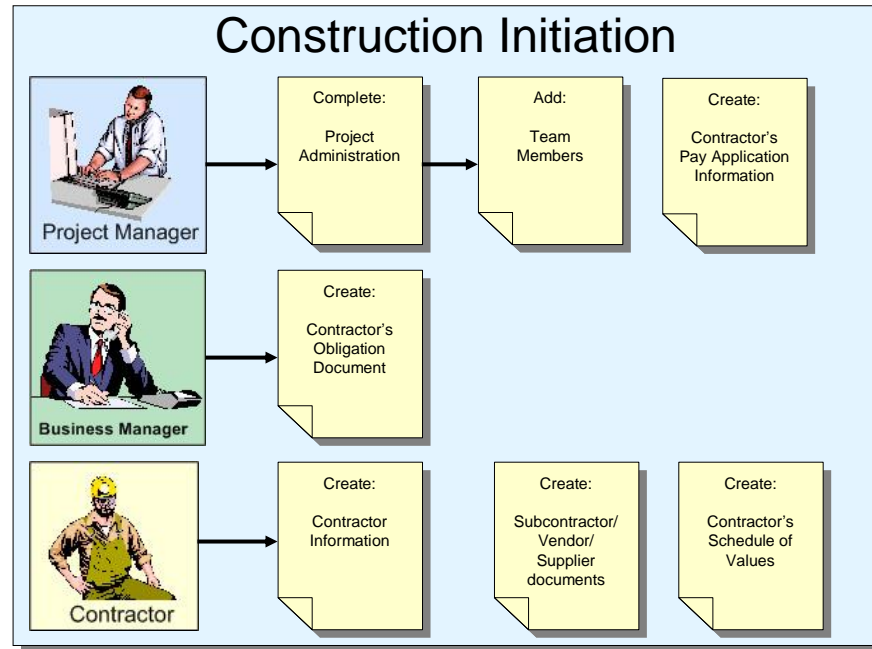
As the Construction phase opens, the Project Manager once again performs three initiating tasks:

- ♦ Creates the Project Administration document

- ♦ Adds Team Members to the phase

- ♦ Creates each Contractor's Pay Application Information document

Once the Project Manager has performed these three tasks, the Architect/Engineer can begin to enter submittal requirements for Contractors, which will be used by Contractors as the work progresses.

As Contractors are added to the project, their first tasks within PRZM (in order) are to create their Contractor Information document, Subcontractor/Vendor/Supplier documents (as needed), and then create their Schedules of Values for each Division of Work for which they are responsible. The Schedule of Values must be approved by the Project Manager and others within the project.

The Campus Business Manager performs the following initiating task:

- ♦ Create Contractor Obligation documents.

Preparing the Project Administration Form

At the beginning of a project, prior to creating any phase task documents, the Project Administration form must be created. This form will identify the campus construction unit responsible for administering the project as well as other key information.

The Project Administration form is designed to help the Project Manager manage the project quickly and effectively. It is the first document the Project Manager must edit when each phase begins. When you begin your project, and select a Standard build, you will notice that the Project Administration form contains the potential to display schedule information for each phase. However, when you edit the document, you will see schedule entry information for each phase— and only that phase—in this document. Whenever you select Standard for phase tasks, in order to complete the phase, you will be required to return to the Project Administration document and enter schedule actual values. Since the Project Manager is the only person who can edit the Project Administration document, the Project Manager informs the project team by updating schedule information in this document; it automatically updates the non-editable Project Schedule document, which is viewable by the entire project team.

To Update the Project Administration Form:

1. From the Home view, click on the link to the Project Administration document.

    —Or—

2. From the navigator, click the twistie next to **Project Administration**.

3. Click **View/Edit**.

The Project Administration form appears, in Edit mode.

4. In the **Campus Construction Unit**: field, select the radio button which identifies the campus construction unit responsible for administering the project. The buttons are unique to each of the campuses.

5. In the **O&M (Physical Plant) Building #** field, give the building number for the project.

6. In the **Project Status** field, identify the status of the project from the drop-down list.

7. In the **Project Tasks** field, identify whether the phase requires one of two builds of the project from the drop-down list:

   ♦ **Quick Build**

     If you select Quick, the phase will be built with minimum tasks. The purpose of this option is to allow you to create and complete the necessary documents for moving quickly into the next phase.

   ♦ **Standard Build**

     If you select Standard, the form will refresh and fields for phase schedule values will appear.

8. In the **Project Coordinator** field, **c**hoose the appropriate team member from drop-down list.
   Note: The list will only contain team members listed in the project kiosk assigned the role of project coordinator.

9. In the **Project Manager** field, choose appropriate team member from drop-down list.

10. If the baseline project schedule values were input for the Construction phase when the project was set up, complete the Working Schedule values and designate that they are completed.

11. Click the **Refresh** button, to calculate the number of days in the project schedule.

12. When done, click the **Save Project Administration** button to save your work.

   ▸ **Note:** Once you save this document, *working* project schedule values entered into the Project Administration document will be copied into the Project Schedule. If you open the document to edit it again, you will be asked to add *actual* schedule values.

Contractor Pay Application Information

The Contractor Pay Application Information document is a necessary prelude to the payment application itself.

This is the first of three essential forms that must be completed to pay Contractors. This document is completed by the Project Manager, and contains information about retainage values. The other two forms which must be completed by the Contractor are the Employee Utilization Report and the approved Schedule of Work Completed form. Information in all 3 forms must agree.

▶ **Note:** It is the Contractor's responsibility to ensure that the forms are accurate.

Completing the Contractor's Pay Application Information Document:

1. In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout**.

2. Under **Create**, click **Contr Pay App Info**.

   A new Contractor Pay Application Information document appears.

3. In the Division of Work field, drop down the menu and select the applicable Division.

   The document refreshes, and imports information about that Division's contractor.

4. In the **Retainage Percentage** field, enter the percentage of retainage for that contractor's contract.
   By default, a value is entered; you may modify this value as necessary.

▸ **Note:** A retainage amount is typically held until the end of the construction. The retainage percentage may be reduced if the contractor submits a request for a reduction in retainage later in the project.

5.   If this is a Contractor with Assigned Subcontractor, in the **Contractor Assignment Fee Percentage** field, a default percentage is displayed.

6.   When complete, click the **Save Contractor's Pay Application Info** button to save your work.

Editing the Contractor's Pay Application Information Document:

1.   In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout**.

2.   Under **View/Edit**, click **Contr Pay App Info**.

A list of Contractor Pay Application Information documents appears.

3.   Click on the link to the document you wish to edit.

The document opens.

4.   Click on the **Edit** button.

The document refreshes in edit mode.

5.   Modify the document, as necessary.

6.   When complete, click the **Save Contractor's Pay Application Info** button to save your work.

The Contractor Obligation Document

The Contractor Obligation document provides information about University business processes that are necessary to obligate funds and pay vendors.

The Campus Business Manager completes this form for each contractor on the project.

To Create a Contractor Obligation Document:

1. In the navigator, click on the twistie next to **Contractor Info**.

   The options appear.

2. Click on **Create Obligation**.

   A new Contractor Obligation Document opens, in Edit mode.

3. In the **Division of Work** field, drop down the menu and select the division the contractor is responsible for.

   The form refreshes, and the contractor's name, address, FTIN, contract amount, and contract date and are automatically entered by PRZM.

4. In the **Obligation Number / Encumbrance** field, enter the appropriate numbers.

5. In the **Select**: field, select the radio button which applies: **Shell** or **Systems**.

6. In the **Chart** field, drop down the menu and select the appropriate campus or University code.

7. In the **Fund** field, drop down the menu and select the related fund.

8. In the **Organization** field, drop down the menu and select the correct organization.

9. In the **Account** field, drop down the menu and select the appropriate account for this division of work.

10. In the **Program** field, drop down the menu and select the appropriate Program Code.

11. In the **Program (Alternate)** field, enter the Program not listed in the Program field (above).

12. In the **Activity (Optional)** field, if you used the Program (Alternate) field, you may enter an appropriate activity, if desired.

13. In the **Location (Optional)** field, if you used the Program (Alternate) field, you may enter a location, if desired.

14. When you have finished, click on the **Save Contractor Obligation Info** button.

    The document is saved and you are returned to the view.

To Edit a Contractor Obligation Document:

1. In the navigator, click on the twistie next to **Contractor Info**.

    The options appear.

2. Under View/Edit, click on **Contr Oblig Info**.

    A list of Contractor Obligation Documents displays, organized by Division of Work.

3. Click on the link to the Division of Work you wish to edit.

    The form displays

4. Click on the **Edit** button.

    The form opens in edit mode.

5. Make modifications as required.

6. When you have finished, click on the **Save Contractor Obligation Info** button.

    The document is saved and you are returned to the view.

Entering Contractor Information

Every contractor must complete a Contractor Information Log at the beginning of a project. The log includes contact and other information that the construction team might need at a moment's notice.

▸ **Note:** You must fill out a Contractor Information Log for each Division of Work you are responsible for.

Completing the Contractor Information Log:

1. In the Construction navigator, click on the twistie next to **Contractor Info**.

2. Under **Create**, click **Contractor Info**.

   A new Contractor Information Log appears, as illustrated below.

---

3. From the drop-down menu, select your **Division of Work**.

    The Contractor Information Log refreshes to automatically include the firm's information from the Vendor Registration, as illustrated below.
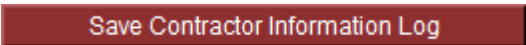
- **NOTE:** The Contractor Information Log displayed above does not list real information; it is for illustration only. All Contractor Information Log documents will contain the Contractor's FTIN, IDHR number, and realistic dates.

4. Scroll down. In the *Primary Contact Information* section of the document, fill out the requested **Contact Name** and **Email address** sections on the form. Phone numbers are requested, but not required.

    ▸ **Note:** Phone numbers are requested so that other project team members can find contact information when necessary throughout the project.

5. In the **Job Site Contact** section of the form, give the name and email address of the person who will be the primary contact on the job site. Phone numbers are requested, but not required.

6. In the **Emergency Contact** section of the form, give the name and email address of the person who will be the primary contact on the job site. Phone numbers are requested, but not required.

7. In the **Warranty Contact** section of the form, give the name and email address of the person who will be the primary contact on the job site. Phone numbers are requested, but not required.

▸ **Note:** Emergency Instructions are on this form as a convenience.

8. Fill out the **Performance and Payment Bond (PPB) Information** section. All fields in this section are required.

9. Fill out the **Insurance Certificate Information** section. All fields in this section are required.

10. In the **Type of Insurance** section, provide the company name, policy number, and expiration date.

11. Click the **Calculate Days to Expiration** button to see how many days are left before the policy expires. Calculate Days to Expiration

12. Mark the document complete by selecting **Completed** in the **Document Status** drop-down menu.

13. Fill in the **Notification of Changes** sections as needed.

14. Scroll down and click the **Save Contractor Information Log** button to save your work.

Save Contractor Information Log

▸ **Note:** If you have not filled in all the required fields, the document will not save. You will see the following message:

```
The document was not saved. Use the browser's back button
to go back to the form and complete all of the required
fields marked by the red dots.
```

Use your browser button to return to the document, review it, fill in the missing information, and then save the document.

If you need to create another Contractor Information Log document, for another Division of Work, click on the **Save and Create another Contractor Information Log** button.

Save and Create another Contractor Information Log
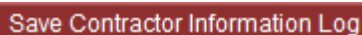
A new Contractor Information Log document opens.

15. From the drop-down menu, select your **Division of Work**.

The rest of this table is filled in automatically by PRZM from the previous Contractor Information Log document.

16. Modify the document as needed.

17. Scroll down and click the **Save Contractor Information Log** button to save your work.

Save Contractor Information Log

▸ **Note:** If you have not filled in all the required fields, the document will not save. You will see the following message:

```
The document was not saved. Use the browser's back button
to go back to the form and complete all of the required
fields marked by the red dots.
```

Use your browser button to return to the document, review it, fill in the missing information, and then save the document.

If your document was filled in completely and saved, you will be returned to the Contractor Information Log view, and the new Contractor Information Log will appear as a hotlink.

Completing the Subcontractor / Vendor / Supplier (SVS) Document

All Contractors need to be registered with the University of Illinois Office of Capital Programs and Real Estate Services' Vendor Services Application (VSA), including the prime contractor's subcontractors. Set up for and payment of the Contractor's contract relies on accurate information which is imported from VSA, including their own and their subcontractors' names and addresses.

The Contractor must create a Subcontractor / Vendor / Supplier (SVS) Information document for each subcontractor they will employ on the job.[1] Other documents, such as the Schedule of Values and the Schedule of Work Completed document, import information from these Subcontractor / Vendor / Supplier Information documents.

Each Subcontractor / Vendor / Supplier Information document requires that the Contractor select the location and subsequently the name of the Subcontractor / Vendor / Supplier firm and indicate the Division of Work and a summary of work, materials and/or equipment the Subcontractor / Vendor / Supplier will provide. The Contractor will also be required to upload a copy of the subcontractor's contract as well as copies of the subcontractor's disclosures and certifications[2].

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[1] Illinois Public Act 096-795 requires that all Illinois state agencies, including universities, collect information about contractors' subcontractors. The University of Illinois uses PRZM and the Illinois Public Higher Education Cooperative's (IPHEC) Bulletin to collect documentation and report to the state.

[2] Board of Elections Registration Certificate; Certifications and Statutory Requirements form, completed and signed; and Financial Disclosures and Conflicts of Interest form(s), completed and signed.

Once Subcontractor / Vendor / Supplier information documents have been created, PRZM gives them the status of "Pending", because they are subject to University approval.

A Subcontractor / Vendor / Supplier with a "Pending" status must be approved by the UI Project Manager. If the / Vendor / Supplier Information document was created after the approval of the Schedule of Values document, the / Vendor / Supplier is still subject to approval and will not appear on the various payment documents until approved.

Before You Begin:

Before you create the Subcontractor / Vendor / Supplier Information documents, you will want to :

- Ensure that your Subcontractors / Vendors / Suppliers are registered with the University's Vendor Services Application (VSA). You won't be able to create a Subcontractor / Vendor / Supplier Information document for an unregistered subcontractor.

- Gather the following documentation, in PDF format, for each Subcontractor / Vendor / Supplier:

  - ♦ The Subcontractor / Vendor / Supplier's signed and scanned contract[3] with your firm.

  - ♦ The Subcontractor / Vendor / Supplier's signed and scanned Certification and Statutory Requirements form.

  - ♦ The Subcontractor / Vendor / Supplier's signed and scanned Financial Disclosures and Potential Conflicts of Interest form.

- Ensure that all of the above documents are named using the University's required naming convention.

  ▶ **IMPORTANT:** If a required document is not uploaded or if the uploaded document is not named properly, your Subcontractor / Vendor / Supplier may be rejected by the University and need to be recreated.

To Complete a Subcontractor / Vendor / Supplier (SVS) Document:

1. In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout**.

2. Under **Create**, click **SVS Information**.

   A new SVS Information document opens.

3. In the **Select City for Vendor** field, drop down the menu and select the Subcontractor / Vendor / Supplier's city.

   The Vendor field appears.

4. In the **Vendor** field, drop down the menu and select the Vendor's name.

   ▶ **Note:** If the vendor's name does not appear, either you did not select the correct city, or the Vendor is not registered with the Vendor Services Application (VSA). You will need to ask your Subcontractor / Vendor / Supplier to register. You may not enter a vendor's name and address manually.

   The form refreshes and displays the subcontractor's address, phone numbers, FTIN, and MAFBE (Minority and Female Business Enterprise) status.

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[3] As required by Illinois Public Act 096-795.

5. In the **Contact** field, type the name of the primary contact for the subcontractor, supplier, or vendor.

6. In the **Email** field, type the email address of the primary contact.

7. In the **Division of Work** field, drop down the menu and select the appropriate division for the subcontractor, supplier, or vendor.

8. In the **Summary of Subcontract Work, Materials or Equipment Provided** field, enter the work, materials or equipment that the subcontractor / vendor / supplier will be providing.

9. In the **Total Subcontract Value is $25,000 or Greater?** field, if the subcontractor's contract amount will be greater than $25,000 click in the **Yes** radio button. If not, click in the **No** radio button.

10. In the **Attach File** field, click on the **Browse** button ⟨Browse...⟩ to navigate to the electronic copy of the subcontractor's:

    ♦ Scanned and signed contract (for all subcontracts over $25,000)

    ♦ Certification form

    ♦ Disclosures form

    ‣ **Note:** All these uploaded documents must be in PDF format and must be named using the University's file naming conventions. You can use the link on the form to go directly to the file naming convention document. Or you can go to the following website to obtain the forms and naming convention document.

    http://www.uocpres.uillinois.edu/contractors/contracts.shtml
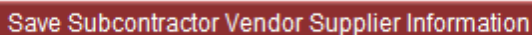
11. Once you have located the file, click the **Upload** button. ⟨Upload⟩

    ‣ **Note:** Upload each document individually. PRZM does not support multiple document uploads.
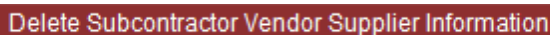
    The file is uploaded to the document.

12. Repeat the Browse and Upload procedures until all required documents have been uploaded.

13. When you are certain that you have accurately and completely filled out this form, in the **Send Notification for Review** field, click in the **Yes** radio button, to indicate that it is ready for the Project Manager's review.

14. Click on the **Save Subcontractor Vendor Supplier Information** button.

    ⟨Save Subcontractor Vendor Supplier Information⟩

    The form closes and returns you to the view.

    ➢NOTE: If you have made a mistake and saved before you were ready, when you open the Subcontractor / Vendor / Supplier document, the **Delete Subcontractor Vendor Supplier Information** button appears for your use.

    ⟨Delete Subcontractor Vendor Supplier Information⟩
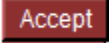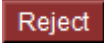
    Use this function if you must delete this document and create a new one.

Instructions for the Project Manager

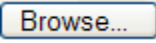## To Review a Subcontractor / Vendor / Supplier (SVS) Document:

1. In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout**.

2. Under View/Edit, click on **SVS Information**.

   The SVS Information – All Divisions view appears.

3. Click **Expand All**.

   Under each Division of Work, any SVS Information Documents awaiting your review will appear under the Pending status.

4. Expand the **Pending** status for the subcontractor information document you wish to view.

5. Click on the Subcontractor's name link.

   The Subcontractor / Vendor / Supplier Information document opens.

6. Review the subcontractor information.

7. Click on each attachment, to ensure that

   ♦ it is the correct type of document.

   ♦ it has been signed.

8. Review each file's name for compliance with the University's required naming convention.

9. If you accept the proposed Subcontractor / Vendor / Supplier, click the **Accept** button.
   Accept

   Accepted Subcontractors / Vendors / Suppliers will now be listed in the dropdown lists on the Contractor's Schedule of Values (see next topic).

10. If for any reason you cannot accept the Subcontractor / Vendor / Supplier, click the **Reject** button. **Reject**

    The SVS Information – All Divisions view appears, and the document has a status of "Rejected".

11. If you reject a Subcontractor / Vendor / Supplier, the Contractor will need to create a new version of the Subcontractor / Vendor / Supplier Information document and re-submit. The previous document cannot be edited and re-submitted.

The Contractor's Schedule of Values

Contractors submit their proposals to the campus during the Bid and Award phase on a lump sum basis; for example, a Contractor with Assigned Subcontractors submits a proposal for general work for $3.5 million. The purpose of the Contractor's Schedule of Values (CSV) form is to allow the contractor to break down a lump sum into smaller components of work that ultimately become payment items. The contractor can draw on these individual payment items for payment over the course of construction. This form is filled out exclusively by the Contractor.

A Schedule of Values document describes each contractor payment item for all of the work that will be done during the construction phase. Depending on the size of the project, this form could be used for many separate items for one contract. PRZM builds a table of information that will ultimately be approved by the Architect/Engineer and the Project Manager.

To Create Contractor's Schedule of Values Line Items:

1. In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout**.

2. Under **Create**, click **CSV Line Item**.

3. In the *Contract Division* section, drop down the menu and select the Division of Work.

   The document refreshes.

4. In the Item Type section, click in one radio button:

   ♦ Materials

   ♦ Installation (Labor)

   ♦ Other

   The form refreshes, to display applicable fields.

5. In the *Description of Contract Payment Item* section:

   a. In the **Spec. Section** field, provide the numerical CSI designation for that specification section.

      ➢NOTE: Projects which began *after July, 2009* use the MF04 six-digit spec section numbers. If you need to convert from the MF95 five-digit spec section numbers, please use the matrix from the UOCPRES website's job aid area.

      http://www.uocpres.uillinois.edu/training/przm/MF95_To_MF04_Matrix.pdf

   b. In the **Payment Item** field, describe the spec section; for example, masonry work.

   c. In the **Subcontractor/Vendor/Supplier (if Applicable)** field, if the Spec. section item will be provided by a Subcontractor, Vendor or Supplier, drop down the menu and select the vendor's name (previously provided on an approved SVS information document), and in the next drop down menu, select which type this vendor is: Subcontractor / Vendor / Supplier.

      ▸ **Note:** If a subcontractor / vendor / supplier (SVS) document was rejected or has yet to be approved by the project manager, it will not appear on the dropdown list.

   d. In the **Estimated Quantity** and **Measurement** fields, enter the number and the unit of measurement applicable to this payment item, e.g., 500 square feet (for drywall).

6. In the *Cost Breakdown* section:

   a. In the **Material & Equipment** field, enter a dollar value.

   b. In the **Installation (Labor, etc.)** field, enter a dollar value for labor costs.

   c. Click the **Refresh** button to have the system calculate total cost and average cost per unit.

7. Click the **Save This Pay Item** button. [Save This Pay Item]

   The CSV Line Item document is saved and the *Schedule of Values* view returns.

8. Continue to add Schedule of Values Line Items by repeating this process until your Schedule of Values Line Items are complete. You will then submit the Schedule of Values Approval List, which contains all line items, for approval (see next topic).

Submitting Schedule of Values for Approval

Once you have completed your Schedule of Values line items and related MAFBE Certification documents, and verified that the sum of your Schedule of Values matches your contract amount, you are ready to submit these documents for approvals by the Architect/Engineer and Project Manager.

▶ **IMPORTANT NOTE:** If you are a Contractor with Assigned Subcontractors, you must wait until all Schedules of Values for yourself and all your subcontractors are ready for submission. The Contractor with Assigned Subcontractors submits for approval the schedules of values for all work simultaneously.

Once you have submitted your Schedule of Values for approval, you will be unable to alter them (unless they are not approved and returned to you for revision).

To Submit Schedule of Values for Approval:

1. In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout**.

    The Create and View/Edit options appear.

2. Under **Create**, click **CSV Approval**.

    The Contractor's Schedule of Values Approval List document opens in the main window.

3. From the *Contract Division* pull-down menu, select the Division of Work.

    The document refreshes.

4. In the *Ready for Approval* section, click on the radio button next to **Yes**.

    ▸ **Note:** If the *Ready for Approval* section is not visible, please note the message in red which explains the issue you need to remedy. Often, a line item might be omitted and the scheduled values do not match the contract amount(s) for either or both the contractor and/or the contractor's subcontractor(s), subvendor(s) or suppliers.

5. In the *Notification of Changes* section, if you wish to send a message to a team member, in the **Send Message** section click in the radio button next to **Yes**, then select the person you wish to be notified by email.

6. When you have finished, click the **Save Schedule of Values Approval** button.

    Save Schedule of Values Approval

    The approval list has been saved, and the first approver will be notified. The CSV Approval Status view appears, with the CSV's status noted as Pending.

▸ **IMPORTANT NOTE:** A subcontractor's CSV Approval goes to the Contractor with Assigned Subcontractor, for review and submission for approval when that firm submits its CSV Approval List.

Contractors' Schedule of Values approvals follow the path:

Subcontractor(s)

Contractor with Assigned Subcontractors

Architect / Engineer

Project Manager
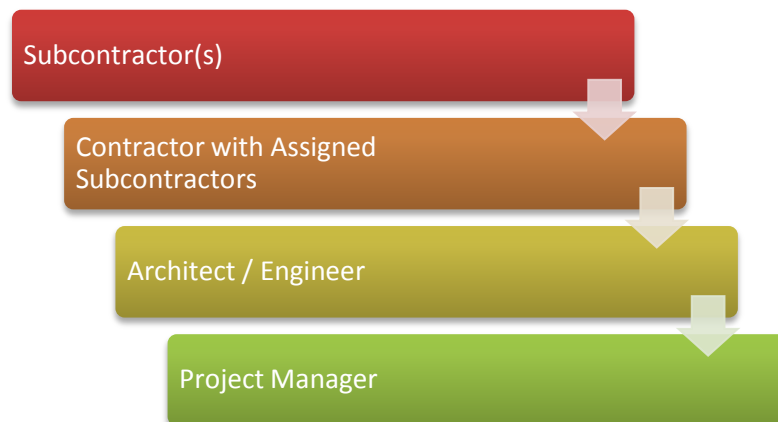
A Contractor with Assigned Subcontractors cannot submit his/her own CSV until all subcontractors' CSVs have been submitted and approved by him/her.

Viewing the Status of a CSV in the Approvals Process

You can view where a CSV is in the approvals process by going to the CSV Approval Status view.

1. In the Navigator, under View/Edit, click on **CSV Approval List**.

    The CSV Approval list view appears.

2. In the view, click **Expand All**.

    The Contractors Schedules of Values under each status appear.

Approving Contractor's Schedules of Values

The Schedules of Values created by Contractors must be approved by others. All approvals take place serially. If the first approver rejects a Schedule of Values Approvals List, that Schedule of Values Approvals List is considered void. The Contractor must re-submit his Schedule of Values, by editing and saving the original set of spec items and then re-submitting them for approval.

For Assigned Subcontractors, the only approver is the Contractor with Assigned Subcontractors. If the Contractor with Assigned Subcontractors rejects a submission the submitting firm is notified of the rejection and must make the required adjustments to their Schedule of Values and resubmit for approval.

For the Contractor with Assigned Subcontractors, the first approver is the Architect/Engineer. The Project Manager then approves the Schedule of Values.

For Non-Assigned Subcontractors the first approver could be a Construction Manager, if the project is run by one, otherwise the first approver would be the Architect/Engineer and then the Project Manager. In these cases if the first approver rejects a submission, the submitting firm is notified of the rejection and must make the required adjustments to their Schedule of Values and resubmit for approval.

In all cases when the Project Manager approves a submission the corresponding PRZM Schedule of Work Completed documents will be automatically created.

To Approve a Schedule of Values:

1. In the navigator, click on the twistie next to **Cntr paymts/Closeout**.

The Create and View/Edit options appear.

2. Under View/Edit, click on **CSV Apprvl List**.

   In the main window, the CSV Approval Status view opens.

3. Click on the twistie next to **Pending**.

   A list of Divisions of Work appears.

4. Click on the twistie next to the Division of Work you will be approving.

5. Click on the Link to the Division of Work.

   —Or—

6. Come directly to the document by clicking on the link to the Schedule of Values in your Dashboard.

7. Click on the **Edit** button.

   The document opens in Edit mode.

8. If you wish to review each spec item, click on its link.

9. Review the Schedule of Values.

10. In the **Approval** section, select the desired radio button:

    ♦ Yes

    ♦ No

    ♦ Pending

11. Scroll down the document and click on the **Save Schedule of Values Approval** button.

    The document is saved and the CSV Approval Status view returns.

Submittal Requirements

With this form, the Architect/Engineer communicates submittal requirements for the project by specification section. Here, the Architect/Engineer designates the contractor's submission of project data. Contractors will be able to view submittal requirements for work within their contract in the Submittal Log view in the Construction Phase.

To View Submittal Requirements:

1. In the Construction navigator, click on the twistie next to **Submittal Reqmts**.

2. Click on the **View/Edit – All** option.

   The view in the main window changes to display all divisions of work.

3. Click on the twistie next to the desired division of work.

4. Click on the hotlink for the desired document.

   The document displays in the main PRZM window.

To Create a New Submittal Requirements:

1. In the Construction navigator, click on the twistie next to **Submittal Reqmts**.

2. Click on the **Create** option.

The view in the main window changes to display a new Submittal Requirements document.

3. In the **Division of work** section, drop down the menu and select the division of work for this submittal. Because this step follows the Divisions of Work documents you completed earlier, only the divisions of work selected to be bid will appear.
4. In the **Description/Title** section, enter the description of work title of the CSI division of this submittal. For example, this is where you would list "wood windows" followed by the CSI specification number in the next line.
5. In the **Specification Section**, enter the CSI specification number of this submittal; for example, for wood windows enter "07800."
6. In the **Submittal Requirements** section, select all the submittals you require the contractor to furnish for this specification section.
7. Click the **Refresh** button.

   The As-Built and Maintenance Manual Requirements section refreshes with related requirements.

8. In the **As-Built and Maintenance Manuals** section, click in the checkboxes for requirements for this submittal.
9. In the **Special Submittal Requirements/Instructions**, type into this box a list of requirements or instructions not adequately described elsewhere.
10. In the Notification of Changes section, if you wish to notify other team members, in the **Notify other team members of changes in this document** section, click in the **Yes** radio button.
11. In the **Team Members to be Notified** section, select those to be notified. Hold down the <Ctrl> key to select more than one name.
12. When done, click the **Save Submittal Requirements** button.

Contractor Payments

Prior to submitting Schedules of Work completed, the contractor must have completed the following documents:

- Contractor's Information Log

- Subcontractor/Vendor/Supplier (SVS) Information documents

- Contractor's Schedule of Values

- Contractor's Schedule of Values Approval List

In addition, the Project Manager must have completed the Contractor's Pay Application Information document and the Business Manager must have completed the Contractor's Obligation document.

Once a contractor has completed work, in order to get paid, he must fill out the following documents:

- Schedule of Work Completed

- Employee Utilization Report

- Schedule of Work Completed Approval List

These documents, while related to each other, must be completed separately. The Contractor first completes the Schedule of Work Completed, for the time period for which he wishes to be paid, and saves the document. The contractor must then create a Schedule of Work Completed Approval List. From the saved Approval List, the contractor can then create the Employee Utilization Report which relates to the same time period and effort. The contractor returns to the Schedule of Work Approval List and submits it for approval.

Approvals of the Schedule of Work Completed depend upon the contractor's relationships. If the contractor is a sub-contractor, the first approver would be the Contractor with Assigned Subcontractor. If the contractor is unassigned, the first approver would be either a construction manager (if a construction manager has been employed by the owner) or the Architect/Engineer firm employed by the owner. Finally the Project Manager approves the Schedule of Work Completed. PRZM automatically creates a Payment Application document once all approvals for the Schedule of Work Completed have been saved. The Business Manager approves the Payment Application and expedites the payment.

Rejections of the Schedule of Work completed return to the previous approver for comments and questions. Should all approvers reject the Schedule of Work Completed, the contractor may have to re-submit.

The following table summarizes the order and flow of work for *first-time* contractor payments.

Task No.	Person Responsible	Document
1.	Contractor	Contractor Information Document
2.	Contractor	Subcontractor/Vendor/Supplier Information Document (including related MAFBE information as required)
3.	Contractor	Contractor's Schedule of Values Line Item Documents
4.	Contractor	Contractor's Schedule of Values Approval List
5.	Project Manager	Contractor Pay Application Information
6.	Business Manager	Contractor Obligation Document
7.	Contractor with Assigned Subcontractors (if relevant)	Contractor's Schedule of Values Approval
8.	Construction Manager (if relevant)	Contractor's Schedule of Values Approval
9.	Architect/Engineer	Contractor's Schedule of Values Approval
10.	Project Manager	Contractor's Schedule of Values Approval
11.	Contractor	Schedule of Work Completed Line Item Documents
12.	Contractor	Schedule of Work Completed Approvals List (creation)
13.	Contractor	Employee Utilization Report
14.	Contractor	Schedule of Work Completed Approvals List (submission to first approver)
15.	Contractor with Assigned Subcontractors (if relevant)	Schedule of Work Completed Approval
16.	Construction Manager (if relevant)	Schedule of Work Completed Approval
17.	Architect/Engineer	Schedule of Work Completed Approval
18.	Project Manager	Schedule of Work Completed Approval
19.	Business Manager	Payment Application

The following table summarizes the order and flow of work for *subsequent* contractor payments.

Task No.	Person Responsible	Document
1.	Contractor	Payment Application – Mark Received for the previous pay period
2.	Contractor	Subcontractor/Vendor/Supplier Information Documents – Edit to include amounts paid, as applicable
3.	Contractor	Payment Request Affidavit and Partial Waiver of Lien Document
4.	Contractor	Schedule of Work Completed Line Item Documents
5.	Contractor	Schedule of Work Completed Approvals List (create new for the pay period)
6.	Contractor	Employee Utilization Report (create new for the pay period)
7.	Contractor	Schedule of Work Completed Approvals List (submission for approval)
8.	Contractor with Assigned Subcontractors (if relevant)	Schedule of Work Completed Approval (with review of Employee Utilization Report)
9.	Construction Manager (if relevant)	Schedule of Work Completed Approval (with review of Employee Utilization Report)
10.	Architect/Engineer	Schedule of Work Completed Approval (with review of Employee Utilization Report)
11.	Project Manager	Schedule of Work Completed Approval (with review of Employee Utilization Report)
12.	Business Manager	Payment Application

The Schedule of Work Completed

Contractors use the Schedule of Work Completed Line Item documents to report the completion percent for each distinct item in the Schedule of Values, to report payments to subcontractors/vendors/ suppliers, and to report the amount and location of any stored materials related to the Schedule of Values.

The contractor must update this form in order to get paid for work done on each Schedule of Values item during this payment period (as specified in the Contractor Pay Application Info form). The compilation of Schedule of Work Completed Line Items for a pay period is called the Schedule of Work Completed Approval List.

The Architect/Engineer must update these forms when waivers of lien are received from the subcontractor/vendor/supplier for this work.

Schedules of Work Completed documents are automatically created by PRZM when the Schedule of Values is approved. The first three sections of the form (Contractor Info, Description of Contract Payment Item, and Cost Breakdown) contain information taken directly from the Schedule of Values.

Instructions for the Contractor:

1. In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout**.

2. Under **View/Edit**, click **Sch of Work Completed**.

3. Navigate to the appropriate spec section and click the hotlink to open it.

4. Click the **Edit** button.

5. To indicate additional work on this item done during this period, update the **Percent Completed**, column E, to represent the total accumulated completion percentage for this item. For example, if 50% of this item was completed and paid for in the past, and 25% additional completion occurred this period, enter "75" in this field.

6. To convert the other fields in this section into dollar values, you may optionally click the **Calculate Data** button. If you do not, the calculations will be done automatically when the form is saved.

7. If this schedule of values item utilizes a subcontractor/vendor/supplier, then complete the first line in the **Waivers Due** section.

   ♦ The first field is the oldest payment period for which payments to subcontractors/ vendors/suppliers have not been reported. This is a numeric value taken from the Contractor Pay Application Info document for that period.

   ♦ The second field is the dollar amount you have paid to the subcontractor/vendor/ supplier (or, the cumulative outstanding balance for all previous payment requests).

8. If part of the completion percentage includes materials that have been purchased but not yet used, complete the **Stored Materials** section.

9. To indicate that the completion percentage includes stored materials, set the drop-down box to **Yes**.

   a. Indicate if the stored materials are in an *on-site* or *off-site* location. If they are stored in a combination of both, then choose *on-site*.

   b. Indicate what materials, the percent of the total amount of materials, and their value, that are stored on-site and off-site. If the materials are stored off-site, indicate if an appropriate insurance certificate has been transmitted to the owner.

   ▸ **Note:** The contractor cannot be paid for materials that are stored in a location at which the owner is not protected against loss of the materials.

10. When complete, click the **Save Schedule of Work Completed Item** button to save your work.

Editing Schedule of Work Completed Line Items:

1. In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout.**

2. Under Edit, click on **Edit SWC Line Items**.

3. The Schedule of Work Completed screen appears, with your firm's name listed.

4. From the **Contract Division** drop-down menu, select the Division of Work.

   The form refreshes.

5. From the Spec Section drop-down menu, select the relevant Spec Section.

   The form refreshes with the Scheduled Value and Previous Work entered.

6. In the Current % field, enter the percentage complete for the Spec Section item.

7. Click the **Refresh** button.

   The form refreshes to calculate the correct amounts in each column.

8. If the spec item includes stored materials, in the Stored Materials section of the form, click on the Yes radio button.

    The form refreshes.

9. In the Select All Locations that Apply section, click in the checkbox for the locations at which the materials are stored:

    ♦   On-site

    ♦   Off-site

10. If materials are stored off-site, you will see the following question:

    If materials are stored off-site, an insurance certificate indicating the Owner as additional insured is required. Has an insurance certificate been transmitted to the owner?

11. Click on the appropriate radio button

    ♦   Yes

    ♦   No

    ♦   NA

12. In the next section, indicate what materials are stored in each selected location

13. In the next field, indicate the total value of the materials.

14. In the next field, indicate the percentage of the materials which are stored.

15. Click the **Refresh** button.

    PRZM calculates the value of the stored materials and refreshes the form.

16. When you have finished, click the **Update Spec Section SWC Document button**.

Creating the SWC Approval List

The Schedule of Work Completed Approval List combines information taken from the Contractor's Schedule of Values with information submitted with the Schedule of Work Completed Line Items. This view allows those who must approve the current work period's submittal for payment to review all relevant information in a single view.

The Schedule of Work Completed Approval List can only be created when the following two conditions have been met:

♦ Any previous SWC Approval List has been approved by all approvers and a Payment Application has been approved and marked paid by the Contractor.

♦ The contractor has marked some Schedule of Work Completed Line Items as partially completed for the next pay period.

▶ **Note:** If you try to create a Schedule of Work Completed Approval List when these conditions are not met, you will receive an error message reading:

```
**** There is currently no Work Completed. Close or select an option on the Navigator. ****
```

Creating a Schedule of Work Completed Approval List:

1. In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout.**

2. Under **Create**, click on **SWC Approval**.

   A Schedule of Work Completed Approval List document opens.

3. In the **Contract Division** field, drop down the menu and select the appropriate Division of Work.

   The form refreshes.

4. In the **Current Payment Period** fields, give the dates which the current payment covers. Note that the previous Payment Period dates are listed for your reference.

   You may type in the dates or click the Date Navigator icon to select them from a calendar.

5. Review the Schedule of Work Completed Line Items displayed as well as the Stored Materials Report.

   ▶ **Note:** If you need to revise any of the Line Items, you will need to close the SWC Approval List without saving it and revise the Line Items, then return and re-create the SWC Approval List.

6. When you are satisfied with the Approval List, click on the **Save Schedule of Work Completed Approval List and Create Employee Utilization Report** button.

   The document is saved and the view returns to the SWC Approval Status – Contractor view.

   ▶ **Note:** You will need to open the saved Schedule of Work Completed Approval List to complete its related Employee Utilization Report. See next topic.

Creating a Schedule of Work Completed Approval List – Contractor with Assigned Subcontractor

A Contractor with Assigned Subcontractors can submit a Schedule of Work Completed for himself or for assigned subcontractors only. In order to submit for subcontractors, the Contractor with Assigned Subcontractors must first approve their Schedules of Work Completed. Once those are approved, they will show up on the Contractor with Assigned Subcontractors' Schedule of Work Completed, to be submitted for approval to the next approver.

➢NOTE: The following process includes both the Schedule of Work Completed Approval List and the Employee Utilization Report for the Contractor with Assigned Subcontractors.

1. In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout.**

2. Under **Create**, click on **SWC Approval**.

   A Schedule of Work Completed Approval List document opens.

3. In the **Submit for Assigned Only** field, click one radio button: Yes or No.

   If the SWC Approval List is only for the assigned, the form refreshes and displays a table listing a summary of the assigned subcontractor(s)' SWC Approval list(s), with links to each. Skip to step # 8.

   If the SWC Approval List is for both the Contractor with Assigned and the Assigned Subcontractor, the form refreshes to display the Contract Division field.

4. In the **Contract Division** field, drop down the menu and select the appropriate Division of Work.

The form refreshes.

5.   In the **Final Payment** field, select radio button: Yes or No.

    ▸ **Note:** for Final Payment, see topic later in this manual.

    The form refreshes and displays a table of all SWC line items, as illustrated below.

Line Item	Spec. Section	Payment Item	Subcontractor Vendor	Scheduled Value	Percent Completed	Previously Approved	Work Completed	Completed and Stored	Balance to Complete
1	011100	Overhead & Profit	Contractors Corporation	$56,000.00	10.0%	$0.00	$5,600.00	$5,600.00	$50,400.0
2	011402	Supervision (Labor)	Contractors Corporation	$18,000.00	5.0%	$0.00	$900.00	$900.00	$17,100.00
3	011402	Mobilize Labor (Labor)	Contractors Corporation	$4,200.00	50.0%	$0.00	$2,100.00	$2,100.00	$2,100.00
4	013000	Cost Estimating (Labor)	Construction Cost Systems, Inc.	$150,000.00	75.0%	$0.00	$112,500.00	$112,500.00	$37,500.0
5	014100	Parking Fees	Contractors	$500.00	0.0%	$0.00	$0.00	$0.00	$500.0

6.   In the **Current Payment Period** fields, give the dates which the current payment covers. Note that the previous Payment Period dates are listed for your reference.

    You may type in the dates or click the Date Navigator icon to select them from a calendar.

7.   Review the Schedule of Work Completed Line Items displayed as well as the Stored Materials Report.

    ▸ **Note:** If you need to revise any of the Line Items, you will need to close the SWC Approval List without saving it and revise the Line Items, then return and re-create the SWC Approval List.

8.   Scroll down and review the Assigned Subcontractor area of the form. Click on the link and review the Assigned Subcontractor's SWC Approval List, as necessary. An example of the subcontractor area is illustrated below.

Assigned Subcontractor Divisions Approved by the Contractor for submission with this SWC Approval List					
Link	Division	Assigned Subcontractor	Current Work Completed	Total Completed and Stored	Balance To Complete
001	Division 02 - Plumbing Wo	Plumbers Joint	$3,000.00	$3,000.00	$27,000.00

    ▸ **Note:** The Contractor with Assigned will have reviewed each Subcontractor's SWC Approval List and approved it prior to completing their own SWC Approval list.

9.   When you are satisfied with the Approval List, click on the **Save Schedule of Work Completed Approval List and Create Employee Utilization Report** button.

> Save SWC Approval List and Create Employee Utilization Report

    The document is saved and the view returns to the SWC Approval Status view.

    ▸ **Note:** You will need to open the saved Schedule of Work Completed Approval List to complete its related Employee Utilization Report.

10. Click on the twistie next to Pending Contractor Completion of Employee Utilization Report, then click on the twisty next to your Division of Work.

    A link to the Schedule of Work Completed Approval List for the pay period is revealed, as illustrated below.

SWC Approval Status

Next ↓ | Previous ↑ | Expand All ↔ | Collapse All ▶|

Pay Period	Current Work Completed
▼ Pending Contractor Completion of Employee Utilization Report	
▼ Division 01 - General Work	
11/09/2010 to 11/19/2010	$132,100.00
▶ Pending Contractor With Assigned Subcontractors Submission	

11. Click on the link to the pay period.

    The Schedule of Work Completed Approval List opens.

12. Scroll down the list and click on the link to the related Employee Utilization Report.

    The Employee Utilization Report document appears.

13. Click on the **Edit** button.

14. Enter the number of workers in each category and the minority status of those in each category.

15. Click the **Calculate** button.

16. Enter the number of hours worked by each worker represented in the Contractor's Workforce.

17. Click the **Calculate** button.

18. Scroll down to **Table C: Direct Subcontractors Included in the Report.** If the list of workers includes those from any listed subcontractors, click on the name(s) of the included subcontractors.

    ‣ **Note:** To click on more than one subcontractor, hold down the CTRL key while clicking.

19. Scroll down to the Is this Employee Utilization Report Ready for Review section.

20. When you are ready, click the **Yes** radio button.

21. Click on the **Save Employee Utilization Report** button.

    The document closes and the Employee Utilization Report view displays.

    ‣ **IMPORTANT:** Your next step is to submit the Schedule of Work Completed Approval List to the first approver (see topic following Employee Utilization Report, following). Until you have submitted the Schedule of Work Completed Approval List, your application for payment cannot be approved.

The Employee Utilization Report

The Employee Utilization Report records the make-up of the construction workforce. This document goes hand in hand with the payment request process each month. Each contractor completes an Employee Utilization Report on a periodic basis, as designated on the payment request.

Once you have completed the Schedule of Work Completed Approval List, you will need to fill out a related Employee Utilization Report in order to request approval of your payment.

To Create an Employee Utilization Report:

1. Open the recently completed Schedule of Work Completed Approval List.

   —Or—

   In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout**.

   Under **View/Edit**, click **SWC Approval List**.

   The view opens.

2. Click on the arrow next to the Division of Work.

3. Click on the arrow next to Pending Contractor Completion of Employee Utilization Report.

4. Click on the Pay Period link.

   The Schedule of Work Completed Approval List opens.

5. Scroll to the bottom of the Schedule of Work Completed Approval List.

6. Click on the **Link to Employee Utilization Report** link.

    An Employee Utilization Report form opens.

7. Click the **Edit** button.

8. In **Table A: Contractor's Workforce (includes Direct Subcontractors)**:

    a. Enter the **total number** of workers (including subcontractors) who were on the job site during the period specified above.

    b. Fill in the number of **minority** workers (including subcontractors) who were on the job site during the period specified above.

    c. Click the **Calculate** button to view the totals.

9. In **Table B**, provide the number of hours worked by the various trade codes.

10. In **Table C: Direct Subcontractors Included in the Report**, click on the names of the subcontractor firms that are included in this report.

    ‣ **Note:** To click on more than one subcontractor, hold down the CTRL key while clicking.

11. In the **Is this Employee's Utilization Report ready for review?** field, click *Yes*.

12. When complete, click the **Save Employee's Utilization Report button** to save your work.

    The form closes and saves, and the Employee Utilization Report view opens.

    ‣ **IMPORTANT:** Your next step is to submit the Schedule of Work Completed Approval List to the first approver (see next topic). Until you have submitted the Schedule of Work Completed Approval List, your application for payment cannot be approved.

Submitting the Schedule of Work Completed Approval List
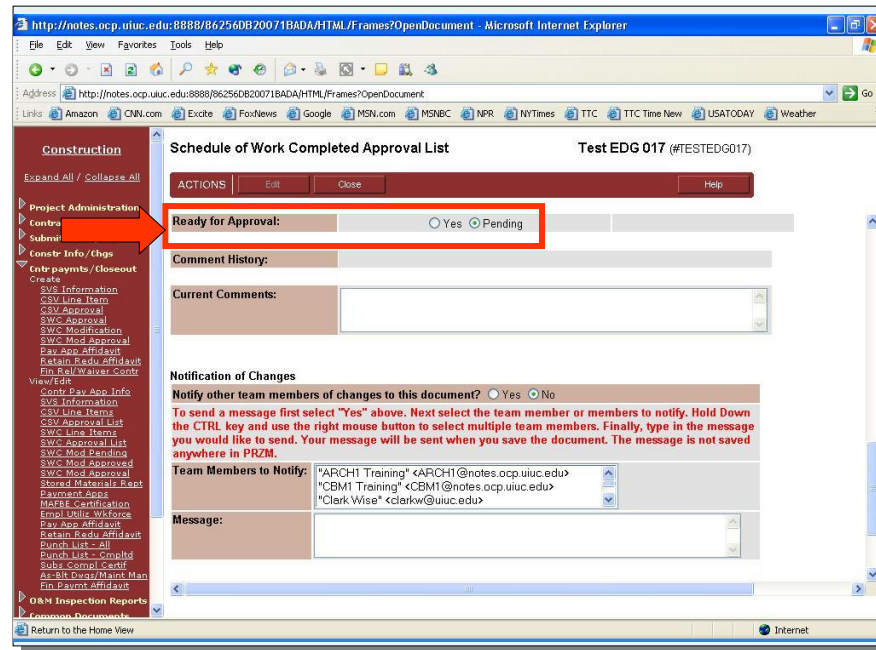
The Schedule of Work Completed Approval List combines information taken from the Contractor's Schedule of Values with information submitted with the Schedule of Work Completed. This view allows those who must approve the current work period's submittal for payment to review all relevant information in a single view.

Once the Contractor has completed the Schedule of Work Completed and the Employee Utilization Report, he is ready to mark the Schedule of Work Completed Approval List as ready for approval. Until he does so, none of the approvers will be able to view and approve the items which he are ready for payment.

To Submit the Schedule of Work Completed Approval List:

1. In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout**.

2. Under **View/Edit**, click **SWC Approval List**.

   The view opens.

3. Click on the arrow next to the Division of Work.

4. Click on the arrow next to Pending Contractor Submission.

5. Click on the link to the pay period.

6. The Schedule of Work Completed Approval List opens.

7. Click the **Edit** button.

8. Scroll down the form.

9. In the **Ready for Approval** field, click the **Yes** radio button.

    ▸**Important Note:** This If you forget to mark this field as Ready for Approval, your payment request will not be submitted.

10. Scroll further down the form.

11. Click on the **Save SWC Approval List** button.

    ▸**Note:** Once you have saved the Approval List, you will no longer be able to edit it.

    The SWC Approval Status view returns. You may review your SWC Approval List by clicking the pay period link as illustrated below, but it is no longer editable. It is now pending the first reviewer's approval.

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Approving a Schedule of Work Completed

A Contractor with Assigned Subcontractors approves the Schedule of Work Completed (SWC) Approval List for each subcontractor (prior to submitting their own SWC Approval List). The Project Manager approves the Contractor with Assigned Subcontractor's SWC Approval List.

To Approve a Schedule of Work Completed Approval List:

1. In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout**.

2. Under **View/Edit**, click **SWC Approval List**.

3. Click on the arrow next to the appropriate Division of Work.

4. Click on the arrow next to Pending <Role> Approval.

5. Click on the Pay Period link.

   The Schedule of Work Completed Approval List opens.

6. To view the Employee Utilization Report, scroll down the document and click on the link.

   ▸ **Note:** If you clicked on the SWC Approval List's Edit button, you will need to click on your browser's Back button. The Employee Utilization Report link is only viewable from the SWC Approval List in Read mode.

   The Employee Utilization Report opens.

7. Review the document.

8. Click your browser's Back button to return to the Schedule of Work Completed Approval List.

    The SWC Approval List opens.

9. Click the **Edit** button.

10. Review the Schedule of Work Completed Approval List.

11. Scroll to the bottom of the document.

12. In the Approvals section, click on the radio button that reflects your decision about this SWC Approvals List.

    ♦ To approve, click the **Yes** radio button**.**

    ♦ To reject, click the **No** radio button**.**

    ♦ To postpone your decision, click the **Pending** radio button.

13. When you have finished, click the **Save Schedule of Work Completed Item** button to save your work.

    The document closes and the SWC Approval Status view returns.

Completing the Payment Application

The Business Manager completes the payment process by completing a payment application document for each Division of Work submitted.

To Complete the Payment Application:

1. Click the link on your Dashboard to go directly to the payment application. (Skip to Step 7.)

   The Payment Application opens.

   —Or—

2. In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout.**

3. Under **View/Edit**, click **Payment Apps**.

   The Payment Applications view appears.

4. Click the arrow next to Pending.

5. Click the arrow next to the Division of Work.

6. Click on the link to the payment application number.

   The Payment Application opens.

7. Click on the **Edit** button.

   The form refreshes and re-opens in Edit mode.

8. Review the payment application.

9. Click the **Refresh** button.

   Clicking the Refresh button ensures that the related financial services information is included in the payment application.

   ▸ **Note:** If the Contractor's Obligation document has not yet been completed, the Business Manager will be required to do so prior to completion of the payment application.

10. In the **Campus Construction Unit Financial Services Required Information** section, type in the following information:

    ♦ User Reference Number (if desired)

    ♦ College Department No.

    ♦ Payment Type (either Partial or Final)

11. In the **Required Information Complete?** field, select the radio button which reflects your answer.

12. When you have completed your review and entries, click the **Save Payment Certificate** button.

    If your answer was "Yes" continue with Step 13. If your answer was "No" the Project Manager will be notified that the Payment Certificate has been returned to the Project Manager approval stage.

13. The document closes and the Payment Applications view displays.

14. To print the Payment Certificate, expand all in the view.

15. Click on the link to open the desired Payment Certificate and scroll to the bottom.

16. Click the **View Print Friendly Page** button. | View Print Friendly Page |

    A print-friendly version of the Payment Certificate appears.

17. Right click on the Payment Certificate.

    A context-sensitive menu appears.

18. Click on the **Print** option.

    The Print dialog box opens.

19. Click the **Print** button.

    The document prints.

Instructions to the Project Manager:

In the event that a Business Manager returns a Payment Application to the Project Manager approval stage follow these steps.

1. Click the link on your Dashboard to go directly to the payment application.

   The Payment Application opens. (Skip to Step 7.)

—Or—

In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout.**

2. Under View/Edit, click Payment Apps.

   The Payment Applications view appears.

3. Click the arrow next to Pending.

4. Click the arrow next to the Division of Work.

5. Click on the link to the payment application number.

   The Payment Application opens.   Review the Comments History to know what conditions need to be fulfilled before completing the next steps.

6. Click on the **Edit** button.

   The form refreshes and re-opens in Edit mode.

7. In the **Owner's Authorized Representative** field, select "Yes" to indicate your approval.

8. When you have completed your approval, click the **Save Payment Certificate** button.

   The Payment Certificate is approved and the Business Manager will be notified again to complete the payment process.

The Payment Application Affidavit and Partial Lien Waiver

This process is followed as part of the second and subsequent payments.

Prior to completing the Payment Application Affidavit and Partial Lien Waiver document, you need to:

♦ Marked the previous payment as "Received" for the previous pay period. This is necessary to ensure that the next Payment Application Affidavit and Partial Lien Waiver to be submitted is accurate and up to date.

♦ Edit all relevant Subcontractor/Vendor/Supplier documents with the amounts paid to any subcontractor, vendor or supplier for the previous pay period.

To Mark Previous Payments as Received:

1. In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout.**

2. Under **View/Edit**, click **Payment Apps**.

   The Payment Applications view appears.

3. Click the arrow next to the Division of Work.

   The list of completed payment applications appears, as illustrated below.

Payment Applications - Contractor   Nelson Train

Next ↓ Previous ↑ Expand All ↔ Collapse All ▶◀

App. #	Current Contract Amt.	Percent Completed	On-Site Materials	Less Retained	Previously A
▼ Division 02 - Plumbing Work					
001	$350,000	0.86%	$0	$300	

4. Click on the link to the payment application number.

    The Payment Application opens.

5. Scroll to the bottom of the document.

6. Click on the **Payment Received** button.

    Your payment is marked received and the Payment Applications view returns.

To Enter Payments to Subcontractors, Vendors, or Suppliers:

1. In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout**.

2. Under **View/Edit**, click **SVS Information**.

    The SVS Information – Contractor view appears.

3.   Click on the arrow next to your Division of Work.

    The list of Subcontractor/Vendor/Suppliers appears.

4. Click on the name of the Subcontractor/Vendor/Supplier whose payment information you wish to update.

    The Subcontractor/Vendor/Supplier Information document opens.

5. Click the **Edit** button.

    The document opens in Edit mode.

6. In the **Total Paid to Date** field, type the amount you have paid the Subcontractor, Vendor, or Supplier.

7. If the amount is less than that listed in the Current Work Completed field, in the **Detailed Explanation for Unpaid Amount** field, type the reason for the discrepancy.

8. Scroll to the bottom of the document.

9. Click on the **Save Subcontractor/Vendor/Supplier Information** button.

To Create the Payment Application Affidavit and Partial Lien Waiver:

1. In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout.**

2. Under Create, click on **Pay App Affidavit**.

A Payment Application Affidavit and Partial Lien Waiver document opens.

3. Under **1. Identification**, drop down the menu and select the Division of Work.

   The document refreshes.

4. Review the automatically inserted data in the rest of the document.

   ‣ **Note:** This document can not be edited once it is marked completed and saved.

5. When you are ready to submit the document, under **Status**, click the radio button next to **Completed**.

6. Click the **Save Contractor's Payment Application Affidavit and Partial Lien Waiver** button.

7. To print the Payment Certificate, open it and scroll to the bottom.

8. Click the **View Print Friendly Page** button.

   A print-friendly version of the Payment Certificate appears.

9. Right click on the Payment Certificate.

   A context-sensitive menu appears.

10. Click on the **Print** option.

    The Print dialog box opens.

11. Click the **Print** button.

    The document prints.

12. The notarized printed copy must be sent to the Project Manager.

Modifying a Schedule of Work Completed Line Item

Occasionally, due to circumstances beyond a project manager's or contractor's control, a Schedule of Work Completed line item may need to be modified. One reason this might need to be done is to transfer an amount from one existing line item to another existing line item, when, for example, labor for one activity did not require as much as first designated but another line item required additional time and therefore additional resources.

The contractor may break up the value of one SWC line item by reducing the value of an existing SWC document and creating another SWC doc for the balance.

To Modify a Schedule of Work Completed Line Item:

1. In the navigator click on the twisty next to **Cntr paymts/Closeout.**

2. Under Create, click on **SWC Modification**.

    A new SWC Modification form appears.

3. In the Contract Division drop-down box, select the appropriate Division of Work.

    The form refreshes.

4. In the Action drop-down menu, select the action you would like to take: **Modify an existing Schedule of Work Completed Line Item**.

    The form refreshes.

5. In the **Schedule of Work Completed line item to modify** drop-down box, from the list displayed, select the Schedule of Work Completed line item you would like to modify.

    The form refreshes.

6. In the **New Values** column, enter the new value you would like for the line item.

7. Click the **Refresh** button.

    The amount is reflected in the Over (+) or Under (-) Contract line of the form.

    The new values will be computed and updated, and will show that this item will be billed out by the additional amount, if the modification is approved. The total is a running balance for the contractor, so they know where they are at relative to the contract.

    NOTE: This modification process does not change the contract total, but merely moves money around. Only approved Change Orders can change a contract total.

8. Click the **Save Modification document** button.

    The SWC Modifications pending view appears.

9. Repeat steps 1-8 to add the line item(s) that will also be modified, in order to transfer money to or from a line item.

10. In the **Schedule of Work Completed line item to modify** drop-down box, from the list displayed, select the Schedule of Work Completed line item you would like to transfer the value to.

    —Or—

    Create a new **Spec Section** by typing in its number and **Payment Item** name in the blanks provided.

11. If the adjustment will go to a subcontractor, select the appropriate subcontractor from the **Subcontractor/Vendor/Supplier** drop-down list.

    IMPORTANT NOTE: If this is a new Subcontractor/Vendor/Supplier, the Subcontractor/Vendor/Supplier must have been approved and the Contractor Information and Schedule of Values for that Subcontractor/Vendor/Supplier must be available in PRZM prior to creation of any modifications to the Schedule of Work Completed.

12. In the **New Values** column, enter the new value you would like for the line item.

13. Click the **Refresh** button.

    The amount is reflected in Scheduled Values section, and the Over (+) or Under (-) Contract line is modified to zero on the form.

    The new values will be computed and updated, and will show that this item will be billed out by the additional amount, if the modification is approved. The total is a running balance for the contractor, so they know where they are at relative to the contract.

14. Click on the **Save Modification document** button.

    The document closes and the SWC Modifications - Pending view is displayed.

15. The first approver (generally, the Architect/Engineer) will be notified via the event notice.

    NOTE: SWC Line items [for the affected Division(s)] cannot be edited when there is a modification approval list that is pending approval in the system. The approval process is the same as other approvals (forward/backward).

You may create a new SWC Line item, if necessary. If you will designate the line item for a new subcontractor, that company must be:

Registered with VSA and must have completed the following tasks in PRZM prior to creation of a new SWC Line item:

♦ Create a Contractor Information document

♦ Create a Contractor's Schedule of Values (CSV).

♦ Submit a CSV which has subsequently been approved.

To Add a New SWC Line Item:

1. In the navigator click on the twisty next to **Cntr paymts/Closeout.**

2. Under Create, click on **SWC Modification**.

   A new SWC Modification form appears.

3. In the Contract Division drop-down box, select the appropriate Division of Work.

   The form refreshes.

4. In the **Action** drop-down menu, select the action you would like to take: **Create a new Schedule of Work Completed Line Item**.

   The form refreshes.

5. Create a new **Spec Section** by typing in its number and **Payment Item** name in the blanks provided.

6. If the adjustment will go to a subcontractor, select the appropriate subcontractor from the **Subcontractor/Vendor/Supplier** drop-down list.

   IMPORTANT NOTE: If this is a new Subcontractor/Vendor/Supplier, the Subcontractor/Vendor/Supplier must have been approved and the Contractor Information and Schedule of Values for that Subcontractor/Vendor/Supplier must be available in PRZM prior to creation of any modifications to the Schedule of Work Completed.

7. In the **New Values** column, enter the new value you would like for the line item.

8. Click the **Refresh** button.

   The amount is reflected in Scheduled Values section, and the Over (+) or Under (-) Contract line is modified to zero on the form.

   The new values will be computed and updated, and will show that this item will be billed out by the additional amount, if the modification is approved. The total is a running balance for the contractor, so they know where they are at relative to the contract.

9. Click on the **Save Modification document** button.

   The document closes and the SWC Modifications - Pending view is displayed.

10. Once all SWC line item modifications have been made, create the SWC Modification Approval List, below.

    NOTE: If you forget to create the SWC Approval list, the modifications will not be submitted for approval.

Creating the SWC Modification Approval List:

1. In the navigator click on the twisty next to **Cntr paymts/Closeout.**

2. Under Create, click on **SWC Mod Approval.**

    A new SWC Modification form appears.

3. In the **Contract Division** drop-down box, select the appropriate Division of Work.

    The form refreshes.

4. If the modification changes any of the MAFBE subcontractors' amounts and percentages, note that saving this form affirms that you have obtained permission for these changes with the following message.

    ```
    If the above modification to the SWC includes a change in the CMS
    MAFBE certified Subcontractors/Vendors/Suppliers, by submitting
    for Approval I acknowledged that UOCP Approval for the change has
    been obtained.
    ```

5. Click on the **Save SWC Modification Approval List** button.

    The document closes and the SWC Modifications Approval List view is displayed.

6. The first approver (generally, the Architect/Engineer) will be notified via the event notice.

    NOTE: SWC Line items [for the affected Division(s)] cannot be edited when there is a modification approval list that is pending approval in the system. The approval process is the same as other approvals (forward/backward).

Approving a Schedule of Work Completed Modification:

1. Login to PRZM as usual.

2. On your Dashboard, in the My Action Items section, you will see a list of Schedule of Work Completed modifications awaiting your approval.

3. Click on the document icon, which is a link, to go to the Schedule of Work Completed Modification document.

    The Schedule of Work Completed Modification Approval List opens.

4. Click on the **Edit** button.

    The document refreshes.

5. On the Approval line, click on the one radio button which indicates if you approve the modification:

    ♦ Yes

    ♦ No

    ♦ Pending

6. Click on the Save **SWC Modification Approval List** button.

    If you clicked Yes, the approval goes on to the next approver (and that person will receive an email notification).

> **NOTE:** If the first approver rejects the SWC Modification approval list then that approval list is dead and the contractor would need to make any adjustments noted in the comments and resubmit a new SWC Modification approval list for approval.

If you clicked No, the modification is sent back to the approver before you, or to the originator of the modification (if you are the first approver).

If you clicked Pending, the approval list is awaiting your decision and will not move forward or backward until you make your decision.

Approvals for the Schedule of Work Completed Modification

Approvals for the Schedule of Work Completed Modification follow the same process as those for a Schedule of Work Completed. If the Modification was created by an Assigned Sub-Contractor, then the first approver would be the Contractor with Assigned Sub-Contractors. Otherwise, the first approver is the Architect/Engineer (unless the project is administered by a Construction Manager, in which case, the CM would be the first approver).

NOTE: If a Modification is rejected, it returns to the Contractor through the approvals path, in reverse.

Creating Construction Information Documents
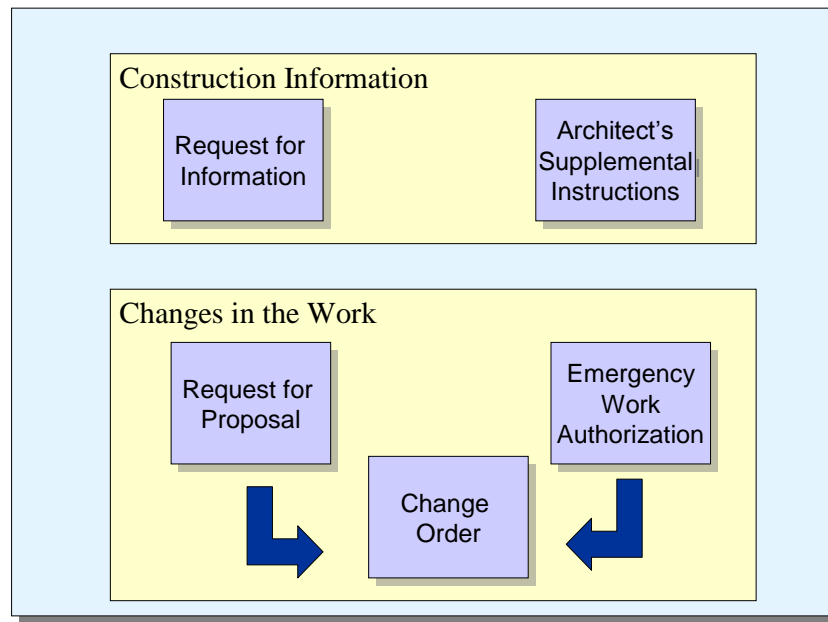
Throughout the Construction phase, the project manager, architect/engineer, and contractors communicate formally using several construction information documents. In PRZM, these construction information documents include the following:

♦ Requests for Information (RFI)

♦ Architect's Supplemental Instructions (ASI)

♦ Emergency Work Authorizations (EWA)

♦ Requests for Proposal (RFP)

♦ Change Orders

The procedures for creating, viewing, responding, and approving each of these documents follows.

Charts for the workflow for each type of construction information document are shown with the topic.

The Request for Information (RFI)

- The Request for Information document, in edit mode.

The Request for Information (RFI) form records the question and answer process between team members. Any team member may submit a Request for Information to another team member. The RFI should be construction-specific and usually involves a clarification of some type of construction activity.

Construction Information Documents Workflow
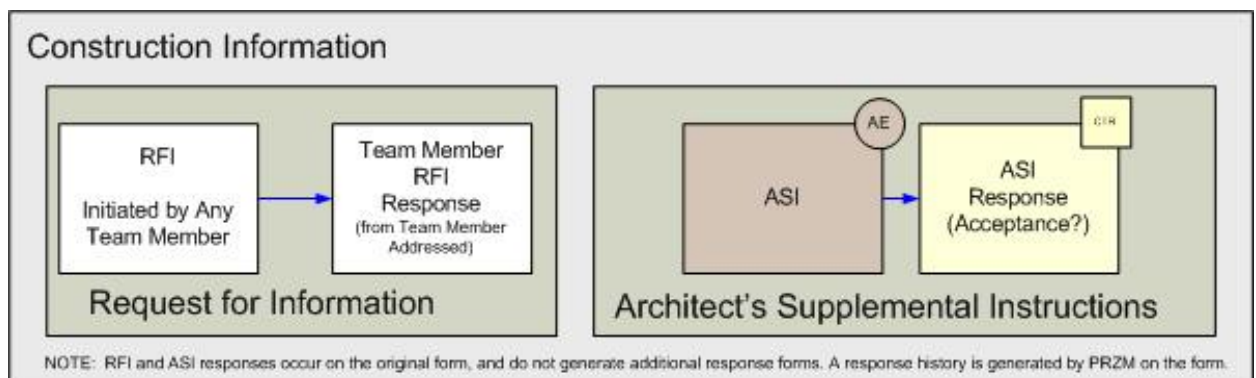
The person initiating a construction information document, whether Request for Information or Architect's Supplemental Instructions, may require a response. If a response is required, the person addressed will respond from the original document.

An RFI sent directly to, or forwarded to, a Contractor or Professional Service Consultant (AE or CM) team member can be edited by another team member from the same firm. The associated event notice will still go only to the intended team member.

To Create a New RFI:

1. In the Construction navigator, click on the twistie next to **Constr Info/Chgs**.

2. Under **Create**, click **RFI**.

   A new RFI document opens in Edit mode.

   ‣ **Note:** The **RFI#** is supplied by PRZM.

3. In the **To** field, from the drop-down box, select the individual your question is directed to.

   The RFI refreshes and displays more fields.

   The **From** field refreshes to display your name.

4. In the Response Requested by field, type the date, or use the Date Selector to select a date by which you hope to have a response.

5. If your question relates to a drawing, supply the drawing designation in the **Drawing #** field.

6. In the **Detail #** field, as an option, enter the detail number from the above drawing.

7. In the **Request** field, record your question in the box.

8. If you have a recommended solution to share with others receiving the RFI, record it in the **Recommended Solution** field.

9. In the **Attach File Here** field, attach any documents to this form that support your question or solution by entering the file location in the box provided. You may also use the **Browse** button to locate the file.

   Your attachment(s) will be saved as part of the document.

10. If you wish to notify others of this RFI, in the Notification of Changes section in the **Notify other team members of changes to this document** field, select the **Yes** radio button.

11. In the **Team Members to Notify** field, select the names of those you wish to notify. To select more than one name, hold down the <Ctrl> key and click on each name you wish to select.

12. In the **Message** field, type the message you wish to accompany the notification.

13. When complete, click the **Save Request for Information** button to save your work.

To Respond to this RFI:

1. In the Construction navigator, click on the twistie next to **Constr Info/Chgs**.

2. Under **View/Edit**, click **RFI**.

   A list of RFIs appears.

3. Select the appropriate RFI.

4. Review the request, the proposed solution, and any supporting documentation, if provided.

5. In the **Response** section, select your name from the pull-down box, enter the date and give a response in the text box provided.

6. If you believe that this response completes this RFI, select "Complete" in the **RFI Response** field.

7. Click the **Save Request for Information** button to save your work.

Forwarding an RFI

An Assigned Subcontractor can only send an RFI to a Contractor with Assigned Subs team member. But a Construction Manager (CM) and a Non-Assigned Contractor can only send an RFI to a CM team member. In these instances the Construction Manager or the Contractor with Assigned Subs will see an option to forward the RFI, should that be necessary. When they select that option the form refreshes and displays a dropdown menu listing all of the team members.

To Forward the RFI to Another Team Member:

1. In the Construction navigator, click on the twistie next to **Constr Info/Chgs**.

2. Under **View/Edit**, click **RFI**.

   A list of RFIs appears.

3. Select the appropriate RFI.

4. Review the request, the proposed solution, and any supporting documentation, if provided.

5. In the **RFI Response** section, to forward the RFI to another team member, under RFI status, click the **Forward** radio button.

   The form refreshes.

6. In the RFI Response section, in the Forward To section, select the name of the from the dropdown menu, enter the date and give a response in the Current Response Comments text box provided.

7. Click the **Save Request for Information** button to save your work.

   The RFI is forwarded to the selected team member.

The Architect's Supplemental Instructions (ASI)

- The Architect's Supplemental Instructions document, in edit mode, as seen by the Architect.

The Architect's Supplemental Instructions (ASI) is a formal document that directs the contractor to perform some action in the field with no change in contract sum or contract time. This document is authored by the Architect/Engineer and is reviewed and accepted or rejected by the contractor.

Creating an ASI

Those involved with an ASI, and its approval sequence, depends on the contractual relationship of the contractor to the owner.

AE to Non-Assigned Subcontractors

The AE creates the ASI, completes the required fields, selects the divisions and designates when the ASI is ready for the Contractors. The AE retains edit rights over the ASI at all times.

AE to Contractor with Assigned Subcontractors

The AE creates the ASI and completes the required fields. The AE can not select the applicable Divisions. When the AE designates that the ASI is ready to send to the Contractor for their review the Contractor with assigned Subcontractors is notified and becomes the editor of the ASI. The Contractor with Assigned Subcontractors can select the applicable Divisions and designate that the ASI is ready to send to the contractors or the Contractor with Assigned Subcontractors can reject the ASI in which case the AE is notified and becomes the editor of the ASI again otherwise the Contractor with Assigned Subcontractors retains edit rights.

AE to CM

The AE creates the ASI and completes the required fields. The AE cannot select the applicable Divisions. When the AE designates that the ASI is ready to send to the CM for their review the CM is notified and becomes the editor of the ASI. The CM can select the applicable Divisions and designate that the ASI is ready to send to the contractors or the CM can reject the ASI in which case the AE is notified and becomes the editor of the ASI again otherwise the CM retains edit rights.

To Create an ASI:

1. In the Construction navigator, click on the twistie next to **Constr Info/Chgs**.

   The Create and View/Edit options appear.

2. Under **Create**, click **ASI**.

   ‣ **Note:** The **ASI#** is supplied by PRZM.

3. In the **Instruction Summary/Type** field, enter a title for this ASI (e.g., "Window caulking instructions").

4. Provide detailed instructions in the **Detailed Instructions** field.

5. In the **List contract documents that support the instructions** field, elaborate on how the attachments support your instructions or list any relevant documentation.

6. In the **Attach File Here** field, attach your documents to this form by entering the location of the file in the box provided. You may also use the **Browse** button to locate the file.

   Your attachments will be saved as part of the document.

7. In the ASI Status section of the document, in the **Current Comments** field, you may provide comments on the status of the ASI. The rest of this section will be automatically generated by PRZM once the document is saved.

8. When you are ready to route the ASI, in the Status field, click in the radio button next to **Send to Contractor**.

9. If this is a Construction Manager (CM) project, in the **Status** field, select the radio button next to **Send to CM**. This option notifies the Construction Manager of the ASI and prior to contractor notification. The Construction Manager routes the ASI to the appropriate contractor.

   ‣ **Note:** This option will not be available if there is no Construction Manager on the job.

10. If you wish to notify others of this ASI, in the Notification of Changes section in the **Notify other team members of changes to this document** field, select the **Yes** radio button.

11. Select the names of the team members to be notified.

    ‣ **Note:** This To select more than one name, hold down the <Ctrl> key while clicking.

12. Click the **Save ASI** button to save your work.   [Save ASI]

Responding to an ASI

Regardless of the ASI form that is used, the Contractor Response within PRZM is the same.

Once the selected Contractors are notified that an ASI is ready for their response, they will see a button on the ASI form to Create an ASI Response. They can only create one response for a given division of work. The response options are the same as before (Accept, Not Accept, Additional Instructions Necessary). The associated event notice will go back to the individual team member that designated the ASI was ready for the Contractor response. Each contractor retains edit rights over their own ASI Response documents.

To Respond to an ASI:

1. In the Construction navigator, click on the twistie next to **Constr Info/Chgs**.

   The Create and View/Edit options appear.

2. Under **View/Edit**, click **ASI**.

   A list of ASIs appears.

3. Select the appropriate ASI from the list of documents in the main PRZM window.

4. Review the information in the ASI.

5. To respond, click the **Create an ASI Response** button.

   An ASI Response form opens.

6. In the **Status** box, choose whether you *Accept*, do *Not Accept*, or require *Additional Instructions* from the A/E.

   ‣ **Note:** The Accepted By and Date fields will port in automatically.

7. In the **Current Comments** box, add comments as necessary or desirable.

8. Click the **Save ASI Response** button to save your work.

A summary of responses, with links to individual responses, appears on the original ASI, for the convenience of approvers, as illustrated below. This summary will also appear in the ASI Response view.

Contractor Responses

Date	To	Division	Status
10/10/2006	Lake Shore Glass	Division 35 - Windows/Entrances Work	Accept
10/10/2006	Contractors Corporation	Division 45 - Ed's Division	Not Accept
10/10/2006	Premier Mechanical Inc	Division 03 - Heating, Piping, Refrigeration, and Temperature Control Work	Accept
10/10/2006	Joseph Construction Co	Division 01 - General Work	Not Accept

The Request for Proposal (RFP)

Occasionally, it is necessary to change the work described in the contract documents or consider new work necessary to complete the requirements for the project. When changes in the work are called for, the Architect/Engineer prepares a request for proposal (RFP) to describe the specifics of the particular change.

Requests for Proposal

When the Architect/Engineer initiates a Request for Proposal document, all contractors must respond, whether they are affected or not, to communicate whether they are affected and to respond with a proposal, as necessary. The workflow for an RFP, which, when successful, will result in a change order, is as follows:
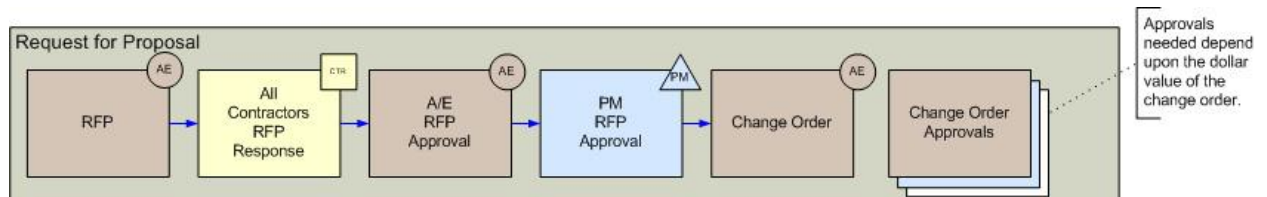
To learn more about change orders, see that topic, following.

To Create an RFP:

1. In the Construction navigator, click on the twistie next to **Constr Info/Chgs**.

2. Under **Create**, click **RFP**.

    A new RFP document opens in Edit mode.

    ‣ **Note:** The **RFP#** is supplied by PRZM.

3. In the **RFP Brief Description** field, describe the RFP (e.g., "provide caulking for windows on 4th floor").

4. If an RFI or ASI preceded this particular RFP, enter the appropriate designation in the **Architect's Supplemental Instructions #** and **Request for Instruction #** fields.

5. In the **A/E Cost Estimate** field, enter your cost estimate value.

    ‣ **Note:** This number is seen only by the A/E and the PM.

6. [*Construction Manager Version Only*] In the **Divisions of Work** field, select the divisions to whom to send the RFP.

    ‣ **Note:** [*Standard Build Only*] The RFP will be broadcast to all contractors, and the Divisions of Work field will not be available.

7. Include a detailed description of the work being contemplated on the RFP in the **Description** field. Your description should contain sufficient information so that the contractor can understand the specific impact this RFP may have on his division of work.

8. In the **Attachments** field, list documents that have been prepared to support and/or detail the change in the work.

9. In the **Attach File Here** field, attach your documents to this form by entering the location of the file in the box provided. You may also use the **Browse** button to locate the file.

    Your attachments will be saved as part of the document.

    Indicate whether this RFP is ready for contractor response by selecting *Yes*, *No*, or *Pending* in the **Is this RFP ready for Contractor(s) response** field.
    If you wish to notify others of this RFI, in the Notification of Changes section in the **Notify other team members of changes to this document** field, select the **Yes** radio button.

    ➢NOTE: When there is a Contractor with Assigned Subcontractors, the Architect/Engineer prepares the RFP and indicates that it is ready for the Contractor with Assigned Subcontractors to add dates for the subcontractors' submissions. Once the Contractor with Assigned Subcontractor has added those dates, the RFP is broadcast to all subcontractors for their responses. When there is a Construction Manager, the A/E prepares the RFP and indicates that it is ready for the Construction Manager. The Construction Manager edits the RFP, selects the affected Divisions of Work, and the RFP is broadcast to the affected contractors for their responses.

10. In the **Team Members to Notify** field, select the names of those you wish to notify. To select more than one name, hold down the <Ctrl> key and click on each name you wish to select.

11. In the **Message** field, type the message you wish to accompany the notification.

12. When complete, click the **Save Request for Proposal** button.

When the RFP is saved, PRZM automatically sends an e-mail to all contractors on the project indicating that an RFP has been placed in the RFP view. It is then up to each individual contractor to determine whether the RFP affects his or her division of work and to respond either yes or no. See the next procedure.

Workflow of RFPs for Contractors with Assigned Subcontractors

When a contractor with assigned subcontractors submits an RFP, it is essential for all team members to understand the flow of work. This workflow is summarized below.

1. The Architect/Engineer (AE) starts the process by creating an RFP and designating that it is ready for the contractors. When the AE saves the RFP, each Division of Work Contractor is notified.

2. A team member for each Division of Work views the RFP and uses the button on the RFP form to create an RFP Response document.

3. The Assigned Subcontractor team member filling in the RFP Response designates whether or not the Division is affected by the RFP. If it is affected, the RFP Response form refreshes and the team member completes the break down and designates that it is ready for approval. When the team member saves the Response document (designated ready for approval, PRZM notifies the Contractor that it is ready for approval.

> **NOTE:**
>
> Projects that were active as of July 22, 2010 may now enter zero cost RFP Responses.

4. The RFP Response for the Contractor with Assigned Subcontractors includes his own affected break down table (if applicable), a summary view of all Assigned Subcontractor responses, a list of all Assigned Subcontractors that have not responded and a summary table of the totals for the existing RFP Responses. If the Grand Total is not equal to zero the Contractor With Assigned Subcontractors submits their RFP Response for approval by the AE and the PM.

5. When the PM approves the Contractor with assigned Subcontractor's RFP Response, the Change Order (CO) is automatically created. The CO lists the entire contract. The PM completes the CO and designates it is ready for approval. The Campus Business Manager (CBM) is notified.

6. The CBM approves the CO and the AE is notified to print the CO and route for signatures.

7. When the signed copy is received by the UI business office, the CBM goes into PRZM, edits the CO and appends the CO to the SWC line items. A SWC line item is created for all affected Divisions of Work. The CO is considered "fully executed" at this point and now appears in the Approved CO view.

> NOTE: When a Contractor with Assigned Subcontractors is involved, after the A/E creates the RFP it is routed to that Contractor first, so that dates for response may be entered. Once the Contractor with Assigned Subcontractors assigns those dates, the RFP is broadcast to all assigned subcontractors.

To Add Dates to an RFP:

1. In the Construction navigator, click on the twistie next to **Constr Info/Chgs**.

2. Under **View/Edit**, click **RFP - All**.

A list of RFP items displays.

3. Select the appropriate RFP from the list of documents in the main PRZM window.

4. Click the **Edit** button to put the RFP in edit mode.

5. Scroll down the RFP to the following section.

Assigned Subcontractor's initial response (affected or not) needed by:	
Affected Assigned Subcontractor's cost breakdown needed by:	
Is this RFP ready for the Assigned Subcontractor(s) response?	○ Yes ⊙ Pending

*** All Contractors will be notified (with the dates above) when you designate the RFP is ready **

6. Enter the date by which the assigned subcontractor should create the initial response.

7. Enter the date by which the assigned subcontractor should create the cost breakdown

8. In the "Is this RFP ready for the Assigned Subcontractor(s) response?" area, click on the **Yes** radio button.

9. When complete, click the **Save Request for Proposal** button.

   When the RFP is saved, PRZM automatically sends an e-mail to all subcontractors on the project indicating that an RFP has been placed in the RFP view. It is then up to each individual contractor to determine whether the RFP affects his or her division of work and to respond either yes or no.

RFP Responses

Contractors fill out a Request for Proposal Response form in response to each individual RFP item.

‣ **Note:** *Contractors should fill this form out even if they are not affected by this RFP.*

To Respond to an RFP (All Contractors):

1. In the Construction navigator, click on the twistie next to **Constr Info/Chgs**.

2. Under **View/Edit**, click **RFP - All**.

   A list of RFP items displays.

3. Select the appropriate RFP from the list of documents in the main PRZM window.

   The RFP appears in a non-editable form and at the bottom of the form is a Create RFP Response button.

4. Click the **Create RFP Response** button.

   A new Request for Proposal Response form appears.

5. *If you are **not** affected by this Request for Proposal*:

   a. In the **Are you affected by this Request for Proposal** field, select **No**.

   b. Scroll to the bottom of the form, and click the **Save Request for Proposal Response** button.

      No further action on your part is necessary.
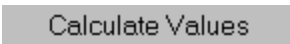
   *If you **are** affected by the Request for Proposal*:

   a. In the **Are you affected by this Request for Proposal** field, select **Yes**.

b. In the **Summary of Detailed Breakdown** table, enter the information on your estimate in a manner that is consistent with the reviews by the Architect/Engineer and the Project Manager. Provide information on additions and deletions to material, labor, and other costs associated with work that is specific to your contract.

c. Click the **Calculate Values** button to provide the net total of those values and calculate the overhead and profit.

d. In the **Contractors Markup on Work of Subcontractors** table, enter the subcontractor's name and contract work associated with this RFP.

e. Click the **Calculate Values** button to provide the net total of those values.

▶ **Note:** If there is a change in the work that actually shrinks the scope (for example, only paint 400 instead of 500 feet), then the contractor would reduce his portion of the work accordingly.

f. In the **Proposal** table is a summary of the detailed breakdown and the subcontractor breakdown. Enter a percentage value that represents insurance, bond, and any applicable taxes.

g. Click the **Calculate Values** button to generate the total RFP value that you will submit to the Architect/Engineer for review.

h. In the **Attach RFP price backing materials** field, attach an electronic file containing your estimates and/or your subcontractors' estimates that provide the detail for the dollar values listed in the tables above. Attach your documents to this form by entering the location of the file in the box provided. You may also use the **Browse** button to locate the file.

Your attachments will be saved as part of the document.

i. On the next line, select from the radio buttons whether this proposal will *increase*, *decrease*, or *not change* the contract amount.

▶ **Note:** You can enter a value in the Deletions column in the 'Summary of Detailed Breakdown' section on the RFP Response form or you can enter a negative value in the 'Contractor's Markup On Work Of Subcontractors' section of the RFP Response form. If both are necessary, you can enter values in both sections.

j. If you selected increase or decrease, in the previous step, enter the number of days greater than zero.

k. Indicate whether your response to the RFP is complete and give the date completed.

l. Click the **Save Request for Proposal Response** button to save the document.

m. A notice will automatically be sent to the first approver.

This document may be accessed in the RFP – Response view.

Instructions for the Approvers
(Contractor with Assigned Subcontractors, Construction Managaer, Architect/Engineer, Project Manager):
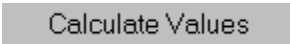
1. In the Construction navigator, click on the twistie next to **Constr Info/Chgs**.

2. Under **View/Edit**, click **RFP – Response**.

3. Select the appropriate RFP Response document from the list of documents in the main PRZM window.

4. Click the **Edit** button.

5. Evaluate the RFP Response.

6. Indicate your approval by checking **Yes** or **No**.

7. Click the **Save RFP Response** button to save the document.

The Contract Change Order

A change order is automatically generated when the last approver saves either a Request for Proposal (RFP) Response document or an Emergency Work Authorization (EWA) Response document. The Project Manager must also edit the Change Order in order to note whether the change has an impact on the project's scope. He must also classify the Change Order.

Change Order Process Summary:

1. The Architect/Engineer (AE) creates the RFP and designates that it is ready for the Construction Manager, Contractor with Assigned Subcontractors, or Unassigned Contractors, depending upon the project's agreements.

2. If applicable, once the Construction Manager or Contractor with Assigned Subcontractors completes the RFP, the Division of Work Contractors are notified by email the RFP is saved.

3. A team member for each Division of Work views the RFP and uses the button to create an RFP Response.

4. When an Assigned Subcontractor team member fills in the RFP Response, he or she designates whether or not the Division is affected by the RFP. If they are affected and select the Yes radio button, the form refreshes and the team member completes the break down and designates that it is ready for approval.

5. Once the Assigned Subcontractor saves the form, the Contractor with Assigned Subcontractors is notified by email to approve it.

6. The RFP Response for the Contractor with Assigned Subcontractors includes the affected break down table (if applicable), a summary view of all Assigned Subcontractor responses, a list of all Assigned Subcontractors that have not responded and a summary table of the totals for the existing RFP Responses. If the Grand Total is not equal to zero

the Contractor With Assigned Subcontractors submits their RFP Response for approval by the AE and the Project Manager.

An example of this form as it appears to the Contractor with Assigned Subcontractors appears below: Note that the table pulls together all subcontractors' amounts, including unaffected subcontractors. Subcontractors who have not responded yet are listed in a separate section, so that the Contractor with Assigned Subcontractors can review the RFP's progress.

7. When the Project Manager approves the Contractor with Assigned Subcontractor's RFP Response, the Change Order form is created. The Change Order lists the entire contract, as illustrated below.

Construction

Expand All / Collapse All

Project Administration
Contractor Info
Submittal Reqmts
Constr Info/Chgs
  Create
    RFI
  View/Edit
    RFI
    ASI
    RFP - All
    RFP - Response
    EWA - All
    EWA - Response
    Chng Ordrs - Pending
    Chng Ordrs - By Contr
Cntr paymts/Closeout
O&M Inspection Reports
Common Documents
Doc Management
Project Kiosk
Warranty Phase

| CO Number: | CO003 |
| RFP or EWA Response: | RFP # 001 |

The above referenced contract is hereby amended to provide the following described change(s) upon the terms set forth below:

Contractor shall provide: (scope)

test

Original Calendar Days to Complete the Work:	1	Current Calendar Days to Complete the Work:	3
Increase/(Decrease) in Calendar Days by Previous Change Orders:	0	Revised Substantial Completion Date:	02/10/2005
Increase/(Decrease) in Calendar Days by this Change Order:	2		

	Column A		Column B		Column C		TOTAL A+B+C
Contractor's Original Base Bid + Accepted Alternate(s)	$100,000.00	Total of Previous Change Order(s)	$5,027.50	Increase/(Decrease) by this Change Order	$2,875.00	Contractor's Revised Base Bid + Accepted Alternate(s) + Change Orders	$107,902.50
		Total of Previous Change Order(s) Assignment Fee	$177.50	TOTAL AS(s) increase(s) by this change order x 0.05	$86.25	Contractor's Revised Change Order(s) Assignment Fee	$263.75
Contractor's SUBTOTAL	$100,000.00		$5,205.00		$2,961.25		$108,166.25
Warmer Brothers AS Original Subcontract Sum	$100,000.00	Total of Previous Change Order(s)	$0.00	Increase/(Decrease) by this Change Order	$1,725.00	Revised Subcontract Sum	$101,725.00
Plumbers Joint AS Original Subcontract Sum	$100,000.00	Total of Previous Change Order(s)	$0.00	Increase/(Decrease) by this Change Order	$0.00	Revised Subcontract Sum	$100,000.00
Einstein & Comp AS Original Subcontract Sum	$100,000.00	Total of Previous Change Order(s)	$0.00	Increase/(Decrease) by this Change Order	$0.00	Revised Subcontract Sum	$100,000.00
Electrical Outf AS Original Subcontract Sum	$100,000.00	Total of Previous Change Order(s)	$0.00	Increase/(Decrease) by this Change Order	$0.00	Revised Subcontract Sum	$100,000.00
GRAND TOTAL (Contractor's Original Contract Sum)	$500,000.00	GRAND TOTAL of Contractor's Previous Change Order(s)	$5,205.00	GRAND TOTAL of Contractor's Increase/(Decrease) by this Change Order	$4,686.25	GRAND TOTAL of Contractor's SUBTOTAL + Revised Subcontract Sum(s) (Contractor's Revised Contract	$509,891.25

8. The Project Manager completes the Change Order and designates that it is ready for approval.

9. Once the Project Manager has completed the Change Order and saved it, the Campus Business Manager is notified by email that it is ready for his approval.

10. The Campus Business Manager approves the Change Order.

11. After the Campus Business Manager approves the Change Order, the AE is notified to print the completed Change Order and route it for signatures.

12. When the signed copy is received by the UI business office the Campus Business Manager goes into PRZM, edits the Change Order and appends the Change Order to the SWC line items. A SWC line item is created for all affected Divisions of Work. The Change Order is considered "fully executed" at this point and now appears in the Approved Change Order view.

Instructions for the Campus Business Manager:

Approving Contract Change Orders:

1. In the Construction navigator, click on the twistie next to **Constr Info/Chgs**.

   The Create and View/Edit options appear.

2. Under **View/Edit**, click **Chng Ordrs - Pending**.

3. Select the appropriate Change Order from the list of documents in the main PRZM window.

4. Click the **Edit** button.

5. Review the Change Order document.

6. Indicate your approval by checking **Yes** or **No**.

7. Click the **Save Change Order** button to save the form.

   ➢NOTE: A notice to print is sent to the Architect/Engineer.

Appending Contract Change Orders to the Schedule of Work Completed:

1. In the Construction navigator, click on the twistie next to **Constr Info/Chgs**.

   The Create and View/Edit options appear.

2. Under **View/Edit**, click **Chng Ordrs - Pending**.

3. Select the appropriate Change Order from the list of documents in the main PRZM window.

4. Click the **Edit** button.

5. Under Append to SWC, select the **Yes** option.

6. Save the document.

Field Directives

Using Field Directives (FDs)

On March 26, 2007, the University Office of Capital Programs and Real Estate Services made changes to the University's Construction Contract Documents which were implemented in version 1.3 of the University's Contract Document System (CDS). These changes are intended to incorporate recent modifications to policies and procedures as a result of university audits, legal requirements, and best practices. All changes fall within state statutes, and are congruent with the Illinois Procurement Code. Additionally, PRZM changes have also been made to versions 1.7 and 1.8 to implement these changes and are immediately available for use.

Among the Contract Document changes, the University has clarified the definitional language for Change Orders (COs) and Emergency Work Authorizations (EWAs). Additionally, an intermediate type of Change Order called a **Field Directive (FD)** has been introduced to expedite Change Orders that meet the FD definition. A FD allows time-critical work to proceed under a "not-to-exceed" time and material cost control basis. These Contract Document changes align with the new 'Change Order and Amendment Policy' located in section 5.E at http://www.uocpres.uillinois.edu/docs/UI/manual/CO&Amend.pdf

which was recently issued by the University Office of Capital Programs and Real Estate Services.

When a change in work scope is contemplated or required, a Request for Proposal (RFP) is initiated to the Contractor(s) for pricing. After initiation, the projects' Professional Services Consultant (PSC) and Project Planner/Manager (PM) may perceive that the normal process for approving the change can cause an unusual or exceptional delay to the project schedule or pricing for the change may be in dispute. If this is substantiated, the PM will direct the PSC to initiate a FD to the Contractor to respond with a "not-to-exceed" time and material cost for the contemplated work.

For Projects using PRZM, the FD is initiated, reviewed and approved similarly to the RFP process. Once the FD has gone through the entire PRZM electronic approval cycle, the Contractor will be authorized by e-mail to begin Work. The Contractor will immediately print out and sign the FD and return it to the PM, with the PSC's review signature, within 10 days, or suspension of Work and/or withholding of payment could occur. For Projects not using PRZM, the Contractor will be required to have all wet signature approvals complete prior to receiving authorization to proceed with the Work. In either case, the FD will eventually become a Change Order through completion of the RFP process prior to completion of Work as a lump sum basis or after completion of Work with backup documentation, including proof of hourly time used to implement the change along with material costs.

Emergency Work Authorizations (EWA's) are now more rigidly defined and will only be used for proceeding with Work under conditions of threat to public health or safety, loss of or damage to property or the integrity of vital records, or serious disruption of essential services.

Identified below are current definitions of Change Orders, Field Directives and Emergency Work Authorizations that are included in Articles 1 and 13 of General Conditions (Document 00700) of the University's Construction Contract Documents for your reference. These definitions will determine which document to use for processing changes to Work scope.

Definitions of Terms

Following are definitions of each type of change.

A.   **Change Orders**

"Change Order" means a written order to a Contractor executed by the Owner in accordance with the contract authorizing and directing an addition to, deletion from, or adjustment or revision of the requirements of the Contract Documents, or an adjustment to the compensation payable to Contractor, or to the time for performance of the contract and completion of the Project, or a combination thereof. All additional expenditures related to work performed or material purchased through an agreement with a Contractor will ultimately take the form of a Change Order. Change Orders shall utilize the approved format identified by the Office of University Counsel and University Office of Capital Programs and Real Estate Services. In order to comply with Section 30-35 of the Procurement Code, directives of the Board of Trustees, this Policy and other University and campus policies. All Change Orders shall be subject to the signature limits set forth in Section IV of this Policy and any Change Order $25,000 or more shall be routed to the University Office of Capital Programs and Real Estate Services for verification and concurrence.

A.1.   **Field Directive (FD) Definition**

"Field Directive" means a written order to a Contractor executed by the Owner in accordance with the contract authorizing and directing an addition to, deletion from, or adjustment or revision to the requirements of the Contract Documents, or an adjustment to the compensation payable to Contractor, or to the time for performance of the contract and completion of the Project, or a combination thereof. Field Directives may only be utilized in distinct and exceptional situations when, due to circumstances beyond the University's control, a proposed Change Order is in dispute or the contemplated time of completion for the normal Change Order process could adversely affect the project. Prior to commencement of work, the University shall set forth on the appropriate form "not-to-exceed" time and material costs for the contemplated expenditure. A Field Directive is preliminarily authorized/supported with appropriate documentation (see Exhibit 1) and ultimately utilizes the Change Order form. Additional documentation supporting and justifying the completed work shall be required. Field Directives are subject to approval by the appropriate University administrator as indicated in Section IV.

A.2   **Emergency Work Authorization (EWA) Definition**

"Emergency Work Authorization" means a written order to a Contractor executed by the Owner in accordance with the Agreement and directing an adjustment to the Contract Document requirements. An Emergency Work Authorization shall be utilized only in instances of a threat to public health or safety, loss of or damage to property or the integrity of vital records, or serious disruption of essential services. Issuance of an Emergency Work Authorization is entirely within the discretion of the Owner. Prior to commencement of work, the University shall set forth on the appropriate form "not-to-exceed" time and material costs for the contemplated expenditure. An Emergency Work Authorization is preliminarily authorized/supported with appropriate documentation (see Exhibit 1) and ultimately utilizes the Change Order form. Prior to commencement of work, an Emergency Work Authorization shall be approved by the Director of the Campus Construction Unit or by an administrator with greater authority pursuant to Section IV herein.

Field Directive Process Summary

Contractor with Assigned Subcontractors

1. When a change has been identified as necessary, the Professional Services Consultant (PSC) initiates a Request for Proposal (RFP) within PRZM.

2. The Professional Services Consultant (PSC) creates the Field Directive (FD), completes the required fields and designates that it is ready.

   ➢NOTE: The associated RFP **must** exist in PRZM before the FD can be created.

3. PRZM notifies the Contractor with Assigned Subcontractor's primary contact to edit the Field Directive document in order to notify the Assigned Subcontractors that they need to respond.

4. When the Assigned Subcontractor receives notification, he/she responds with a Field Directive Response document, and selects "affected" or "not affected".

   i. If the Assigned Subcontractor is not affected, no further action is required.

   ii. If an Assigned Subcontractor is affected, he submits a Not to Exceed Cost estimate (NTE) on the Field Directive Response document and submits it to the Contractor with Assigned Subcontractors for approval.

5. The Contractor with Assigned Subcontractors must also submit a Field Directive Response document. Since his response summarizes all Assigned Subcontractors' responses, he waits for all Assigned Subcontractor to respond, completes the approval process for each, and then submits his own response along with the summary not-to-exceed estimate (NTE) for all affected divisions to the Professional Services Consultant (PSC) for approval.

6. If the Professional Services Consultant (PSC) approves, PRZM notifies the Campus Project Manager (PM) for approval. If the Professional Services Consultant (PSC) rejects the Contractor with Assigned Subcontractor's not-to-exceed estimate (NTE), it goes back to that Contractor to resolve and resubmit for approval if needed.

7. If the Campus Project Manager (PM) approves, and the Field Directive (FD) is over $10,000, PRZM notifies the Campus Construction Unit Director (CCUD) for approval. If the PM approves and the FD is less than or equal to $10,000, PRZM sends an email notification to the Contractor with Assigned Subcontractors to proceed with the work and to print and route the NTE print friendly form for signatures. If PM rejects it, the Contractor with Assigned Subcontractors NTE goes back to the Professional Services Consultant (PSC) approval stage.

8. If the Campus Construction Unit Director (CCUD) approval is required and the CCUD approves, PRZM notifies the Contractor with Assigned Subcontractors to proceed with the work and to print and route the NTE print friendly form for signatures. If the CCUD rejects the Contractor with Assigned Subcontractors' NTE, it goes back to the PM approval stage.

9. Once the required contractor and PSC signatures have been obtained on the print friendly form, it is routed to the PM to complete all necessary University signatures. The PM edits the Contractor with Assigned Subcontractors NTE and designates that the signatures have been received. The contractor is notified to continue with the work and to complete the RFP Response process to fully document the costs and receive final approval for the Change Order.

10. If an Assigned Subcontractor submits a revised NTE the process goes back to step 4 above.

11. If the Contractor with Assigned Subcontractors submits a revised NTE the process goes back to step 5 above.

CM with Non Assigned contractors

1. When a change has been identified as necessary, the Professional Services Consultant (PSC) initiates a Request for Proposal (RFP) within PRZM.

2. The Professional Services Consultant (PSC) creates the Field Directive (FD), completes the required fields, and designates that it is ready.

   ➢NOTE: The associated RFP must exist in PRZM before the FD can be created.

3. PRZM notifies the team members with the Construction Manager role (but only those who have been flagged to receive event notices) to edit the FD and notify Non Assigned contractors that they need to respond.

4. After they have been notified, Non Assigned contractors respond "affected" or "not affected".

   i. If a Non Assigned contractor is not affected, they submit a Field Directive Response document to the CM indicating that they are not affected. No further action is required.

   ii. If a Non Assigned Subcontractor is affected, he submits a Not to Exceed Cost estimate (NTE) on the Field Directive Response document and submits it to the Contractor with Assigned Subcontractors for approval.

5. If the CM approves, the Professional Services Consultant (PSC) is notified for approval. If the CM rejects, the NTE goes back to the Non Assigned contractor to edit and resubmit for approval if needed.

6. If the Professional Services Consultant (PSC) approves, the Campus Project Manager (PM) is notified for approval. If the Professional Services Consultant (PSC) rejects, the NTE goes back to the CM approval stage.

7. If the PM approves and the FD is over $10,000, the Campus Construction Unit Director (CCUD) is notified for approval. If the PM approves and the FD is less than or equal to $10,000, the Non Assigned contractor is notified to continue with the work and to print and route the NTE print friendly form for signatures. If PM rejects, the NTE goes back to the Professional Services Consultant (PSC) approval stage.

8. If the CCUD approval is required and the CCUD approves, the Non Assigned contractor is notified to continue with the work and to print and route the NTE print friendly form for signatures. If the CCUD rejects the NTE goes back to the PM approval stage.

9. Once the required contractor and PSC signatures have been obtained on the print friendly form, it is routed to the PM to complete all necessary University signatures. The PM edits the Non Assigned contractor's NTE and designates the signatures have been received. The contractor is notified to continue with the work and to complete the RFP Response process to fully document the costs and receive final approval for the Change Order.

10. If a Non Assigned Subcontractor submits a revised NTE the process goes back to step 4 above.

Non Assigned contractors (no CM)

1. The Professional Services Consultant (PSC) creates the Field Directive (FD), completes the required fields and designates that it is ready. The associated RFP must exist in PRZM before the FD can be created.

2. The contractors respond "affected" or "not affected" after they have been notified.

    i. If a Non Assigned contractor is not affected, they submit a response that they are not affected. No further action is required.

    ii. If a Non Assigned contractor is affected they submit a Not to Exceed Cost estimate (NTE) to the Professional Services Consultant (PSC) for approval.

3. If the Professional Services Consultant (PSC) approves the Campus Project Manager (PM) is notified for approval. If the Professional Services Consultant (PSC) rejects the NTE goes back to the Non Assigned contractor to edit and resubmit for approval if needed.

4. If the PM approves and the FD is over $10,000 the Campus Construction Unit Director (CCUD) is notified for approval. If the PM approves and the FD is less than or equal to $10,000 the Non Assigned contractor is notified to continue with the work and to print and route the NTE print friendly form for signatures. If PM rejects the NTE goes back to the Professional Services Consultant (PSC) approval stage.

5. If the CCUD approval is required and the CCUD approves the Non Assigned contractor is notified to continue with the work and to print and route the NTE print friendly form for signatures. If the CCUD rejects the NTE goes back to the PM approval stage.

6. Once the required contractor and PSC signatures have been obtained on the print friendly form, it is routed to the PM to complete all necessary University signatures. The PM edits the Non Assigned contractor's NTE and designates the signatures have been received. The contractor is notified to continue with the work and to complete the RFP Response process to fully document the costs and receive final approval for the Change Order.

7. If a Non Assigned Subcontractor submits a revised NTE the process goes back to step 3 above.

Field Directive Step-by-Step Instructions

Instructions for the Professional Services Consultant (PSC):

1. Create the RFP as usual.

2. From the navigator, under the Constr Info/Chgs section, under the Create option, click on **Field Directive**.

   A new Field Directive form opens.

3. In the Associated RFP # section, from the dropdown menu, select the related RFP.

   The form refreshes to include information from the RFP, as illustrated above.

4. In the **Reason for Urgency** section of the form, type in the reason for urgency.

5. In the **Work Completion Required By** section, type the date (in the format mm/dd/yyyy) or select the date from the pop-up calendar.

6. In the **List the attached documents that support the description** section, list the documents you will attach to support this FD.

7. In the Attach File here section, click the **Browse** button to select the file you will attach.

8. When the FD is ready for routing, in the **Notify Contractor with Assigned Subcontractors:** section, click on the **Yes** radio button.

   Note: If you leave this selection with the Pending radio button selected, the FD will not be routed when you save. The document will be saved with a status of "Pending completion by Professional Services Consultant (PSC)".

9. When you have completed your work, click the **Save Field Directive** button.

10. The document is saved with a status of "Contractor with Assigned Subcontractors Notified".

Instructions for the Contractor with Assigned Sub-Contractors:

1. When a Field Directive is ready for your review, you will receive an email notification.

2. Logon to PRZM.

3. From your Dashboard, in the Project-Specific Details section, select the project from the drop-down menu.

   The Dashboard refreshes.

4. Click on the link to **Construction**.

   A new window opens with the Construction phase of the project displayed.

5. From the navigator, click the twistie next to **Constr Info/Chgs**.

   The navigator refreshes to display your choices.

6. Click on the link to **FD - All**.

   The list of available Field Directives opens.

7. Expand the list using the Expand All button.

   The list expands.

8. Click on the link to the Field Directive number you wish to respond to.

The Field Directive opens.

9. Click the **Edit** button.

The document opens in edit mode.

10. In the Notify Assigned Subcontractors to Submit Field Directive Response section, click in the **Yes** radio button.
11. Click the **Save Field Directive** button.

The Field Directive list returns.

12. To respond to the Field Directive you have just notified subcontractors about, click on its number.

The Field Directive displays.

13. When you have reviewed the Field Directive, at the bottom of the document, click on the **Create Contractor Field Directive Response** button.

The Field Directive Response form opens.

14. In the **Division of Work** field, select the your division.

The form refreshes, importing data from the Field Directive and its related RFP.

15. In the **Are you affected by this Field Directive?** section of the document, click in the appropriate radio button:

   ♦ Yes

   ♦ No

   ♦ Pending

16. If you selected Yes, the document refreshes and a Total "Not to Exceed" Cost to Complete (Labor, Material, Mark up, etc.): field appears.
17. Enter the **Not to Exceed (NTE)** amount for the work.
18. Click the **Refresh** button.
19. If you selected No, the document refreshes and you are directed to the next section.
20. Save the Field Directive

   Note: Do not submit for approval until all subcontractors have responded.

   Once all sub-contractors have responded, their responses will appear on the Field Directive document.

![tools icon] **Instructions for Assigned and Non Assigned Sub-Contractors:**

1. When a Field Directive is ready for your review, you will receive an email notification.

2. Logon to PRZM.

3. From your Dashboard, in the Project-Specific Details section, select the project from the drop-down menu.
   The Dashboard refreshes.

4. Click on the link to **Construction**.
   A new window opens with the Construction phase of the project displayed.

5. From the navigator, click the twistie next to **Constr Info/Chgs**.

   The navigator refreshes to display your choices.

6. Click on the link to **FD - All**.

   The list of available Field Directives opens.

7. Expand the list using the Expand All button.

   The list expands.

8. Click on the link to the Field Directive number you wish to respond to.

   The Field Directive opens.

9. Review the Field Directive.

10. When you are ready to respond, click the **Create Assigned Subcontractor Field Directive Response** button.

11. The Field Directive Response document opens, in edit mode.

12. In the **Division of Work** field, select your Division.

    The Field Directive Response refreshes, displaying the Reason for Urgency, the Description of the Problem, the Action to be Taken, and the Work Completion Required By date.

13. In the **Are You Affected by this Field Directive?** section, click in the appropriate radio button:

14. If you selected Yes, the form refreshes, to display the **Total "Not to Exceed" Cost to Complete** (Labor, Material, Mark up, etc.)**:**. field.

15. Enter the amount of your Not to Exceed Cost to Complete estimate.

16. If you selected No, continue to the next step.

17. In the Comments section, enter any relevant comments about your response.

18. In the **Attach Field Directive price backing materials:** section, if necessary, use the Browse button to attach relevant file(s).

19. In the **Submit NTE for Approval:** section, click the **Yes** radio button.

20. Click on the **Save Field Directive Response** button.

    Your response is saved and routed to the Contractor with Assigned Subcontractors.

Instructions for Approvers:

Once the Subcontractor or Non Assigned Contractor has created his response , you will receive notification that it is ready for your approval.

1. From your Dashboard, you may click on the link to the relevant document, as illustrated below.
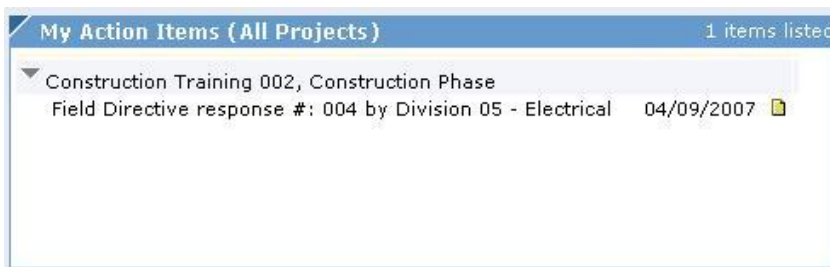
2. Click on the link to the Field Directive response.

3. A new window opens, with the Field Directive response document displayed.

4. Review the response, and, in particular, the Not to Exceed estimate.

5. If you approve the estimate, in the {**Role**} (e.g., **Contractor with Assigned Subcontractors**) **Approval** section, click in the **Yes** radio button.

    ➢NOTE: Your role will appear in the approval section, with those who have approved the Field Directive listed above yours.

6. If you do not approve the estimate, in the **Contractor with Assigned Subcontractors Approval** section, click in the **No** radio button.

7. In the **Message** section, type any direction you wish to give to the Assigned Subcontractor.

8. When you are finished, click on the **Save Field Directive Response** button.

    The Assigned Subcontractor will be notified of your decision.

9. If you have approved, the document will be routed to the next approver.

10. If you did not approve, the document will be returned to the Assigned Subcontractor for editing.

11. Once all approvals have been received, the team will need to complete the RFP to Change Order process, with appropriate approvals, as usual.

The Emergency Work Authorization (EWA)

- A new Emergency Work Authorization document

On rare occasions, the Project Manager or the Architect/Engineer may direct the contractor to perform changes in the work immediately. Unlike a Request for Proposal process when a contractor prepares a fixed fee price, an Emergency Work Authorization (EWA) allows the Project Manager to authorize work to immediately proceed in the field when he is given a not-to-exceed price by the affected contractors.

The EWA may be authored by the Project Manager or the Architect/Engineer. If the latter, it must also be approved by the Project Manager.

When there is a Contractor with Assigned Subcontractors, each subcontractor must respond with their initial response and not-to-exceed estimate.

Emergency Work Authorization Workflow
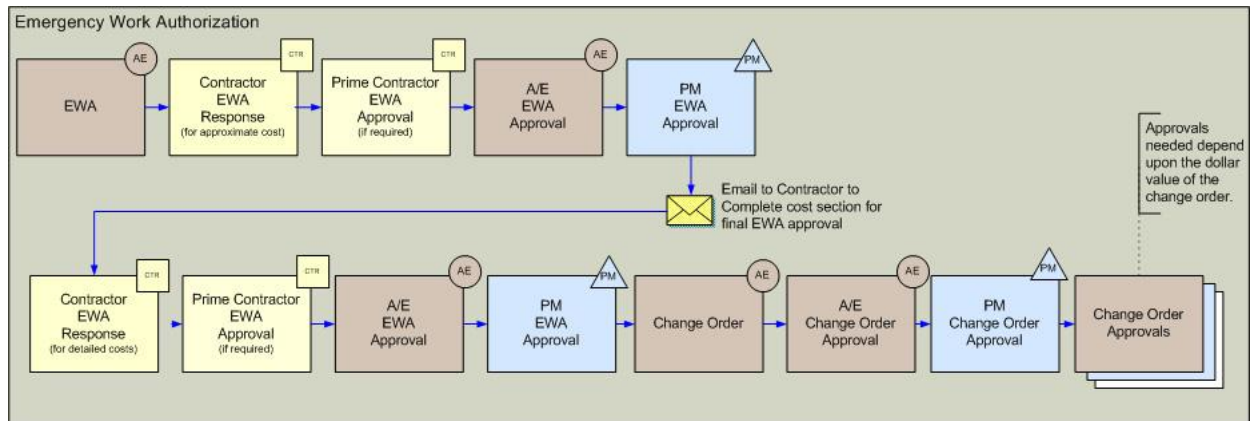
The Emergency Work Authorization document can be authored by the Architect/Engineer or the Project Manager. It must be approved by the A/E or PM, whichever did not author the document. Once it has been approved, the Contractor will receive an email indicating approval. The Contractor must respond with a not-to-exceed amount, and this must be approved before the Change Order is initiated, as indicated in the workflow diagram above.

To Create an Emergency Work Authorization (EWA):

1. In the Construction navigator, click on the twistie next to **Constr Info/Chgs**.

2. Under **Create**, click **EWA**.

    A new Emergency Work Authorization document appears, in Edit mode.

    ‣ **Note:** The **EWA#** is supplied by PRZM.

3. In the **Brief Summary** field, provide a summary of the EWA.

4. In the **Description** field, provide a description of the work.

5. In the **Action** field, describe the action to be taken at the job site.

6. The Project Manager should indicate approval in the **Approved by CCU** field.

7. In the **Attach File here** field, attach any relevant file necessary to support the Emergency Work Authorization by clicking on the Browse button and selecting the file form the file system.

8. Click the **Save Emergency Work Authorization** button to save your work.

    Save Emergency Work Authorization

    When the EWA is saved and approved, an e-mail is sent to all contractors alerting them that they should respond to the EWA.

Contractors fill out an Emergency Work Authorization Response form in response to an EWA item.

▸ **Note:** *Contractors should fill this form out even if they are not affected by this EWA.*

Responding to an EWA: Instructions for the Contractor:

1. In the Construction navigator, click on the twistie next to **Constr Info/Chgs**.

2. Under **View/Edit**, click **EWA – All**.

   A list of Emergency Work Authorizations appears.

3. Select the appropriate EWA from the list of documents in the main PRZM window.

4. Review the EWA document.

5. To respond to an EWA, do *NOT* click on Edit in the EWA form. Instead, scroll down and click the **Create EWA Response** button.

   This will close this form and open an EWA Response form.

6. *If you are **not** affected by this Emergency Work Authorization*:

   a. In the **Are you affected by this EWA** field, select **No**.

   b. Scroll to the bottom of the form, and click the **Save EWA Response** button.

      No further action on your part is necessary.

   *If you **are** affected by this Emergency Work Authorization*:

   a. In the **Are you affected by this EWA** field, select **Yes**.

   b. In the **Description of Work** field, enter your version of the description of the work entailed by this EWA.

   c. In the **Approximate Cost** field, enter an estimate of the cost for this EWA.

      ▸ **Note:** At this point you are not required to submit cost information until after you have completed the work.

   d. Click the **Submit Emergency Work Authorization Response** to save the document.

   e. Notify the Architect/Engineer that your response is complete and ready for review.

      This document may be accessed in the EWA – Response view.

EWA Response Approvals

The first round of approvals on the EWA Response document occurs right after the contractor has submitted the approximate cost. The work then takes place in the field. Once the work is completed, the contractor returns to the form and supplies the detail on the work provided as well as the final cost. A second round of approvals occurs when the Contractor with Assigned Subcontractors, if applicable, the Architect/Engineer, and the Project Manager approve the final cost.

Entering EWA Response Cost and Approval Information:

1. In the Construction navigator, click on the twistie next to **Constr Info/Chgs**.

2.   Under **View/Edit**, click **EWA – Response**.

3.   Select the appropriate EWA Response from the list of documents in the main PRZM window.

     The EWA Response opens.

4.   Click the **Edit** button.

5.   In the **Summary of Detailed Breakdown** table, enter the information on your estimate in a manner that is consistent with the reviews by the Architect/Engineer and the Project Manager. Provide information on additions and deletions to material, labor, and other costs associated with work that is specific to your contract.

6.   Click the **Calculate Values** button to provide the net total of those values and calculate the overhead and profit.

     Calculate Values

7.   In the **Contractors Markup on Work of Subcontractors** table, enter the subcontractor's name and contract work associated with this EWA.

8.   Click the **Calculate Values** button to provide the net total of those values.

     Calculate Values

     ‣ **Note:** If there is a change in the work that actually shrinks the scope (for example, only paint 400 instead of 500 feet), then the contractor would reduce his portion of the work accordingly.

9.   In the **Proposal** table is a summary of the detailed breakdown and the subcontractor breakdown. Enter a percentage value that represents insurance, bond, and any applicable taxes.

10. Click the **Calculate Values** button to generate the total EWA value that you will submit to the Architect/Engineer for review.

     Calculate Values

11. In the **Attach Price Backing Materials** field, attach an electronic version of your estimates and/or your subcontractors' estimates that provide the detail for the dollar values listed in the tables above. Attach your documents to this form by entering the location of the file in the box provided. You may also use the **Browse** button to locate the file.

     Your attachments will be saved as part of the document.

12. On the next line, from the drop down box, select whether this EWA will *increase*, *decrease*, or *not change* the contract amount.

13. Indicate whether your response to the EWA is complete and give the date completed.

14. Notify the Architect/Engineer that the EWA Response is complete and ready for review by clicking the radio button on the form.

15. Click the **Save EWA Response** button to save the document.

     This document may be accessed in the EWA – Response view.

Instructions for the Approvers
(Contractor with Assigned Subcontractors; Construction Manager, Architect/Engineer; Project Manager):

1.   In the Construction navigator, click on the twistie next to **Constr Info/Chgs**.

2.   Under **View/Edit**, click **EWA – Response**.

3. Select the appropriate EWA Response document from the list of documents in the main PRZM window.

4. Click the **Edit** button.

5. Evaluate the EWA Response.

6. Indicate your approval by checking **Yes** or **No**.

7. Enter today's date.

8. Click the **Save EWA Response** button to save the document.

The Tasks of Construction Closeout

The Tasks of Construction Closeout
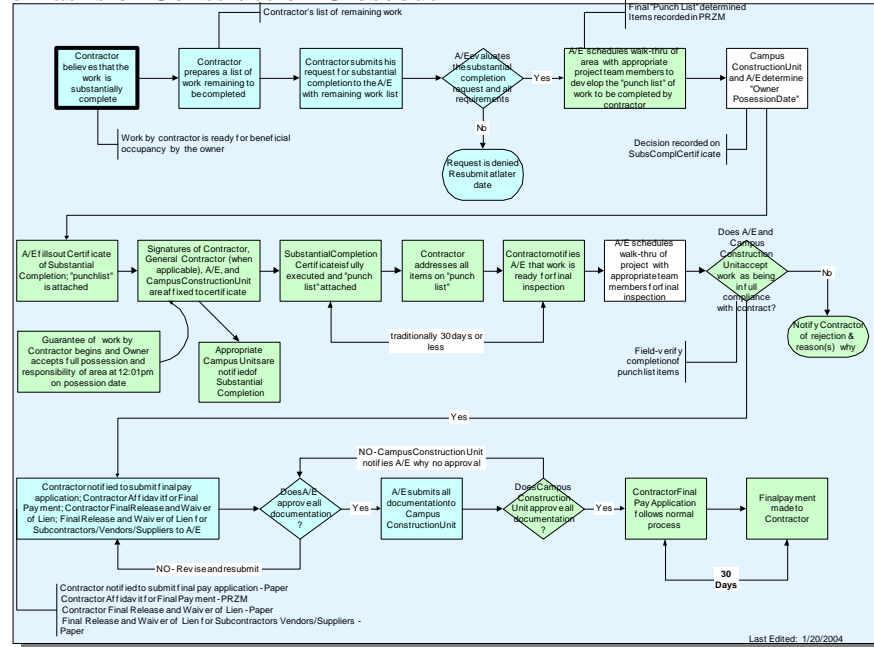
As construction draws to a close, the work will be inspected by the Architect/Engineer, Project Manager, and the University's Operations and Maintenance personnel to determine how close the project is to completion. During this time, Contractors will need to correct items noted in the Punch List and deposit As-Built Drawings and Maintenance Manuals into PRZM.

Before final payment may be made to the Contractor, the University must determine that the work is substantially complete. At this time, the retainage amount may be released back to the Contractor.

Therefore, construction closeout involves the following activities recorded in PRZM:

- O&M Inspection Reports
- Punch List Items
- As-Built Drawings and Maintenance Manuals
- Reduction in Retainage Affidavit
- Certificate of Substantial Completion
- Contractor's Final Payment Affidavit
- Contractor's Final Release and Waiver of Lien
- Contractor's Final Release and Waiver of Lien for SVS

The following flow charts illustrate these activities and any necessary approvals processes.
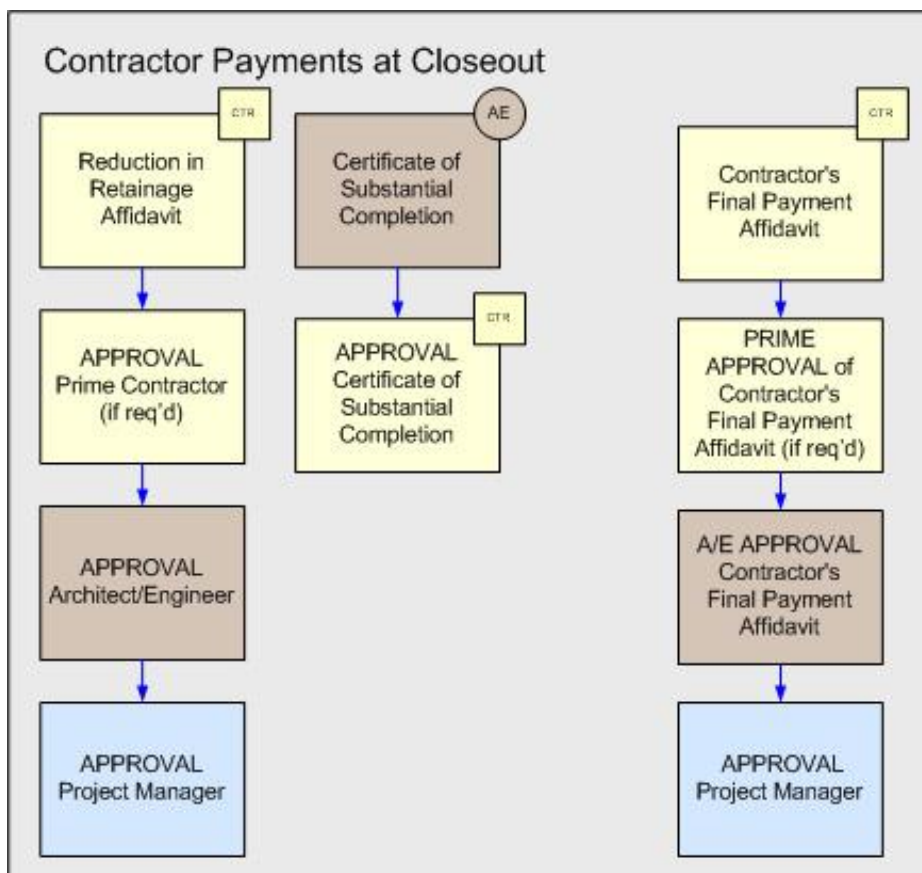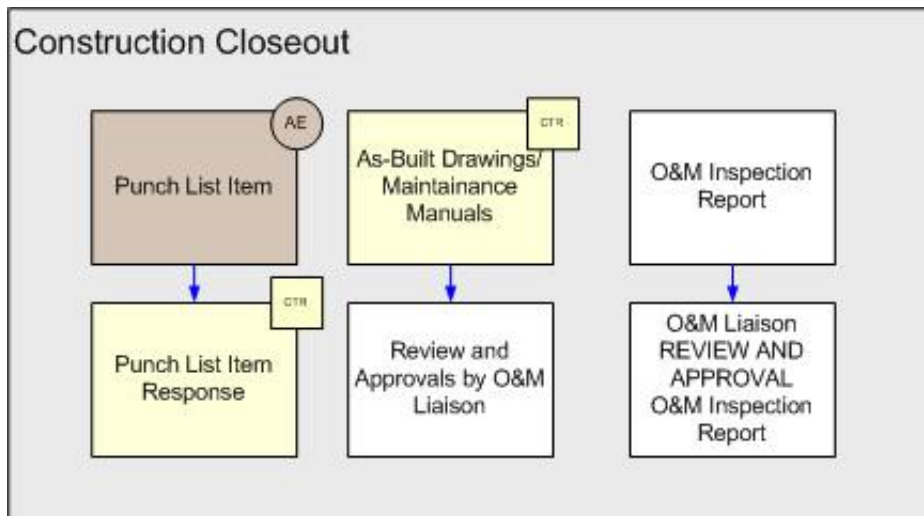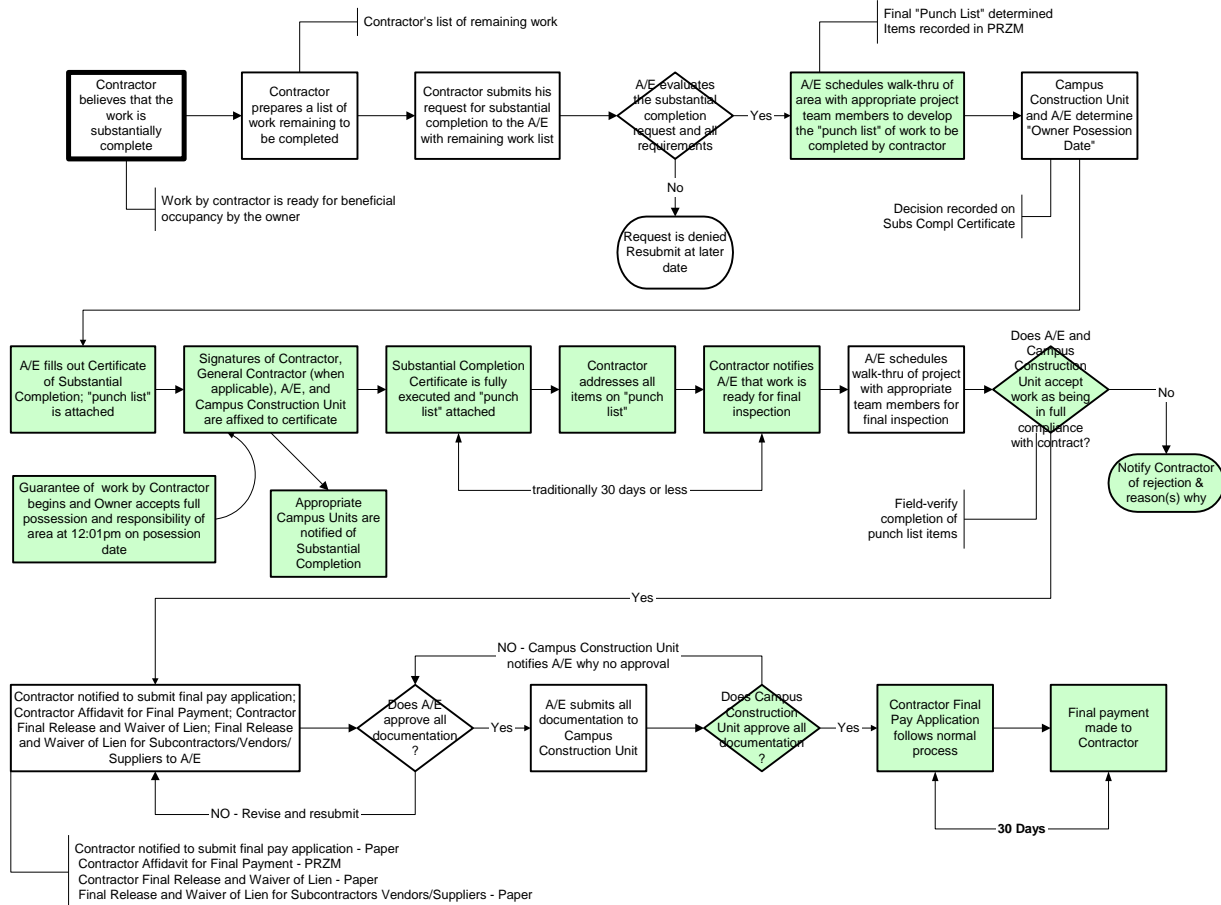
[See Construction Closeout Checklist, following.]

Construction Closeout Checklist

	Task No.	Role	Activities	Actions within PRZM
☐	1.	Contractor	Contractor believes that the work is substantially complete (>90% complete).	
☐	2.	Contractor	Ensures that all submittal requirements have been met.	If Submittal Requirements are used within PRZM, Contractor completes all submittal requirements documents.
☐	3.	A/E	A/E reviews all submittals.	
☐	4.	Contractor	Contractor prepares a list of work remaining to be completed and submits the list to the Architect/Engineer.	
☐	5.	Contractor	Contractor requests for substantial completion from the A/E*.	
☐	6.	A/E	A/E evaluates the substantial completion request and all requirements.	
☐	7.	A/E	A/E approves or denies the request. If denied, Contractor must resubmit at a later time. Assuming the request is approved, it moves forward.	
☐	8.	A/E	A/E schedules a walk-thru of the area with appropriate project team members, in order to develop the Punch List of work to be completed by the Contractor.	
☐	9.	A/E	A/E records Punch List items within PRZM.	A/E records Punch List Items
☐	10.	A/E & CCU*	Campus Construction Unit and A/E determine the "Owner Possession Date"	A/E records the "Owner Possession Date" on the Certificate of Substantial Completion within PRZM but does not yet complete the remainder of the document.
☐	11.	Contractor	Contractor begins work on Punch List Items.	
☐	12.	A/E	A/E completes the Certificate of Substantial Completion and begins the approvals process.	A/E completes the Certificate of Substantial Completion.
☐	13.	CM*	CM approves the Certificate of Substantial Completion[†]	Approves the Certificate of Substantial Completion
☐	14.	Contractor with Assigned Subcontractors	Contractor with Assigned Subcontractors approves the Certificate of Substantial Completion	Approves the Certificate of Substantial Completion
☐	15.	A/E	A/E approves the Certificate of Substantial Completion	Approves the Certificate of Substantial Completion
☐	16.	PM*	PM approves the Certificate of Substantial Completion	Approves the Certificate of Substantial Completion
☐	17.	PM	PM notifies appropriate campus units of Substantial Completion	
	18.		Substantial Completion Certificate is fully executed. Contractor has 30 days within which to complete all Punch List items. If	

	Task No.	Role	Activities	Actions within PRZM
			Contractor does not meet this deadline, he faces "liquidation damages" for violation.	
☐	19.	Contractor	Guarantee of work by Contractor begins. Contractor addresses all Punch List items.	Contractor records Punch List items' completion in PRZM.
☐	20.	Contractor	Notifies A/E that Punch List items are ready for inspection.	
☐	21.	A/E	A/E schedules walk-thru of project with appropriate team members for final inspection.	
☐	22.	A/E & CCU	Accept (or reject) work as in full compliance with the Contractor's contract. This involves a field-verification of the completion of all Punch List items.	
	23.	Contractor	If the work is not in full compliance, the Contractor must remedy any defects. A later, additional inspection occurs, as in step 18 above.	
☐	24.	PM	Reduces Contractor's Retainage amount to zero.	PM marks the Contractor's Pay Application Information document with a zero Retainage amount.
☐	25.	PM	Notifies Contractor to submit Final Pay Application, the Contractor's Affidavit for Final Payment, and Final Release and Waiver of Lien for Subcontractors/Vendors/Suppliers	
☐	26.	Contractor	Contractor ensures that all payments have been made to Subcontractors / Vendors / Suppliers.	Contractor zeros out all payments to Subcontractors / Vendors / Suppliers in their respective SVS Documents.
☐	27.	Contractor	Completes Final Pay Application, the Contractor's Affidavit for Final Payment, and Final Release and Waiver of Lien for Subcontractors/Vendors/Suppliers	Completes Final Pay Application, the Contractor's Affidavit for Final Payment, and Final Release and Waiver of Lien for Subcontractors/Vendors/Suppliers
☐	28.	A/E	Approves Final Pay Application, the Contractor's Affidavit for Final Payment, and Final Release and Waiver of Lien for Subcontractors/Vendors/Suppliers	Approves Final Pay Application, the Contractor's Affidavit for Final Payment, and Final Release and Waiver of Lien for Subcontractors/Vendors/Suppliers
☐	29.	PM	Final Pay Application, the Contractor's Affidavit for Final Payment, and Final Release and Waiver of Lien for Subcontractors/Vendors/Suppliers	Approves Final Pay Application, the Contractor's Affidavit for Final Payment, and Final Release and Waiver of Lien for Subcontractors/Vendors/Suppliers
☐	30.	CCU	Approves Final Pay Application, the Contractor's Affidavit for Final Payment, and Final Release and Waiver of Lien for Subcontractors/Vendors/Suppliers	
☐	31.	Business Manager	Completes Final Payment Application	Approves Final Payment Application

*Abbreviations Used:
A/E = Architect Engineer
CCU = Campus Construction Unit
CM = Construction Manager
PM = Project Manager

The Retainage Reduction Affidavit

The Contractor uses this form to apply for a reduction in retainage (RR). This may only be done when the construction work for the contract is at least 90% complete and the work completed by the contractor is in accordance with provisions of the contract.

The reduction in retainage must be approved by the Architect/Engineer and the Project Manager. In addition, if the contractor is not the Contractor with Assigned Subcontractor, the reduction must also be approved by the Contractor with Assigned Subcontractor.

Instructions for the Contractor:

1. In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout**.

2. Under **Create**, click **Retain Redu Affidavit**.

   A new Contractor's Affidavit for Reduction in Retainage document opens in Edit mode.

3. Enter the county in which the contractor's business resides.

4. In section 1, select the division of work for the contract (general, electrical, etc.).

   The document refreshes, to display further information about the division of work.

5. In section 6, enter the requested amount of the new retainage, spelled out in words (e.g., "Three thousand dollars").

6. In the next field, enter the same amount as a numeric value (e.g., $3000.00).

7. In the next field, enter the percentage of the total contract value of the requested new retainage amount.

8. In the **Ready for Approval** field, click in the *Yes* radio button when you are ready to submit the document for approval.

9. When complete, click the **Save Affidavit for Reduction in Retainage** button.

Retainage Reduction Approvals

Instructions for the Contractor with Assigned Subcontractors (if necessary):

1. In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout**.

2. Under **View/Edit**, click **Retain Redu Affidavit**.

3. Navigate to the appropriate document and click to open it.

4. Review the information presented in the affidavit.

5. Click the **Edit** button.

6. Choose the *Yes* button under **Contractor with Assigned Subcontractors Approval** if you approve the affidavit.
Choose the *No* button if you do not.

7. Enter today's date in the field next to the Yes/No buttons.

8. When complete, click the **Save Document** button.

Instructions for the Architect/Engineer:

1. In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout**.

   The Create and View/Edit options appear.

2. Under **View/Edit**, click **Retain Redu Affidavit**.

3. Navigate to the appropriate document and click to open it.

4. Review the information presented in the affidavit.

5. Click the **Edit** button.

6. Choose the *Yes* button under **Architect/Engineer Approval** if you approve the affidavit. Choose the *No* button if you do not.

7. Enter today's date in the field next to the radio buttons.

8. When complete, click the **Save Document** button.

Instructions for the Project Manager:

1. In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout**.

   The Create and View/Edit options appear.

2. Under **View/Edit**, click **Retain Redu Affidavit**.

3. Navigate to the appropriate document and click to open it.

4. Review the information presented in the affidavit.

5. Click the **Edit** button.

6. Choose the *Yes* button under **CCU Approval** if you approve the affidavit. Choose the *No* button if you do not.

7. Enter today's date in the field next to the radio buttons.

8. When complete, click the **Save Document** button.

Completing the Certificate of Substantial Completion

The Certificate of Substantial Completion is an important document for the Contractor and the Project Manager because it establishes the date that the University assumes responsibility for the project from the Contractor. That takeover includes responsibility for such things as utility costs, security, and other normal operations of the project. "Substantial Completion" is defined as the use of the space for the purpose originally intended.

The Architect/Engineer authors the Certificate of Substantial Completion. Other individuals approve this document.

Instructions for the Architect/Engineer:

1. In the Construction navigator, click on the twistie next to **Cntr Paymts/Closeout**.

2. Under **Create**, click on **Subs Compl Certif**.

3. In the **Contractor** field, drop down the list and select the appropriate Contractor.

   The Contract Division field is automatically ported in based on the Contractor selection.

4. In the **Inspection Date** and **Owner Possession Date** fields, enter the appropriate dates.

5. In the *Inspection* section, name the **Inspection Participants** who participated in the punch list walk through and their **Representing (Firm or Agency)**.

6. In the **Areas or Sections Inspected for Occupancy** field, describe the areas inspected.

7. Scroll down the document and under the *Guarantees* section, list the items that have unusual guarantees on elements of construction that differ from the normal 365-day warranty. Designate the **Items** by name, **Specification Section**, the **Date of Commencement** on the guarantee, and the **Duration** of the guarantee.

   ▶ **Note:** The date of expiration calculates automatically from the date of commencement and the duration. Click the **Refresh** button to calculate the expiration dates.

8. Attach any files or drawings to this form that support the Certificate of Substantial Completion by entering the location of the file in the **Attach file here** field provided. You may also use the **Browse…** button to locate the file.

   Your attachments will be saved as part of the document.

9. Fill in the **Reminders** and **Notification of Changes** sections as needed.

10. When complete, click the **Save Certificate of Substantial Completion** button to save your work.

   > Save Certificate of Substantial Completion

Approvals

The following individuals must approve this document:

♦ the construction manager (if applicable)

♦ the assigned subcontractor (as applicable)

♦ the Contractor with Assigned Subcontractors (as applicable)

♦ the Architect/Engineer

♦ the Project Manager

Each of these individuals must indicate whether they agree or disagree with the Certificate by giving a Yes or No approval response on the document.

Instructions for the Approvers:

1. In the Construction navigator, click on the twistie next **Cntr Paymts/Closeout**.

2. Under View/Edit, click **Subs Compl Certif**.

3. Scroll down the document to the **Approval** section near the bottom of the document.

4. Click the radio button for *Yes* or *No* as desired.

5. Fill in the **Reminders** and **Notification of Changes** sections as needed.

6. When complete, click the **Save Certificate of Substantial Completion** button to save your work.

   > Save Certificate of Substantial Completion

Creating and Viewing Punch List Items

The Punch List and the Certificate of Substantial Completion constitute the formal acceptance of the work that the contractor has done on the project. After conducting a walk-through of the project, the Architect/Engineer fills out a Punch List to record corrective work that needs to be performed by the contractor. The contractor then uses the punch list to indicate agreement and to show completion. Finally, the Architect/Engineer returns to the form to indicate acceptance of the work.

To Create a Punch List Item:

1. In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout**.

   The Create and View/Edit options appear.

2. Under **Create**, click **Punch List Items**.

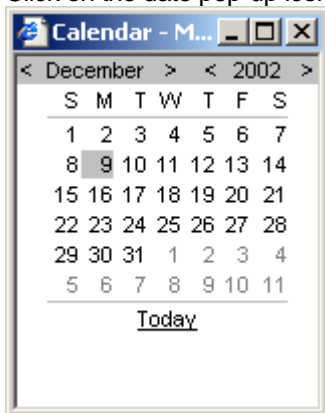   A new Punch List item opens, in Edit mode.

3. In the **Division of Work** field, select the appropriate division.

   The form refreshes to display the related contractor.

4. In the **Date of Inspection** field, enter the date that the area being declared substantially complete was inspected.

   —Or—

Click on the date pop-up icon ![icon] and select the date from the calendar provided.

5. In the **Location or Room Designation** field, describe the location where the corrective action is to take place.

6. In the **Description of Corrective Work to be performed** field, describe the corrective action you want the contractor to take.

7. In the **Estimated Affected Subcontractors** field, if subcontractors will be affected select them from those listed.

   The form refreshes to display the Spec Sections related to the selected contractor(s).

   i. In the **CSI Division of Work** field, select the affected CSI Division of Work.

8. In the **Value of Corrective Work to be** Performed field, estimate the dollar value of the corrective work.

9. In the **AE: Punch List Item ready for Contractor** field, select the appropriate radio button:

   ♦ **Yes**

   ♦ **No** (to be completed by the Architect/Engineer at a later date)

   ♦ **Pending** (to be completed by the Architect/Engineer at a later date)

10. In the **Current Comments** field, record any comments on this particular punch list item.

11. When complete, click the **Save Punch List** button to save your work.

    —Or—

    To save the current punch list item and create another, click the **Save Punch List Item and Create Another** button.

    ▶ **Note:** Until you set the Punch List Item Ready for the Contractor radio button to Yes, it will not be routed to the Contractor.

To Respond to a Punch List Item:

1. In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout**.

   The Create and View/Edit options appear.

2. Under **View/Edit**, click **Punch List Items - All**.

3. Navigate to the appropriate document and click to open it.

4. Click the **Edit** button.

5. Scroll down to the section entitled **Contractor: Agrees with Corrective Work**. Answer *Yes* or *No* and provide the date.

6. In the **Corrective Work Complete?** field, answer *Yes* or *No* and provide the date.

7. In the **Comments** field, record any comments on this particular punch list item.

8. When complete, click the **Save Punch List** button to save your work.

To Respond to the Contractor's Response to a Punch List Item:

1. In the Construction navigator, click on the twistie next to **Cntr paymts/Closeout**.

    The Create and View/Edit options appear.

2. Under **View/Edit**, click **Punch List Items - All**.

3. Navigate to the appropriate document and click to open it.

4. Click the **Edit** button.

5. Scroll down to the section entitled **Corrective Work Complete and Accepted?** Answer *Yes* or *No* and provide the date.

6. In the **Comments** field, record any comments on this particular punch list item.

7. When complete, click the **Save Punch List** button to save your work.

The Construction Completion Documents
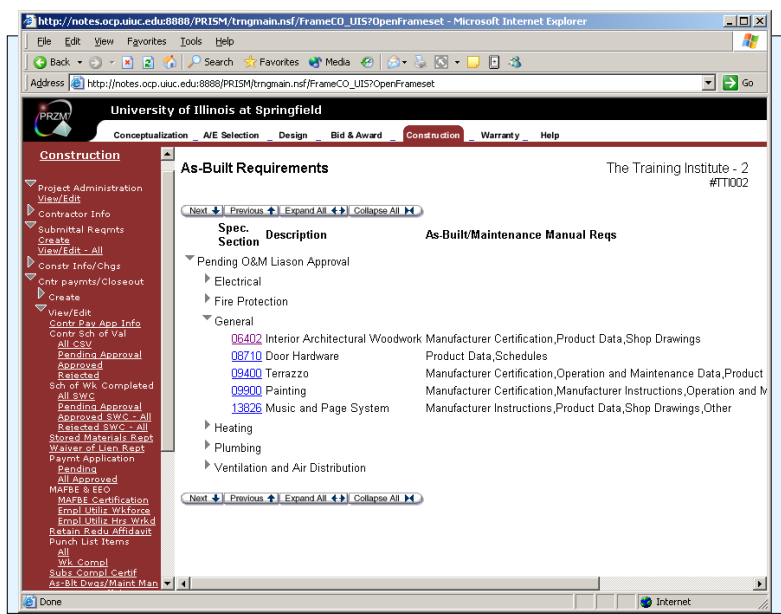
As-Built/Maintenance Manual Requirements

As part of the completion of the 95% Construction Documents sub-phase (of the Design Phase), the Architect/Engineer prepared the requirements for each division of work on the As-Built Drawings and Maintenance Manuals. That information is copied to the Construction Phase and made available to each Contractor for further action.

In order to close a construction contract, each Contractor must deliver the required maintenance manuals and as-built drawings to the owner. The submission of these documents is tracked through the **As-Built Drawings/Maintenance Manuals** feature, located under the View/Edit section of *Contractor Payments/Close-out*.

Tracking the As-Built Drawings and Maintenance Manuals:

1. In the Construction navigator, click on the twistie next **Cntr Paymts/Closeout**.

2. Under View/Edit, click **As-Blt Dwgs/Maint Man**.

   Each division of work and the requirements associated with the As-Built Drawings/Maintenance Manuals appears in the main PRZM window.

3. Expand the appropriate division of work.

4. Select the appropriate document to view.

   ▶ **Note:** Each Contractor will navigate to its As-Built Drawings/Maintenance Manuals requirements by selecting the *Specifications* section associated with each requirement in the main view. Selecting that specification section displays a form with detailed

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information and date fields required by the Contractors as they submit documents to the Architect/Engineer for review.

5. Click the **Edit** button.

6. Review the information submitted.

7. In the **Architect's Review Information** section, approve or reject the submission, as appropriate, by selecting *Approved*, *Rejected* or *Pending*.

8. Upon the completion of all submissions by a specific division of work, forward the submission to the Campus Construction Unit by selecting *Yes* in the **Send from A/E to Campus Construction Unit (if approved)** field.

9. Click the **Save As-Built Drawings/Maintenance** button to save your work.

Save As-Built Drawings/Maintenance

The Final Payment Affidavit

Final Payment Affidavit

This form is a boilerplate document that ports in information about the contractor and is the last in a series of "close out" documents. This form is typically submitted along with the contractor's final waiver of lien.

Submitting this affidavit does **not** generate the payment process. The contractor still has to go back to the last Schedule of Work Completed and close it out to zero.

▶ **Note:** This document is typically created by the Contractor, but if a Construction Manager is used in the project, the Construction Manager creates the document.

Instructions for the Contractor:

1. Enter the contract date.

2. In question 4, enter a text description of the dollar value that you are due (for example, "Six thousand") and the numerical value (for example, $6000.00).

3. When done, click the **Save Final Payment Affidavit** button to save your work.

A print friendly version is available once the document has been approved. The Contractor must print this version for final submission.

Instructions for the Approvers (Contractor with Assigned Subcontractors; Architect/Engineer; CCU):

This document is approved by a contractor with assigned subcontractors (if the author is a subcontractor), the Architect/Engineer, and the CCU rep.

1. Review the information presented in the affidavit.

2. Choose the **Yes** radio button if you approve of the affidavit.
   Choose the **No** radio button if you do not.

3. Enter today's date in the field next to the buttons.

4. When done, click the **Save Final Payment Affidavit** button to save your work.

   ‣ **Note:** If you approve the Final Payment Affidavit, saving the document will queue it up for the next approver.

Contractor's Final Release and Waiver for SVS

To Complete the Contractor's Final Release and Waiver for SVS:

1. In the Construction navigator, click on the twistie next **Cntr Paymts/Closeout**.

2. Under Create, click **Final Release SVS**.

3. In the Contract Division field, using the drop-down menu, select the Division of Work.

4. The form refreshes and reveals the Subcontractor/Vendor/Supplier field.

5. In the Subcontractor/Vendor/Supplier field, using the drop-down menu, select the appropriate Subcontractor/Vendor/Supplier.

6. In the **Subcontract/PO#:** field, enter the Subcontract/PO number.

7. When done, click the **Save Contractor's Release and Final Waiver of Lien for SVS** button to save your work.

    The Final Release for SVS view appears.

8. Click the link to the Division of Work.

9. Scroll down and click the **View Print Friendly Page** button.

    The print-friendly version of the document appears.

10. Right click on the document and select Print to print the document for signatures.

The Contractor's Final Release And Waiver of Lien

To Complete the Contractor's Final Release and Waiver of Lien:

1. In the Construction navigator, click on the twistie next **Cntr Paymts/Closeout**.

2. Under Create, click **Final Release**.

3. In the field after "…the sum of", enter enter a text description of the dollar value that you are due (for example, "Six thousand").

4. In the field after "Dollars", enter the numerical value (for example, $6000.00) still outstanding.

5. When done, click the **Save Contractor's Release and Final Waiver of Lien** button to save your work.

   The Final Release view appears.

6. Click the link to the Division of Work.

7. Scroll down and click the **View Print Friendly Page** button.

 The print-friendly version of the document appears.

8. Right click on the document and select Print to print the document for signatures.

Updating the Phase

In order to move to the next phase of the project, Warranty, the Project Manager must perform the following tasks:

♦ Adjust the Project Budget

♦ Modify the Project Schedule, using the Project Administration document

♦ Approve Professional Services Changes required by adjustments made in the phase

♦ Approve Professional Services Payment Requests

♦ Ensure that all As-Built Drawings and Maintenance Manuals have been deposited

♦ Ensure that all Punch List Items have been repaired or otherwise resolved

♦ Approve the Certificates of Substantial Completion

♦ Ensure that all payments have been made to Subcontractors / Vendors / Suppliers

♦ Approve the Contractors' Final Payment Affidavits

When the Project Manager has updated the phase, he then creates the next phase database which imports information and related documents from this phase.

Updating and Closing the Phase:

1. In the navigator, click on the word **Construction**.

   The Home view appears.

2. Click on the link to the **Project Administration** document.

3. Click the **Edit** button.

4. Modify the Schedule dates, as applicable.

5. When you have completed your work, in the **Working Values Completed** field, click in the **Yes** radio button.

6. Save the Project Administration document.

Creating the Warranty Phase:

➢NOTE: In order to create the Warranty Phase, at least one Certificate of Substantial Completion must be present in the Construction phase.

1. In the Construction navigator, click on the twistie next to **Warranty Phase**.

   The View/Edit option appears.

2. Click on **View/Edit**.

   The "Continue to Warranty Phase" document appears.

3. Review all listed documents.

4. When all documents are marked as *Completed* or *Not Applicable,* click the **Continue to Warranty Phase** button.

   The present phase of the project will close and the database for the next phase is built.

Review

1. What documents does a Contractor need to fill out in order to get paid?

2. What documents is the Project Manager responsible for creating during Construction?

3. When does the Architect/Engineer create documents during Construction?

Notes

Appendix A:
PRZM Basics

Objectives

In this appendix you will learn to:

- ♦ Register as a PRZM User.
- ♦ Navigate the PRZM Workspace.
- ♦ Get help.
- ♦ Create a new project.
- ♦ Identify documents needed to advance from one project phase to the next.
- ♦ Define an essential document.
- ♦ Create new team members.
- ♦ Create and view meeting minutes.

PRZM Version 1.9.1

Document Version 2.1, Revision 1 (December, 2010)

Table of Contents

The Office of Capital Programs and Real Estate Services Website

Using a web browser, you can navigate to the University Office of Capital Programs and Real Estate Services' (UOCPRES) website using the following address:

http://www.uocpres.uillinois.edu/

This web site gives you links to:

♦ **UOCPRES Web**. This link leads you to contact information, parking, directions, news, mission and vision for UOCPRES. Also included are useful UOCPRES links.

♦ **UIC, UIS, and UIUC**. These links lead you to useful information for each campus, including solicitations for professional services, advertisements for bids, building directories, master plans, and design guidelines. These sections also feature links to FTP sites, containing file directories for the exchange of information among University and outside professional firms, which may be restricted.

♦ **PRZM**. This link is the entry point to PRZM. An introductory overview and support information are available here. It is also the place to register new users with PRZM.

Registering with the Vendor Services Application

Before you can use PRZM, you must register as a user with the University Office of Capital Programs and Real Estate Services' Vendor Services Application. In VSA, there are two types of registration: vendor registration and user registration.

The University Office of Capital Programs and Real Estate Services (UOCP&RES) created a Vendor Services Application (VSA) in order to collect basic information about a vendor (or other external organization) and its related employees in a central location. VSA vendor records and user accounts will share information with capital applications, ensuring that a vendor's legal name, location(s), address(es), and related information are consistent and accurate. VSA replaces the current PRZM registration system. If you previously registered with PRZM registration, your registration information has been migrated. If you are new to capital programs at the University of Illinois, you will need to register.

To register with VSA, go to the following website:

https://appserv6.admin.uillinois.edu/VendorRegistration/open/VendorSearch.jsp

If you search for your company, and it does not appear in search results, your company must register before you can register as an individual user.

To guide you through the registration process, there is a complete help document available at the following website:

http://www.uocpres.uillinois.edu/training/vsa/vsa_help_for_vendors.pdf

Once you are registered with VSA, you will be sent a PRZM login and temporary password.

NOTE: A vendor must register only once for the whole company. If your company has registered as a vendor, all you need to do is register as a user. If your company is *not* registered as a vendor, then the company (vendor) needs to be registered *before* you can register as a user. [The topic of vendor registration is covered later in this appendix. See p. A-11.]

Logging On to PRZM

PRZM security
requires that you
logon to the
system before you
can use it.
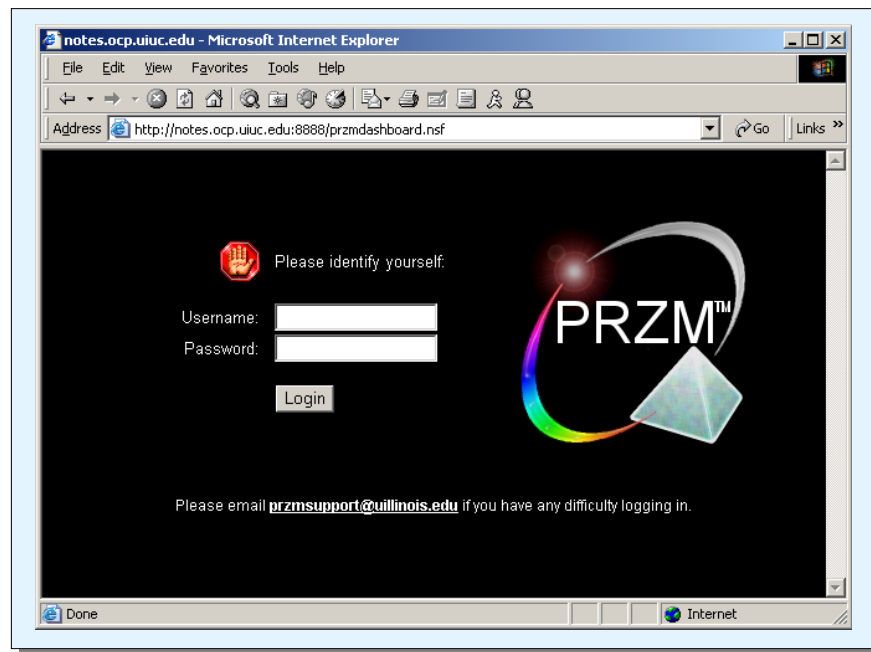
Before you can view PRZM, you will need to logon. When you logon, you must enter the name
and password you were sent when you registered with VSA. You will be asked to change your
password immediately.

Logging On to PRZM:

1. Open the University of Illinois' University Office of Capital Programs and Real Estate
   Services website:

   http://www.uocpres.uillinois.edu/

2. From the menus at the top of the website, select

   a. **Applications**

   b. **PRZM (sign in)**

   as illustrated below.

The PRZM logon screen opens, as illustrated on the previous page.

3. Enter your Username and Password.

  ‣ **Note:** Passwords are case sensitive.

4. Click the **Login** button.

The PRZM Dashboard appears, as illustrated on the next page.

Using the PRZM Dashboard

Like the dashboard of your car, the PRZM Dashboard gives you controls to monitor your projects and alerts you to problems as they arise. It is designed to give you a snapshot of event-driven activities[1] that take place in PRZM, with links to relevant documents so that you can review project progress and take action when required.

The Dashboard Interface. The Dashboard interface makes it easy to see which items require your attention and which are informational in nature. Each numbered item is explained below.

The Dashboard contains the following sections:

1. **Welcome Banner**. This banner contains your name and today's date.

---

[1] For a definition and a list of event-driven activities, see the next section.

2. **Navigation Bar**: Using this navigation bar, you can go to:

    a. Help and Support—the place to log a support request or get system help.

    b. Update Registration—You can go to your registration document and make changes, such as addresses and phone numbers.

    c. PRZM Main—the home page for PRZM

    d. PRZM Playground – a set of phase-related databases for demonstration and testing.

    e. Tutorial—self-paced instruction.

    f. Reference Documents—Help documents by role, task, and phase.

3. **My Action Items**. This section displays links to items awaiting your attention for all projects on which you serve as a team member. Your action items will display in this section for one week, even if you have completed a task. After one week, completed items will be removed.

4. **Announcements**. PRZM Announcements (used for information applicable to all users, such as system down times).

5. **Project Specific Details**. The *Please select a project from the menu* drop-down menu allows you to select a project and view items requiring your (or another team members') attention. ***In order to view items in three of the Dashboard sections, you must choose a project*** from your project list in this menu. This section of the Dashboard interface also displays the project name and a link to the current and previous phases. If you click on the phase hotlink, a new window will open to allow you to view the phase Home screen and perform phase-related tasks.

6. **Pending Action Items**. Unlike the previous one, this section displays links to items awaiting attention for the entire project, displayed by the number of days they have been waiting. If any items have been waiting for a long time, the project manager or other responsible party can readily see what actions require prompt attention. Those which have been displayed without action for more than 7 days will have the number of days waiting in red, as in the illustration above.

    Information Items. This section displays links to items for your information, such as Deliverables awaiting your review, projects to which you've been added as a team member, and the like. Information items are set to "expire" after they have appeared in this section for one day.

7. **Document Link**. The document link appears as a small yellow rectangle to the right of the item's name.   To get to any action item, click on the document link icon. (The document's title is *not* a hotlink.) A new window will open and display the relevant document. Do whatever you need to do with the open window, select the document status (Not Completed, In Progress, or Completed), and save the document. ***Important Note:*** If you close the window without clicking on the document's Save button, the document will close without being saved. The PRZM Dashboard will remain open in a separate window so that you can go on to your next item when ready.

8. **Next and Back Buttons**. (not shown) If there are more items than can be displayed in the small frame of a section, they may be hidden from your view. Use the Next and Back buttons to view those items which cannot be seen in the first frame. Simply click Next or Back when you wish to navigate through them. Because it is possible to have a long list of items in a section, the Dashboard gives you Next and Back buttons at the top and bottom of a section.

Understanding Event-Driven Activities

An event-driven activity is one which generates an automatic response within PRZM, typically an automatically generated email message directly to the person responsible for taking action on a specific task. With one exception[2], the activities in the Event Driven Activities table below are designed to generate an automated email message to the person responsible for the task or approval, and to appear in a window in the Dashboard for that project. Where the action item appears, that is, which section of the Dashboard, depends upon the role of the person logging in. If the item is one which requires your action, it will appear within the My Action Items section. If the item is one requiring action from a team member, it will appear in the Team Action Items section. All items requiring action which have not been taken care of, regardless of who is responsible, will appear in the Pending Action Items section.

What is a PRZM Event?

When you save a document in PRZM, saving specific documents will generate event records, stored in the PRZM Centralized Event Tracking (CET) database. If actions taken by you or others in PRZM generate event records that concern you, on the next business day (Monday through Friday, at 7 a.m.), you will receive a **summary email** which details each event which occurred that

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[2] O&M Inspection Reports, and their related documents, are currently not event-driven activities.

is relevant to you. In addition to the summary email messages, you will see events listed on your PRZM Dashboard.

Classifying Events

PRZM classifies events when they occur.   The following table lists event classifications, their meanings, and exceptions to the general rules for notification:

Event Classification	Description	Examples and/or Exceptions
Urgent	▪ Require immediate attention ▪ Often associated with important and necessary responses and approvals	*Exception:* An *immediate* email message is sent in addition to the event record on the daily summary email. *Example*: An Emergency Work Authorization document has been saved which requires your review.
Workflow	▪ Do not require *immediate* attention ▪ Relate to documents which are routed	*Example*: If a Request for Information (RFI) document has been submitted for your review and response, you will receive a notification in your daily summary email.
Administration	▪ Single occurrence events ▪ Generally for information only	*Example*: You have been added as a team member to a project. This event does not require action on your part.

Assigning Event Status

PRZM assigns each event a status when it occurs. The following table describes each event status and how you can view the events relative to their status.

Event Status	Description	Where Status Appears
Active	▪ Will continue to appear in the daily summary email message and on the intended recipient's dashboard until a required task is performed	Appear in the "Pending Action Items" section of your Dashboard.
Final	▪ Assigned when the final action related to a process is complete ▪ Appears on the recipient's dashboard until the next business day's summary email message	Appear in the "Information Items" section of your Dashboard.
Inactive	▪ Assigned when an Active event is completed and after it has been assigned a "final" status.	You will not see any items that have been assigned this status, since they do not appear on the Dashboard and do not require your action.

Event-Driven Activities by Phase

The following table lists all documents which are event-driven, by phase. The column to the right of each item explains whether the item will appear in an Action Items section or in the Information Items section.

Conceptualization	
AE Payment Application	Action Items
AE Payment Request	Action Items
Deliverable Entry	Information Items
Person	Information Items
Professional Services Amendment	Action Items
Professional Services Proposal	Action Items

AE Selection	
Person	Information Items
Fee Proposal	Action Items

Design	
AE Payment Application	Action Items
AE Payment Request	Action Items
Deliverable Entry	Information Items
Person	Information Items
Professional Services Amendment	Action Items
Professional Services Proposal	Action Items

Bid and Award	
AE Payment Application	Action Items
AE Payment Request	Action Items
Deliverable Entry	Information Items
Person	Information Items
Professional Services Amendment	Action Items
Professional Services Proposal	Action Items
Bid Tabulation	Action Items
Notice to Proceed	Action Items

Construction	
AE Payment Application	Action Items
AE Payment Request	Action Items
Deliverable Entry	Information Items

Person	Information Items
Professional Services Amendment	Action Items
Professional Services Proposal	Action Items
Architects Supplemental Instructions	Action Items
As Built DWG Maint	Information Items
Certificate of Substantial Completion	Action Items
Construction Inspection Report	Action Items
Contract Change Order	Action Items
Contractor's Affidavit for Final Payment	Action Items
Contractor Inspection Document	Action Items
Emergency Work Authorization	Action Items
Emergency Work Authorization Response	Action Items
Employee Utilization Report	Information Items
Field Directive	Action Items
Field Directive Response	Action Items
Payment Application	Action Items
Punch List	Information Items
Reduction in Retainage	Information Items
Request for Information	Action Items
Request for Proposal	Action Items
Request for Proposal Response	Action Items
Schedule of Values Approved List	Action Items
Schedule of Work Completed Approved List	Action Items
Submittal Requirements	Action Items

Warranty

AE Payment Application	Action Items
AE Payment Request	Action Items
Deliverable Entry	Information Items
Person	Information Items
Professional Services Amendment	Action Items
Professional Services Proposal	Action Items
Building Problem Report	Action Items
Contractor Call Response	Action Items
Warranty Officer Response	Action Items

Viewing Ongoing Projects

PRZM security requires that you logon to the system before you can use it.
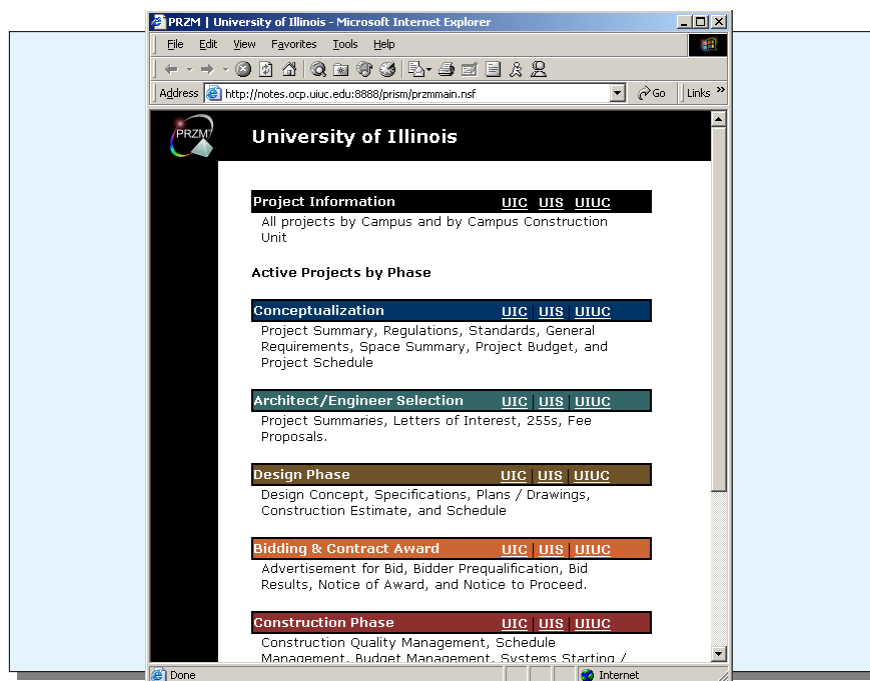
Entering the PRZM System

Once you have logged on, and the PRZM Dashboard web page displays, you may enter a project by using the Project drop-down menu and phase hyperlinks or by clicking on the PRZM Main hyperlink in the Navigation bar.

Using the PRZM Main link, you must enter by campus, then by project, then by phase. Each phase's security is individually controlled because of security concerns, therefore, you cannot view all phases of a project simultaneously. The PRZM Main website allows you to choose the phase and campus you need.

Viewing an Ongoing Project:

1. Navigate to the PRZM website.

2. Logon with your username and password.

   Your PRZM Dashboard opens.

3. Click on the link entitled **PRZM Main**.

   A list of project phases with campus abbreviations appears, as illustrated above.

4. Choose the phase of the project you wish to view.

5. Click on the project's campus abbreviation in the phase banner (e.g., UIUC).

The list of ongoing projects displays for the appropriate campus, as illustrated below.
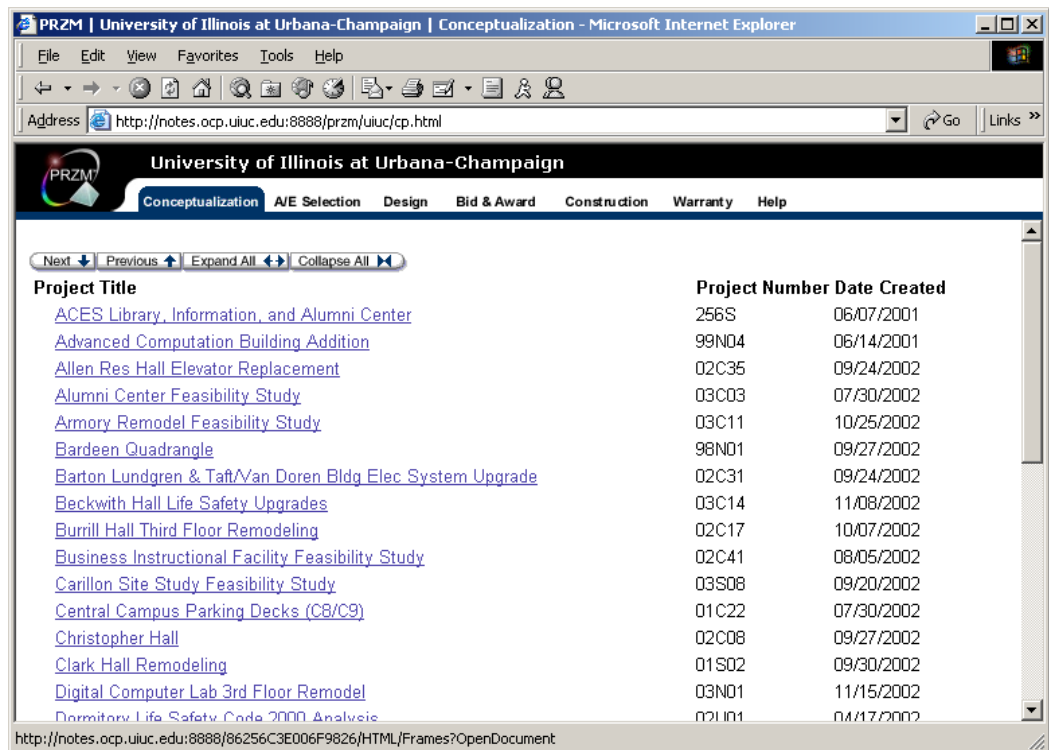
6. Select the name of the project you wish to view.

   The Home view for the selected phase of the project opens.

Navigating the PRZM Workspace

PRZM's interface has familiar web browser functions and a few tools unique to the system.
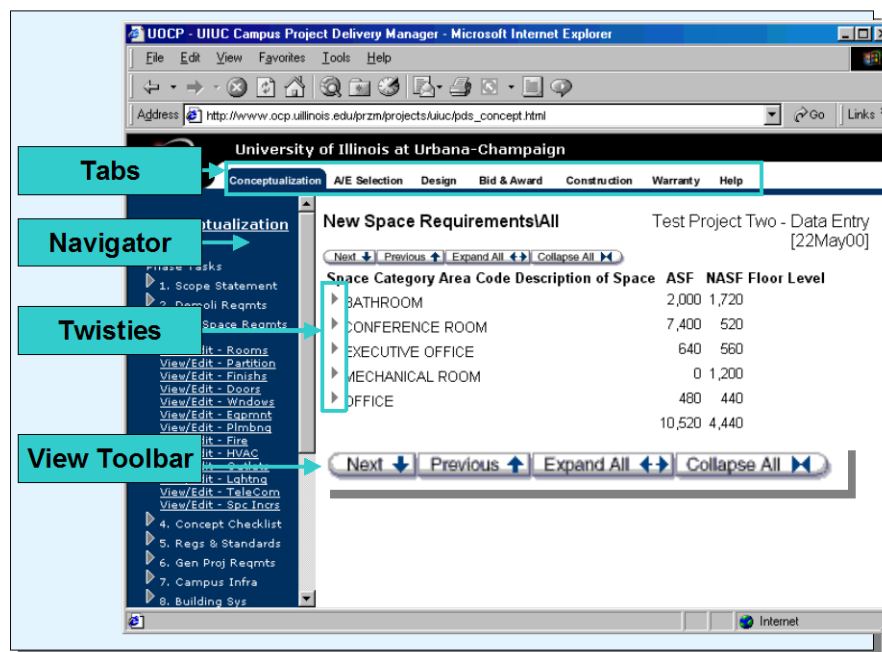
In order to use PRZM, you need to understand how to navigate the interface. Although the interface may appear to be intuitive and familiar, it's a good idea to identify the parts of the interface before continuing to work with it.

Tabbed Pages

The *Tabbed Pages* in the PRZM interface act like the tabs on file folders. Each one gives you access to the information contained in the database for that phase. Tabbed pages allow you to move from phase to phase in a single interface.

Views and Documents

A *view* displays information stored in fields in a database in a specific and structured way. A *document* also displays information, but its other purpose is to allow for data entry into the fields in the database.

In PRZM, some views allow you to look at fields contained in several documents at one time. One example is the Team Members view, which shows the names of all members of a project team. This view was generated from the name field and links the member's name with his or her Team Member document. The Team Member document is the point of data entry for the individual; it also displays the information once it has been entered.

Expanding and Collapsing Views

Navigators

The PRZM interface contains useful *navigators* so that you can display or hide items in views. Navigators are columns to the left of the main PRZM window which allow you to select the views and documents which you would like to work with for a project's phase. PRZM tabbed pages and navigators are color-coordinated so that you can identify where you are at any time.

In addition, at the top of a navigator, the title of the phase is displayed. The title is a hotlink to the Home page for that phase of the project.

When navigators contain the Collapse All / Expand All option, you will see it at the top of the navigator. This option allows you to collapse or expand all the items in the navigator at one time.

View Toolbars

Views display *view toolbars* so that you can move from previous to next screens of information, and so that you can expand and collapse the view at will.

Twisties

A *twistie* is an arrow that can turn. When an arrow turns, it reveals a hierarchical menu list below its heading. Twisties are used in navigation and in views, as illustrated on the previous page. An example of two twisties in two positions is shown at right.
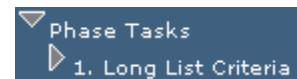
When you rest the mouse pointer over a twistie, you will notice that a small yellow box containing a plus or minus may appear. These indicate whether the topic has been collapsed (plus) or expanded (minus). This feature is illustrated at right. The plus indicates that this topic is collapsed and can be expanded.

The exhibit at right demonstrates the relationships between the parts of the interface.
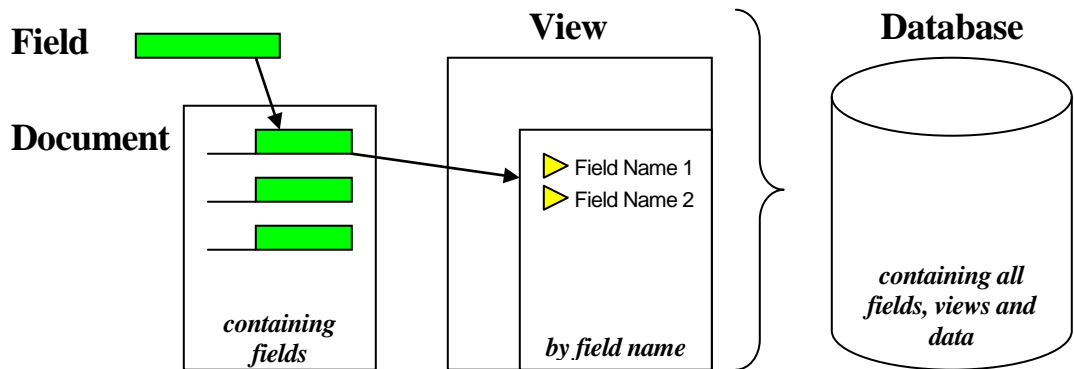
Common Documents and Views

All phases of a project feature the following documents or views, which you will see listed in the project's navigator. These documents persist because they are relevant to each phase of the project.

- Project Budget
- Funding Source
- Project Schedule
- Document Management
- Project Data Summary
- Project Kiosk

Quick Tips and Tricks for Working in the Browser Environment
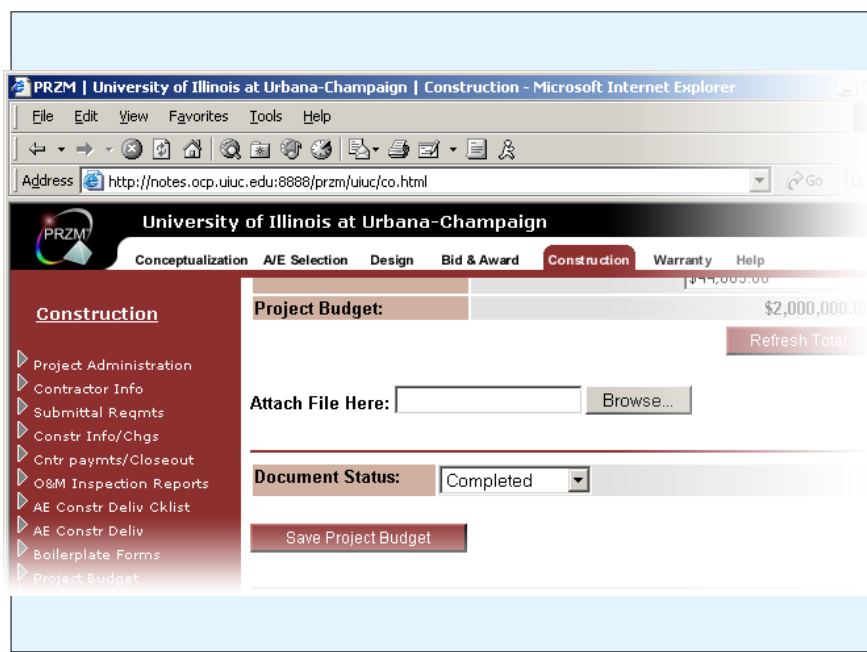
Working with PRZM Forms

PRZM displays the contents of its databases in a browser window. Therefore, you will notice that you can use the browser Back and Forward buttons as you wish. However, there are a few tips and tricks that can be useful when working with PRZM in a browser.

♦ **Entering and Saving Data**. If you wish to retain information you have entered in a document, save it before you navigate to another location. If you go to another document without saving, any data you have entered will be lost, not saved. To save a document in PRZM, you must click on the **Save** button.

♦ **Using the Browser's Back Button**. Try not to use the browser's **Back** button while you are editing a document, since you can run the risk of opening a previous version, and then over-writing the version you actually wished to save.

♦ **Getting Out of a Document**. If you opened a document—either to create or edit it—and you wish to abandon it without saving, click on the Close button at the top of the document. If you close but don't save a document you started, the data entered will simply be lost.

Printing a Web Page:

1. On the **File** menu, click **Print**.

2. Set the printing options you want.

▶ **Notes:**

♦ To print a frame or item on a Web page, right-click the frame or item, and then click **Print**.

♦ You can preview how a Web page will look and see how many printed pages it will be by clicking the **File** menu and then clicking **Print Preview**.

To Save a Web Page:

1. On the **File** menu, click **Save As**.

2. Double-click the folder you want to save the page in.

3. In the **File name** box, type a name for the page.

4. In the **Save as type** box, select a file type.

5. Do one of the following:

♦ To save all of the files needed to display this page, including graphics, frames, and style sheets, click **Web Page, complete**. This option saves each file in its original format.

♦ To save all of the information needed to display this page in a single MIME-encoded file, click **Web Archive**. This option saves a snapshot of the current Web page. This option is available only if you have installed Outlook Express 5 or later.

♦ To save just the current HTML page, click **Web Page, HTML only**. This option saves the information on the Web page, but it does not save the graphics, sounds, or other files.

♦ To save just the text from the current Web page, click **Text Only**. This option saves the information on the Web page in straight text format.

Saving Pictures or Text from a Web page

As you view pages on the Web, you'll find information that you'd like to save for future reference or share with other people. You can save the entire Web page or any part of it: text, graphics, or links. You can print Web pages for people who don't have access to the Web or a computer.

If you want to:	Do this:
Save a page or picture without opening it.	Right-click the link for the item you want to save, and then click **Save Target As**.
Copy information from a Web page into a document.	Highlight the information you want to copy, and then on the **Edit** menu, click **Copy**.
Create a desktop shortcut to the current page.	Right-click in the page, and then click **Create Shortcut**.
Send a Web page in e-mail.	On the **File** menu, point to **Send**, and then click **Page by E-mail** or **Link by E-mail**. Complete the mail message window, and then send the message. Note that you must have an e-mail account and an e-mail program set up on your computer.

▸**Important Note on Saving PRZM Documents:** Depending on which document you chose to save, you may save only the form and not the data. Some fields in forms are computed for display and are lost once the document is closed; this data cannot be saved with the form.

Getting Help with PRZM
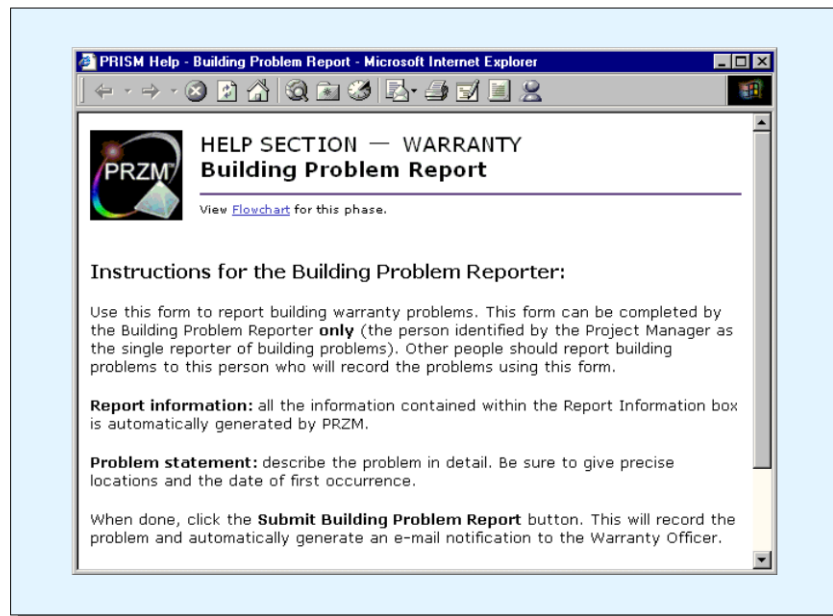
• A typical context-sensitive help screen in PRZM

You can get help with any document you are viewing and editing, but PRZM doesn't use a traditional Windows Help interface. Instead, when you click on a Help button, you will notice that PRZM opens a new window in the browser and displays specific, context-sensitive help.

You can leave your Help window open as you work. As you change Help topics, the window will refresh and display the newly selected topic.

To Get Help:

1. Open the document you need help with.

2. Click on the **Help** button.

   A new window opens that contains context-sensitive help for the document.

   —Or—

1. Click on the **Help** tabbed page.

   A list of phases and the documents within each phase are listed here.

2. Click on a document to view help for that particular topic.

   ▶ **Note:** You can search for the help you need using PRZM's search engine.

Creating a New Project

When a construction project begins, project databases must be created within PRZM. The process of creating the project within PRZM establishes the first phase-specific database which will contain all project documents for that phase. As the project progresses and a phase is completed, the next phase-specific database, along with its related documents, will be created to carry the project forward.

New projects in PRZM will always begin in the Conceptualization phase, although a project team may choose to begin using PRZM in any phase of a construction project. PRZM requires that specific documents be available in order to proceed through all phases.

Only Project Managers and System Administrators can create new projects. Each project is created for its own campus, and contains unique project names and project numbers which identify those projects to the campus.

To create a new project:

1. From the PRZM home page, click on the **New Project** link.

    The Create a New Project page opens, as illustrated above.

2. In the **Project Title** field, type in the title of the project.

    ▶ **Note:** The Project Title must begin with an alphabetic character, not a number or other character.

3. In the **Project #** field, type in the project's number.

    ▶ **Note:** This number can contain up to 256 alphanumeric characters, but must not contain any spaces.

4. If this is a Capital Development Board project, in the **CDB Project #** field, type the project's number.

5. In the **Campus** field, click in the radio button for the campus where the project will take place.

6. In the **Campus Construction Unit** field, select the appropriate unit.

7. In the **Select up to 15 University Core Team Members** section, add the names and roles of each individual who will serve the project during its lifecycle. Example roles to be added are shown below:

Select Role
Select Role
Architect / Engineer Selection Team
Campus Construction Unit - Administrative Aide
Campus Construction Unit - Business Manager
Campus Construction Unit - Director
Campus Construction Unit - Landscape Architect
Campus Construction Unit - Project Assistant
Campus Construction Unit - Project Coordinator
Campus Construction Unit - Project Manager
Campus Construction Unit - Planner
Campus Architect
Campus Lead Inspector
Campus User Group
Campus Building Problem Reporter
Campus Warranty Officer
Computer & Communication Services Office
University Assoc Vice Pres - Admin & HR
University Asst Vice President - UOFP&P
University Office for Facilities Planning and Programs
Operation & Maintenance Liaison
Operation & Maintenance Warranty Rep

    ➢NOTE: Each individual selected here, along with the role you select for that person, will be added to the next phase as it is created, unless you deliberately exclude that individual in the future.

8. When you have entered all information in the form, click on the **Submit New Project Request** button.

Submit New Project Request

▸ *Important Note***:** Do not click the Submit New Project Request button until you are convinced you have completed all information accurately. Errors made at this point cannot be corrected later.

Your new project is saved, the Conceptualization and the Architect/Engineer (Professional Services Consultant) Selection phase database are built, and you are returned to the main PRZM page.

▸ **Note:** To begin using your project, select the appropriate campus in Conceptualization or A/E Selection on the main PRZM page and then select your project name.

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What is an Essential Document?

Essential Documents
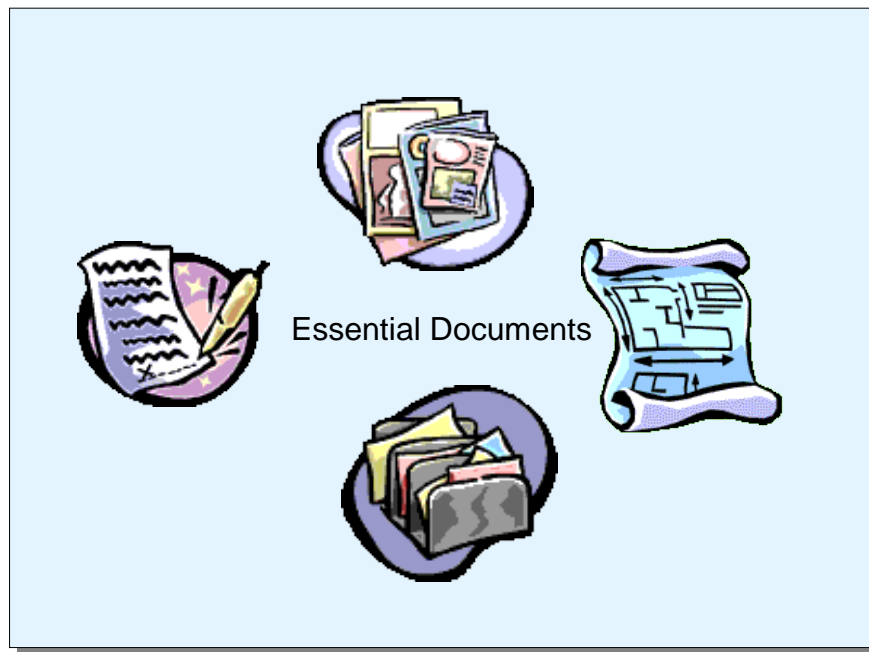
In PRZM the term *essential documents* describes documents of two types:

♦ documents essential for creating the next phase of a construction project,

and

♦ documents common to most phases of a construction project. These documents are also sometimes called project *common documents*.

While some of these documents, such as payment requests, are relevant later in the workflow of a construction project, they are nevertheless considered essential. Obviously, it is essential that professional services firms and contractors be paid.

Since some documents labeled essential may be completed at any phase of the project, their completion may not be necessary for moving from one phase to another. It is, however, important that the documents be available when needed. These essential documents need not have data entered into them. Instead, it is possible to open them, mark them complete, and save them, even if the data which will populate the document is entered at a later time.

Common Documents

Common Documents are those that are carried through the project from its beginnings through all phases. These are:

The **Project Administration** document defines the project's schedule, in terms of baseline, working and actual dates, which are then automatically copied into other documents.

The **Project Budget** document is created during the Conceptualization Phase, but can be edited throughout the project. Additional copies of the Budget can be created, to allow the Project Manager and the project team to view budget alterations in a historical fashion.

The **Project Schedule** document displays baseline, working and actual dates as well as variances in the schedule. These dates are entered by the Project Manager using the Project Administration document but displayed in the Project Schedule document for the entire team.

The **Funding Source** document follows through each phase of a project, to display the source of funds for the project as a whole.

The **Project Kiosk** section, which includes **Team Member** and **Meeting Minutes** documents used in each phase.

The **Document Management** section will also appear in every phase, to allow the Project Manager and the project team submit and manage documents which are not specifically created within PRZM.

Phase-Specific Essential Documents

Some documents are not available for completion until a specific phase database has been created. Therefore, there are essential documents that cannot be created during the Conceptualization phase but are created during later phases of the construction project. These documents are listed below:

Conceptualization Phase

The following documents are essential to completion of this phase:

The **Project Administration** document defines the project's schedule, in terms of baseline, working and actual dates, which are then automatically copied into other documents. The Project Administration document also allows the Project Manager to specify whether the phase will be built using full or minimum documents.

The **Scope Statement** defines the project's scope, or limits, and is one of the documents that are essential to the completion of this phase.

The **Project Budget** document must be edited and saved during a Quick Build of the Conceptualization phase. Additional copies of the Budget can be created, to allow the Project Manager and the project team to view budget alterations in a historical fashion.

The **Project Schedule** document is automatically updated and saved during the Conceptualization phase using schedule information entered in the Project Administration document.

The **Funding Source** document must be edited and saved during a Quick Build of the Conceptualization phase.

If any **New Space Requirements** documents were created during the Conceptualization, those documents must be completed before moving to the next phase. See descriptions and procedures under the New Space Requirements topic in the Conceptualization phase.

A/E Selection Phase

The following documents are essential to completion of this phase:

AE Pre-Qualification. The AE Pre-Qualification documents during this phase.

AE Fee Proposal. Fees for the Architect/Engineer for any phase that will be active must be entered into this document for the project to progress.

Design Phase

The following documents are essential to completion of this phase:

The **Project Administration** document defines the project's schedule, in terms of baseline, working and actual dates, which are then automatically copied into other documents. The Project Administration document also allows the Project Manager to specify whether the phase will be built using full or minimum documents.

The **Construction Estimate** documents must be completed during Design in order to move into Construction, if you are using Design in the Standard Build method.

Any document listed in the **Continue to Bidding & Contract Award Phase** view must be marked completed, including updates to the Project Schedule document.

Bidding and Award

The following documents are essential to completion of this phase:

The **Project Administration** document defines the project's schedule, in terms of baseline, working and actual dates, which are then automatically copied into other documents. The Project Administration document requires the Project Manager to specify that the Bidding and Contract Award phase be built with minimum documents.

The Project Manager uses the **Division of Work** document to specify which divisions will be bid on and then used during Construction. At least one Division of Work document must be created in order to move forward into the Construction phase.

The **Agreement Worksheet** for at least one Contractor must be completed, with its related Notice to Proceed (see below).

Notice to Proceed. The Notice to Proceed document is the formal notification of the official start dates to contractors for their divisions of work. It therefore signals the beginning of the Construction phase of the project and is required for moving from the Bidding and Award phase to the Construction phase.

Note: If you are Quick Building a project to get to Construction, you need only provide one Agreement Worksheet and one related Notice to Proceed to move to the next phase.

Construction Phase

The following documents are essential to completion of this phase:

The **Project Administration** document defines the project's schedule, in terms of baseline, working and actual dates, which are then automatically copied into other documents. The Project Administration document also allows the Project Manager to specify whether the phase will be built using full or minimum documents.

Contractor Information. This document is required to be completed by each contractor.

Certificate of Substantial Completion. Work on the Warranty Phase begins only when this document has been marked complete and approvals have concluded.

Warranty Phase

There are no documents that are essential for moving from Construction to Warranty, except for the Certificate of Substantial Completion. It is generally accepted that a project should be at the 95% complete stage before the Warranty Phase begins. Therefore, the Certificate of Substantial Completion is the essential document that leads into this phase.

Moving from Phase to Phase

In order to move from one phase to the next, regardless of the type of build selected, you will need to create and complete the required documents for that phase (see *Essential Documents* topic, earlier in this lesson).

Before moving on to the next phase of the project, the Project Manager must make certain that necessary documents have been marked either "Completed" or "Not Applicable". This ensures that data recorded during this phase is automatically carried into the next phase.

Updating the Phase:

1. In the Navigator, click on the twistie next to **[*Next*] Phase**, where the word Next represents the phase you will be going to.

   The View/Edit option appears.

2. Click on **View/Edit**.

   The Continue to [*Next*] Phase view appears.

3. In the status column, note the status of each document.

4. Open any document that is not marked either "Complete" or "Not Applicable".

5. Complete all necessary tasks.

6. When finished, mark the document "Complete".

7. Save the document.

8. Repeat steps 4 through 7 until all documents are marked "Complete" or "Not Applicable".

9. Any inapplicable documents should be marked "Not Applicable", saved, and closed.

Creating the Next Phase:

▸ **Note:** Once you have created the next phase database, documents in this phase will be locked and may not be edited.

1. In the Navigator, click on the twistie next to **[*Next*] Phase**.

   The View/Edit option appears.

2. Click on **View/Edit**.

   The Continue to [*Next*] Phase view appears.

3. Scroll down to the bottom of the view.

   If all required documents have been marked "Completed", the **Continue to [*Next*] Phase** button will appear.

4. Select the appropriate build option for the next phase: *Quick Build* or *Standard Build*.

5. Click on the **Continue to [*Next*] Phase** button.

The Project Kiosk

The Project Kiosk helps with some general project-related tasks.
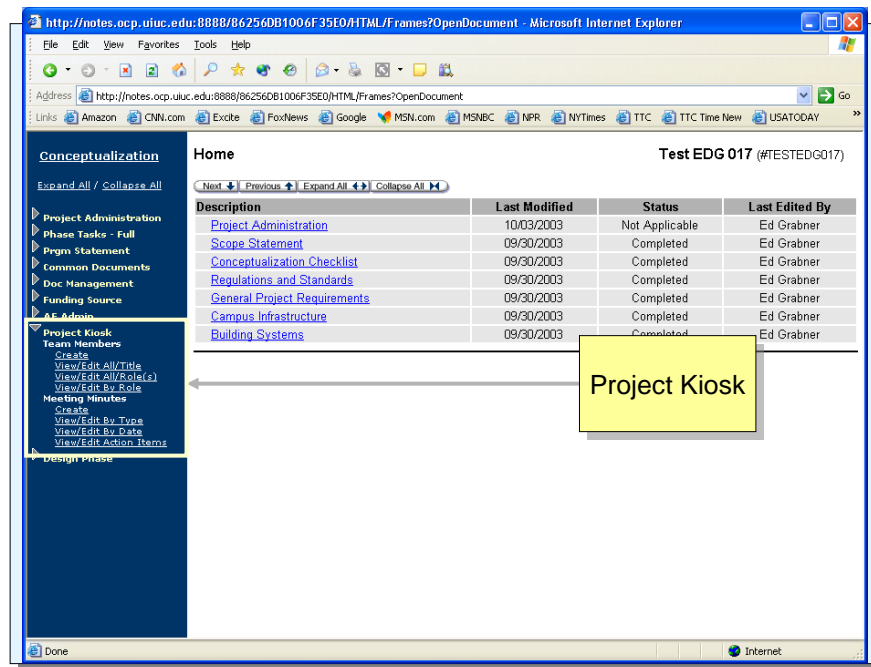
The Project Kiosk exists so that designated individuals can add and/or view:

- ♦ Team members in a project phase
- ♦ Meeting Minutes

Because these tasks occur in all phases of a project, a Project Kiosk will appear in all phase navigators in PRZM.

Viewing Team Members:

The Team Member document is used by the Project Manager to assign roles to project team members. Roles control the security of each document. As the project progresses through the various phases, the team member list changes as the Project Manager adds and deletes team members.

You may view Team Members to get information, such as mailing address or telephone number, if necessary.

1. In the navigator, click on the arrow next to **Project Kiosk**.

    The Project Kiosk expands.

2. In the navigator, under **Team Member**s, click on **View/Edit**.

    The list of Team Members appears in the main PRZM window.

3. Click on the Team Member's name.

The person's Team Member document opens.

4. Scroll down the document to view all of its information.

    ▸ **Note:** This document may only be edited by individuals with the appropriate role(s), typically by Project Managers.

Viewing Team Members by Name and Role:

1. In the navigator, click on the arrow next to **Project Kiosk**.

    The Project Kiosk expands.

2. Under **Team Members**, click one of the following options:

    ♦   **View/Edit All/Title**

        This view displays team members with their titles. Click on the person's name to open their Team Member document.

    —Or—

    ♦   **View/Edit All/Role(s)**

        This view displays each Team Member and their assigned role(s). In addition, this role displays which team members receive Event Notices. Click on the person's name to open their Team Member document.

    —Or—

    ♦   **View/Edit By Role**

        This view is organized by the assigned role(s) for this phase of the project. Expand a role to view the individuals assigned to that particular role.

    ▸ **Note:** To add team members, see next topic.

Adding Team Members

One of the first things a Project Manager must do is add Team Members to a phase. Team Members must be added to each phase of a project.
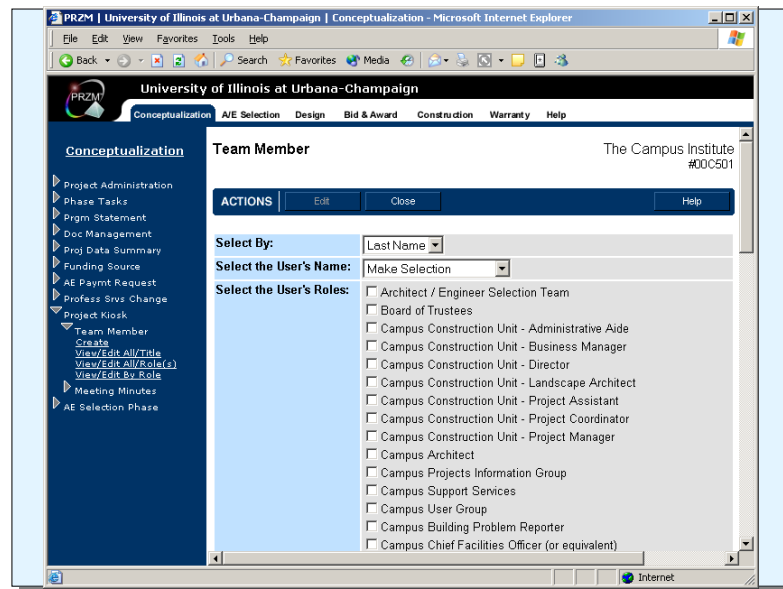
The Team Member document is used by the Project Manager to assign roles to project team members. Before anyone else can begin to work with the project, the Project Manager must add the person to the project team and assign him or her an appropriate role. Team Members may be added at any time during the project or phase, and must be added to each phase of the project.

▶ **Note:** Team Member assignments transfer from one phase to the next. At the beginning of each phase of the project, the Project Manager must assign any additional team members to the phase as needed.

Creating a Team Member:

1. In the navigator, click on the arrow next to **Project Kiosk**.

    The Project Kiosk expands.

2. Under **Team Members**, click on **Create**.

    A new Team Member document appears in the main PRZM window.

3. Drop down the **Select By** menu.

4. Choose the sort you prefer for looking up team members: last name, first name, company, or city.

    The form refreshes.

5. In the **Select the User's Name** field, you will find all registered users of PRZM listed in the way you have selected. From the drop down menu, select the individual you wish to add.

When you select an individual from the list, his or her name, and other information, such as company name and address, automatically populates the fields at the bottom of the form.

Team Member documents may be edited, so that a person's role may be changed.

6. In the **Select the User's Roles** field, select the role(s) the individual will play on the project team.

    ▶ **Note:** For a project to be successful, project team members play a role according to their expertise. This field contains a scrolling list of the roles played by various project team members. You may select more than one role for each individual.

7. In the **Receives Event Notices** field, click in one radio button to indicate: **Yes** or **No**.

8. After the roles selection is complete, click the **Refresh** button.

    This action will populate the *Current Assigned Role(s)* field and fill in data about the selected individual, below.

9. When complete, click the **Save Team Member** button.   Save Team Member

Creating and Viewing Meeting Minutes
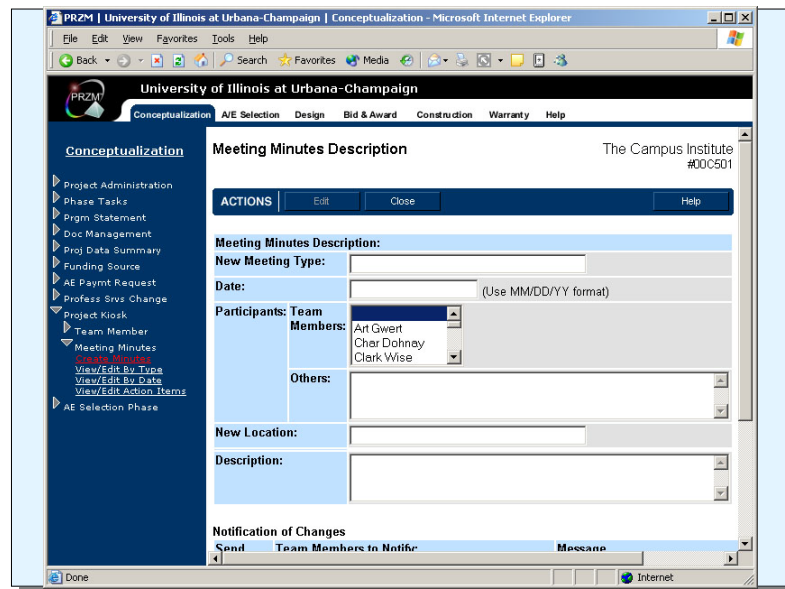
Meeting Minutes may be created and carried through the entire project, for reference at any time.

To Create a Meeting Minutes Document:

1. Click on the twistie next to **Project Kiosk**.

2. Under **Meeting Minutes**, click on **Create**.

    A new Meeting Minutes document opens.

3. In the **New Meeting Type** field, enter the type of meeting (e.g., Status, Pay Progress, etc.)

    ▶ **Note:** Meeting types entered into this field will be retained. You may select them from the pull-down menu the next time you enter meeting minutes.

    —Or—

    In the **Meeting Type** field, drop down the menu and select the meeting type.

    ▶ **Note:** Unless you have created meeting types before, this option will not be available.

4. In the **Participants** field, in the **Team Members** section, use the **<CTRL+CLICK>** method to select all participants from the project team who were present.

5. In the **Others** field, type the names of participants who are not part of the project team.

6. In the **New Location** field, type the name of the meeting's location.

    ▶ **Note:** Locations entered into this field will be retained. You may select them from the pull-down menu the next time you enter meeting minutes.

—Or—

In the **Location** field, drop down the menu and select the meeting type.

▶ **Note:** Unless you have created locations before, this option will not be available.

7. In the **Description** field, give an overview description of the meeting.

8. Click on the **Save Meeting Minutes** button.   Save Meeting Minutes

The meeting minutes are saved and the view changes to Meeting Minutes by Type.

Once the Meeting Minutes document has been saved, information items or action items may be added to it.

To Add Information or Action Items Resulting from the Meeting:

1. Open the Meeting Minutes document you wish to add items to.

2. Click on the **Create Meeting Item** button.

    A Meeting Minutes Item form opens in edit mode.

3. Scroll down the form and select one **Item Status** radio button:

    ♦ Information Only

    ♦ Action Required

    ♦ Item Completed

    This selection will refresh the form.

4. In the *Meeting Item Information* section, type the name of the **Meeting Item** you are entering.

    ▶ **Note:** Meeting Items entered into this field will be retained. You may select them from the pull-down menu the next time you enter meeting minute items.

    —Or—

    In the **Meeting Item** field, drop down the menu and select the meeting type.

5. In the **Item Assigned to** field, select the name of the person(s) to whom the item has been assigned.

6. In the **Item Due Date** field, type the date the item is due (use the format MM/DD/YY).

7. In the **Notification of Changes** section, select *Yes*, if you wish to notify the team, then select the team members to be notified.

8. When all fields have been completed, click on the   Save Meeting Item   **Save Meeting Item** button.

    The item is saved and the original Meeting Minutes document returns.

Viewing Meeting Minutes and Meeting Items:

1. Click on the twistie next to **Project Kiosk**.

2. Under **Meeting Minutes**, click on:

♦ View/Edit by Type

♦ View/Edit by Date

♦ View/Edit Action Items

The view changes to display summary meeting minutes.

3. Click on **Expand All**.

All meeting minutes are displayed.

Meeting Items are displayed hierarchically, under the original meeting minutes.

Using Document Management
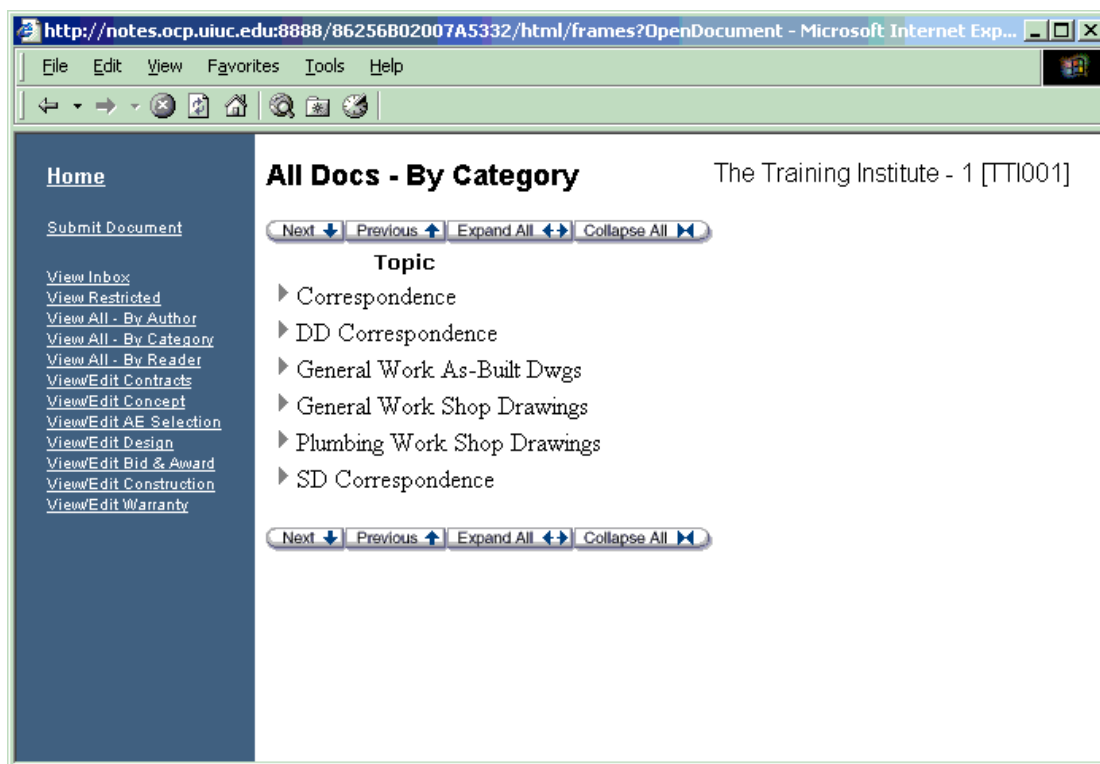
Document Management is a PRZM feature that allows project team members to deposit project documents that have no other place within PRZM. Documents filed in the Document Management database follow the project throughout its history and are accessible from any phase.

Access to the Document Management database is restricted by the role individuals play in the project. Therefore, some team members may be allowed to submit documents to the database, but would be unable to view documents restricted to specific individuals or groups. Security in the Document Management database is similar to that in all PRZM databases, and is therefore controlled by team member role.

To Open the Document Management Database:

1. In the Navigator, click on the twistie next to Doc Management.

2. Click on the View/Edit option.

   A new window opens that displays the Document Management Database.

3. Depending on your role, you will see a list of views and an option to submit documents.

   Note: If your role is restricted, you may only see the Submit Document option.

4. Use the Navigator to select the option you wish.

To Submit a Document:

1. In the Navigator of the Document Management database, click on **Submit Document**.

    A new Document Submission document opens, as illustrated below.

2. In the Document Description section, in the **Subject** field, type the subject of the document.

3. In the **Brief Description** field, type in a short description of the document you are submitting.

4. In the **Document Type, Category and Readers** section, drop down the menu and select the Type from the **Type** field, which roughly corresponds to the project phase, with one exception.

5. In the **Category** field, drop down the menu and select a category for the document. If no category applies, type a new category into the text box provided.

6. If you wish to restrict the document to selected readers, in the **Restricted** field, click in the radio button next to **Yes**.

    Note: The list of Readers may refresh, depending upon the type of document selected. If you select Yes, the security settings for roles may already apply to the type of document, and it may be unnecessary for you to select individual project team members.

7. In the **Attach Document Here** field, click the **Browse** button.

    A dialog box opens that allows you to select a file from our local machine or network.

8. Select the file you wish to attach.

9. When finished, click on the **Save Document Submission** button.

The document is saved and closed, and the View returns.

To View Documents:

1. Open the Document Management database as described above.

2. Select the appropriate view from the list provided for you in the Navigator.

3. Click on the document you wish to view.

4. Open the document.

5. If the document has an attachment, you may click on it to open it.

   The document appears in the browser frame.

   —Or—

   Right-click on the document to save it to disk.

6. When the menu appears, click on **Save Target As…**

7. Navigate to the folder where you want to save the document.

8. Click on the **Save** button.

   The document is saved.

9. You may now open the document with the program it is associated with.

Professional Services
Payments and Amendments

Objectives

In this lesson you will learn to:

♦ Create Subconsultant Information Documents.

♦ Submit a Professional Services Payment Request.

♦ Approve a Professional Services Payment Request.

♦ Create a Professional Service Amendment

PRZM Version 1.9.1

Document Version 2.1, Revision 1 (December, 2010)

Table of Contents

Professional Services Payments

At the start of any project which employs a Professional Services Consultant (PSC), in order to process payments, the PSC will need to provide information about the PSC firm's:

- negotiated fees
- summary of the fees intended to be paid to its subconsultants
- fully executed subconsultant agreements
- subconsultant disclosures and certifications

This information must be entered once into the AE & CM Selection Phase of PRZM before the payment process can be initiated. Some of the information contained in the subconsultant documents appears on the Fee Proposal document within PRZM.

When approved, the Professional Services Consultant Fee Proposal document becomes the underlying document that supports the Professional Services Consultant payment process.

Once these two tasks have been completed, and the University provides accounting information, the Professional Services Consultant (PSC) may apply for payment within any phase of PRZM, except for the AE & CM Selection Phase.

The payment process is identical in all phases in which it's available. The Professional Services Consultant fills out payment requests, gathers them together into a payment certificate, and submits the certificate for approval by the Project Manager.

The next topic provides an overview of the payment process, along with a workflow diagram.

PSC Payment Process Overview

Professional Services Payments in PRZM

AE Selection Phase: Preparation — Any Phase*: Payments

Professional Services Consultant (PSC)

2 — Create Subconsultant Documents
One for each Subconsultant to be used on the project

3 — Create Fee Proposal Document
Subconsultant contracts, disclosures, and waivers must be uploaded.

1 — Create Payment Request Documents
One for each type of payment requested: Fixed Fee, Hourly NTE, and/or Reimbursables (as necessary)

2 — Create Payment Certificate

Project Manager

START — 1 — Add PSC to Team

4 — Approve?
Yes

3 — Approve?

Campus Business Manager

5 — Create Obligation Docoument
Saving this document activates the "AE Admin" options on the PRZM Navigator; Payment Request documents become available

PRZM performs in background:
Update backend documents, move Pending Payment Requests to Approved View
Email to PSC: may now begin new payment process.

4 — Complete Payment Certificate

5 — Print Payment Certificate for Internal Routing — END

*Except for the AE Selection Phase.

DRAFT: 5/14/2010

MMN

The following narrative is a step-by-step descriptive overview of the payment process, as illustrated above.

Overview: PRZM Payment Process for Professional Services Consultants (PSCs)

1. **AE & CM Selection Phase Preparation**. Before a Professional Services Consultant (PSC) may be paid, the following documents must be completed (and approved, as necessary) in the AE & CM Selection Phase of PRZM.

   a. **Subconsultant Information**. Before a Professional Services Consultant (PSC) may be paid, the PSC must complete and submit a Subconsultant Information document for each subconsultant to be used on the project. All consultants and their subconsultants must be registered with the Vendor Services Application (VSA), in order to appear on the dropdown menus in PRZM. The PSC must also upload a copy of its subconsultants' fully executed contracts and subconsultants' disclosures and certifications.[1] The UI Project Manager must approve each subconsultant document. Subconsultant documents which have yet to be approved will not appear on the Fee Proposal document or on payment request documents (see below).

   b. **AE Fee Proposal**. The PSC must complete a Fee Proposal document, which outlines the schedule of negotiated fees, and attach its own disclosures and certifications to the proposal document. On the Fee Proposal document the PSC must list negotiated fees for the PSC firm as well as those for all Subconsultant firms. The UI Project Manager then reviews and approves the Fee Proposal.

   c. **Obligation Document**. Once the AE Fee Proposal document has been approved, the UI Campus Business Manager completes an Obligation Document, indicating the internal UI accounts to be charged during the payment process.

      ▶ **Note:** The Fee Proposal, created in the Professional Services Consultant Selection Phase provides information to the payment request documents, with rates negotiated during the AE & CM Selection phase. Payment request documents also depend upon completion of the Obligation Information document, which is the responsibility of the Campus Business Manager. Both the Fee Proposal and the Obligation Information document must be present and completed prior to a Professional Services Consultant's requests for payment.

      ▶ **Note:** The Payment Request will not be visible unless you have an Professional Services Consultant role. Professional Services Consultants cannot access payment forms during the AE & CM Selection phase.

      ▶ **Note:** If the PSC firm has subconsultants, the Subconsultant Information document(s) must be completed and approved prior to a payment request. Subconsultant Information will not appear on Payment Requests until after approvals have been completed for those subconsultants.

2. **Payments**. Payment preparation involves two steps: a) Payment Requests and b) Payment Certificates.

   a. **Payment Request Items**. The PSC creates payment requests for each payment type for which the firm will be paid.

      i. **Fixed Fee Payment Request**. The PSC creates Fixed Fee Payment Requests.

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[1] These documents may be found at the following website: http://www.uocpres.uillinois.edu/vendors/

    ii. **Hourly-Not-to-Exceed (NTE) Payment Request**. The PSC creates Hourly NTE Payment Requests, if any.

    iii. **Reimbursables Payment Request**. If any reimbursables are to be paid during the indicated time period, the PSC will create a Payment Request for those as well.

These payment request items appear in the Pending Payment Requests view.

  b. **Payment Certificate**. To submit the pending Payment Request items for approval to the PM, the PSC creates a Payment Certificate. Once the Payment Certificate has been saved, PRZM automatically generates an email to the PM stating that a Payment Certificate is awaiting approval with a link to the Payment Certificate.

At this stage the PSC cannot create or edit payment documents. The status of the Payment Certificate document indicates "Pending PM Approval".

3. **Approvals.** When the PM is notified by email that a Payment Certificate is "pending approval", the PM edits the Payment Certificate and can use links on the certificate itself to review the associated pending payment request items.

  a. If the PM accepts the Payment Certificate, PRZM sends an email to the Campus Business Manager (CBM) to approve and complete the Payment Certificate. The status of the document becomes "Pending CBM Completion".

  b. If there is an objection to any of the pending payment request items, the PM can reject the Payment Certificate (with required comments). A rejected Payment Certificate is moved to the Rejected Payment Certificates view as a non-editable document and an email notice is sent to the PSC that the Payment Certificate was rejected. In this case the PSC would review the comments on the rejected Payment Certificate, make the corrections specified and submit a new Payment Certificate for approval.

4. **Review of Documentation and Payment**. When the Campus Business Manager (CBM) receives an email notification that a Payment Certificate is pending approval and completion, the CBM edits the document and can review the associated pending payment request documents.

  a. If the Campus Business Manager accepts and completes the Payment Certificate the system sends a one-time email notice to the PSC (and the PM) that the Payment Certificate was completed. The Payment Certificate then appears in the Approved Payment Corticated view and all associated Payment Requests and Reimbursables are moved to their respective "Approved" view. The options to create and edit new payment documents are returned to the PSC at this stage.

  b. If the Campus Business Manager rejects the Payment Certificate (with required comments), an active event notice is sent to the PM and the status of the document reverts to "Pending PM Approval".

About the Icons

Throughout this lesson, the following icons appearing next to a task procedure indicate which role performs that task. If a task or process requires approvals or more than one role to process, you will notice multiple procedures appear under that topic's heading.

Role	Icon
Project Manager	
Architect / Engineer	
Campus Business Manager	

Subconsultant Information

All professional services firms need to be registered with the University of Illinois Office of Capital Programs and Real Estate Services' Vendor Services Application (VSA), including the Professional Services Consultant firm's subconsultants. Set up for and payment of the PSC's agreement relies on accurate information which is imported from VSA, including their own and their subconsultants' names and addresses.

The Professional Services Consultant (PSC) must create a Subconsultant Information document for each subconsultant they will employ on the job.[2] Other documents, such as the Fee Proposal and the Payment Request document, import information from these Subconsultant Information documents.

Each Subconsultant Information document requires that the PSC select the name of the Subconsultant firm and indicate the services the Subconsultant will provide. The PSC will also be required to upload a copy of the subconsultant's contract as well as copies of the subconsultant's disclosures and certifications[3]. Once Subconsultant information documents have been created, PRZM gives them the status of "Pending", because they are subject to University approval. If there are no subconsultants, the Professional Services Consultant may complete the Fee Proposal document (see next topic) and indicate on that document that there are no subconsultants.

A Subconsultant with a "Pending" status must be approved by the UI Project Manager. If the Subconsultant Information document was created in conjunction with an Amendment (if the Sub Consultant has been added after the approval of the PRZM Fee document), the Subconsultant is still subject to approval and will not appear on the various payment documents until approved.

IMPORTANT NOTE: If your agreement will not include subconsultants, skip creating subconsultants and go on to the AE Fee Document (next topic).

Creating the Subconsultant Information Documents:

1. In the AE Selection Phase of the project, in the Navigator, click on the twistie next to **AE Phase Tasks**.

   The AE Administrative options appear in the Navigator.

2. Under **Subconsultants**, click on **Create**.

   A Subconsultant Information document appears.

3. In the **Business Name** field, drop down the menu and select the name of the sub-consultant firm.

   The sub-consultant firm's address and other business information are automatically displayed from the sub-consultant's Vendor Services Application (VSA) registration information.

4. In the **Subconsultant Work Summary** section, click in the checkbox(es) for the service(s) the firm will provide.

5. If the services to be provided are not listed, in the text box, type each service separated by a semi-colon.

6. To upload attachments, such as the subconsultant's contract, certification(s), and disclosure(s):

   a. In the Attach File field, click the **Browse** button. `Browse...`

      The Choose File dialog box appears.

Attachments

For each subconsultant, attach the following documents, completed and signed:

- Fully Executed Contract

- Board of Elections Registration Certificate

- Certifications and Statutory Requirements form

and
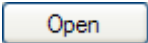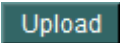
- Financial Disclosures and Conflicts of Interest form(s), completed and signed

See Appendix for file naming conventions.

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[2] Illinois Public Act 096-795 requires that all Illinois state agencies, including universities, collect information about professional services consultants' subconsultants. The University of Illinois uses PRZM and the IPHEC Bulletin to collect documentation and report to the state.

[3] Board of Elections Registration Certificate; Certifications and Statutory Requirements form, completed and signed; and Financial Disclosures and Conflicts of Interest form(s), completed and signed.

---

b. Navigate your computer's file system and highlight the name of the document you wish to attach.

c. Click the **Open** button. [Open]

The file path appears in the text box.

d. Click the **Upload** button. [Upload]

The file is uploaded.

e. Repeat steps a through d for each attachment to be uploaded.

7. When you are finished, click on the **Save Subconsultant** Information button.

[Save Subconsultant Information]

The AE Subconsultant Information view appears, displaying a list of all Subconsultants along with a table of billing information and the Status of the Subconsultant Information Document. When the document is first created, it will display a "Pending" status in the view, until approved by the UI Project Manager.

A completed subconsultant information document appears below. [*NOTE*: The payment amounts will only appear after payments have been submitted and approved.]

8. For each sub-consultant listed in your agreement, repeat steps 2-7 to create a Subconsultant Information document.

The AE Fee Document

The AE Fee Proposal Document provides the foundation for all payment requests. It displays the negotiated fees for Fixed Fee and Hourly Not-to-Exceed services, and Reimbursables, for the Professional Services Consultant firm and its subconsultants.

Before you begin, you will wish to have gathered the table of negotiated fees for your firm and those for all of its subconsultant firms who will work on the project.

NOTE: You may work on the Fee Document a little at a time, if you wish. Save it and return to it as information becomes available. See Saving the Fee Document without Submitting for Approval, below.

To Create the AE Fee Document:

1. In the AE & CM Selection Phase, in the Navigator, click on the twistie next to 3. AE Fee Proposal.

2. Click the **Create** option.

    The AE Fee Document opens, in edit mode.

3. In the **PSC Vendor** field, from the dropdown list, select the name of the Professional Services firm.

    The form refreshes to display the firm's address and MAFBE status.
    NOTE: If the information displayed is incorrect, you will need to modify it in the UOCP&RES Vendor Services Application, outside of PRZM. Use the link displayed on the Fee Proposal document to make the modifications, and then return to PRZM to continue.

4. In the **PSC Services Provided** area, click in each checkbox for the services the firm will provide.

5. In the **Other Services** field, please list services the firm will render that do not appear in the above display.

   NOTE: Separate services with semicolons.

6. In the **Fees for Basic Services** area, type in the fees for each included phase for both Fixed Fee and Hourly Not-to-Exceed (NTE), as illustrated below.

FEES FOR BASIC SERVICES		
Phase	**Fixed Fees**	**Hourly NTE Fees**
Schematic Design	$0.00	$0.00
Design Development	$0.00	$0.00
Construction Documents	$0.00	$0.00
Bidding	$0.00	$0.00
Construction	$0.00	$0.00
Subtotal	**$0.00**	**$0.00**

   NOTE: To enter fees, you may use any numeric format you wish. PRZM automatically reformats them to a two-digit decimal format with a dollar sign once you click the Refresh button.

7. In the **Fees for Supplemental Services** section, as illustrated below, type in the fees for each included phase for both Fixed Fee and Hourly Not-to-Exceed (NTE), as illustrated below. If there are additional Supplemental Services not listed, use the blank text boxes in the Services column to list them.

FEES FOR SUPPLEMENTAL SERVICES		
Service	**Fixed Fees**	**Hourly NTE Fees**
Conceptualization	$0.00	$0.00
Interior Design	$0.00	$0.00
Post Construction	$0.00	$0.00
Construction On-Site Services	$0.00	$0.00
	$0.00	$0.00
	$0.00	$0.00

8. In the **Reimbursables** field, as illustrated below, in the **Estimated Cost** field, type the amount of lump sum reimbursables.

Reimbursables	**Estimated Cost**
Lump Sum	$0.00
Total Services	**$0.00**
Total Estimated Reimbursables	**$0.00**
Total Fee Proposal (Services + Reimbursables)	**$0.00**
	Refresh

9. To automatically calculate the summary table, below the Reimbursables section, and sum the amounts, click the **Refresh** button. Refresh

10. In the **Subconsultant Work Summary** area, for each subconsultant listed, in the text box, type the subcontract amount.

SUBCONSULTANT WORK SUMMARY			
Subconsultant(s) Name	**Services Provided**	**MAFBE Status**	**Sub Contract Amount**
1 Stop Sign & Safety.Inc.	Environmental Engineering	MBE	$0.00
Grabner Consulting	Cost Estimator	N/A	$0.00
Ross Barney + Jankowski Inc.	Interior Design	FBE	$0.00
		Sub Contract Total:	$0.00
		PSC Total:	$0.00
			Refresh

IMPORTANT NOTE: If your agreement does not contain subconsultants, you must click in the checkbox to indicate that it does not. Note location in the screen shot below.

SUBCONSULTANT WORK SUMMARY				
Subconsultant(s) Name	**Services Provided**	**MAFBE Status**	**Sub Contract Amount**	**Percent of Total Contract**
		Sub Contract Total:	$0.00	
		PSC Total:	$0.00	
PLEASE VERIFY THAT ALL SUBCONSULTANTS AND SUBCONTRACT AMOUNTS LISTED ON ATTACHMENT D OF THE PROFESSIONAL SERVICES AGREEMENT HAVE BEEN ENTERED INTO PRZM.				
IF AGREEMENT DOES NOT INCLUDE SUBCONSULTANTS, ☐ CHECK HERE.				
				Refresh

11. To automatically calculate the table, click the **Refresh** button. Refresh
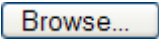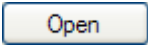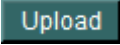
    NOTE: If you make a mistake and the totals exceed the contract amount, you will receive an error message and will not be able to save.
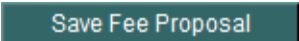
12. In the **Hourly Rate Schedule** area, as illustrated below:

HOURLY RATE SCHEDULE		
Position Title	**Vendor**	**Total Hourly Rate ($/HR)**
	Gringotts Corporation	$0.00
	Gringotts Corporation	$0.00
	Gringotts Corporation	$0.00
	Gringotts Corporation	$0.00
	Gringotts Corporation	$0.00

a. Type in the **Position** T**itle.**

b. In the **Vendor** column drop down menu, select the firm name for that position.

c. Type in the **Total Hourly Rate ($/HR)** amount for that position.

   NOTE: The Total Hourly Rate ($/HR) should be the computed rate including Hourly Rate, Negotiated Fixed Fee, and Overhead and Burden. See Attachment B of the Professional Services Agreement.

d. Continue entering Position Titles, selecting vendors, and typing in rates until you have completed the rate schedule.

13. (Optional) In the **Attach File** area, if desired,

a. Click the **Browse** button to navigate your computer's file system. Browse...

A dialog box opens.

b. Highlight the file you wish to attach.

c. Click the **Open** button. Open

The filename appears in the **Attach File** text box.

d. Click the **Upload** button. Upload

e. The file is attached to the Fee Proposal document.

14. In the **Ready for University Approval** area, when you have completed your work on the fee document, click in the **Yes** radio button.

NOTE: Only select this option when the document is completed; it will not be editable afterwards.

15. To save the document, scroll to the bottom and click on the **Save Fee Proposal** button.

Save Fee Proposal

The document closes and the view returns, indicating that the Fee Proposal is pending project manager approval.

Saving the Fee Document without Submitting for Approval:

1. To save the document at any time, scroll to the bottom and click on the **Save Fee Proposal** button. Save Fee Proposal

2. To return to the document to continue editing, in the AE & CM Selection Phase, in the Navigator, click on the twistie next to 3. AE Fee Document.

3. Click the **View/Edit** option.

The AE Fee Document opens.

4. At the top, in the Action bar, click the **Edit** button. Edit

The screen refreshes to place the AE Fee Document in edit mode.

5. Continue editing as necessary.

NOTE: If you have added a subconsultant after you created and saved the Fee Document, you will need to click the **Refresh** button in order to bring in the new information.

Approving the Fee Document

The Project Manager has the authority to accept or reject the Fee Document and its related Subconsultant Information documents.

NOTE: Approving the Fee Document simultaneously approves all related Subconsultant Information documents. If a Subconsultant Information document does not have the required attachments, it cannot be accepted.

1. In the AE Selection Phase of the project, in the Navigator, click on the twistie next to **AE Phase Tasks**.

   The AE Administrative options appear in the Navigator.

2. Under **3. Fee Proposal**, click on **View/Edit**.

   The AE Fee Proposal view appears.

3. Click on each hyperlink to the subconsultant information documents.

   The Subconsultant Information document appears, in read mode, in a new window.

4. In the **Action Bar**, click on the **Edit** button. [Edit]

5. Review the services, fees, and attachments for the Professional Services Consultant.

   NOTE: The Project Manager may edit the Fee Proposal, if an obvious typo or other trivial error needs correction.

6. In the **Subconsultant Work Summary** area, as illustrated below, click on the hyperlinks to each subconsultant information document to ensure that each one has the appropriate attachments.

   SUBCONSULTANT WORK SUMMARY
   Subconsultant(s) Name

   1 Stop Sign & Safety,Inc.
   4240 Architecture Inc.

7. If you approve the Fee Proposal with its related subconsultants, and if all required attached documents are present, in the University PM Approval area, click in the **Yes** radio button.

   NOTE: If you find that all the required documentation has not been uploaded, is not signed, or that file naming conventions have not been followed, you must reject the Fee Proposal with a note about to the Professional Services Consultant about the deficits.

8. When your review is complete, and you have selected the Yes button in the University PM Approval area, click on the **Save Fee Proposal** button. [Save Fee Proposal]

   The AE Fee Document view reappears. The status of all subconsultant information documents, in the Subconsultant Information view, will be changed to **Approved**.

   NOTE: UOCP&RES must upload the subconsultant documentation to the IPHEC website for the CPO/SPO review. It is possible that a subconsultant may be rejected for incomplete documentation or for incorrect file naming conventions. If that happens, the

Project Manager will receive an email notification from PRZM. Until the documentation has been uploaded, the fee proposal's status may have a status of **Pending** .

NOTE: The Professional Services Consultant cannot add additional subconsultants, change subconsultant contract amounts, or otherwise modify the Fee Proposal document once it has been fully executed without initiating the AE Amendment process.

IMPORTANT: UOCP&RES must upload the subconsultant documentation to the IPHEC Bulletin **and** the Campus Business Manager must add the accounting information to the Obligation Document before the AE may begin creating the firm's payment requests.

The AE Obligation Document

The Campus Business Manager is the only role which may complete this task. The Obligation document may be created in any phase in which the Professional Services Consultant will begin its billing.

Creating the AE Obligation Document:

NOTE: A Funding Document must be completed in the Conceptualization Phase within PRZM before the AE Obligation Document may be created.

1. In the **AE&CM Selection** phase of the project*, in the Navigator, click on the twistie next to AE Admin.

2. Under the **4. Obligation Doc**, click on **Create Oblig Info**.

   The Obligation Information document opens in edit mode.

3. In the **Obligation Number / Encumbrance** field, type the obligation number and encumbrance number.

4. In the **Contract Date** field, type the date of the last agreement signature(s).

5. Click the twistie next to **CFOAPAL INFORMATION** to expand the form.

    NOTE: The previously created Funding document should provide information necessary to fill in the Obligation document.

6. In the **Chart** field, dropdown the menu and select the chart (campus).

7. In the **Organization** field, dropdown the menu and select the organization.

8. In the **Organization (Alternate)** field, if the organization cannot be selected from the above list, type in the Organization here.

9. In the **Program** field, drop down the menu and select the Program.

10. In the **Program (Alternate)** field, if the program cannot be selected from the above list, type in the Program code here.

11. In each of the listed Services areas, for each phase, drop down the menu and select the fund source.

    NOTE: This process may involve only a few or many selections, depending upon the agreement. If there was only one fund source in Conceptualization, the fields will auto-populate with that fund source. Otherwise, you will need to select the appropriate source for each phase.

12. Click the **Refresh** button. <kbd>Refresh</kbd>

13. When you have completed the Obligation Document, click the **Save Professional Services Obligation Document** button.

    <kbd>Save Professional Services Obligation Information</kbd>

    The Obligation document closes and the Obligation Information view appears.

*May be done in any phase of the project.

NOTE: In order for the Professional Services Consultant firm to begin billing, the Project Manager must now add the relevant individuals from that firm to the team for the phase(s) for which they will bill.

Payment Requests

• A payment request for a Fixed Fee payment item.

The Professional Services Consultant provides services in three basic categories: fixed fee, hourly, and reimbursables. Each of these requires a slightly different method of handling and therefore the PSC must create one document for each type for which they will be paid during a designated period. When all the types have been completed, a Payment Certificate document will bring them together for payment as a group.

Instructions for the Professional Services Consultant:

1. In the Navigator, click on the twistie next to either (depending on your role):

    ♦ **AE Admin**

    --Or--

> ♦ **CM Admin**.

The Payment Requests, Reimbursables, and Certificates categories appear.

2. Under **Pay Requests**, click on **Create**.

A new Payment Request opens in Edit mode.

3. In the pull-down box next to **Contract Payment Item**, select the type of service for which you are requesting payment: fixed fee or hourly not-to-exceed, or reimbursables.

4. In the **Payment period** field, enter the dates covered by this service.

5. Click the **Refresh Form** button to populate the form with data.

   > Refresh Form

Is this payment for fixed fee, hourly, or reimbursables? Continue with the appropriate section below.

Fixed fee

6. In the pull-down box next to **Fixed Fee Summary for Project Phase**, select the project phase in which this work occurred.

7. In the **Amt This Billing** column, enter the dollar amount for which you are billing.

8. In the **Subconsultant** table, in the **Amt This Billing** column, enter the dollar amount of the total which will be paid to each applicable subconsultant firm.

9. Click on **Refresh** to allow the form to calculate the **% Complete** column.

10. Click on the **Save Payment Request** button.

The AE Payment Request\Pending view appears. You may view this document at any time in the Payment Request Pending view.

Hourly

6. In the Hourly NTE section, provide the number of hours worked by each position, for your firm and/or for a subconsultant firm.

7. In the pull-down box next to **Hourly NTE Summary for Project Phase**, select the project phase in which this work occurred.

8. Click on the **Refresh** button to allow the system to calculate the values in the table.

9. In the **Subconsultant** table, in the **Amt This Billing** column, enter the dollar amount of the total which will be paid to each applicable subconsultant firm.

10. Click on the **Save Payment Request** button.

The AE Payment Request\Pending view appears. You may view this document at any time in the Payment Request Pending view.

Reimbursables

6. In the Reimbursables Summary table, , in the **Amt This Billing** column, enter the dollar amount for which you are billing.

7. In the **Subconsultant** table, in the **Amt This Billing** column, enter the dollar amount of the total which will be paid to each applicable subconsultant firm.

---

8. Verify that the information in this form is correct. If not, return to the Reimbursables form(s) and make those corrections.

9. Click on **Refresh** to allow the form to calculate the **% Complete** column.

10. Click on the **Save Payment Request** button.

   The AE Payment Request\Pending view appears. You may view this document at any time in the Payment Request Pending view.

Payment Certificates

AE Payment Certificate			Nelson Training Institute - Test Project 1 (#A101001)			

ACTIONS	Edit	Close		Help

November 23, 2010

Summary of Billing to Date						
PSC/Sub Consultant	**MAFBE Status**	**PSC and Sub Contract Totals**	**Amount Previously Billed**	**Amount This Billing**	**Total Billed To Date**	**Percent Billled To Date**
Gringotts Corporation	Non Certified	$126,000	$0	$1,400	$1,400	1%
Bailey Edward Design Inc.	Non CMS MAFBE Certified	$8,000	$0	$0	$0	0%
Construction Cost Systems, Inc.	CMS MAFBE Certified (MBE) / ExpirationDate: 1/1/1900	$15,500	$0	$0	$0	0%
	Totals	$149,500	$0	$1,400	$1,400	1%

PLEASE VERIFY THAT THE SUBCONSULTANT'S PAYMENTS ARE INCLUDED AND BACKUP DOCUMENTATION ATTACHED TO THE ASSOCIATED PAYMENT REQUEST DOCUMENT(S).

	Refresh

Firm:	Gringotts Corporation	**Application #:**	001
Division:	Professional Services	**Pay Period:**	07/26/2010 To 07/30/2010
FTIN:	000000000	**Encumbrance #:**	E10773871
Payment for:	AEPR 001.00: Schematic Design - Fixed Fee AEPR 001.01: Reimbursables		

1.0 Determination Of Current Contract Amount		
1.1 Original Contract Amount	$	$149,500.00
1.2 Authorized Amendments for Added Work:	+ $	$0.00
1.3 Authorized Amendments for Deleted Work:	- $	$0.00
1.4 Current Contract Amount	$	$149,500.00

2.0 Determination Of Current Payment Due		
2.1 Total Value of Work Completed to Date	$	$2,500.00
(Includes $$0.00 for materials stored on site)		
2.2 Less 0% retained (round to nearest dollar):	- $	$0.00
2.3 Less Payments Previously Certified	- $	$0.00
2.4 Current Payment Due	$	$2,500.00

3.0 Certifications and Approvals			
3.4 Owner's Representatives Approval			
Owner's Authorized Representative:	Pending		

Ready for Approval:	Yes by ARCH1 Training	**Date:**	11/23/2010

Save this Payment Certificate to notify the CCU - Project Manager for approval

Attach File Here:		Browse...
Comment History:		

Current Comments:		

Save Payment Certificate

The Payment Certificate gathers the individual payment request items that will be billed against the approved Professional Services Consultant fee proposal. The Professional Services Consultant initiates the approval of payment for those items by creating a Payment Certificate. Once it has been created, it is routed for approval through the Project Manager and the Business Manager.

Instructions to the Professional Services Consultant

1. In the Navigator, click on the twistie next to either (depending on your role):

   ♦ **AE Admin**

   --Or--

   ♦ **CM Admin**.

2. Under Payment Certificates, click **Create**.

   A new PSC Payment Certificate opens.

3. Click on **Save Payment Certificate**.

   The AE Payment Applications\Pending view appears.

   The Project Manager will be notified by email to approve the Payment Certificate.

Instructions to the Project Manager

1. In the Navigator, click on the twistie next to either (depending on the role):

   ♦ **AE Admin**

   --Or--

   ♦ **CM Admin**.

2. Under Payment Certificates, click **View/Edit Pending**.

3. Click the link to **Pending Payment Certificate**.

4. To put the document in edit mode, click the **Edit** button.

   The document refreshes, in edit mode.

5. In section 3.0 Certifications and Approvals, on the **Owner Authorized Representatives Approval** line, click in the appropriate radio button, where Yes indicates approval, No indicates rejection, and Pending indicates that you have yet to act on the Payment Certificate.

6. Click on the **Save Payment Certificate** button.

   ▸ **Note:** If the Payment Certificate was approved, the Campus Business Manager will be automatically notified that it is ready for review. If it was not approved, the Professional Services Consultant will be automatically notified that the Payment Certificate was not approved. To rectify the objections of approvers, the PSC will delete/edit/add to their Payment Request document(s) and submit a new Payment Certificate for approval.

Instructions to the Campus Business Manager

1. In the Navigator, click on the twistie next to either (depending on the role):

   ♦ **AE Admin**

   --Or--

      ♦   **CM Admin**.

2. Under Payment Certificates, click **View/Edit Pending**.

3. Click the link to **Pending Payment Certificate**.

4. To put the document in edit mode, on the Action Bar, click the **Edit** button.   Edit

   The document refreshes, in edit mode.

5. Complete the required information.

6. In the **Required Information Completed?** section, select the radio button indicating Yes or No.

7. Click on the Save Payment Certificate button.   Save Payment Certificate

8. If you selected Yes in step 7, click on the document link in the View/Edit Approved view under Payment Certificates.

9. Scroll to the bottom of the document and click the View Print Friendly Page button to display the printable form.

10. Print the form for internal routing.

   ▶ **Note:** If the Payment Certificate was not approved, the Project Manager will be automatically notified that the Payment Certificate was not approved.

Professional Services Changes

AE Professional Services Proposal

Nelson Training Institute - Test Project 1
(#A101001)

ACTIONS | Edit | Close | Help

Date of Issuance: December 1, 2010

Professional Services Proposal #:	002
Architect/Engineer:	Gringotts Corporation
Address:	#4 Privet Drive
City / State / Zip:	Champaign / IL / 61820
Contract #:	E10987771
PSP Brief Description:	
A/E Professional Services not to exceed:	

Please submit an itemized proposal for changes in the Professional Services Agreement and Contract Time for the proposed modifications to the project design or Contract Documents described herein. Submit proposal within **7** days, or notify the Project Manager via e-mail of the date on which you anticipate submitting your proposal.

Description: (Include a written description of the Work.)

Attachments: (List the attached documents that support the description.)

Attach File Here: [ ] Browse... Upload

Enter Itemized proposal for changes below

FEES FOR BASICE SERVICES

Phase		Fixed Fee			Hourly NTE		
		Current Fee	Proposed Fee Change	Revised Fee	Current Fee	Proposed Fee Change	Revised Fee
Schematic Design		$18,500.00	$0.00	$18,500.00	$0.00	$0.00	$0.00

• The Professional Services Amendment Proposal document, in edit mode. Note: this is a partial display.
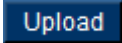
The Professional Services Consultant uses the Professional Services Change Proposal form to complete the process of amending the Professional Services Consultant's agreement. Usually this process is completed in order to ensure that the agreement and amendment within PRZM reflect the correct amounts already agreed upon outside of PRZM. Once the Professional Services Consultant has completed the proposal, he will notify the Project Manager. After reviewing the

proposal, the Project Manager will either approve or reject it. Approved proposals become amendments to the Professional Services Agreement.

Instructions for the Professional Services Consultant:

1. The following fields are automatically generated and require no input from you:

   ♦ Date of Issuance. If the proposal is modified at a later date, the Date of Issuance remains unchanged.

   ♦ Professional Services Proposal #. It will appear only after you have hit the **Save PS Proposal** button at the end of this form.

   ♦ Professional Services Consultant

   ♦ Address

   ♦ City/State/Zip

   ♦ Contract #

2. In the **PSP Brief Description** field, enter a brief description to help others identify this proposal.

3. In the **Description** field, enter a detailed description of the proposed work.

4. In the **Attachments** field, describe the attached documents that support the description.

   i. In the **Attach Document Here** field, click the Browse button to. Use the **Browse** button to locate and attach the file. Browse...

   The Choose File dialog box opens.

   ii. Navigate to the file location on your computer in order to select the file to attach.

   iii. Click the Upload button. Upload

   The file is uploaded.

   ▸ **Note:** You may attach multiple files to this document. Make sure that each file has a unique filename. Your attachments will be saved as part of the document.

5. In the **Fees for Basic Services** area, as illustrated below, the Phases and Current Fees are automatically generated and are those agreed upon during the fee negotiation and included in your Professional Services Agreement. If your proposal requires modifying any fees, list the proposed fee change in the **Proposed Fee Change** column. Click the **Refresh** button to generate a revised fee for this category.

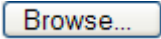| FEES FOR BASICE SERVICES						
Phase	**Fixed Fee**			**Hourly NTE**		
	Current Fee	**Proposed Fee Change**	**Revised Fee**	**Current Fee**	**Proposed Fee Change**	**Revised Fee**
Schematic Design	$5,000.00	$0.00	$5,000.00	$2,000.00	$0.00	$2,000.00
Design Development	$10,000.00	$0.00	$10,000.00	$3,000.00	$0.00	$3,000.00
Construction Documents	$20,000.00	$0.00	$20,000.00	$5,000.00	$0.00	$5,000.00
Bidding	$10,000.00	$0.00	$10,000.00	$2,000.00	$0.00	$2,000.00
Construction	$35,000.00	$0.00	$35,000.00	$12,000.00	$0.00	$12,000.00
Subtotals:	**$80,000.00**	**$0.00**	**$80,000.00**	**$24,000.00**	**$0.00**	**$24,000.00**

Refresh

6. In the **Fees for Other Services** area, as illustrated below, the Services and Current Fees are automatically generated and are those agreed upon during the fee negotiation and included in your Professional Services Agreement. If your proposal requires modifying any fees or adding services, enter the changes in the appropriate columns. Click the **Refresh** button to generate a revised fee for this category.

FEES FOR OTHER SERVICES						
Service	**Fixed Fee**			**Hourly NTE**		
	Current Fee	**Proposed Fee Change**	**Revised Fee**	**Current Fee**	**Proposed Fee Change**	**Revised Fee**
Conceptualization	$5,000.00	$0.00	$5,000.00	$0.00	$0.00	$0.00
Interior Design	$12,000.00	$0.00	$12,000.00	$3,000.00	$0.00	$3,000.00
Post Construction	$5,000.00	$0.00	$5,000.00	$0.00	$0.00	$0.00
Construction On-Site Services	$0.00	$0.00	$0.00	$15,000.00	$0.00	$15,000.00
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

7. In the **Estimated Cost for Reimbursables** area, the Reimbursables and Current Estimated Cost are automatically generated and are those agreed upon during the fee negotiation and included in your Professional Services Agreement. If your proposal requires revising an estimated cost for a reimbursable, or adding a reimbursable, enter the changes in the appropriate columns. Click the **Refresh** button to generate a revised estimated cost for this category.

Estimated Cost for Reimbursables:			
Reimbursables	**Current Estimated Cost**	**Proposed Change**	**Revised Estimated Cost**
Lump Sum	$6,000.00	$0.00	$6,000.00
Subtotals:	**$6,000.00**	**$0.00**	**$6,000.00**

8. In the **Subconsultant Work Summary** area, as illustrated below, if the amendment will affect the contract(s) of subconsultant(s), indicate those changes in the **Revised Sub Contract Total** column.

SUBCONSULTANT WORK SUMMARY				
Subconsultant(s) Name and Services Provided.		**MAFBE Status**	**Current Sub Contract Total**	**Revised Sub Contract Total**
1 Stop Sign & Safety,Inc.	Mechanical Engineer	MBE	$15,000.00	$15,000.00
4240 Architecture Inc.	Civil Engineer/Survey; Environmental Engineering	N/A	$20,000.00	$20,000.00
Grabner Consulting	Cost Estimator	N/A	$10,000.00	$10,000.00
		Totals:	**$45,000.00**	**$45,000.00**

9. In the **Hourly Rate Schedule** field, the Positions and Current Rate ($/HR) are automatically generated and are those agreed upon during the fee negotiation and included in your Professional Services Agreement. If your proposal revises any of those current rates, or adds a new position, enter the changes in the appropriate columns.

   ▶ **Note:** The rates shown in the Revised Rate column are automatically generated and are equal to the Current Rates; enter any rate revisions here.

Hourly Rate Schedule:

Position Title	Vendor	Current Rate ($/HR)	Revised Rate ($/HR)
Principal	Gringotts Corporation	$90.00	$90.00
Architect I	Gringotts Corporation	$70.00	$70.00
Architect II	Gringotts Corporation	$80.00	$80.00
On-Site Supervisor	Gringotts Corporation	$50.00	$50.00
Construction Administrator	Gringotts Corporation	$50.00	$50.00
Mechanical Engineer I	1 Stop Sign & Safety,Inc.	$60.00	$60.00
Mechanical Engineer II	1 Stop Sign & Safety,Inc.	$80.00	$80.00
Civil Engineer	4240 Architecture Inc.	$70.00	$70.00
Environmental Engineer	4240 Architecture Inc.	$80.00	$80.00
Cost Estimator	Grabner Consulting	$65.00	$65.00
	Gringotts Corporation	$0.00	$0.00
	Gringotts Corporation	$0.00	$0.00

10. Numbers in the **Totals** field are automatically generated. If you wish, you may scroll up and click the **Refresh** button to generate a revised total for this proposal at any time. Changes are also recalculated when you save the proposal.

11. In the **Notify the PM that this proposal is ready for approval** field:

   If the proposal is not yet ready for campus review, click **No**. You can complete this proposal at a later date.

   If you have completed your proposal, checked it for accuracy, and are ready to submit it for review by the campus, click the **Yes** radio button.

   If you submitted the proposal for approval, an e-mail will be automatically generated notifying the PM that the proposal is ready for review.

12. When you have completed work on this proposal, click the **Save PS Proposal** button to save your work.

   `Save PS Proposal`

   The AE Professional Service Proposals\Pending view appears, listing the saved professional services proposal.

Instructions to the Project Manager

You will receive an email that a Professional Services Proposal is awaiting your review. You can click on the link in the email, or follow the procedure below.

1. In the Navigator, click on the twistie next to either (depending on the role):

   ♦ **AE Admin**

   --Or--

♦ **CM Admin**.

2. Under **Profess Svc Chng**, click **View/Edit Pending**.

    The list of pending professional services changes appears.

3. Click on the number of the one you wish to review.

    The Professional Services Proposal opens.

4. In the Action Bar, click the **Edit** button.　　Edit

    The proposal opens in edit mode.

5. Review the proposal.

6. Scroll to the bottom of the proposal.

7. In the **PM accepts this proposal for approval** field, click in one radio button:

    - Yes

    - No

    - Pending

8. Click the **Save PS Proposal** button.　　Save PS Proposal

    The proposal closes and, depending upon the action taken, one of the following the AE Professional Services views appears:

    - Pending

    - Approved

    - Rejected

    If the proposal is accepted, it still needs to be approved as an Amendment.

9. In the Professional Services Proposals Pending view, click on the link to Professional Services Proposal

    The view closes and the amount is added to the professional services consultant's fees and the consultant may bill for them.

Instructions for the Campus Business Manager

You will receive an email that a Professional Services Proposal is awaiting your review. You can click on the link in the email, or follow the procedure below.

1. In the Navigator, click on the twistie next to either (depending on the role):

    ♦ **AE Admin**

    --Or--

    ♦ **CM Admin**.

2. Under **Profess Svc Chng**, click **View/Edit Pending**.

The list of pending professional services changes appears.

3. Click on the number of the one you wish to review.

    The Professional Services Proposal opens.

4. In the Action Bar, click the **Edit** button.   Edit

    The proposal opens in edit mode.

5. Review the Amendment.

6. Scroll to the bottom of the Amendment.

7. In the CCU Business Section Approval area, click one radio radio button:

    - Yes

    - No

    - Pending

8. Click the Save PS Amendment button.

Appendix I: SB51 Impact to Capital Procurement Process Diagram

SB 51 Impact to Capital Procurement Process

UOCP&RES, July, 2010

Appendix II: File Naming Conventions

SUMMARY: File Naming Conventions
General Outline with Detail

1. IPHEC Bulletin Identifier	• PSS or BA
2. UI Project Number	• (e.g., U101001)
3. Prime / Sub Identifier	• P or S
4. Vendor Identifier	• First 5 letters of firm name
5. Document Type Identifier	• C, F, or S
6. Additional Identifier (Optional)	• # (e.g., 1, 2, 3, etc.)

To expedite the processing of the documentation, the University of Illinois requires all vendors to follow the electronic file naming convention listed below.

NOTE: Only pdf format is allowed. Any documents provided to the University in a format other than pdf or without using this file naming convention will be rejected.

General Outline

[IPEC Bulletin Identifier] [UI Project Number] [Prime or Sub Identifier] [Vendor Identifier] [Document Type Identifier] [Additional Numeric Identifier if necessary].pdf

Professional Services Agreements Files

Prime PSC Documentation:

1. Certifications and Statutory Requirements

---

  a. File name: **PSS**[University Project Number]**P**[First 5 Letters[4] of PSC Name]**C**.pdf

  b. Example: PSSU03999PSmithC.pdf

2. Financial Disclosures and Potential Conflicts of Interest forms

  a. File name: **PSS**[University Project Number]**P**[First 5 Letters of PSC Name]**F**[Sequential Number if more than 1]

  b. Example: PSSU03999PSmithF1.pdf

    PSSU03999PSmithF2.pdf

SubConsultant PSC Documentation:

1. Certifications and Statutory Requirements

  a. File name: **PSS**[University Project Number]**S**[First 5 Letters of PSC Name]**C**.pdf

  b. Example: PSSU03999SABCEnC.pdf

2. Financial Disclosures and Potential Conflicts of Interest forms

  a. File name: **PSS**[University Project Number]**S**[First 5 Letters of PSC Name]**F**[Sequential Number if more than 1].pdf

  b. Example: PSSU03999SABCEnF1.pdf

    PSSU03999SABCEnF2.pdf

3. Subcontract

  a. File name: **PSS**[University Project Number]**S**[First 5 Letters of PSC Name]**S.**pdf

  b. Example: PSSU03999SABCEnS.pdf

Contractor Contracts Files

Prime Contractor Documentation:

1. Certifications and Statutory Requirements

  a. File name: **BA**[University Project Number]**P**[First 5 Letters of PSC Name]**C**.pdf

  b. Example: BAU03999PXYZcoC.pdf

2. Financial Disclosures and Potential Conflicts of Interest forms

  a. File name: **BA**[University Project Number]**P**[First 5 Letters of PSC Name]**F**[Sequential Number if more than 1].pdf

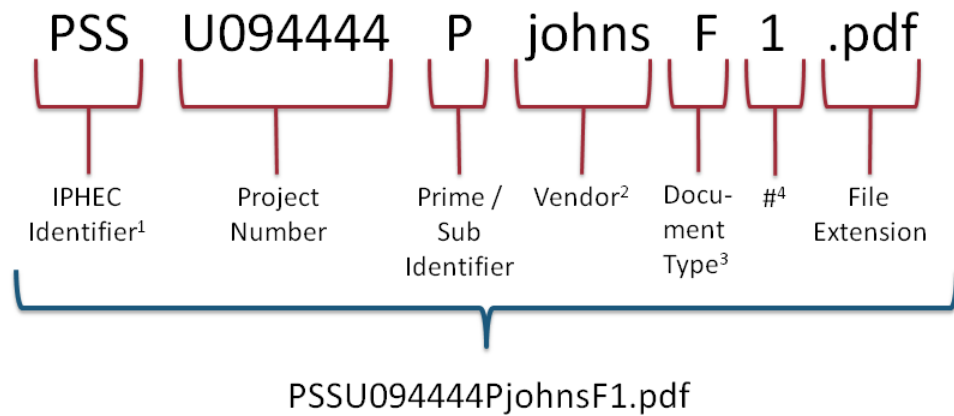 b. Example: BAU03999PXYZcoF1.pdf

    BAU03999PXYZcoF2.pdf

SubContractor Documentation:

1. Certifications and Statutory Requirements

  a. File name: **BA**[University Project Number]**S**[First 5 Letters of PSC Name]**C**.pdf

  b. Example: BAU03999S123CoC.pdf

2. Financial Disclosures and Potential Conflicts of Interest forms

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[4] If the first five letters does not create a unique identifier for each of the vendors and subs for the project, additional letters shall be used until each vendor or sub has a unique name.

      a.   File name: **BA**[University Project Number]**S**[First 5 Letters of PSC Name]**F**[Sequential Number if more than 1].pdf

      b.   Example: BAU03999S123CoF1.pdf

                        BAU03999S123CoF2.pdf

3. Subcontract

      a.   File name: **BA**[University Project Number]**S**[First 5 Letters of PSC Name]**S**.pdf

      b.   Example: PSSU03999S123CoS.pdf

Summary Example

PSS   U094444   P   johns   F   1   .pdf

| IPHEC Identifier[1] | Project Number | Prime / Sub Identifier | Vendor[2] | Document Type[3] | #[4] | File Extension |

PSSU094444PjohnsF1.pdf

[1] PSS for Professional Services; BA for Contractors
[2] First five letters of the vendor's name
[3] Subcontract (S); Certifications & Statutory Requirements (C); or Financial Disclosures & Potential Conflicts of Interest (S)
[4] Used only if more than one document of the type will be uploaded.