

CLARIFICATION: Incorporation of OFPC Manual and Document Updates

Updated documents should be incorporated in to projects as follows:

**Project Management Manual (PMM) and Construction Inspection Manual (CIM)**

- Effective immediately

**OFPC Front-End Specifications and Owner’s Design Guidelines (ODG)**

Unless otherwise approved by senior project management, project managers shall require the design professional to incorporate the updated front-end specifications and Owner’s Design Guidelines when:

- Competitive Sealed Proposal project delivery: a construction contract has not been awarded prior to March 1, 2011
- Construction Manager-at-Risk (CM-R) and Design-Build (D-B) project delivery: the Guaranteed Maximum Price (GMP) has not been finalized prior to March 1, 2011

**Other eManual Documents, including RFQ and RFP templates**

- Incorporate immediately

<b>OFPC Manual and Document Updates</b> <b>March 1, 2011</b>	
<b>Who Does This Update Affect?</b>	All OFPC staff
<b>What Is The Effective Date of the Update?</b>	Effective immediately
<b>What Is the Update and Why Is It Being Made?</b>	Annual update of the Project Management Manual (PMM), Construction Inspection Manual (CIM), OFPC Front-End Specifications, Owner’s Design Guidelines (ODG), and other eManual documents as follows: <ul style="list-style-type: none"><li>• <b>Project Management Manual (PMM):</b> Updated<ul style="list-style-type: none"><li>○ General updates throughout the entire PMM</li><li>○ Easement and survey requirements added (see Ch 1 Sect 2, Ch 4 Sections 1 and 2, Ch 7 Sect 7 as well as the Stakeholder Owner’s Project Requirements (OPR) template, Owner’s Design Guidelines Table of Contents &amp; Introduction, Facility Programming Guidelines)</li><li>○ Risk Mitigation &amp; Monitoring Plan was completely updated (see Ch 2 Sect 2). Be sure to review and fully understand the entire Plan.</li><li>○ Risk Mitigation &amp; Monitoring Plan Checklist added (see Ch 2 Sect 2)</li><li>○ Antiquities Code requirements clarified regarding projects affecting more</li></ul></li></ul>

than 5 acres or disturbing more than 5,000 c.f. (see Ch 2 Sect 2, Ch 9 Sect 2, Ch 10 Sect 1, Ch 11 Sect 1)

- Clarified Texas Higher Education Coordinating Board (THECB) Re-Approval requirements (see Ch 2 Sect 1)
- Clarified Procurement Requirements (see Ch 7 Sect 3)
- Contract Audit information added (see Ch 7 Sect 4)
- **Construction Inspection Manual (CIM):** Updated to reflect relevant and applicable changes in the PMM.
- **OFPC Front-End Specifications**  
Refer to the revision log included in each specification section for more information
  - **01 31 00 Project Administration:** Updated
  - **01 32 00 Project Planning & Scheduling:** Updated
  - **01 35 23 Project Safety Requirements:** Update coming soon
  - **01 77 00 Project Close-Out Procedures:** Updated
  - **01 91 00 General Commissioning Requirements:** Update coming soon
- **Owner's Design Guidelines (ODG)**  
Refer to the revision log included in the Introduction and each Appendix for more information
  - **Table of Contents & Introduction:** Updated
  - **Appendix C – Codes and Standards:** Updated
  - **Appendix J – Guidelines for Architects/Engineers – Preparation of Project Manuals:** Updated
  - **Appendix K – Structural Criteria:** Updated
  - **Appendix L – Submittal Requirements for Design Documents:** Updated
- **Other eManual Documents**
  - **Project Substantial Completion Checklist:** Updated
  - **Proprietary Equipment Purchase Justification Form:** Updated
  - **Facilities Programming Guidelines:** Updated
  - **Security Planning & Design Guidelines:** Updated
  - **Basis of Design Template:** Updated
  - **Owner's Project Requirements Agenda:** Updated
  - **Stakeholder Owner's Project Requirements Template:** Updated
  - **Functional Owner's Project Requirements Template:** Updated
  - **OFPC Records Retentions Schedule:** Updated

- **TSP Work Order Template:** Updated
- **Letters of Delegation:** Updated
- **CIP Approval Matrix:** Updated
- **OFPC Risk Mitigation & Monitoring Plan:** Completely updated. Be sure to review and fully understand the entire Risk Mitigation & Monitoring Plan.
- **OFPC Risk Mitigation & Monitoring Plan Checklist:** New as of October 20, 2010
- **Project Charter Template:** Updated
- **OFPC Customer Feedback Form:** Updated
- **Construction Manager-at-Risk Request for Proposal:** Updated
- **Design-Build Request for Qualifications:** Updated
- **Design-Build Request for Proposals:** Updated

**How Does This Update Affect Me and My Project(s)?**

Read, understand, reference, and use updated documents as required.

**Where Can I Get A Copy of The Update?**

Hard copies of the PMM and CIM will be shipped to each OFPC Region. OFPC staff shall remove and replace the contents of the PMM and/or CIM binder(s) in its entirety. Updates to the PMM, CIM, OFPC front-end specifications, Owner’s Design Guidelines, and other eManual documents are located on the eManual. If the manual tabs from the binder are in good condition, please recycle by collecting, consolidating with other people at your location, and returning the tabs to Sherri Prince.

**Who Can I Contact If I Have Questions?**

**Questions and Training Issues:** Contact your supervisor  
**Support Issues:** [PMsupport@utsystem.edu](mailto:PMsupport@utsystem.edu)

**Program Management**

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