I. PURPOSE & INTENT

The purpose and intent of the University of South Florida System (USF System) Campus Design & Construction Program is to support the physical growth and development of the USF System.

II. STATEMENT OF POLICY

The USF System Campus Design and Construction Program responds to program and project needs within a framework of a Campus Master Plan to assure compliance with applicable statutes, regulations and policies and to accomplish quality and economy in the construction and operation of the USF System. This Program includes implementation of the Capital Improvement Plan (CIP) projects.

This policy applies to the USF System. Each USF System Institution may adopt the procedures developed under this Program or develop its own procedures unique to its campus in accordance with this Policy, applicable Florida Statutes, Board of Governors regulations and USF System procedures. The office of Facilities Management at the Tampa Campus will have system-wide responsibility for and oversight of all Campus Master Planning. Other USF System Institutions shall have responsibility for the procedures and day-to-day responsibilities necessary to achieve the Master Planning process at their specific institutions.

A. Administrative Responsibility

The offices responsible for Facilities Management at each USF System Institution are responsible for the administration of this Program for that campus, under delegated authority by the USF System President. Data and reporting will be gathered centrally by the Tampa Office of Facilities Management for USF System reporting including project fiscal, space and status information.

The offices responsible for Facilities Services/Management/ at each USF System Institution maintain the official copies of the Program and/or Project Manuals for the implementation of Capital Improvement projects and the Campus Planning, Design and
Construction for that campus, to include but not limited to the following:

a. Capital Improvement Plan
b. Facilities Program Development
c. Design and Construction Standards
d. Procurement of Design Services
e. Procurement of Construction Services
f. Procurement of Furniture, Fixtures, Equipment
g. Art in the State Buildings
h. Design Services Administration Guide
i. Construction Service Administration Guide
j. Project Management Procedural Guides

B. Authority

Construction of university facilities is regulated by Florida Statutes and by Board of Governors’ regulations. The administration of this Policy is delegated to the offices responsible for Facilities Services/Management/Planning of each USF System Institution.

*Current Responsible Office: Administrative Services

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.

History: New 11-17-09, Amended 2-2-15 (technical), 6-13-17 (technical).