

UNIVERSITY OF **HOUSTON** PLANT  
OPERATIONS

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CONTINUING  
SERVICES  
*and*  
JOB ORDERS

September 10,  
2010





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# *Continuing Services*

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## **A. ATTACHMENTS:**

- ❑ Plant Operations - Process for Awarding Projects Under Continuing Service Agreements
- ❑ Request for Continuing Services Form
- ❑ Continuing Services Evaluation Form

**PLANT OPERATIONS-  
Process for Awarding Projects under  
Continuing Service Agreements**

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Applies to: All Employees in Plant Operations

**PROCESS**

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Issued: September 1, 2010

**PURPOSE**

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To establish a standardized process for the assignment of major and minor design projects for the construction, repairs and rehabilitation of a facility to vendors and firms (Service Provider) that have executed Continuing Services Agreements (CSA) with the University of Houston (the University). It is the responsibility of the employee to become familiar with the CSA. Any capitalized terms not specifically defined in this document shall have the meaning assigned them in the CSA.

**DEFINITIONS**

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- A. Continuing Service Agreement (CSA):** Contractual agreement between the University and Service Providers for major and minor design Projects.
- B. Contract Coordinator:** A Plant Operations employee that provides daily administrative support to the Project Manager in processing, maintenance and records management for contractual agreements.
- C. Service Provider:** Vendors and firms selected through the University's formal bid and award process to enter into a CSA for a specified term.
- D. Service Representative:** A Plant Operations employee designated to serve as a consultant for a particular Service Category.

**BACKGROUND**

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The University identifies the Service Providers through a transparent public bidding process and enters into a CSA with each Service Provider. The CSA contains the terms of the parties' agreement, including the duration, which is typically two (2) years with up to two (2) or three (3) renewals of one (1) year each. If and when Plant Operations identifies a Project, a Service Provider will be selected from one of the Service Categories listed in the table below:

| SERVICE CATEGORY                   | INDIVIDUAL<br>PROJECT VALUE | CONTRACT TERMS                   |
|------------------------------------|-----------------------------|----------------------------------|
| Architectural Services             | Up to \$1 Million           | 2-Year, with two 1-year renewals |
| Air Testing and Balancing Services | Varies, based upon scope    | 2-Year, with two 1-year renewals |

**PLANT OPERATIONS-  
Process for Awarding Projects under  
Continuing Service Agreements**

Applies to: All Employees in Plant Operations

| SERVICE CATEGORY                                    | INDIVIDUAL PROJECT VALUE | CONTRACT TERMS                     |
|---|--------------------------|------------------------------------|
| Commissioning Services                              | Varies, based upon scope | 2-Year, with two 1-year renewals   |
| Project Management                                  | Up to \$1 Million        | 2-Year, with two 1-year renewals   |
| Land Survey Services                                | Varies, based upon scope | 2-Year, with two 1-year renewals   |
| Civil and Structural Services                       | Up to \$1 Million        | 2-Year, with two 1-year renewals   |
| Mechanical, Electrical & Plumbing Engineering (MEP) | Varies, based upon scope | 2-Year, with two 1-year renewals   |
| Asbestos Consulting Services                        | Varies, based upon scope | 2-Year, with three 1-year renewals |
| Mold Professional Services                          | Varies, based upon scope | 2-Year, with three 1-year renewals |
| Environmental Services                              | TBD                      | TBD                                |
| Geotechnical Services                               | TBD                      | TBD                                |
| Construction Material Testing                       | TBD                      | TBD                                |

It is each University employee's personal obligation to ensure that neither a CSA is, nor any set of Projects are, utilized to avoid, or get around University contracting and/or signature approval guidelines. If you believe that the anticipated projects under a CSA should more correctly be the subject of a Professional Services Agreement that would require the signature of a Vice Chancellor/Vice President or University President, you are required to object to the CSA and/or any Project awarded under it in writing.

**GUIDELINES:**

**A. Selection and Award:**

- 1) The Plant Operations executive leadership will assign a Service Representative to serve as a consultant for each Service Category identified in the table in the above Background Section.
- 2) The Service Representative shall provide a summarized statement of qualifications for each Service Provider in the Service Category for which he/she is responsible. The summary will serve as the profile information for the Service Providers on the Request for Continuing Service Form which the Project Managers (PM) will complete to award a Project to a Service Provider. The summary shall include the following pertinent information:
  - a. Specialty and/or specific fields of expertise;
  - b. Limitations in scope or capacity to perform services;
  - c. Prior University Project experience, if applicable.

**PLANT OPERATIONS-  
Process for Awarding Projects under  
Continuing Service Agreements**

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Applies to: All Employees in Plant Operations

- 3) To initiate the process, PM shall contact his/her designated Contract Coordinator to obtain a Request for Continuing Service Form for a specific Service Category.
- 4) The Contract Coordinator shall provide the PM a pre-populated Request for Continuing Service Form within 24 hours, including the profile for each Service Provider in the Service Category, the cumulative dollar amount of previously awarded Projects under the CSA, the number of previously awarded Projects under the CSA, and the past performance ratings.
- 5) The PM shall review and evaluate (1) the qualifications of the Service Providers in the context of the scope of work to be performed, (2) the cumulative dollar value of previously awarded Projects under the CSA, (3) the number of previously awarded Projects under the CSA, and (4) past performance. The PM may consult with the Service Representative for technical expertise during the evaluation.
- 6) The PM shall rank the Service Providers and submit the Best Choice, Recommendation A, inclusive of written justification, to his/her Director/PPM for approval or rejection.

**B. Approval and Reporting:**

- 1) The Director/PPM shall accept or reject the Best Choice, Recommendation A.
  - a. If accepted, the Request for Continuing Service Form is returned to the PM and Contracts Coordinator for further processing.
  - b. If rejected, the Director/PPM shall proceed with Recommendation B and submit a detailed justification to be reviewed and approved by the appropriate Executive Director.
- 2) The Executive Director shall review and accept or reject any exceptions from the Best Choice Recommendation assessed by the Director/PPM.
  - a. If accepted, the approved Request for Continuing Service Form is returned to the Director/PPM to proceed with contract negotiations.
  - b. If rejected, the Executive Director shall identify the next Best Choice Recommendation and provide justification on the Request for Services form. The completed form shall be returned to the Director/PPM to proceed with contract negotiations.
- 3) The PM will issue a Project RFP to the Service Provider approved for a Project by the Director/PPM and or Executive Director in accordance with the immediately preceding section, and attempt to negotiate a Service Order.
- 4) In the event the PM is unable to negotiate a Service Order with the Service Provider approved by the Director/PPM and or Executive Director, the PM shall issue the Project RFP to the next identified Service Provider (in accordance with Section B.2) above) until a Service Order is executed or the Project is abandoned.

**PLANT OPERATIONS-  
Process for Awarding Projects under  
Continuing Service Agreements**

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Applies to: All Employees in Plant Operations

- 5) Following successful negotiations with and execution of an approved Service Order by, a Service Provider, the PM shall provide the Contract Coordinator with the approved Request for Continuing Service Form and necessary documents to complete the process and update the Continuing Service database. The approved Request for Continuing Service Form shall accompany the Service Order and CSA during the signatory approval phase to Executive Management.
- 6) At the conclusion of a Project, the PM, and Director/PPM shall provide to the appropriate Contract Coordinator a post-performance evaluation of the Service Provider's actual performance as compared to the intent of the Service Order and CSA for inclusion in the Continuing Service database. The evaluation shall also document any significant changes in business profile, status and/or practices.
- 7) The Contract Coordinators shall provide Plant Operations executive leadership a monthly and quarterly activity report highlighting the participation and performance levels of the Service Providers.
- 8) On a quarterly basis, the Plant Operations executive leadership and the Service Representatives shall evaluate the Continuing Service activity reports, and applicable post-performance evaluations, to determine whether each Service Provider's participation in the program continues to provide the 'best value' to the University.
- 9) In addition, during the 1<sup>st</sup> year of the program, the Plant Operations executive leadership shall review the process on a bi-annual basis to ensure continuous compliance to the guidelines and to evaluate the effectiveness of the program.

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**REVIEW and RESPONSIBILITIES**

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Responsible Party: Executive Director, Facilities Management  
Review: Every two (2) years



## ATTACHMENT A

**UNIVERSITY OF HOUSTON**  
**Plant Operations**  
**REQUEST FOR CONTINUING SERVICES FORM**

DATE: <Date of Request>  
 REQUESTOR: <Project Manager>  
 CONTACT INFORMATION: <Name@central.uh.edu> <713 -743- ####>  
 CONTINUING SERVICE REQUESTED: <Service Type>  
 SERVICE REPRESENTATIVE: <Name of Representative>

| Project Name:   | <Project Name>  | Project NO.: | <P#> | Contract Amount: | <\$\$\$> | CONTRACT ADMINISTRATION |                           |                          |
|---|---|--------------|------|------------------|----------|-------------------------|---------------------------|--------------------------|
| <Insert Scope/Narrative, Project Description>             |   |              |      |                  |          | Dollar Amount of Awards | Number of Jobs / Projects | Past Performance Rating( |
| <b>PROJECT MANAGER'S RECOMMENDATION AND JUSTIFICATION</b> |   |              |      |                  |          |                         |                           |                          |
| <Insert Justification for Recommendation>                 |   |              |      |                  |          |                         |                           |                          |
| Company A   |   |              |      |                  |          | \$ -                    | 0                         | 0                        |
| Company B   |   |              |      |                  |          | \$ -                    | 0                         | 0                        |
| Company C   |   |              |      |                  |          | \$ -                    | 0                         | 0                        |
| Company D   |   |              |      |                  |          | \$ -                    | 0                         | 0                        |
| Company E   |   |              |      |                  |          | \$ -                    | 0                         | 0                        |
| Company F   |   |              |      |                  |          | \$ -                    | 0                         | 0                        |
| Accept or Reject  | <REJECT, insert new RECOMMENDATION AND JUSTIFICATION>.  |              |      |                  |          |                         |                           |                          |
| Director/PPM  |   |              |      |                  |          |                         |                           |                          |
| Accept or Reject  | < REJECT, insert new RECOMMENDATION AND JUSTIFICATION>. |              |      |                  |          |                         |                           |                          |
| Executive Director  |   |              |      |                  |          |                         |                           |                          |
| 1st Recommendation  | Company Name / Service Provider                         |              |      |                  |          |                         |                           |                          |
| 2nd Recommendation  | Company Name / Service Provider                         |              |      |                  |          |                         |                           |                          |



## Continuing Services Evaluation

Project No. \_\_\_\_\_ Project Name: \_\_\_\_\_

Firm Name-Architecture: \_\_\_\_\_ Contact Name \_\_\_\_\_

Firm Name-Engineering: \_\_\_\_\_ Contact Name \_\_\_\_\_

Firm Name-(Other): \_\_\_\_\_ Contact Name \_\_\_\_\_

Service(s) Rated:  
(check all that apply) ☐ Architecture ☐ Engineering ☐ Other \_\_\_\_\_

Phase Project Service(s) Rated ☐ Pre-Construction (planning, design & bidding) ☐ Construction (construction & closeout)

**Please rate the effectiveness of the professional service firms' performances on the capital improvement project across the following dimensions:**

Evaluation Criteria: 0 = N/A 1 = Low 5 = Moderate 10 = High

| Performance Dimensions:                               |   | Value | Arch. Score | Eng. Score | (Other) Score |
|---|---|-------|-------------|------------|---------------|
| 1) Expertise, knowledge and experience                | Fulfilled commitment to maintaining proposed Team for duration of project (including EDGE). | 0-10  |             |            |               |
| 2) Problem solving and decision making                | Provided effective and creative problem solving and fair decision making.                   | 0-10  |             |            |               |
| 3) Timeliness and responsiveness                      | Performed responsibilities and provided feedback to inquiries in a timely manner.           | 0-10  |             |            |               |
| 4) Process facilitation, communication and partnering | Effective project documentation and communication.  | 0-10  |             |            |               |
| 5) Scope management                                   | Identified, tracked and managed changes within project.                                     | 0-10  |             |            |               |
| 6) Schedule management                                | Effectively managed project schedule and completed deliverables on time                     | 0-10  |             |            |               |
| 7) Budget management                                  | Provided valuable input and leadership to manage project on budget.                         | 0-10  |             |            |               |
| 8) Quality management                                 | Ensured quality design/construction and deliverables.                                       | 0-10  |             |            |               |
| 9) Risk management                                    | Provided thorough guidance and effective action in managing/balancing project risks.        | 0-10  |             |            |               |
| 10) Overall project management                        | Delivered effective overall project management.   | 0-10  |             |            |               |
| <b>Total</b>  |   |       |             |            |               |

**Would you recommend the professional service firm/team for comparable work in the future?**

Architect: ☐ Yes ☐ No Engineer: ☐ Yes ☐ No (Other) ☐ Yes ☐ No

**Please provide any comments regarding the professional service firms:**

Evaluator's Name: \_\_\_\_\_ Telephone Number: ( ) - \_\_\_\_\_

Stakeholder Group: ☐ FM ☐ FPC ☐ Other



# ***Job Order Services***

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## **B. ATTACHMENTS:**

- Process for Awarding Job Orders
- Request for Job Order Form
- Job Order Contractor Evaluation Form
- Job Order Form (Owner-Contractor Agreement)

Applies to: All Employees in Plant Operations

## **PROCESS**

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Issued: September 1, 2010

## **PURPOSE**

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To establish a standardized process for the assignment of construction contracting services to JOC Contractors who have executed Owner-Contractor Agreements by Project Job Orders (JOCs) with the University of Houston (the University). It is the responsibility of the employee to become familiar with the JOC form. Any capitalized terms not specifically defined in this document shall have the meaning assigned them in the JOC.

## **DEFINITIONS**

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- A. Contract Coordinator:** A Plant Operations employee that provides daily administrative support to the Project Manager in processing, maintenance and records management for contractual agreements.
- B. Job Order Contractor:** Vendor (which might be a firm) awarded a JOC through the University's formal bid process.
- C. JOC Representative:** A Plant Operations employee designated to serve as an internal consultant for a JOC Category (identified in the table in the Background section below).
- D. Owner-Contractor Agreement by Project Job Orders (JOC):** Contractual agreement between the University and JOC for minor construction, repairs and rehabilitation Projects.

## **BACKGROUND**

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The University identifies the Job Order Contractors through a transparent public bidding process and enters into a JOC with each Job Order Contractor. The JOC contains the terms of the parties' agreement, including the duration, which is typically two (2) years with up to two (2) renewals of one (1) year each. The individual JOC Project value cannot exceed (a) \$175,000 in construction cost, and/or (b) \$250,000 in total Project cost. If and when Plant Operations identifies a Project, a Job Order Contractor will be selected from one of the JOC Categories listed in the table below:

**PLANT OPERATIONS-  
Process for Awarding Job Orders**

Applies to: All Employees in Plant Operations

| JOC CATEGORY                  | CONTRACT TERMS                   |
|-------------------------------|----------------------------------|
| General Contractors (2)       | 2-Year, with two 1-year renewals |
| Asbestos and Mold Remediation | 2-Year, with two 1-year renewals |
| Flooring                      | 2-Year, with two 1-year renewals |

It is each University employee's personal obligation to ensure that neither a JOC is, nor any set of Projects are, utilized to avoid, or get around University contracting and/or signature approval guidelines. If you believe that the anticipated Projects under a JOC should more correctly be the subject of an Owner-Contractor Agreement, a Design/Build Agreement, a Construction Manager Agreement, or a Construction Manager-At-Risk Agreement (or other agreement that would require the signature of a Vice Chancellor/Vice President or University President), you are required to object to the JOC and/or any Project awarded under it in writing.

**GUIDELINES:**

**A. Internal Selection Process:**

- 1) The Plant Operations executive leadership will assign a JOC Representative to serve as the internal consultant for the JOC Categories identified in the table in the Background section above.
- 2) To initiate the process, the PM shall request from his/her designated Contract Coordinator a Request for Job Order Form for a specific JOC Category.
- 3) The Contract Coordinator shall provide the PM a populated Request for Job Order Form within 24 hours. The Request for Job Order Form shall include (1) the profile for each JOC, (2) the cumulative dollar amount of previously awarded Job Orders, (3) the number of previously awarded Job Orders, and (4) the past performance ratings.
- 4) The PM shall review and rank the Job Order Contractors and submit the best choice recommendation, including written justification, to his/her respective Director/PPM for approval or rejection. The PM may consult with the JOC Representative for technical expertise.

Applies to: All Employees in Plant Operations

**B. Approval and Negotiation:**

- 1) The Director/PPM shall accept or reject the best choice recommendation.
  - a. If accepted, the approved Request for Job Order Form is returned to the PM and Contracts Coordinator for further processing.
  - b. If rejected, the Director/PPM shall proceed with the next-ranked recommendation and submit a detailed justification to be reviewed and approved by the appropriate Executive Director.
- 2) The Executive Director shall review and accept or reject any exceptions from the best choice recommendation assessed by the Director/PPM.
  - a. If accepted, the approved Request for Job Order Form is returned to the Director/PPM to proceed with contract negotiations.
  - b. If rejected, the Executive Director shall instruct the Director/PPM to negotiate the Job Order Proposals with the other Job Order Contractors. If negotiations do not provide the desired result, the Executive Director shall instruct the Director/PPM to proceed with formal bid through the standard University RFP/RFQ process.
- 3) Upon approval, the PM shall proceed to negotiate the Job Order. A Job Order is not binding or enforceable until signed by all parties. Each Project Proposal received from the Job Order Contractor shall include the following information:
  - a. A narrative description of the Job Order Contractor's understanding of the scope of Work;
  - b. A description of particular phases of the Work, if applicable;
  - c. A Cost Proposal for the Work;
  - d. A proposed Commencement Date and best estimate of the Contract Time;
  - e. The name and contact information for Contractor's designated representative and the resident superintendent that Contractor will assign to the Project if issued a Job Order;
  - f. A list of all Subcontractors and/or service providers (such as architects, engineers and other consultants) that Contractor proposes to use in the performance of the Work;
  - g. A copy of the proposal of each Subcontractor and service provider to participate, identifying the basis of its proposal (whether as pre-priced items or otherwise) and the maximum, not-to-exceed cap for its services or materials;
  - h. A current summary statement of all Job Orders awarded to Job Order Contractor under the JOC to date, which statement shall set forth the amount(s) paid to Contractor under each such Job Order;

**PLANT OPERATIONS-  
Process for Awarding Job Orders**

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Applies to: All Employees in Plant Operations

- i. A HUB Subcontracting plan, if required by Applicable Law; and
- j. Any additional qualifications or conditions applicable to the Project Proposal.

**C. Reporting:**

- 1) At the conclusion of a Project, the PM, and Director/PPM shall provide to the appropriate Contract Coordinator a post-evaluation of the Job Order Contractor's actual performance as compared to the intent of the Job Order and JOC for inclusion in the JOC database. The evaluation shall also document any significant changes in business profile, status and/or practices.
- 2) The Contract Coordinators shall provide Plant Operations executive leadership a monthly and quarterly activity report highlighting the participation and performance levels of the JOCs.
- 3) On a quarterly basis, the Plant Operations executive leadership and the JOC Representatives shall evaluate the JOC activity reports, and applicable post-performance evaluations, to determine whether each JOC's participation in the program continues to provide the 'best value' to the University.
- 4) In addition, during the 1<sup>st</sup> year of the program, the Plant Operations executive leadership shall review the process on a bi-annual basis to ensure continuous compliance to the guidelines and to evaluate the effectiveness of the program.

**REVIEW and RESPONSIBILITIES**

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Responsible Party: Executive Director, Facilities Management

Review: Every two (2) years

## UNIVERSITY OF HOUSTON

Plant Operations  
REQUEST FOR JOB ORDER FORM

DATE: <Date of Request>  
 REQUESTOR: <Project Manager>  
 CONTACT INFORMATION: <Name@central.uh.edu> <713 -743- ####>  
 JOB ORDER SERVICE REQUESTED: <Service Type>  
 JOC REPRESENTATIVE: <Name of Representative>

|   |   |              |      |  |                  |          |                         |                           |                            |
|---|---|--------------|------|--|------------------|----------|-------------------------|---------------------------|----------------------------|
| Project Name:                                   | <Project Name>  | Project NO.: | <P#> |  | Contract Amount: | <\$\$\$> | CONTRACT COORDINATOR    |                           |                            |
| <Insert Scope/Narrative, Project Description>   |   |              |      |  |                  |          | Dollar Amount of Awards | Number of Jobs / Projects | Past Performance Rating(s) |
|   |   |              |      |  |                  |          |                         |                           |                            |
| <Insert Justification for Recommendation>       |   |              |      |  |                  |          |                         |                           |                            |
| General Contractor I                            | Special emphasis in RESEARCH, LABORATORIES, AND GENERAL CONSTRUCTION. |              |      |  |                  |          | \$ -                    | 0                         | 0                          |
| VAUGHN CONSTRUCTION                             |   |              |      |  |                  |          |                         |                           |                            |
| General Contractor II                           | Special emphasis in GENERAL CONSTRUCTION.                             |              |      |  |                  |          | \$ -                    | 0                         | 0                          |
| HORIZON GROUP INTERNATIONAL                     |   |              |      |  |                  |          |                         |                           |                            |
| Speciality I                                    | Special emphasis in FLOORING.   |              |      |  |                  |          | \$ -                    | 0                         | 0                          |
| ACS FLOORING                                    |   |              |      |  |                  |          |                         |                           |                            |
| Speciality II                                   | Special emphasis in ASBESTOS and MOLD REMEDIATION.                    |              |      |  |                  |          | \$ -                    | 0                         | 0                          |
| INLAND ENVIRONMENTS                             |   |              |      |  |                  |          |                         |                           |                            |
| Accept or Reject                                | <REJECT, insert new RECOMMENDATION AND JUSTIFICATION>.                |              |      |  |                  |          |                         |                           |                            |
| Director/PPM                                    |   |              |      |  |                  |          |                         |                           |                            |
| Accept or Reject                                | < REJECT, insert new RECOMMENDATION AND JUSTIFICATION>.               |              |      |  |                  |          |                         |                           |                            |
| Executive Director                              |   |              |      |  |                  |          |                         |                           |                            |
| 1st Recommendation                              | Company Name / JOC Name   |              |      |  |                  |          |                         |                           |                            |
| 2nd Recommendation<br>(General Contractor ONLY) | Company Name / JOC Name   |              |      |  |                  |          |                         |                           |                            |



## Job Order Contractor Evaluation

Company Name: \_\_\_\_\_ Project Contact Name \_\_\_\_\_

Date \_\_\_\_\_ Project No. \_\_\_\_\_ Project Name \_\_\_\_\_

Trade Performed: ☐ General ☐ Environmental ☐ Flooring  
(check all that apply)

Contract Type: ☐ Job Order Contractor ☐ Subcontractor ☐ Other  
(check all that apply)

**Please rate the effectiveness of the Contractor's performance on the capital improvement project across the following dimensions:**

Evaluation Criteria: 0 = N/A 1 = Low 5 = Moderate 10 = High

| Performance Dimensions:                               |   | Value        | Score |
|---|---|--------------|-------|
| 1) Expertise, knowledge and experience                | Dedicated experienced people for duration of project & maintained EDGE commitment.                | 0-10         |       |
| 2) Problem solving and decision making                | Provided effective & creative problem solving, coordination & fair decision making on project.    | 0-10         |       |
| 3) Timeliness and responsiveness                      | Performed responsibilities, coordination & provided information/documentation in a timely manner. | 0-10         |       |
| 4) Process facilitation, communication and partnering | Effective project documentation & communication in facilitating a successful project.             | 0-10         |       |
| 5) Scope management                                   | Identified issues & effectively managed changes within project.                                   | 0-10         |       |
| 6) Schedule management                                | Effectively managed/coordinated project schedule to complete milestones and project on time.      | 0-10         |       |
| 7) Budget management                                  | Offered valuable input to owners for managing project on budget.                                  | 0-10         |       |
| 8) Quality management                                 | Performed quality construction in a safe manner through demonstrated QA/QC processes.             | 0-10         |       |
| 9) Risk management                                    | Provided prompt notification and effective action in managing/balancing project risks.            | 0-10         |       |
| 10) Overall project management                        | Delivered effective overall project management for owners.  | 0-10         |       |
| <b>Total</b>  |   | <b>0-100</b> |       |

**Based on these comments, would you recommend this Contractor for comparable work in the future?**

☐ Yes ☐ No

**Please provide any comments regarding the Contractor's performance or the quality of its work.**

**Comments:**

Evaluator's Name: \_\_\_\_\_ Telephone Number : ( ) - \_\_\_\_\_

Stakeholder's Group: ☐ FM ☐ FPC ☐ Other



**EXHIBIT A**  
**UNIVERSITY OF HOUSTON**  
**JOB ORDER FORM**

This Job Order ("Job Order") is subject to all terms and conditions of the Owner – Contractor Agreement by Project Job Orders between the University of Houston System ("Owner") and \_\_\_\_\_ ("Contractor") dated \_\_\_\_\_ (the "Job Order Agreement"). Job Orders become a part of the Job Order Agreement upon execution by both parties and Contractor's satisfaction of Contractor's obligations under ARTICLE 5 of the Job Order Agreement.

Date: \_\_\_\_\_ Account # \_\_\_\_\_  
 Contract # \_\_\_\_\_ Project Agreement # \_\_\_\_\_  
 Project: \_\_\_\_\_ Location: \_\_\_\_\_  
 Job Order # \_\_\_\_\_

To: \_\_\_\_\_

You are hereby directed to perform the services as described below in accordance with your Job Order Proposal dated \_\_\_\_\_ under the terms and conditions of the Job Order Agreement and at the sole satisfaction and approval of Owner.

**SCOPE OF WORK:**

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**COSTS/CHARGES:**

Contractor's compensation shall be either:

\_\_\_ on an hourly rate of \$\_\_\_\_\_, not to exceed the amount of \$\_\_\_\_\_; or  
 \_\_\_ on a strict not-to-exceed amount of \$\_\_\_\_\_

Contractor will invoice Owner \_\_\_ monthly or \_\_\_ upon completion of this Job Order for unpaid compensation earned. Invoices shall reference Contract #\_\_\_\_\_ and Job Order #\_\_\_\_\_. Owner shall promptly process payment to Contractor for each invoice in accordance with Texas Government Code Chapter 2251, it being understood and agreed that Owner has no obligation to pay for Work that is not performed in compliance with the terms, provisions, conditions and requirements of the

Job Order Contract, this Job Order, and the UGC and SGC (both of which are defined and expressly incorporated in Job Order Contract).

**SCHEDULE:** The Work to be performed under this Job Order shall begin on or before \_\_\_\_\_ and be completed on or before \_\_\_\_\_ (the "Project Completion Date"). The Project Completion Date is a material inducement to Owner in the award of this Job Order, and in default of completion of such Work by the Project Completion Date, Contractor shall pay to Owner liquidated damages in the amount of \$\_\_\_\_\_ for each day completion is delayed beyond the Project Completion Date.

Job Order # \_\_\_\_\_

Previous Total Job Order Amount: \$ \_\_\_\_\_

Value of this Job Order: \$ \_\_\_\_\_

Job Order Agreement Total: \$ \_\_\_\_\_

**CONTRACTOR:**

\_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**AUTHORIZED AND ACCEPTED:**

**University of Houston System**

By: \_\_\_\_\_ Date \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Office: \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Office: \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Office: \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Office: \_\_\_\_\_

NOTE: When invoicing, please refer to Contract No. \_\_\_\_\_ and Account No. \_\_\_\_\_.



# *Other Resources*

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## **C. Other Resources**

- ❑ CS and JOC Master Contact List
- ❑ Plant Ops Web Link:  
<http://www.uh.edu/plantops/services/employees/project-delivery/>

**UNIVERSITY OF HOUSTON**  
**MASTER CONTACT LIST**  
**Continuing Services**

|   | SERVICE PROVIDER                     | UH Service Representative | Address                            | City    | State | Zip   | Primary Contact                    | Telephone      |
|---|--------------------------------------|---------------------------|------------------------------------|---------|-------|-------|------------------------------------|----------------|
|   | <b>Commissioning Services</b>        | Gary Alley                |                                    |         |       |       |                                    |                |
| 1 | Page Southerland Page                |                           | 1100 Louisiana, Ste. 1             | Houston | TX    | 77002 | Jeffrey S. Willis                  | 713-871-8484   |
| 2 | Sebesta Blomberg                     |                           | 5300 Memorial Drive, suite 390     | Houston | TX    | 77007 | William W. Back                    | 713-400-2100   |
| 3 | SSR Cx Facilities Commissioning      |                           | 10205 Westheimer Road, Suite 300   | Houston | TX    | 77042 | Victor Saeh                        | 713-353-2960   |
| 4 | Jacobs Engineering                   |                           | 5985 Rogerdale Road                | Houston | TX    | 77072 | Mark Courville                     | 832-351-6000   |
| 5 | AEI, Affiliate Engineers             |                           | One Greenway Plaza, Suite 150      | Houston | TX    | 77046 | Steve Frei                         | 713-548-8900   |
|   | <b>Construction Material Testing</b> | Gary Allen                |                                    |         |       |       |                                    |                |
| 1 | PSI Engineering Consulting Testing   |                           | 1714 Memorial Drive                | Houston | TX    | 77007 | Michael Lavelle                    | 713-224-2047   |
| 2 | Terracon                             |                           | 1555 Clay Road, Ste. 500           | Houston | TX    | 77043 | Patrick M. Beecher, P.E.           | 713-690-8989   |
| 3 | Fugro Consultants, Inc.              |                           | 6100 Hilcroft                      | Houston | TX    | 77081 | Donald J. Anderson, Jr.            | 713-369-5406   |
| 4 | Raba Kistner                         |                           | 3602 Westchase                     | Houston | TX    | 77042 | Mark D. Wells, P.E., PMP           | 713-996-8990   |
| 5 | HTS Inc. Consultant                  |                           | 416 Pickering Street               | Houston | TX    | 77091 | Darrell Morrison, P.E.             | 713-692-8373   |
|   | <b>Testing and Balance Services</b>  | Gary Alley                |                                    |         |       |       |                                    |                |
| 1 | Engineered Air Balance Co.           |                           | 222 Pennbriht Dr Ste 110           | Spring  | TX    | 77396 | Gaylon Richardson & Earl Underwood | 281-873-7084   |
| 2 | Technical Air Balance                |                           | P.O. Box 2597                      | Spring  | TX    | 77383 | Mario L. Perez                     | 281-651-1844   |
| 3 | Campos Engineering, Inc.             |                           | 7430 Greenville Avenue             | Dallas  | TX    | 75231 | Tony Casagrande                    | 214-696-6291   |
|   | <b>Environmental Services</b>        | Jonathan Thurston         |                                    |         |       |       |                                    |                |
| 1 | Terracon                             |                           | 1555 Clay Road, Ste. 500           | Houston | TX    | 77043 | Patrick M. Beecher, P.E.           | 713-690-8989   |
| 2 | QC Laboratories, Inc.                |                           | 10810 Northwest Freeway            | Houston | TX    | 77092 | Robert P. Copus, P.G.              | 713-695-1133   |
| 3 | EFI Global                           |                           | 11000 Richmond Ave., Ste. 250      | Houston | TX    | 77042 | Jock Marshall                      | 832-518-5145   |
| 4 | PSI Engineering Consulting Testing   |                           | 1714 Memorial Drive                | Houston | TX    | 77007 | Michael Lavelle                    | 713-224-2047   |
| 5 | Tolunay Wong Engineering Inc.        |                           | 10710 S. Sam Houston Pkwy. West    | Houston | TX    | 77031 | William Tobin, P.E.                | 713-722-7064   |
|   | <b>Project Management Services</b>   | Jonathan Thurston         |                                    |         |       |       |                                    |                |
| 1 | Broaddus & Associates                |                           | 6565 Fannin Street                 | Houston | TX    | 77030 | Lana Cobe                          | 713-441-7398   |
| 2 | Jacobs                               |                           | 5985 Rogerdale Road                | Houston | TX    | 77072 | J. Charles Davis,                  | 832-351-7985   |
| 3 | Parsons                              |                           | 1900 West Loop South, Suite 400    | Houston | TX    | 77027 | Alvaro Rizo-Patron                 | 713-871-7000   |
| 4 | Project Control Houston              |                           | 2211 Norfolk, Suite 1105           | Houston | TX    | 77098 | John D. Miner                      | 713-403-2075   |
| 5 | Hoar Program Management              |                           | 15311 W Vantage Pkwy, Suite 315    | Houston | TX    | 77032 | Mike Lanier                        | 713-244-2250   |
|   | <b>Mold Professional Services</b>    | Bob Schneller             |                                    |         |       |       |                                    |                |
| 1 | Baer Engineering                     |                           | 8313 Southwest Freeway, Suite 350  | Houston | TX    | 77074 | Therese M. Baer                    | 1-800-926-9242 |
| 2 | Efi Global                           |                           | 11000 Richmond Avenue, Suite 250   | Houston | TX    | 77042 | Jock Marshall & Rick Anderson      | 832-518-5145   |
| 3 | ATC Associates                       |                           | 3626 Westchase Drive               | Houston | TX    | 77042 | Catherine G. McLain                | 713-343-4482   |
| 4 | TGE Resources                        |                           | 6120 W By Northwest Blvd. Ste. 100 | Houston | TX    | 77040 | Robin D. Franks                    | 713-744-5800   |
| 5 | ERC Environmental Consultants        |                           | 10801 Hammerly Blvd. Ste. 100      | Houston | TX    | 77043 | Kommy M. Azarpour                  | 713-290-9444   |

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**Continuing Services**

|   | SERVICE PROVIDER                      | UH Service Representative | Address                            | City        | State | Zip   | Primary Contact               | Telephone    |
|---|---------------------------------------|---------------------------|------------------------------------|-------------|-------|-------|-------------------------------|--------------|
|   |                                       |                           |                                    |             |       |       |                               |              |
|   | <b>Asbestos Professional Services</b> | Bob Schneller             |                                    |             |       |       |                               |              |
| 1 | Professional Service Industries       |                           | 1714 Memorial Drive                | Houston     | TX    | 77007 | Randy Weber                   | 713-224-2047 |
| 2 | Baer Engineering                      |                           | 7756 Northcross Ste. 211           | Austin      | TX    | 78757 | Therese M. Baer               | 512-453-3733 |
| 3 | McKee Environmental                   |                           | 303 Westfield Lane                 | Friendswood | TX    | 77546 | Ronald S. McKee               | 281-482-7147 |
| 4 | EFI Global                            |                           | 11000 Richmond Avenue, Suite 250   | Houston     | TX    | 77042 | Jock Marshall & Rick Anderson | 832-518-5145 |
| 5 | ATC Associates                        |                           | 3928 Bluebonnet Dr.                | Stafford    | TX    | 77477 | Catherine G. McLain           | 713-343-4482 |
|   |                                       |                           |                                    |             |       |       |                               |              |
|   | <b>Architectural Services</b>         | Mike Yancey               |                                    |             |       |       |                               |              |
| 1 | Brave Architects                      |                           | 4617 Montrose Blvd Ste. C230       | Houston     | TX    | 77006 | Fernando L. Brave             | 713-524-5858 |
| 2 | Philo Wilke Partnership               |                           | 11275 S Sam Houston Pkwy W Ste 200 | Houston     | TX    | 77031 | Steven C. Schultz             | 832-554-1130 |
| 3 | SHW Group                             |                           | 20 East Greenway Plaza, Suite 200  | Houston     | TX    | 77046 | Don Hensley                   | 713-548-5700 |
| 4 | PDG Architects                        |                           | 3100 Wesleyan St. Ste.200          | Houston     | TX    | 77027 | Jason Beal                    | 713-629-6100 |
| 5 | URS Group                             |                           | 10550 Richmond Avenue, Suite 155   | Houston     | TX    | 77042 | Dennis Peck                   | 713-914-6590 |
| 6 | Courtney Harper                       |                           | 3801 Kirby Dr. Ste. 244            | Houston     | TX    | 77098 | Courtney Harper               | 713-521-7379 |
|   |                                       |                           |                                    |             |       |       |                               |              |
|   | <b>Civil and Structural Services</b>  | Mike Yancey               |                                    |             |       |       |                               |              |
| 1 | Charles Gooden Consulting Engineers   |                           | 2320 Holmes Rd., Ste. A            | Houston     | TX    | 77051 | Charles D. Gooden, Jr.        | 713-660-6905 |
| 2 | International Leading Technologies    |                           | 10700 Richmond Ave.                | Houston     | TX    | 77042 | David Casares                 | 713-789-8400 |
| 3 | Klotz Associates                      |                           | 1160 Dairy Ashford, Ste. 500       | Houston     | TX    | 77079 | Billy M. Coke, P.E.           | 281-589-7257 |
| 4 | URS Corporation                       |                           | 10550 Richmond Ave., Ste. 155      | Houston     | TX    | 77042 | James Rich Squire, P.E.       | 713-914-6699 |
| 5 | Walker Restoration Consultants        |                           | 17049 El Camino Real, Ste. 202     | Houston     | TX    | 77058 | Kenneth Casey Wagner, P.E.    | 281-280-0068 |
| 6 | Walter P. Moore                       |                           | 1301 McKinney, Ste. 1100           | Houston     | TX    | 77010 | Dilip Choudhuri, P.E.         | 713-630-7300 |
|   |                                       |                           |                                    |             | TX    |       |                               |              |
|   | <b>Geotechnical Services</b>          | Mike Yancey               |                                    |             |       |       |                               |              |
| 1 | Terracon                              |                           | 1555 Clay Road, Ste. 500           | Houston     | TX    | 77043 | Patrick M. Beecher, P.E.      | 713-690-8989 |
| 2 | Fugro Consultants, Inc.               |                           | 6100 Hilcroft                      | Houston     | TX    | 77081 | Donald J. Anderson, Jr.       | 713-369-5406 |
| 3 | PSI Engineering Consulting Testing    |                           | 1714 Memorial Drive                | Houston     | TX    | 77007 | Michael Lavelle               | 713-224-2047 |
| 4 | Tolunay Wong Engineering Inc.         |                           | 10710 S. Sam Houston Pkwy. West    | Houston     | TX    | 77031 | William Tobin, P.E.           | 713-722-7064 |
| 5 | Raba Kistner                          |                           | 3602 Westchase                     | Houston     | TX    | 77042 | Mark D. Wells, P.E., PMP      | 713-996-8990 |
|   |                                       |                           |                                    |             |       |       |                               |              |
|   | <b>Land Survey Services</b>           | Mike Yancey               |                                    |             |       |       |                               |              |
| 1 | Cobb Fendley                          |                           | 13430 Northwest Frwy. Ste. 1100    | Houston     | TX    | 77040 | Stephanie Funk                | 713-462-3242 |
| 2 | Miller Survey Group                   |                           | 1760 W Sam Houston Pkwy. N         | Houston     | TX    | 77043 | Brian E. Wilson               | 713-413-1900 |
|   |                                       |                           |                                    |             |       |       |                               |              |
|   | <b>MEP Services</b>                   | Mike Yancey               |                                    |             | TX    |       |                               |              |
| 1 | Affiliated Engineers, Inc.            |                           | One Greenway Plaza, Ste. 150       | Houston     | TX    | 77046 | Steve Frei                    | 713-548-8900 |
| 2 | DBR Engineer Consultants              |                           | 9990 Richmond Ave., Ste. 300       | Houston     | TX    | 77042 | Brian S. Jenkins              | 713-914-0888 |
| 3 | E&C Engineers & Consultants           |                           | 1010 Lamar, Ste. 650               | Houston     | TX    | 77002 | Donald L. Nye                 | 713-580-8800 |
| 4 | Redding Linden Burr                   |                           | 801 Travis, Ste. 2000              | Houston     | TX    | 77002 | Arthur R. Linden              | 713-237-9800 |
| 5 | SSR (Smith Seckman Reid)              |                           | 1010 Lamar, Ste. 650               | Houston     | TX    | 77002 | Jonas T. McBride              | 713-784-8211 |



**UNIVERSITY OF HOUSTON**  
**MASTER CONTACT LIST**  
**Job Order Contracting**

|   | Job Order Contractor                 | UH JOC Representative | Primary Contact | E - Mail Address   | Telephone    |
|---|--------------------------------------|-----------------------|-----------------|--|--------------|
|   |                                      |                       |                 |  |              |
|   | <b>General Contractors</b>           | James Norcom          |                 |  |              |
| 1 | Vaughn Construction                  |                       | Mike Simpson    | <a href="mailto:msimpson@vaughnconstruction.com">msimpson@vaughnconstruction.com</a> | 713-243-8300 |
| 2 | Horizon Group International          |                       | Al Kashani      | <a href="mailto:aakashani@aol.com">aakashani@aol.com</a>                             | 713-660-8282 |
|   |                                      |                       |                 |  |              |
|   | <b>Flooring Specialist</b>           | N/A                   |                 |  |              |
| 1 | ACS Flooring                         |                       | Joe Carmichael  | <a href="mailto:jcarmichael@acsflooring.com">jcarmichael@acsflooring.com</a>         | 713-682-0202 |
|   |                                      |                       |                 |  |              |
|   | <b>Asbestos and Mold Remediation</b> | N/A                   |                 |  |              |
| 1 | Inland Environments                  |                       | Jed Landrey     | <a href="mailto:jed@inlandenvironments.com">jed@inlandenvironments.com</a>           | 281-354-7500 |
|   |                                      |                       |                 |  |              |



# ***FINISH LINE – THE END!***

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Please direct questions/comments to:

Rhoda Daniels,  
Director of Project Accounting & Contracts,  
Ext. 3-2294