MEMORANDUM

TO: Chancellors

FROM: Vassilis L. Syrmos, President for Research and Innovation

SUBJECT: Execution of Off-Site Construction or Renovation Projects through the Research Corporation of the University of Hawai‘i (RCUH)

Pursuant to the Research Corporation of the University of Hawai‘i (RCUH) Policy 2.209, Construction Contracts, the respective UH campus facilities office will “oversee the IFB process for construction services [and] instruct RCUH to execute a construction contract upon vendor selection.”

To simplify and standardize this notification to RCUH regarding off-site construction or renovation projects, we ask that you use the attached memorandum template. The purpose of the memorandum is to inform RCUH that the School/College/Research Unit has engaged their campus’ facilities office to assist in the planning, procurement and management phases of extramurally funded construction or renovation projects. It is not intended to be a request form to your campus facilities office. Thus, it should be prepared after the necessary actions have been performed and arrangements have been made.

This memorandum provides assurance to RCUH that your School/College/Research Unit (through its Technical Representative if one is available), with the campus facilities office’s assistance, will be responsible for construction project management, fiscal management, and other related compliance requirements. Unless a memorandum is submitted to RCUH, RCUH will not process any procurement documents or contracts for the subject extramurally funded construction or renovation project.

Should you have any questions regarding this matter, please contact me at (808) 956-5006. Thank you for your attention to this matter.

Attachment

c: David Lassner, President, UH
Vice Presidents
Sylvia Yuen, Executive Director, RCUH
DATE [Month, Day, Year]

MEMORANDUM

TO: [Name]
   Procurement and Disbursing Manager, RCUH

VIA: [Name of campus facilities office lead]
     [Title, Campus]

VIA: [Name of Dean/Director]
     Dean/Director, [School/College/Research Unit]

FROM: [Name of Principal Investigator]
      [School/College/Research Unit]

SUBJECT: [Project Description; Award Name, Grant or Contract Number (Sponsor)]

BACKGROUND:
   [Provide brief description of project.]

SPECIFIC ACTIONS:

1. The [campus facilities office] has reviewed the scope of work for this project which was provided by the [School/College/Research Unit]. A professional services procurement was conducted and a consultant was selected by the [campus facilities office] on [Month, Day, Year of selection].

2. The [campus facilities office] has determined that [Name, Title] has the sufficient expertise to serve as Technical Representative for both the design (if applicable) and construction contracts related to the subject project. [He/She] is qualified, in consultation with the [campus facilities office] as needed, to review and monitor the plans and construction work. [Name of Technical Representative] is authorized to accept the final plans and construction work. [School/College/Research Unit] will provide a set of final documents to the [campus facilities office] for its records.

3. The [campus facilities office] will assist the [School/College/Research Unit] in the administrative aspects of this project as needed, including the Request for Proposal, cost or price reasonableness, advertising, contractor licensing, certified payroll, etc. and correspond with the [School/College/Research Unit] and RCUH as needed.

4. The [campus facilities office] requests that the consultant obtain “all permits that are required and necessary.”

If there are any questions, please contact [Name, Email, Phone Number].

c: [Name], Director of Finance, RCUH
   [Name of Fiscal Administrator, School/College/Research Unit]
   [Name of Technical Representative, School/College/Research Unit]
   [Name of Architect]
   [Name of Project Manager]