

PD&E-Value Added Services

“PD&E Accepts Responsibility On All Projects We Administer”

Project Phase: PLANNING

Representation at Campus Planning	Representation at BOR/HED/SBOF
Analysis & Coordination – Space Management	Design RFP Development & Architect Selection
CADD Drawings of Existing Space	Project Scope & Estimating

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Project Phase: DESIGN

Delivery Analysis	Design Standards
Design – (On-Call PSC/RFP) Construction - (In-House/ JOC/Design-Build/Bid)	Construction RFP Development
CADD drawings of small remodels	Analysis of Existing Utilities
Environmental/Safety Review	Code Consultant
Permits & Wage Rate Determinations	Design Contract Administration

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Project Phase: CONSTRUCTION

Contractor Selection	Contractor Oversight
Construction Contract Administration	Change Order Management
Expansion of Existing Utilities	Integration into NMSU Keying System
Integration with Niagara (software program monitoring & management of NMSU’s energy use)	Warranty Period Administration (1-year)

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Project Phase: CLOSEOUT

**Filing of As-Built Drawings in
CADD Record System**

**Digitizing of O&M Manuals &
Warranty Information**

**Update of NMSU Facilities
Condition Assessment**

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Project Support: Administration & Accounting

Grant Applications	Feasibility Studies
Periodic Audits (i.e. contracts, projects)	Project Challenges
Data Entry of All Contracts & Change Orders	Monitor/Obtain All Necessary Approvals
Delivery of Purchase Orders to All Parties	Liaison Between Vendor, Purchasing and PM's
Invoice Coordination/Processing (A/P)	Reporting – Internal/External