

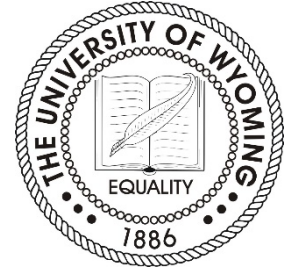
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# UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Design, Construction, and Naming of Buildings

**Number:** UW Regulation 6-1

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## I. PURPOSE

To establish the guidelines for approval of design, construction, and naming of University buildings.

## II. POLICY

The selection and employment of architects for the design of all buildings of the University, the adoption of plans, specifications, and details for the construction of such buildings, and the receiving of bids and awarding of contracts for design and construction of buildings shall be a function of the Board of Trustees upon recommendation of the Vice President for Finance and Administration or designee. Through the Vice President for Finance and Administration or designee, the Trustees shall maintain general supervision over the construction and equipping of all University buildings.

Names of buildings shall be selected by the Trustees. No building shall be named after any person actively connected with the University at the time. See UW Regulation 12-2 (Naming of University Facilities, Programmatic Units, and Funded Academic Honors).

## III. CHANGE ORDERS

The Vice President for Finance and Administration or designee is authorized to approve change orders for non-capital construction or major maintenance projects up to \$50,000. However, in no event shall the cumulative total of all changes orders for each non-capital construction or major maintenance project result in an amount that exceeds \$75,000 without Board of Trustees approval.

Approval of Change Orders for capital construction projects shall comply with UW Regulation 6-9 (Project Development Policy and Procedure for UW Capital Construction Projects). All change orders will be reported to the Trustees.

## IV. PERFORMANCE AND PAYMENT BONDS

A. A faithful performance bond and a labor and materials bond, or other form of guarantee in accordance with requirements set forth below, shall be required for the construction, major maintenance or renovation to any University building or structure or for any

public work or improvement when the contract price exceeds \$7,500. The bond or other form of guarantee shall be provided by the Contractor to the University after award of the contract but prior to any work commencing under the contract (W.S. 16-6-112). All bonds shall meet all Wyoming statutory requirements, be filed with the contracting department of the University, and be approved by the Office of Risk Management or designee.

**B. Bonds shall be set in the following amounts:**

1. For all new construction, the contractor shall submit a performance bond equal to 100% of the contract amount, including as amended by change order, and a labor and material (payment) bond equal to at least 50% of the contract amount, including as amended by change order. The amount of the performance bond, on a case-by-case basis, may be approved in an amount less than 100% of the contract amount if authorized by the Vice President for Finance and Administration, but in no case may the amount fall below 50% of the contract amount.
2. For any other construction-related work or other work falling under W.S. 16-6-112, the Vice President for Finance and Administration may set the amount of the performance and payment bonds sufficient to protect the University's interests but in no event in an amount less than 50% of the contract amount, including any changes to the contract amount as amended by change order.
3. For projects between \$7,500 and \$150,000, the University may accept other forms of guarantee other than a bond, upon approval by the Vice President for Finance and Administration and when determined to be in the University's best interests. Accepted forms of guarantee may include, but are not limited to: a check, agreed upon partial or delayed payments by University, or additional retainage to be held by the University. Other forms of guarantee must also meet all Wyoming statutory requirements and be filed and approved by the University.

C. The University may also require performance bonds in other types of contracts, such as material and services contracts, in order to protect the University's interests. The amount for the performance bond shall be determined by the contracting department and approved by the Manager of Procurement and Payment Services in consultation with the Office of General Counsel.

**V. ENERGY MANAGEMENT**

The University shall ensure that it adheres to energy conservation and management through its design standards.

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**Responsible Division/Unit:** Division of Administration

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** UW Regulation 12-2 (Naming of University Facilities, Programmatic Units, and Funded Academic Honors)

**History:**

Trustee Regulation X. Physical Plant; adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 9/12/2014 Board of Trustees meeting  
Reformatted 7/1/2018: previously UW Regulation 2-1, now UW Regulation 6-1  
Revisions adopted 9/14/2018 Board of Trustees meeting

UW Regulation 1-102(I)(B) adopted Minutes of the Trustees, September 14-16, 2006  
Revisions adopted 7/16/2015 Minutes of the Trustees  
Revisions adopted 9/10/2015 Minutes of the Trustees  
Revisions adopted 1/21/2016 Minutes of the Trustees  
Revisions adopted and moved to UW Regulation 6-1 on 9/14/2018 Board of Trustees meeting

UW Regulation 1-102(I)(N), Attachment D adopted Minutes of the Trustees, July 17, 2014  
Revisions adopted and moved to UW Regulation 6-1 on 9/14/2018 Board of Trustees meeting

University Regulation 32; adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 9/12/2014 Board of Trustees meeting  
Reformatted 7/1/2018: previously UW Regulation 2-32, now UW Regulation 6-2