

1985 LECTURE SERIES ON THE UNIVERSITY STRUCTURE AND  
ADMINISTRATION

THE ROLE OF PHYSICAL PLANNING & DEVELOPMENT IN THE  
ADMINISTRATION OF THE UNIVERSITY ( 21TH JULY, 1985 )  
BY GODSON ANYA, DIRECTOR OF PHYSICAL PLANNING AND  
DEVELOPMENT.

1. The Director of Physical Planning and Development is responsible to the Vice-Chancellor for action, either personally or through subordinate staff, in the following areas:
  - (i) Liaison with the Director of Academic Planning and Development to ensure close co-ordination of the academic and physical aspects of planning.
  - (ii) Advising on the University's needs for acquiring land.
  - (iii) Advising on the evaluation of consultants for registration.
  - (iv) In liaison with the University's consultants, planning site layouts, landscaping and the physical development of the University generally, including all major buildings and infrastructural facilities, and their costings, and advising the appropriate University bodies on these.
  - (v) In conjunction with users, carrying out or arranging individual designs, costings and contract documents up to the award of contract stage.
  - (vi) Liaison with the Director of Works for the Estate Department's execution or supervision of building and related works and to obtain progress reports from him.
  - (vii) Liaison with the Director of Works on the planning of maintenance arrangements for infra-structural services and buildings.
  - (viii) Submitting periodical progress reports and other information and advice as may be required from time to time.
  - (ix) Review of annual capital estimates proposals and longer term projections, within financial limits as advised by the Bursar, and liaison with the Bursar over capital funding.
  
2. The Capital Development of a new University is enormous. Master Planners put the amount in Million of naira. This is a considerable proportion of the resources of any nation, and is one of the most positive indicators of the commitment of the Federal Government to the development of higher education in the country.

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Nigeria has 19 Universities at varying stages of academic and physical development. These Universities themselves cost the country an enormous amount of money to build and maintain.

Federal University of Technology, Owerri is one of the new Universities being planned under the auspices of the National Universities Commission, acting as the funding and the co-ordinating agency.

The National Universities Commission, in co-operation with the Universities have set consistent standards for the University development in the subjects of environment, design and construction, services, space standards, cost limits, furniture and equipment. Universities are requested to comply with the standards.

The Physical Planning Unit is the University Construction Unit. In support of and in addition to this basic mission, Physical Planning Unit executes University design and construction other than maintenance and repair; supervises and inspects infrastructure programs, conduct master planning and engineer studies, recommend policy and provides assistance in negotiations of University - to - Consultants agreements dealing with engineering matters; provides engineering services to all University sections upon request; and maintains a capability and readiness to execute contingency plans.

### 3. RELATIONSHIPS WITH CONTRACTORS:

On a direct contract the contractual relationship is directly between the University and a contractor.

In general, two types of construction contract are applied:

- (a) negotiated contracts resulting from a request
- (b) formally advertised contracts.

Both methods provide for competitive procurement.

Negotiation provides an opportunity to examine the contractor's organisation and his detailed bid price in order to insure responsive pricing and adequate performance capability.

Experience has shown that it is in the best overall interest of the University to utilise reliable, competent contractors; to pay them a fair and reasonable price; to supervise their work closely; and to assist and cooperate with them in accomplishing the work. The University does not attempt to negotiate a contract price so low that an unsuspecting or unfortunate contractor would suffer financial loss.

On the other hand, neither are excessive profits allowed. When changes are issued during the course of the construction which were not covered by the contract price and/or time adjustments, they are negotiated fairly. Only through a reputation of fairness and competence can the University obtain qualified contractors who will produce the high quality of work required.

4. FINANCIAL MANAGEMENT:

(i) Source of Funds. APPROPRIATED GOVERNMENT FUNDS:

Both the design and construction costs of major projects accomplished in the University are financed directly through the NUC. Major construction includes: Academic Buildings, Roads/Drainage, Staff Houses, Administrative Building etc.

(ii) Payment Processing: The University is an Educational Organisation and has its own accounting office that is charged with disbursing the finances.

(iii) Fund Control:

The prime concern is to insure that projects accomplished by the Consultants do not exceed approved programmed amount. The fund control is accomplished through current working estimates (CWE), The CWE represents all of the costs that will be incurred for the completion of a project and includes the construction contract, the supervision and administration (S&A), any engineering and design during construction (EDC) equipment, any other services needed to accomplish the project and, in the case of those projects accomplished by in house - personal, their travel allowances, equipment rented and salaries for Labour Service Personnel. Once the CWE is established, all commitment documents are compared to it prior to processing for later obligations. The CWE follows the project through each of its steps as it progresses through planning, design, contract award, and construction and is continually updated until the project is finally completed. In effect, the CWE allows a look, during any stage of a project at the total anticipated costs compared to the available funds. The CWE also provides the University Accounts Department with a check to insure that funds are not committed for a project over the amount shown for that item in CWE.

5. The contribution of the Physical Planning Unit could be summarised to incorporate:

- (i) Engineering: The Unit provides technical assistance in areas such as master planning, environmental projects, estimating, project formulation and budgeting review and analysis.
- (ii) Project Management: Project Management is the process whereby an individual is responsible for planning, organizing, co-ordinating, directing and controlling the combined efforts of functional staff and contract services to accomplish a project objective. It is the integrated management of a specific project on a systems basis.
- (iii) Programming and Reports: This includes periodic reports to NUC, acceptance of projects and co-ordinate all activities of the University design program as they relate to financial matters. Insuring that projects are properly funded.
- (iv) Construction Supervision: The execution of the operational contract and on-site supervision and administration of the construction work.
- (v) Related land use: Maintain an Inventory of land uses within the boundaries of the University so that later in the planning process the feasibility of expansion or relocation can be determined.

