



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 61.28: Construction Projects Costing Less than \$1 Million and Renovation Projects Costing Less than \$2 Million

DATE: March 29, 2011

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish the submittal, review, design, and construction process for new construction projects costing less than \$1 million and renovation projects costing less than \$2 million. This OP applies to all university users (academic, administrative, and auxiliary) to ensure projects comply with campus standards, life safety codes, accessibility, and building codes. This OP also complies with administrative procedures as mandated by the state Legislature and the Board of Regents.

REVIEW: This OP will be reviewed in February of odd-numbered year by the managing director of Physical Plant with recommended revisions forwarded through the associate vice president for operations to the chief financial officer/vice president for administration and finance.

POLICY/PROCEDURE

1. General

The overall process for requesting a construction project costing less than \$1 million or a renovation project costing less than \$2 million is illustrated in Attachment A. The flow diagram illustrates the process for project requests from submittal to construction.

a. Customer Project Request

A Customer Project Request (Attachment B) is a formal request for work requiring planning and/or design and may involve multiple shops for in-house or contract accomplishment and is used to request construction projects costing less than \$1 million or renovation projects costing less than \$2 million. Projects exceeding these amounts should be submitted to Facilities Planning and Construction (FP&C).

b. Funding Responsibility

It is the responsibility of the requesting department to determine availability of funds for initiation of a project. Typical funding sources are:

- (1) Outside grants, donations, and contributions;
- (2) Department appropriated funds; and
- (3) Funds allocated by the Facility Allocation Council.

2. **Customer Project Request Preparation and Processing**

The requesting department submits a *Customer Project Request* form to Building Maintenance and Construction (BMC) Work Control when requesting building alterations, major repairs, minor construction/renovation, and repair/installation of departmental equipment costing less than \$1 million for construction and less than \$2 million for renovation.

- a. Departments will not perform self-help work projects involving campus buildings such as modifications, construction, painting, or cable installation unless the request is approved using the *Customer Project Request* form, in accordance with OP 61.35. Any self-help project accomplished without proper approval will be brought to the attention of the provost/senior vice president for academic affairs, appropriate vice president, associate vice president, dean, and/or department chairperson.
- b. The requesting department completes Section I of the *Customer Project Request* form and submits it to BMC via online request, e-mail, hand carry, or Mail Stop 3142. The source of funds (chargeable FOP) must be provided on the *Customer Project Request* form.

Customer Project Requests may be filled out online at www.physicalplant.ttu.edu Physical Plant home page. The request is received by all Work Control staff and the requestor will receive an e-mail copy of the submitted request.

3. **Building Maintenance and Construction Customer Project Request Processing Procedures** (see Attachment A)

- a. The BMC Work Control Section of the Physical Plant manages *Customer Project Requests*. Initial screening and reviews by BMC management determine whether a project scope meets the cost limitations. The requesting department will be advised to contact FP&C when the estimate is projected to exceed the cost limitations noted in section 1.a.
- b. Projects meeting the cost level limits will be retained by BMC and assigned a project number.
- c. A memo will be e-mailed to the requesting department providing project number and processing status. Depending on scope of the project, the *Customer Project Request* will be sent directly to the Estimating Shop or Physical Plant Engineering Services (PPES) for scope development, specification clarification, and program estimates.
- d. Environmental Health and Safety (EH&S) will review all requests for asbestos, fire, safety, and environmental implications. Any costs for sampling required by EH&S will be added to the project cost. The requesting department will pay the cost of sampling, regardless of the final project status. Notification will be sent to the requester after each phase. See Attachments C and D.

4. **Preparation of In-House Projects and Program Estimates**

- a. In-house Estimates

Projects that are clearly defined and do not require extensive design effort are sent directly to the Estimating Shop. The assigned estimator will work with the requester to develop an estimate for the project.

- (1) The BMC Work Control Section will compute the value and consolidate all separate estimates into a final project estimate.
- (2) BMC will address a memo to the requesting department providing an estimate and the chargeable FOP specified on original *Customer Project Request* asking for approval to proceed (see Attachment C).

b. Physical Plant Engineering Services Program Estimates

When a project request involves facility renovation, modification, construction, or interior finishes (carpet, wall covering, window blinds, and/or drapes), BMC will forward the *Customer Project Request* to Physical Plant Engineering Services.

- (1) The requester will be contacted by a Physical Plant Engineering Services project manager to clearly define the scope of the project and to ensure the customer understands that the project must meet all university standards and legislated and mandated requirements.
- (2) When a possibility exists that asbestos may be present, the project manager will contact Environmental Health & Safety to perform an asbestos survey.
- (3) Design for projects that are within the capability of BMC shops will be forwarded to BMC Work Control Section for in-house estimates.
- (4) If an outside architect/engineering firm is required to obtain an initial program estimate, the project manager will contact the requester to request funding for architect/engineering support.
- (5) Physical Plant Engineering Services will assume management of projects designed and accomplished by contract. The assigned project manager will send a memo to the requesting department advising of the scope and cost estimate (including final design and construction costs). A copy of the memo will also be forwarded to BMC Work Control to place in a suspense project folder.

5. Obtaining Project Approval and Funding Authorization

- a. Upon receipt of the *Customer Project Request* estimates, the department supervisor should take appropriate action and return the information as soon as possible to BMC or Physical Plant Engineering Services, Mail Stop 3142.
- b. Due to rapid changes in the costs of materials and labor, departments will be given a maximum of 60 days to approve and verify funding or disapprove the project.
- c. Initial estimates provided for requested work are “shotgun” or “ballpark” costs only and should not be construed as firm price quotations. Actual costs may be higher or lower, depending upon final design and firm estimates. The requester will be advised should final estimates exceed original estimates. Final billing will be for actual costs incurred and not the original estimates.
- d. When Building Maintenance and Construction receives approval from the requester a construction FOP will be established through the Physical Plant Business Office if the cost

estimates exceed \$10,000.00. If the cost estimate is less than \$10,000.00, funds will be encumbered by BMC Work Control. Requests for changes to the project will be required in writing from the department approving authority. Extra charges or credits will be reflected in the final project billing.

6. Project Accomplishment/Construction

Depending upon urgency, project scope, and source of the final estimates, work may be accomplished by one of two methods:

a. In-House

Projects accomplished by Building Maintenance and Construction shops:

- (1) The Work Control Section will establish an estimated start date based on availability of labor, expected time required for obtaining necessary materials, and notification that the construction account is in place.
- (2) The requesting department will be notified of the estimated start date via memorandum. Depending upon availability of materials and labor hours, most projects should be started within 45 days after approval. Processing time for establishing the construction account number also affects estimated start date. No materials or labor can be expended on the project until the construction account number is received.
- (3) If the estimated start date has or will be exceeded, BMC Work Control will notify the requester of the new start date.
- (4) When the project is completed, a BMC representative will contact the requester for review of completed work and final costs. A *Quality Control Form* will be left with the requester or project manager to complete and return to the director of Building Maintenance and Construction, Mail Stop 3142.

b. Contracted Projects (bid or job order contract)

Projects requiring final design documents and accomplishment by outside contractors will be administered as follows:

- (1) Upon notification by the requesting department that funds are available, the project manager will notify the architect/engineering firm to proceed with final project design for contract accomplishment.
- (2) The project manager will coordinate all contract bidding procedures with the Office of Contracting or job order contract administrator. Depending on the size of the project, approximately six weeks may be required to advertise, bid, and award a construction contract to meet state purchasing regulations. If it is determined to use a job order contract, the approximate time to award notice to proceed is approximately 45 to 60 days from date of approval, depending on the scope of the project.
- (3) The project manager or job order contract administrator will monitor work performed by contract and will serve as primary contact throughout a project's construction and warranty phases.

- (4) When the project manager or job order contract administrator determines that the project is substantially completed and an acceptance date established, the project manager or job order contract administrator will schedule a formal project closeout meeting to be attended by the contractor, architect/engineering firm, required university entities, and the requesting department.

Attachment A: Customer Request Flow Chart

Attachment B: Customer Project Request

Attachment C: Customer Project Request Approval/Disapproval Memorandum

Attachment D: Customer Project Request Status Memorandum
