

Many Schools and Centers use the Operations and Maintenance Small Projects Group (O&M SPG) for their smaller projects around campus, and use the Design and Construction Management Group (D&C) for their larger projects. This memo is intended to clarify for Schools and Centers the criteria for the initiation and management of projects by O&M SPG or by D&C.

Criteria for Management of Small Projects by O&M SPG

- 1) O&M SPG generally manages projects up to \$100,000.
- 2) O&M SPG may manage projects with an anticipated value between \$100,000 and \$250,000, but only with advanced approval of the Executive Director of Operations and Maintenance in advance of initiation as a small project.
- 3) O&M SPG may manage phased projects when the total value of all phases will not exceed \$250,000 in a given fiscal year provided advanced approvals are received, as noted above.
- 4) Schools and Centers are not permitted to hire architects or engineers directly without the approval of the Office of the University Architect. Schools and Centers are permitted to hire architects or engineers in the execution of small projects such as small feasibility studies (no schematic design) or limited space planning studies for areas less than 5,000 GSF as required to develop project cost estimates. Any proposed modifications to electrical, mechanical, or fire protection systems must be reviewed by the Office of the University Architect (or Principal Planning Engineer, as appropriate.)
- 5) O&M SPG may manage projects for which the services of an Architect or Engineer are required. However, these projects should be of limited scope and complexity, as determined by the Director of Facilities Trades.
- 6) O&M SPG may manage projects which include minor modifications or renovations to existing facilities, routine maintenance work, or replacement of aging equipment. Routine maintenance projects include the following:
 - a) In-kind replacements such as sinks, bathroom fixtures, casework, shelving, and the like.
 - b) Finish improvements such as painting, flooring, ceilings, or lighting improvements.
 - c) Repairs or service to existing equipment.Routine maintenance projects do not include the following:
 - a) Bio-safety or fume hood replacements.
- 7) Requests for exceptions to any of these criteria must be submitted to the Director of Facilities Operations and approved by Executive Director of Operations and Maintenance and the Executive Director of Design and Construction.

Criteria for Management of Projects by Design and Construction Capital Projects

- 1) D&C generally manages projects of greater value and complexity. However, project cost shall not be the primary consideration.

- 2) D&C shall manage projects with an anticipated construction cost of less than \$100,000 if they are not eligible for management by O&M SPG as defined in the section above.
- 3) D&C must manage capital projects when the project cost is equal to or exceeds \$250,000, or any project on a School and Center capital plan.
- 4) D&C will generally manage projects for which the services of an Architect or Engineer are required due to life safety concerns, complexities such as mechanical, electrical, plumbing, building controls, fire protection, fire alarm, or other utilities integration with existing building equipment, or comprehensive space planning or master plans involving more than 5,000 GSF.
- 5) Requests for exceptions to any of these criteria must be submitted to the Director of Design and Construction and approved by the Executive Director of Operations and Maintenance, the Executive Director of Design and Construction, and the Office of the University Architect.

Implementation Process for O&M SPG

Projects which schools and centers would like to execute through O&M SPG shall be initiated as follows:

- 1) Customer shall submit a web request using the FRES Computerized Maintenance Management System (CMMS) for project initiation.
- 2) The O&M SPG estimator will develop an estimate and submit it to the customer for approval. A copy will be submitted to the Area Manager.
- 3) The School/Center will provide a budget code and written "authorization to proceed" to the O&M SPG estimator.
- 4) The O&M SPG estimator will submit the "authorization to proceed" to the Director of Facility Trades for approval. The O&M SPG estimator and Area Manager will be copied on all approvals.

Implementation Process for D&C Capital Projects

There is no change in the way in which D&C projects are initiated or will be managed. However, the D&C has recently implemented several changes which are intended to enable these projects to proceed more expeditiously. These changes include the following:

- 1) D&C and the Office of the University Architect have refined the project initiation and Program One set-up process. Schools and Centers are responsible for insuring that signed capital needs statements are received by BOTH their Director of Design and Construction representative, and by Cecily Swisher in the Office of the University Architect. Once received, the project will be initiated within 3 business days of receipt.
- 2) Once initiated, the project will be assigned a project manager and a program code will be requested from central administration. D&C Project Accounting Group has reviewed this procedure with the Office of Comptroller and has agreed that the program code will be assigned within 3 business days of the request.

- 3) If projects require more expeditious set-up, S&C's should notify the appropriate Director of this urgency so that the Director and assigned project manager can help to expedite the process.
- 4) Upon receipt of the program codes, the Project Manager will set-up the project budget and request certification from the School and Center. Upon receipt of this certification, funding will be available for beginning work on the project.
- 5) D&C has completed discussions with the Office of General Counsel, the Office of Audit and Compliance, and Purchasing Services to enable the use of the University's standard Purchase Order to be used for construction work where the base value of the work is anticipated to be up to \$250,000, with change orders up to \$50,000. This will allow D&C to typically issue these Purchase Orders within 5 business days of initiation.
- 6) D&C is working on policy revisions which would allow Architects and Engineers to be selected for work without the traditional bidding and negotiation processes. These revisions have yet to be implemented, but are intended to allow Design work to proceed on a term contract under pre-negotiated hourly services payment terms for a limited scope of work, or via a master contract agreement basis whereby the base terms and conditions of the contract are negotiated separately in advance of the award.