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## **SLCC FACILITIES SERVICES REMODEL/CONSTRUCTION PROCESS (STATE FUNDED)**

### **1. Pre-Design**

- a. Request
  - i. Department head will submit a Fix-it request for remodel.
  - ii. Fix-it will submit the work order to the Director of Planning's log.
  - iii. Request will be reviewed bi-monthly in the Directors meeting.
  
- b. Cabinet approval for SLCC funded projects
  - i. Director of Planning and Design meets with VP of Business Services to brief.
  - ii. VP of Business Services presents to Cabinet.
  
- c. *If a DFCM Project: capital improvement, or agency funded MOU*
  - i. Get DFCM approval (For any project over \$100K)
  
- d. Design Scope - Programming
  - i. What is Involved
    - 1. Preliminary scope
    - 2. Categorize project as:
      - a. New construction
      - b. Remodel
      - c. Addition
      - d. Upgrade
      - e. Maintenance (W/O)
  - ii. Who is affected
    - 1. Director of Planning & Design or Director of Construction
    - 2. Requesting department
  - iii. Estimated budget amount/CFS (Ref 2 Design ii)
    - 1. Price per square foot
    - 2. In-house crafts
    - 3. Contingency
    - 4. Estimated design/construction/completion date
    - 5. FF&E
    - 6. IT & A/V
    - 7. Plan Review & Inspections
    - 8. Carpet
    - 9. Security
    - 10. Hazmat
    - 11. If over \$250K, add DFCM management fees (\$150 Mon.)
    - 12. All DFCM/MOU projects must include DFCM legal Insurance, Builder's Risk & Inspection
    - 13. Assign PM & Provide project description and documentation
    - 14. Transfer funds to project account from estimated amount

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15. Moving costs
  16. Ongoing costs
  17. Department equipment
  18. Soft costs (A&E, contingency, inspections, plan review I.T, A/V, Hazmat Survey & Abatement, FF&E)
  19. FF&E furniture, fixtures & equipment
  20. Consultant's fees
  21. Access
  22. Maintenance
  23. Signage
  24. SLCC Carpenter Installed Items (Toilet Accessories, White Boards, etc.
  25. Hazmat Survey & Abatement
- iv. Review for in-house design or contract out
  - v. Get Requestor's Signature Approval and Index.
- e. Inform requesting department on decision
  - f. Complete AE Request application using approved state vendors

## **2. Design**

- a. Assistant Planner and Administrative Assistant of Director of Planning
  - i. Establish facilities project number, funding source, obtain index for transfer of funds to facilities account. Verify if MOU request was submitted if over \$100K
    1. Assistant Planner and Administrative Assistant of Director of Planning provide completed set up package to assigned project manager
    2. Project Manager to set up CFS financial summary
  - ii. Set-up budget unless DFCM handles (requesting department pays consulting/all project costs)
  - iii. Design project with requesting department and Director of Plant O&M, Director of Construction and Director of Planning & Design
    1. Those involved:
      - a. Master Planner
      - b. Architect
      - c. Project Manager
      - d. Interior Designer
      - e. Facilities Accountant
      - f. I.T.
      - g. A/V
      - h. Requested/impacted departments
      - i. Craft & Trade Leads

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j. Fire Marshall

- iv. Designer - Write scope – develop program document
  - 1. Include SLCC and DFCM design standards
- v. Provide drawings and specifications
- b. Director of Plant O&M & Director of Construction & Director of Planning & Design
- c. Bring all parties that review i.e. Craft, Plant, Fire Marshal, Hazmat, Requesting Department
  - i. Review drawings and specifications
    - 1. Schematic design, design development docs, construction and bid documents
      - a. Sign-offs to consist of the following:
        - i. Requesting department
        - ii. Project Manager
        - iii. IT/AV
        - iv. Plumbers
        - v. Interior Design
        - vi. Hazmat
        - vii. Electricians
        - viii. Carpenters
        - ix. Locksmith
        - x. Sign Shop
        - xi. DFCM
        - xii. Fire Marshall
        - xiii. Access & Space Manager (Room Numbering)
      - 2. Incorporate review comments provided by group in section “a” above
  - ii. Code Review
    - 1. Hazmat, survey & abatement
    - 2. Send construction documents for building code review
  - iii. Coordinate Utilities with Assistant Planner for furniture and personnel moves

**3. Bid Project**

- a. Project Manager gives to Purchasing
  - i. Bid documents and requisitions
  - ii. Pre-bid meeting and walk-through
- b. Official acceptance of bid costs by department
- c. Awarded if under Budget

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#### **4. Construction**

- a. Award and begin
  - i. Award contracts
  - ii. Pre-construction meeting
  - iii. Schedule
- b. Project Managers
  - i. Project notification & update to impacted parties:
    - 1. Building
    - 2. DRC
    - 3. Public Safety
    - 4. Faculties
    - 5. Event Planning
    - 6. Risk Management
    - 7. Site Coordinator
  - ii. Keep communication open throughout
  - iii. Construction progress meetings
  - iv. Punch list including trade and crafts walk through
  - v. Create Punch list
  - vi. Coordinate Inspections
  - vii. Manage budget and contract throughout course of project
  - viii. Commissioning
- c. Project Close Out
  - i. Verify scope is complete
  - ii. Involve department & facilities crafts/heat plant to ensure expectations are met
  - iii. Punch list completion
  - iv. Archive – send to SLCC Architect
    - 1. Project archive (Electronic) files to consist of:
      - a. Architects files (Revit & AutoCAD)
      - b. Project Managers files (PR's, CO's, Addenda, ASI's, Sketches, Correspondence, Pictures, Updated CFS, Inspections, CofO, Submittals, Pay Apps, Project SF Cost Totals, Substantial Completion
      - c. Specifications
      - d. Record drawings (As-builts)
      - e. O & M manuals
      - f. Equipment and manufacturers warranties
      - g. Provide final site & floor plans to Access & Space Manager, and Design Tech
      - h. Provide Crafts & Heat Plant O&M and Submittal Data.
      - i. Archive Submittal Samples & Data
  - v. Sprocket
    - 1. Project Manager to update project work order
    - 2. Input all equipment into Sprocket with PM schedules set up
    - 3. Barcode all equipment that requires preventative maintenance

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## **5. Substantial Completion**

- a. Certificate of occupancy by AHJ
- b. State Fire Marshal/SLCC Fire Marshal approval
- c. Final close-out SLCC documents
  - i. Final pay request approved
  - ii. Move-in
- d. DFCM project check list completed and signed
- e. Lessons learned
- f. 1 year warranty walk-through with stakeholders and contractors uploaded to Master Schedule
- g. Warranty paperwork and all PM files into archives
- h. Closeout Funding. Facilities Accountant to Reconcile CFS with Banner, and verify that all IDB's completed
- i. Update/close out Sprocket project work order
- j. File electronic project records at central cloud storage location