Baylor University

Facility Improvement and Capital Project Process and Procedures

As of Feb 11, 2022

Upon receipt of a properly submitted <u>Project Request Form</u>, the Facilities Management (FM) Department will proceed in the following order. For projects falling under the purview of the Provost, the Vice Provost for Administration and Operations and/or the Assistant Vice Provost for Research (OVPR) will be involved.

1. **Project Planning & Evaluation**
   Timeframe: Anticipate several weeks for projects < $50K. For projects > $50K [e.g., major renovations, complex projects, and lab build outs], it may take several months

   a. FM will host a meeting with the User Group Project Requestor and other stakeholders as applicable
   b. FM may create a schematic drawing <u>or</u> if an architectural firm is required due to the complexity or scope of work, the Project Requestor will be notified
   c. Space utilization and efficiency will be evaluated, and alternative solutions may be considered or proposed
   d. A ROM (rough order of magnitude) budget estimate will be provided to the Project Requestor
   e. Projects anticipated to be > $50K must be approved by the ISSG (Institutional Space Support Group) and the CAPG (Capital Asset Planning Group) before #3 project development and design commence
   f. If the User Group concurs with the ROM budget and general scope, project moves forward

2. **Project Approval: Institutional Space Support Group (ISSG), Capital Asset Planning Group (CAPG), and the Board of Regents**
   Note: Required for projects estimated at >$50K

   a. ISSG Meetings (Timeframe: The ISSG meets quarterly or as needed)
      i. User Groups or the Project Requestor may be asked to support their project request at the ISSG meeting
      ii. The ISSG will evaluate the general scope of the request, alignment with Baylor University Standards, ROM budget, historical data, classroom utilization, enrollment, growth of the department/program, and other factors as appliable to the specific request
      iii. Evaluation process will be in direct support of the strategic plan and may include comparisons to peer institutions
      iv. ISSG will assess the User Group's financial resources and see what monetary contribution can be put toward the project and determine what methods or opportunities are available to fund the project if funding has not already been appropriated
      v. Other considerations will include the overall financial aspect, implementation, and maintenance costs, evaluation of limiting factors related to building, and possible use of lease space in lieu of new construction
      vi. If approved, ISSG will present the project as an <u>Initial Request</u> to the CAPG

b. CAPG Meetings (Timeframe: The CAPG meets quarterly or as needed)
   i. User Groups or the Project Requestor may be asked to support their project request at the CAPG meeting
   ii. If the Initial Request is approved, project moves forward to #3 development & design
   iii. If not approved, it's either revised and resubmitted, rejected, or put on-hold
   iv. Once development & design is complete, the ISSG provides a revised project scope and budget as a <u>Final Recommendation</u> for approval to the CAPG
   v. If approved by the CAPG, project moves forward to #4 execution & construction
c. Board of Regent Meetings
   i. Once CAPG approves a project estimated at > $5M, it must go to the Board of Regents for approval
   ii. Approval by the Board of Regents may come in phases, first for the design funding and later for the construction funding

3. **Project Development & Design**
   Timeframe: Anticipate a few months for projects < $50K. For projects > $50K, it will take longer

   a. Confirmation of funding for design must be secured by the User Group for design to commence. Note: Design costs are the responsibility of the User Group requesting the project, regardless of whether project construction & execution is approved or not
   b. A Project Manager (PM) will be assigned to the project
   c. Concept is further developed for overall size, scope, refined budget estimate, and campus impacts
   d. Any project which includes structural improvements, most mechanical, electrical, or plumbing modifications, significant architectural changes to an existing facility, or the construction of a new facility, must be designed by an architect and engineer
   e. An architectural/engineering design firm will be selected if required
   f. PM will host periodic project update meetings with User Group stakeholders, design firm, and others as applicable, to discuss design progress and details, and other issues such as schedule and budget, encountered during the design phase. Active involvement by the User Group and stakeholders during the design phase is critical

4. **Project Execution & Construction**
   Timeframe: Anticipate a few months for projects < $50K. For projects > $50K, it will take longer

   a. PM finalizes construction documents and either partners with the Procurement Office to secure contractor bids, or goes through FM's service provider contractor to execute the project
   b. A general contractor (GC) is awarded the project
   c. PM will host periodic project update meetings with User Group stakeholders, design firm, GC and others as applicable, to discuss schedule, budget and other issues encountered during the construction phase
   d. Final construction punch lists are developed by the design firm at project completion before acceptance by the PM (Note: User Groups will not develop their own punch list)
   e. Move in date is arranged and coordinated between the PM, User Group, and support entities to facilitate the move
   f. Building or space is turned over to the owner
   g. Warranty items will be submitted by the User Group as work orders to FM's service provider contractor and will be addressed as necessary