Facility Services

Procedural Guidelines

**Title:** **Capital Project Review Procedure**

**Creation Date: 8/21/2006 Revision Date:       From: Mark Hunter**

Facility Services and Facilities Planning strive to work together on capital projects to ensure that projects are constructed according to plan, spec, and campus standard, and are within the limitations of a budget and schedule. As part of that effort, the following procedure has been developed, as detailed on the **Capital Project Review Matrix** (attached). It details the review process for each step of project design, specifies who will perform those reviews, and identifies what documents are involved.

This procedure is intended to:

* Make sure all stakeholders get input into projects at the appropriate time.
* Make sure all comments are incorporated in the plans and specs or responded to by the architect or engineer.
* Ensure that all comments and responses are documented and trackable.
* Ensure that campus standards are incorporated at the earliest stage possible.
* Help projects stay on schedule and budget by reducing change orders.

# Plan and Spec Review:

The Project Manager (PM) on each project will be the primary person responsible to schedule and coordinate these reviews, gather comments, and keep a log of their disposition. Reviews will begin at programming and will include every stage of design documents through the issuance of complete construction documents. These reviews, while time consuming, are critical to the success of each project and all reviewers are expected to make them a priority in their work schedule.

At each design stage, the PM shall meet face to face with each group of reviewers to do a brief run through of the documents and provide for question and answer. The reviewers will then have one week to review the plans and specs and develop a list of comments on the standard written **Project Review Comment Form** (attached). At the end of the one week review period, the PM will again meet with the reviewers to gather their comments and incorporate them into the project comment log. On subsequent reviews, the PM will be prepared to explain the disposition of prior comments. The PM is responsible to provide or make available the necessary plans and spec sections, and comment forms.

# Submittal Review:

Once a construction contract has been awarded, there are numerous documents that the contractor must submit for approval before construction. These can include shop drawings, product or equipment data, or substitutions. All submittals must be reviewed and approved by the design architect or engineer to ensure they comply with the plans and specs before the contractor can proceed. If the plans and specs have been reviewed carefully and campus standards are incorporated, campus review of submittals should be minimal. A short list of more critical items, which could cause serious issues if substituted, is included in the **Capital Project Review Matrix** for campus review and approval. Reviewers may request additional submittal reviews if a particular project warrants it. The PM may distribute additional submittals for review as well. The PM will be responsible to ensure that an electronic or hard copy of each required submittal is delivered to all listed reviewers, and will collect their comments, approvals, or rejections after one week.

# Timeliness:

For all reviews, if campus personnel fail to review the documents or provide comments to the PM by the due date, it will be assumed that the project documents are acceptable and the project will proceed. It is critical that comments are generated as early as possible in every project. Comments or corrections generated late in the design process that require significant redesign or cause significant cost increase, will likely not be incorporated into the project.

# Time Accounting:

This section highlights the Design Review for Major Capital Outlay Projects procedure to be used by Facility Services for the review and input into the design of new buildings on campus. It is the responsibility of each Internal Reviewer (identified on Capital Project Review Matrix.xls) to participate in this review process.

A FAMIS project (titled Capital Project Review) has been created for the review of capital construction projects. Expenses will be reviewed annually and Facility Services and Facilities Planning will agree on an annual lump sum amount to be funded for this review. The plan review project is PJ 1947 – this project will remain open indefinitely.

Within this project, each shop as been issued a work order, coded as “maintenance”, to be used for tracking all time expended on the review of Major Capital Outlay project design. The below shop work orders are ONLY to be used for review of plans, specs, and submittals. Any other support work such as utility shutdowns, repair of broken water lines, etc., will require a separate chargeback work order.

* Carpenter shop WO 90596
* Electric shop WO 90597
* Plumbing shop WO 90598
* Engineering Services WO 90599
* Landscape Services WO 90600
* Lock shop WO 90601

It is the PM’s responsibility to create a project and work order for additional project support. He/she is accountable for inviting the Internal Reviewers to the appropriate stages of design review. Lastly, the PM shall provide the Director of Facility Services with a final review of the disposition of all Facility Services’ comments prior to the Director signing for approval of the project to bid.

Please strive to make this review process successful and effective – it should result in higher quality buildings and fewer tribulations for both Facility Services and Facilities Planning.

Enclosures:

Capital Project Review Matrix.xls (two worksheets)

Project Review Comment Log.xls