

# UB FACILITY IMPROVEMENT PROJECT

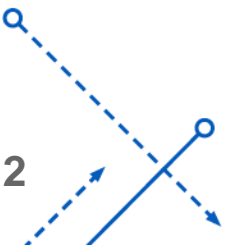
## Process

Tonga Pham – Associate Vice President, University Facilities

Paul Murawski – Assistant Director, University Facilities

# Learning Objectives

1. Introduction to the Facility Improvement Project Process
2. Understand the type of information you may be asked to supply by your FPMO and/or UBO
3. Understand market constraints and its impact to project delivery

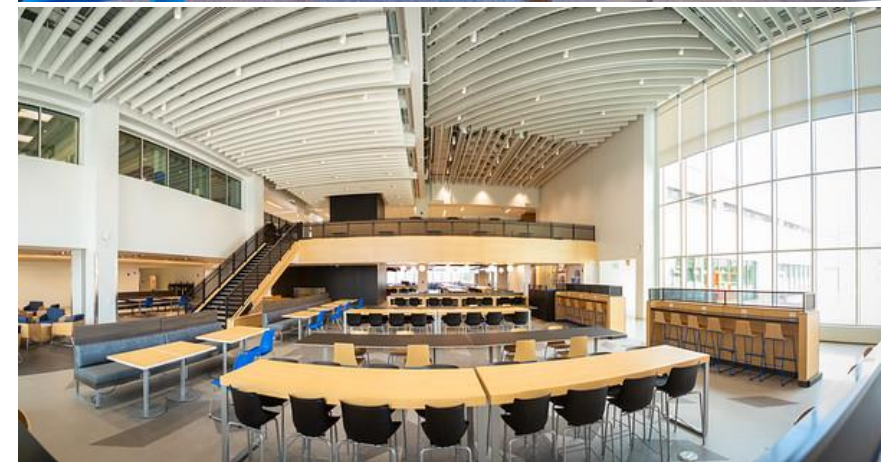


# FACILITY IMPROVEMENT PROJECT



# What is a Facility Improvement Project?

- Initiative involving planning, design or execution of improvement / changes to UB Facilities
- Including but not limited to new or renovated spaces, buildings, building systems, grounds, etc.
- Examples:
  - One World Café
  - Paula T. Agrusa Plaza
  - NSC Classroom renovations
  - Crosby Hall



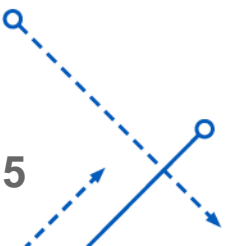
# Who can submit for a Facility Improvement Project?

- Only a unit's Facilities Planning and Management Officer (FPMO) can submit requests for Facilities Improvements.
- Approval is required by Unit's leadership (dean / VP) prior to being submitted.



Who is my FPMO?

<https://www.buffalo.edu/administrative-services/managing-facilities/for-fpmo/fpmo-contacts-list.html>



# Facility Improvement Project Process – Why?

- Each Facility Improvement Project is unique, and the process can be complex. University Facilities guides the units through this process to ensure:
  - Project is in support of the unit's as well as the University's mater plan(s)
  - All codes and regulations are followed
  - Project conforms to all University standards



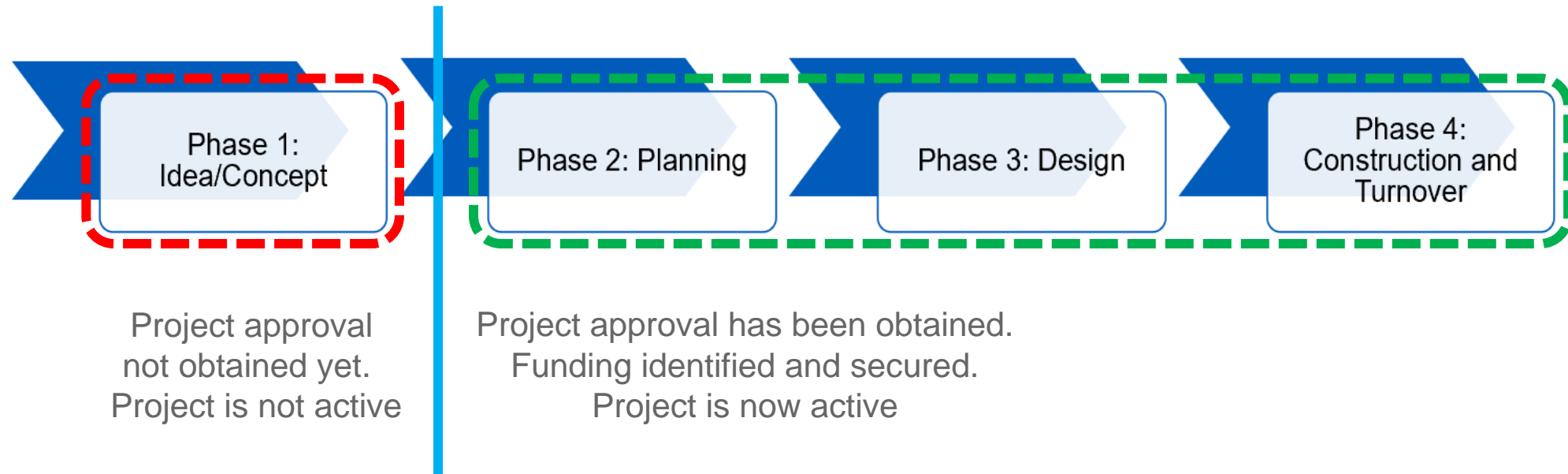
# Facilities Improvement Project Phases

- There are four phases in a Facilities Improvement Project



# Facilities Improvement Project Phases

- There are four phases in a Facilities Improvement Project





# Project Team and Role:

Unit		University Facilities			
Client	Project Coordinator	Planner	Design Team	Project Manager	Other Stakeholders
<ul style="list-style-type: none"> <li>• FPMO submits Facilities Improvement Project Request.</li> <li>• Works with Project Coordinator and others to define desired scope, budgets, and schedules.</li> <li>• Secures unit leadership approvals.</li> <li>• FPMO responsible to coordinate moves.</li> <li>• NOT permitted to hold any design or construction contracts.</li> </ul>	<ul style="list-style-type: none"> <li>• Single point of contact for client.</li> <li>• Helps client scope project.</li> <li>• Maintains high-level knowledge of all project aspects.</li> <li>• Communicates with client and University Facilities on main project tasks.</li> <li>• Holds meetings to keep Project Team apprised of scope, schedule, and budget.</li> </ul>	<ul style="list-style-type: none"> <li>• Develops understanding of client's expectations.</li> <li>• Develops user requirements and space assessment.</li> <li>• Creates conceptual drawings.</li> <li>• Develops scope of work.</li> </ul>	<ul style="list-style-type: none"> <li>• Develops design details.</li> <li>• Develops schematic designs.</li> <li>• Creates construction specifications and documentation.</li> <li>• Develops project budget and schedules.</li> <li>• Ensures code compliance.</li> </ul>	<ul style="list-style-type: none"> <li>• Manages tracking of project budgets and schedules.</li> <li>• Assists the Project Coordinator in coordination and communication.</li> <li>• Works with Purchasing and Contract Services to process bids, award contracts, estimate costs, order materials and services, manage payments, and changes to budget.</li> <li>• Works with senior leadership to prioritize work and forecast labor needs and project funding.</li> </ul>	<p>Includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• UB Resource Planning</li> <li>• UB Business Services</li> <li>• UB Information Technology</li> <li>• University Police (UPD)</li> <li>• Capital Planning Committee (CPC)</li> <li>• UB Sustainability</li> <li>• Project Specific Committees</li> <li>• Contractors</li> <li>• External Stakeholders</li> </ul> <p>May be integral members of a Facilities Improvement Project</p>

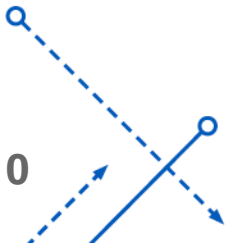


## Phase 1: Idea / Concept Development

*Concept introduced and reviewed. Funding is secured; concept becomes a project.*



- Facility Improvement Project Request Form completed.
- UBO and leadership approval obtained.
- Project number, Project Coordinator, and Project Planner assigned to the project.
- Conceptual Project Budget created.
- Facilities Improvement Project Financial Workbook completed, reviewed, and approved.
- Funds are secured.



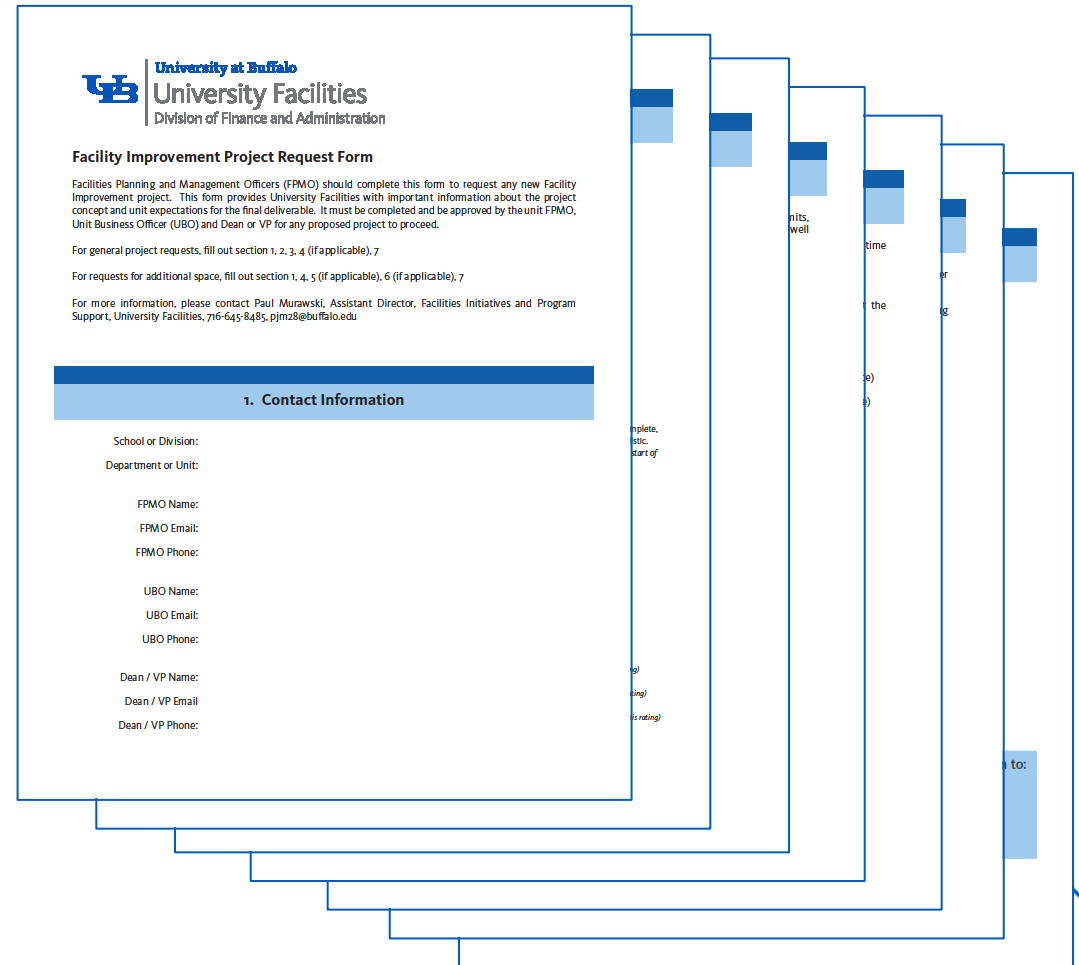
# IDEA CONCEPT STATUS



Unit fills out the Facility Improvement Project Request Form

## Questions FPMO will ask you:

- What is the desired completion date?
- What is the present situation driving the need for this request?
- What is the consequence of not proceeding with this request or if the project is not completed by the desired date?
- Is construction required when classes are not in session?



# IDEA → CONCEPT STATUS



Unit fills out the Facility Improvement Project Request Form



University Facilities reviews and approves form



Project is moved to **Concept Status**



If the unit is just requesting space, if approved, a **Space Assignment Memo** will be issued at this step

# CONCEPT STATUS PENDING STATUS

University Facilities develops concept budget

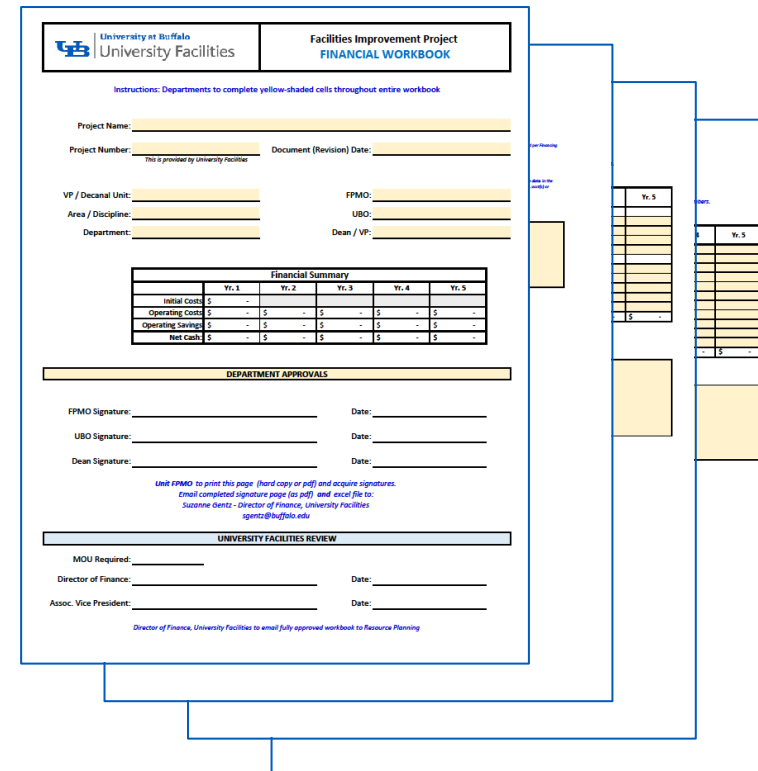


Unit fills out the Facilities Improvement Project Financial Workbook



University Facilities reviews and approves form

- The Facilities Improvement Project Financial Workbook documents the total costs of the project (both initial and ongoing total cost of ownership) and the various funding sources.
- UBO / Director of Finance, University Facilities to work together to complete form
- Requires signature of FPMO, UBO, Dean / VP
- FPMO to Submit completed form to:
  - Director of Finance, University Facilities (Suzanne Gentz)



**University at Buffalo**  
**University Facilities**

**Facilities Improvement Project**  
**FINANCIAL WORKBOOK**

Instructions: Departments to complete yellow-shaded cells throughout entire workbook

Project Name: \_\_\_\_\_  
 Project Number: \_\_\_\_\_ Document (Revision) Date: \_\_\_\_\_  
This is provided by university facilities

VP / Decanal Unit: \_\_\_\_\_ FPMO: \_\_\_\_\_  
 Area / Discipline: \_\_\_\_\_ UBO: \_\_\_\_\_  
 Department: \_\_\_\_\_ Dean / VP: \_\_\_\_\_

Financial Summary					
	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5
Initial Costs \$	-	-	-	-	-
Operating Costs \$	-	-	-	-	-
Operating Savings \$	-	-	-	-	-
Net Cash \$	-	-	-	-	-

**DEPARTMENT APPROVALS**

FPMO Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 UBO Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_


Unit FPMO to print this page (hard copy or pdf) and acquire signatures.  
 Email completed signature page (as pdf) and excel file to:  
 suzanne.gentz - director of finance, university facilities  
 sgentz@buffalo.edu



**UNIVERSITY FACILITIES REVIEW**

MOU Required: \_\_\_\_\_  
 Director of Finance: \_\_\_\_\_ Date: \_\_\_\_\_  
 Assoc. Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

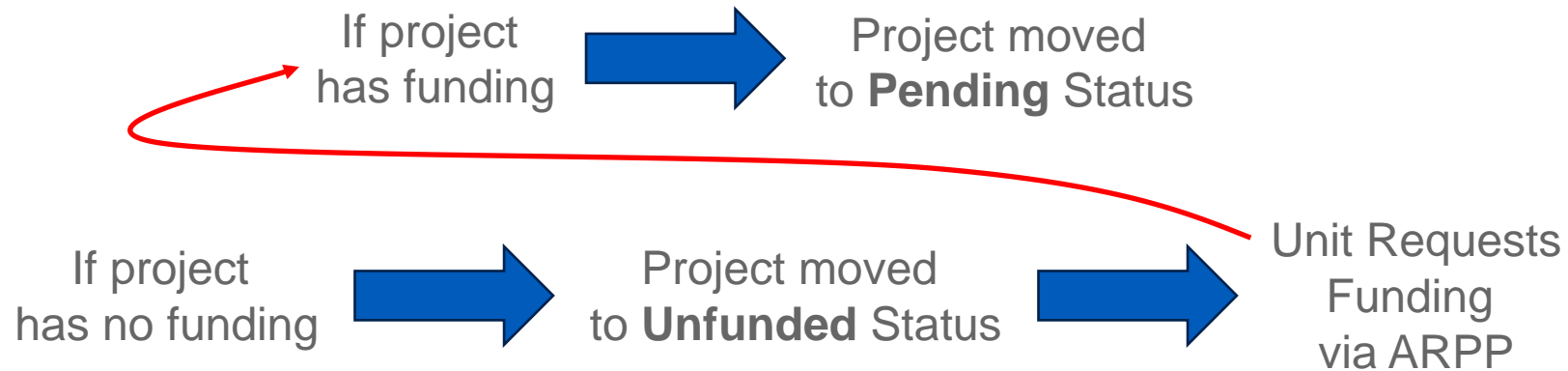
Director of Finance, University Facilities to email fully approved workbook to Resource Planning

# CONCEPT STATUS PENDING STATUS

If project has funding  Project moved to **Pending** Status

If project has no funding  Project moved to **Unfunded** Status  Unit Requests Funding via ARPP

# CONCEPT STATUS → PENDING STATUS



Once funding is obtained, project will be moved to the **Pending** Status



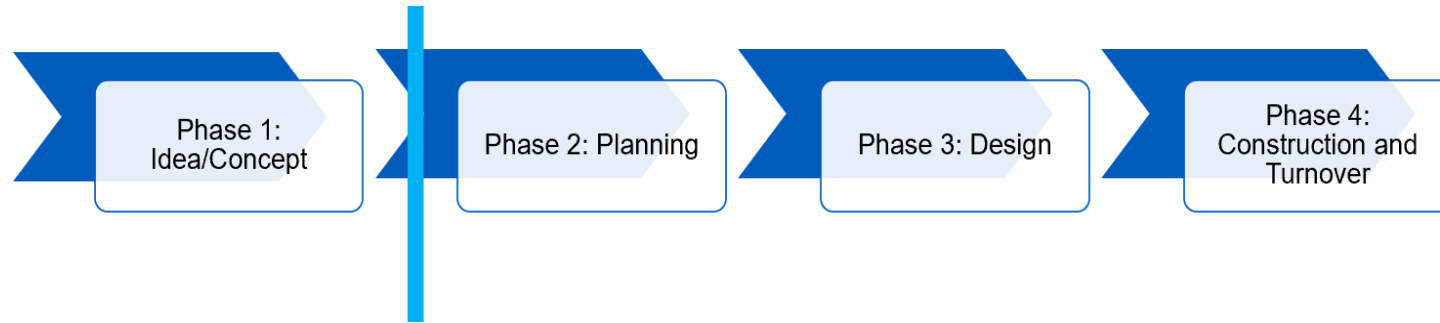
# Idea / Concept Phase Forms:

PHASE	FORM	DEFINITION	RESPONSIBLE PARTY
<b>Idea / Concept Development</b>	<b>Facility Improvement Project Request Form</b>	Provides University Facilities with important information about the project concept, ensures it is approved at all necessary levels, and identifies the proposed funding source.	Client FPMO, in conjunction with the UBO
	<b>Project Notification Letter</b>	Provides the client FPMO with the assigned project number, location, description, and status.	Assistant Director, Facilities Initiatives & Program Support
	<b>Space Assignment Memo</b>	For space requests only. Informs the requestor of newly assigned or removed spaces. Includes the space locations and date(s) changes are effective.	Planner
	<b>Conceptual Project Budget</b>	Documents the scope of the project and provides an initial cost estimate needed for the client to complete the Facilities Improvement Financial Workbook. As this is a conceptual budget only; no approval signatures are required.	Project Coordinator
	<b>Facilities Improvement Financial Workbook</b>	Excel workbook that captures the total cost of ownership of the project. This includes one-time project costs as provided in the Conceptual Project Budget, incremental operating costs, operating savings, and revenue impacts (if applicable).	Client FPMO, in conjunction with the client UBO





# PENDING STATUS → PLANNING STATUS



**Pending** Status is the queue where new projects are reviewed and organized based on campus priority and resource availability.

Once University Facilities resources are available, the project is moved to the **Planning** Status.



## Phase 2: Planning

*Project scope is defined.*

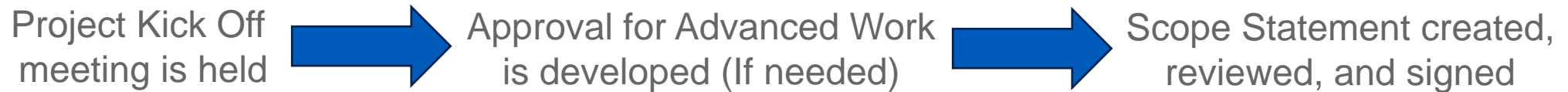


- Project Kick-off Meeting convened.
- Need for temporary (surge) space reviewed.
- Advanced Work Form completed (if necessary).
- Scope Statement completed.

MORE AND MORE PROJECTS ARE REQUIRING THE NEED FOR TEMPORARY OR SURGE SPACE. THE NEED FOR THIS SPACE AND IMPROVEMENTS TO IT NEED TO BE IDENTIFIED EARLY IN THE PROCESS TO DOCUMENT THE COSTS



# PLANNING STATUS DESIGN STATUS



## Approval for Advanced Work:

- Identifies the need to procure a material / service prior to the cost quote, amount required, source(s) of funds, and necessary approvals.

## Scope Statement:

- Documents the scope of the project, initial cost estimate (prior to design) and proposed funding source(s). Documents all required approvals for the project to advance to the next phase.

**SCOPE STATEMENT**

Project Number: 2023-XXXX Project Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Decanal VP: Select From List Dept/Unit: Select From List  
 Building: \_\_\_\_\_ Room(s): \_\_\_\_\_

By signing this document you agree to the scope, budget and schedule stated within. Any changes to the scope will need to be incorporated during the design phase which may change project budget or schedule.

**PROJECT FUNDING:**  
 Account Number(s) must be provided by the Unit Business Office. If funding is to come from more than one account, the percentage or dollar value to be pulled from each account must be indicated. Funds to cover the total project budget will be transferred from the identified account number(s) upon completion of the design phase and receipt of a completed Cost Quote; construction will not begin until the funds have been successfully transferred.

Check all that apply	Account Number(s)	% or \$
<input type="checkbox"/> State Operating		
<input type="checkbox"/> Income Fund Reimbursement (IFR)		
<input type="checkbox"/> Research Foundation (RF)		
<input type="checkbox"/> Internal Financial Plan (IFP) (IFP commitment number as account number)		
<input type="checkbox"/> Critical Maintenance (CM)		
<input type="checkbox"/> FSA		
<input type="checkbox"/> LBF Restricted Funds <input type="checkbox"/> LBF Non-Restricted Funds <input type="checkbox"/> UB Non-Donor Funds		
- A contingency account is required for LBF Restricted or LBF Non-Restricted funds		
<input type="checkbox"/> Other		

**REVIEWED AND APPROVED BY:**

**Campus Planning**  
 119 John Brown Center, Buffalo, NY 14260-7300  
 Phone: 716.642.8023 | Fax: 716.642.5823  
 buffalo.edu/administrative-services/campusplanning/facilities.html

**Design & Construction**  
 119 John Brown Center, Buffalo, NY 14260-7300  
 Phone: 716.642.2613 | Fax: 716.642.5823  
 buffalo.edu/administrative-services/designing/facilities.html



# Planning Phase Forms:

PHASE	FORM	DEFINITION	RESPONSIBLE PARTY
<b>Planning</b>	<b>Advanced Work</b>	Required when a contract / purchase order must be issued before the Cost Quote is finalized and project funds are transferred. Identifies the need to procure a material / service prior to the cost quote, amount required, source(s) of funds, and necessary approvals.	Project Coordinator
	<b>Scope Statement</b>	Documents the scope of the project, initial cost estimate (prior to design) and proposed funding source(s). Documents all required approvals for the project to advance to the next phase.	Project Coordinator



## Phase 3: Design

*Design and construction documents are created.*



- Schematic Design completed (30% drawings).
- Design Development completed (60% drawings).
- Construction Documents completed (90% drawings).
- Cost Quote completed.
- Design & Construction Schedules approved.
- Funds transferred.
- Memorandum of Understanding (MOU) completed (if necessary).

STANDARD PHASES OF  
CONSTRUCTION DOCUMENT  
DEVELOPMENT



# DESIGN STATUS → CONSTRUCTION STATUS

Construction Documents are developed and approved



Construction Estimate developed



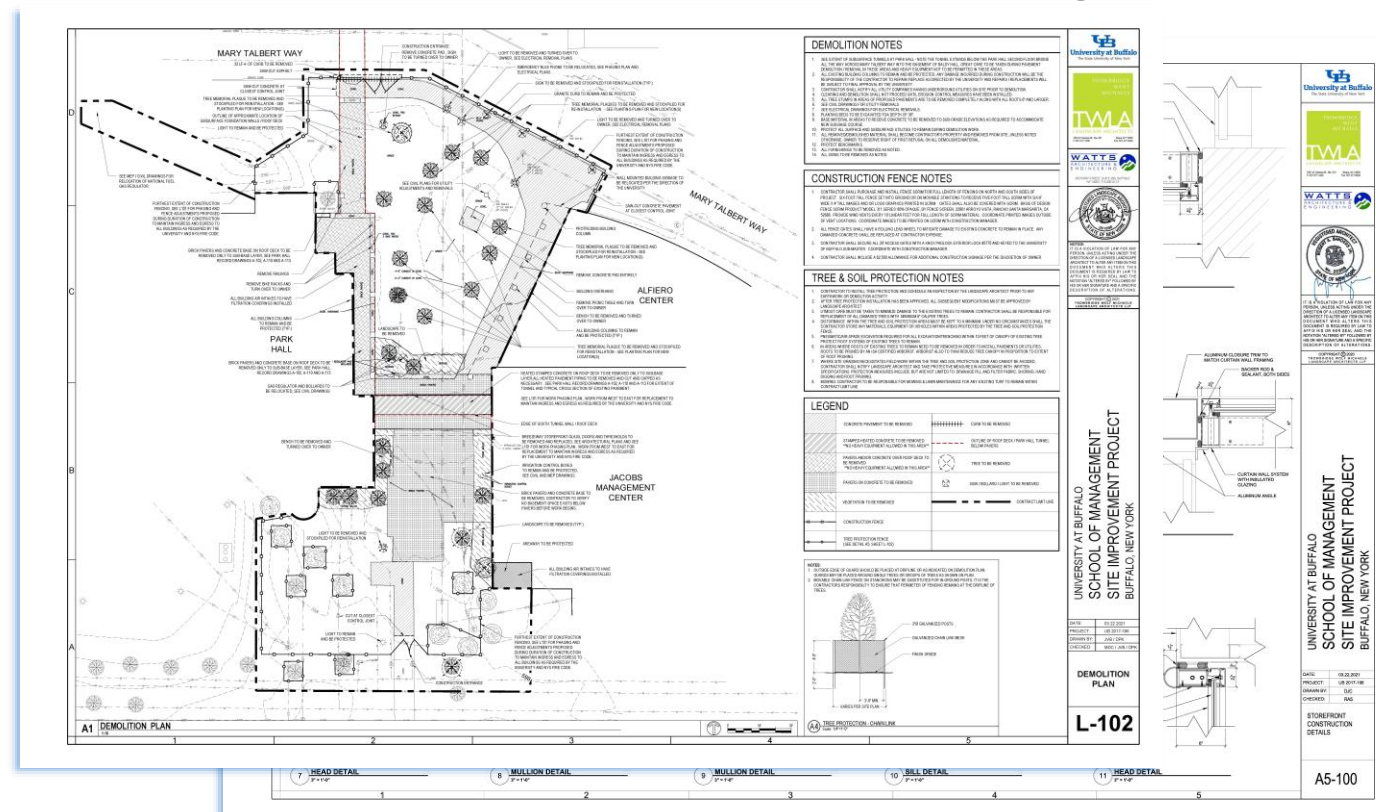
Cost Quote developed, Reviewed, and signed

## Construction Documents:

- Consist of drawings and specifications that have all details, dimensions, and other information necessary to communicate the entire design intent to the contractor(s) performing the work.

## Cost Quote:

- Documents the final cost estimates of the project (after the design has been completed), funding source(s) and approvals. Once the Cost Quote has been approved, funds are pulled from the client.



**DEMOLITION NOTES**  
 1. CONTRACTOR SHALL REMOVE ALL MATERIAL FROM EXISTING BUILDINGS AND STRUCTURES TO BE DEMOLISHED...  
 2. ALL MATERIALS TO BE DEMOLISHED SHALL BE REMOVED FROM THE SITE...  
 3. ALL MATERIALS TO BE DEMOLISHED SHALL BE REMOVED FROM THE SITE...  
 4. ALL MATERIALS TO BE DEMOLISHED SHALL BE REMOVED FROM THE SITE...  
 5. ALL MATERIALS TO BE DEMOLISHED SHALL BE REMOVED FROM THE SITE...  
 6. ALL MATERIALS TO BE DEMOLISHED SHALL BE REMOVED FROM THE SITE...  
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 8. ALL MATERIALS TO BE DEMOLISHED SHALL BE REMOVED FROM THE SITE...  
 9. ALL MATERIALS TO BE DEMOLISHED SHALL BE REMOVED FROM THE SITE...  
 10. ALL MATERIALS TO BE DEMOLISHED SHALL BE REMOVED FROM THE SITE...

**CONSTRUCTION FENCE NOTES**  
 1. CONTRACTOR SHALL INSTALL AND MAINTAIN A CONSTRUCTION FENCE...  
 2. THE FENCE SHALL BE MAINTAINED AT ALL TIMES...  
 3. THE FENCE SHALL BE MAINTAINED AT ALL TIMES...  
 4. THE FENCE SHALL BE MAINTAINED AT ALL TIMES...  
 5. THE FENCE SHALL BE MAINTAINED AT ALL TIMES...

**TREE & SOIL PROTECTION NOTES**  
 1. CONTRACTOR SHALL PROTECT ALL TREES AND SOIL...  
 2. ALL TREES TO BE PROTECTED SHALL BE IDENTIFIED...  
 3. ALL TREES TO BE PROTECTED SHALL BE IDENTIFIED...  
 4. ALL TREES TO BE PROTECTED SHALL BE IDENTIFIED...  
 5. ALL TREES TO BE PROTECTED SHALL BE IDENTIFIED...

**LEGEND**  
 DEMOLITION TO BE REMOVED  
 CONSTRUCTION FENCE  
 TREE TO BE PROTECTED  
 SOIL TO BE PROTECTED  
 CONSTRUCTION FENCE  
 TREE TO BE PROTECTED  
 SOIL TO BE PROTECTED

**UNIVERSITY AT BUFFALO SCHOOL OF MANAGEMENT SITE IMPROVEMENT PROJECT BUFFALO, NEW YORK**  
**L-102**  
**DEMOLITION PLAN**  
 DATE: 08.28.2017  
 PROJECT: 100-0000-0000  
 DRAWN BY: SJC  
 CHECKED BY: SJC  
 SCALE: AS SHOWN  
 SHEET NO. A5-100



# Design Phase Forms:

PHASE	FORM	DEFINITION	RESPONSIBLE PARTY
<b>Design</b>	<b>Cost Quote</b>	Documents the final cost estimates of the project (after design has been completed), funding source(s) and approvals. Once the Cost Quote has been approved, funds are pulled from the client.	Project Coordinator
	<b>Construction Documents</b>	Consist of drawings and specifications that have all details, dimensions, and other information necessary to communicate the entire design intent to the contractor(s) performing the work.	Design Team
	<b>Construction Schedule</b>	Outlines project timeframes / milestones and tracks project progress to keep everything on time and on budget.	Project Coordinator
	<b>Memorandum of Understanding</b>	Documents the scope, roles, and responsibilities for all parties involved in the ongoing stewardship of the space, facilities, equipment, etc. of the project. The MOU will be drafted at this time and will be fully approved in Phase 4 – Construction and Turnover.	University Facilities



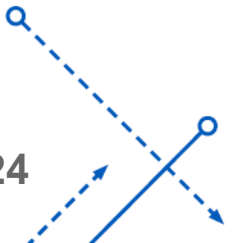


## Phase 4: Construction and Turnover

*Project is constructed, stewardship turned over to client.*



- Contracts / purchase orders placed.
- Construction begins.
- Change Orders issued (if required).
- Construction walk-through completed.
- Punch Lists created and resolved.
- Certificate of Occupancy issued.
- Client moves into space(s).





# CONSTRUCTION STATUS PROJECT COMPLETION

Materials, Labor and Services procured



Construction work started



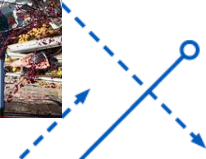
Punch List walkthrough performed

During construction, unanticipated conditions or needs may be discovered that require changes to the project scope. The Project Manager will evaluate these changes, determine cost and schedule implications, and create a **Change Order** if necessary

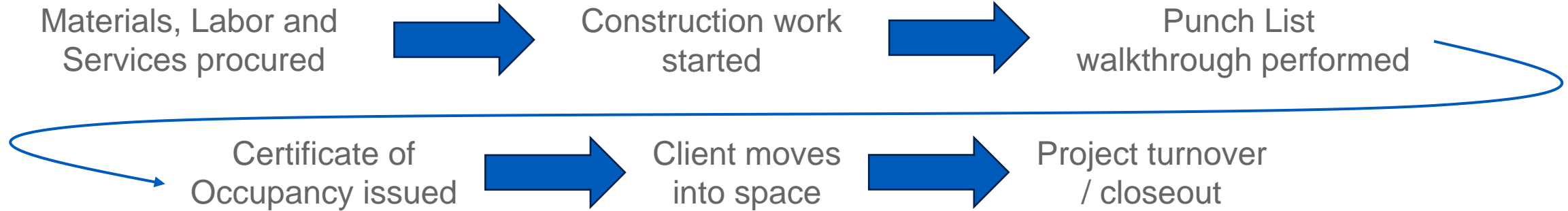


## Punch List:

- A list of items that need to be addressed before a project can be deemed complete



# CONSTRUCTION STATUS PROJECT COMPLETION





# Construction and Turnover Phase Forms:

PHASE	FORM	DEFINITION	RESPONSIBLE PARTY
<b>Construction and Turnover</b>	<b>Change Order</b>	Required when there is a change to the original project scope. Change Orders include a description, reason(s) for, cost, and schedule implications of the change(s).	Project Coordinator
	<b>Punch List</b>	A list of items that need to be addressed before a project can be deemed complete.	Project Coordinator
	<b>Certificate of Occupancy</b>	Certifies project compliance with applicable building codes and other laws. Indicates the building / space is in a condition suitable for shelter or support of persons, animals, or property.	Project Coordinator

# CONSTRAINTS & IMPACTS



# Timeline for Facilities Improvement Projects

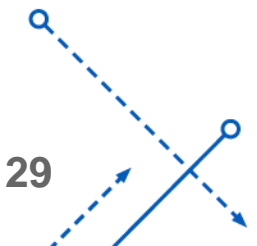
Projects vary widely in size and complexity, creating wide ranges of time to complete. Below is a diagram of the approximate time to complete the Planning, Design, Construction and Turnover phases of a project of average complexity costing up to \$2 million.

***If a project needs to be complete for Fall of 2025 – University Facilities needs to begin the planning Phase NOW!***

- This does not account for the project being in the Pending Phase while University Facilities is working on other projects

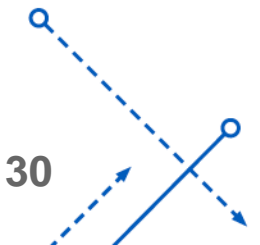
Phase 1: Idea / Concept Development	Phase 2: Planning	Phase 3: Design	Phase 4: Construction and Turnover
Dependent on status of funding.	1-3 months	6-10 months	6-12 months
	7-13 months		
	13-25 months		

*Assumes an average project up to \$2M*



# Constraints

- Internal Resource Constraints
  - University Facilities has more than 100 active projects at any given time
- External Resource Constraints
  - Material lead times, external vendor (consultant & contractor) availability
- Contract Development, review and approval time
  - University Facilities must follow NY State and SUNY Procurement rules and regulation
- Project location / type of use
  - Limited windows of construction, complex projects require more coordination
- Unforeseen Challenges or Complications
  - December 2022 blizzard, existing conditions



# HOW DID WE DO?

Take the session survey on your smart device using the QR code on your schedule



University at Buffalo

University Facilities

Division of Finance and Administration