Operating Policy and Procedure

HSC OP:  61.20, Approval and Scheduling of Design and Construction Projects

PURPOSE: The purpose of this Health Sciences Center Operating Policy (HSC OP) is to establish the process and procedures for all TTUHSC real and improved property acquisition, new construction and renovation projects. This HSC OP applies to all TTUHSC campuses. This HSC OP is intended to ensure that projects comply with the TTUHSC Design and Construction Standards, TTUS FP&C Design & Building Standards, FM Global Recommendations, Energy Conservation Design Standards, Texas Accessibility Standards, applicable codes, Section 8, Regents’ Rules, and other administrative procedures and policy as mandated by the State Legislature, the Texas Higher Education Coordinating Board (THECB) and the Board of Regents of TTUHSC.

REVIEW: This HSC OP will be reviewed on September 1 of each even-numbered year (ENY) by the Vice Chancellor of Facilities Planning and Construction, with recommendations for revisions forwarded to the Vice President for Facilities and Safety Services (VPFSS).

POLICY/PROCEDURE:

Due to the dynamics of policy, code, mandates, approval cycles and alternative delivery processes, the details of developing projects and subsequent contract documents are not reproduced herein. It is the intent of TTUHSC, that all project requests, both repair and renovations, and new, be initiated by New Construction Request Form (Attachment A), inquiry or memo, to the VPFSS, who will determine the appropriate procedure and process to effectively accomplish the requested scope within the parameters, mandates, and required approvals as currently stipulated by the authority having jurisdiction. The VPFSS or designee from the Facilities Office of Planning, Design & Construction (OPDC), the Office of Engineering Services (OES), or Facilities Operations & Maintenance (FOM) will inform the requestor of the appropriate protocol and begin the process of formulating a viable project. The VPFSS or designee will act as the requestor’s agent and client’s representative on all projects that are subsequently assigned to Texas Tech University System Facilities Planning & Construction (TTUS FP&C) for execution as mandated by current Regents’ Rules.

Construction activity not complying with this HSC OP is subject to remediation at the user’s expense and possible disciplinary action for procedures performed in non-compliance with this policy.

Due to the complexity, construction technology change and need to preserve the quality, appearance and continuity of HSC facilities, all projects are centrally administered. Authority to independently pursue a project of any nature may, after review, be granted by the President. Any projects that bypass appropriate procedure or policy, violate applicable code, construction standard or legal mandate will be corrected at the expense of the responsible initiator.

Facilities OPDC, OES, and FOM consist of licensed and professional staff experienced in the contracting processes, design and construction of public facilities including health care and educational facilities and whose function is to act as the owner’s representative and guide the user from the programming phase to the completion of the project. These professionals are knowledgeable of the application of and compliance with mandated policy, codes and construction standards, facility and site assessment and functional space planning as required and defined by state mandates, Section 8, Regents’ Rules, and HSC procedures. Institutionally managed projects by TTUHSC will be below the $2M total project cost threshold. OPDC, OES and FOM are knowledgeable of various delivery alternatives, principles of project scheduling and options available for progressing through the legal and/or mandated project phases, and will facilitate the user in the development of all details related to the project.
OPDC, OES and FOM staff will work with and inform the user to develop project costs and will plan and evaluate using value engineering principles, related infrastructure costs, life cycle, repair, replacement and maintenance costs. The staff will further evaluate the project regarding impact to adjacent users, recurring operation and maintenance costs. Additional evaluation will include implications of landscape and site improvements and within the project, address all possible complications, to preserve and enhance the facility capital assets.

A Facilities Project Manager or representative will be designated to represent the Facilities OPDC, OES or FOM to meet with the requestor to initiate the design process. Representatives of support service groups will typically be included in this design meeting as required by the project scope. This ad hoc design development group typically serves as a steering committee or a Construction Coordination Team (CCT). This phase of the project process will include review of available funds and the determination of probable opinion of project cost. At this time, an outside professional architect or engineer may be selected to provide consulting services under the direction of the Project Manager.

After completion and review of necessary programming documents, and depending upon urgency and project scope, the project work may be accomplished in either of two ways:

1. **Construction Contract**

   All projects constructed by out-sourced contractors will be procured through an approved delivery method of best value by the TTUHSC Purchasing office, as prescribed by Section 8, *Regents’ Rules*, Facilities, except for those projects transferred to TTUS FP&C. FP&C will follow its established procedures for procuring construction services.

   **Attachment B**, the TTUHSC Planning, Design & Construction Flow Chart, outlines project responsibilities, generally defines the typical sequence of events for renovation and construction projects and the responsible project office assignment based on dollar value or other stipulations as established by the Board of Regents.

2. **Departmental Service Request**

   A service request (New Construction Request Form - Attachment A) may be submitted to the Facilities OPDC or OES to initiate and define the needed work. The Facilities Project Manager will prepare an adequate set of plans and specifications for estimation/pricing and construction, which may be executed by in-house or out-sourced resources depending on schedule, scope and complexity as determined by the Project Manager in consultation with Facilities Operations or Regional FOM department. An appropriate contingency for project scope modifications will be included in the work order estimate. The Project Manager will review the estimate/pricing with the requesting user and proceed as appropriate. Detailed information regarding this process is contained in HSC OP 61.02 - Remodeling Projects / Painting.