



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

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 procedure for submission and approval of all TTUHSC organizational construction and renovation projects. This HSC OP applies to all TTUHSC campuses and 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 TTUS Board of Regents.

REVIEW: This HSC OP will be reviewed on September 1 of each even-numbered year (ENY) by the Vice President for Facilities and Safety Services (VPFSS), with substantive revisions forwarded for approval to the People and Operations Council (P&OC).

POLICY/PROCEDURE:

All construction and renovation requests will result in alteration of space and must be submitted and authorized IAW OP 61.21, Institutional Space Policy. Campus space committees have authority to disapprove requests. Space committees must submit recommendations to the People and Operations Council for final approval. OP 61.20 governs after this process has been completed.

Approved submissions will be routed appropriately to Facilities Planning or Facilities Operations & Maintenance (FOM) who will inform the requestor of the appropriate protocol and begin the process of formulating a viable project by assigning a TTUHSC Project Manager. The Project Manager will meet with all stakeholders to develop a comprehensive Preliminary Planning Document (PPD) that will contain the scope, schedule and budget of the proposed project for final review, approval and funding. No additional work will be conducted on the project until funding is secured. Once funding has been secured the scope will be executed in either of three ways:

1. Externally Executed

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 exceeding \$4.0M which are transferred to TTU System Facilities, Planning & Construction (FP&C) office. FP&C will follow its established procedures for procuring construction services.

2. Internally Executed

Project Manager in consultation with Facilities Operations or Regional FOM department will execute work in accordance with HSC OP 61.02.

3. Combination

Project Manager in consultation with Facilities Operations or Regional FOM department will divide scope as necessary and comply with HSC OP 61.02, as well as, contract work procured through an approved delivery method of best value by the TTUHSC Purchasing office.

Construction activity not complying with this HSC OP is subject to remediation at the user's expense and possible disciplinary action. For reference, other related operating policies that outline methods for maintaining and enhancing TTUHSC facilities and grounds include HSC OP 61.08; 61.13, 61.15, 61.19, and 61.22.