



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 61.20, **Approval and Scheduling of Design and Construction Projects**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy (HSCEP OP) is to establish the process and procedures for all TTUHSCEP real and improved property acquisition, new construction and renovation projects. This HSCEP OP applies to all TTUHSCEP campuses. This HSCEP OP is intended to ensure that projects comply with the TTUHSCEP Design and Construction Standards, Texas Tech University System Facilities, Planning, and Construction Design and Building Standards, 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 TTUHSCEP.

REVIEW: This HSCEP OP will be reviewed on September 1 of every year (EY) by the Vice Chancellor of Facilities Planning and Construction and the Managing Director for Physical Plant and Support Services (MDPPSS) or designees, with recommendations for revisions submitted to the Chief Financial Officer (CFO) or designee by September 15.

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 TTUHSCEP, that all project requests be initiated by **New Construction Request Form (Attachment A)**, inquiry or memo, to the MDPPSS, 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 MDPPSS or designee from the Physical Plant 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 MDPPSS 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 HSCEP 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 HSCEP 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.

Physical Plant OPDC, OES, and FOM consist of 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 HSCEP procedures. 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 Physical Plant 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 Coordinator.

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 TTUHSCEP Purchasing office, as prescribed by Section 8, *Regents' Rules*, Facilities, except for those projects managed by TTUS FP&C. FP&C will follow TTUS Board of Regents rules for procuring design and construction services.

Attachment B, the TTUHSCEP 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 Physical Plant 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 Plant Operations or Regional FOM department. An appropriate contingency for project scope modifications will be included in the work order estimate. The Project Coordinator will review the estimate/pricing with the requesting user and proceed as appropriate. Detailed information regarding this process is contained in HSCEP OP 61.02 - Remodeling Projects / Painting.

For reference, other related operating policies that outline methods for maintaining and enhancing TTUHSCEP facilities and grounds include HSCEP OP 61.08, *Building Decorations and Decorative Materials*; 61.17, *Donated Furnishings and Interior Finish Materials - Design and Code Review*; 61.19, *Furniture, Floorcovering, Window Treatments and Wallcovering - Requests for Interior Design Services*; 61.05, *Freestanding Exterior Signs*; 61.15, *Approval of the Erection of Temporary or Permanent Structures on TTUHSCEP Grounds or Buildings*; 61.22, *Installation of Cabling in TTUHSCEP Facilities*; and 61.13, *Approval and Scheduling of Site Planning and Landscape Construction Projects*.