



Meeting: Capital Construction Project Delivery Process Targeting Projects < \$50K
Meeting Group: College of Arts and Sciences Office Managers
Meeting Date: November 7, 2012
Presenters: Tom Shepard, Amy Keene

1. Staff: Capital Construction Small/Medium Project Group

Tom Shepard – Capital Construction Manager: Overall SMPG manager, project planner
Wanita Tiburcio – Document Controls/Archivist

Internal Design:

Amy Keene Capital Construction Design Manager: Design manager, project planner
Kevin Spahn – Licensed Architect
Miriam Lasalita – Drafter

Project Managers:

Small (Projects < \$50K)

Dan Wectaski: small project planner, construction PM

TBD – Currently Interviewing

Medium (Projects \$50k - \$1M)

Bruce Budzik

David Ward

2. Initiating a Capital Project

Project Initiation

- What is an up to \$50k project?
- Cap Con Web Site (which is under construction):

<http://campusops.uoregon.edu/capital-construction>

- Initiate a Project

- ***Project Initiation Form***

What the User Can Do to Assist in the Process

- **Thoroughly fill out ‘Project Initiation’ form** (hand out and will discuss)
- **Define *One* point of project contact**
- **Actively participate in the project process**
- **Review Information provided on the Capital Construction website**

Campus Project Costs (hand out)

Your House on Campus (hand out)

Project Life Cycle (hand out and will discuss)



Project Costs to Consider When Initiating a Project on the UO Campus

Before the Capital Construction Office prepares a preliminary budget for your remodel project, we would like to make you aware of the inherent costs which affect projects in publically owned buildings.

The University of Oregon is a public institution. As a public entity, and as stewards of our public buildings, we are required to abide by processes established by the State of Oregon and the Oregon University System (OUS). All campus projects are influenced by *Bureau of Oregon Labor and Industry* (BOLI or prevailing wage) laws; public bidding and contracting rules and regulations along with their associated fees; and various internal campus design and construction support costs. Organizationally, it is important to note that when we conduct capital construction project on the University campus, keep in mind that the project budget addresses ALL costs (including UO staff time) associated with implementing the project.

We're providing the following information to better assist you as you plan your budget for a remodel project.

Capital Construction Fees

The Capital Construction Office manages your project on your behalf and acts as owner's representative. As a department within Campus Operations, your project funds pay for the many services provided by the Capital Construction Office. We are not a *centrally* funded organization. The services charged to your project are project design, project management, project accounting, space planning, drafting, bidding, and contract services.

Project Design Consultation Fees

Most projects implemented on campus require some level of professional design work governed by State law and/or by City of Eugene regulations. Mechanical, electrical, or structural engineering services or professional architectural design services may be required. Complex building code issues that are inherent to commercial and institutional projects must be professionally examined to ensure building safety and code compliance.

Architectural work, interior design, and space planning is provided by the Capital Construction Office. Our office will help determine the level of professional design services required based on your project scope and whether outside design services are contracted or the project is handled in-house.

Project Design - Campus Support Fees

In order to assess existing conditions, the design team must consult UO Campus Operations' trades personnel and other UO service departments (Environmental Health and Safety, Network Services, and the Center for Media & Educational Services). This insures that a newly proposed design integrates seamlessly with current building systems and is easily maintained. UO personnel review plans to verify that the design team has adhered to the UO Campus Construction Standards. UO personnel provide information critical to your project. Construction plans are developed and documented with their information. The City of Eugene then reviews the construction drawings and the project specifications for building code compliance. Environmental, health, and safety assessments are conducted: fire safety (fire sprinklers, fire alarm system, and code analysis), chemical inventories, hazardous materials disposal and inventory practices, lab safety, lab decommissioning, asbestos and lead surveys, mechanical and utility controls, security, hardware, and locks, ADA compliance to name a few. UO Facilities and trades personnel charge campus customers for their services. Your project funds pay for their design consultation and construction support.

Project Construction - Contracted Work and UO Trades Personnel Support Fees

Outside contractors, and their sub-contractors are used for most projects on campus. Often during the construction phase, contractors need the support of Campus Operations trades personnel. Central funds do not pay for UO trade personnel; your project funds pay for their work.

Hazardous Material Abatement Fees

Each new project implemented on the UO Campus bears the responsibility of abating hazardous materials if discovered in the project scope. For example, there are many asbestos-containing materials found in older carpet and sheet good adhesives or mastics. Tile flooring installed prior to the late 1970s likely contains asbestos. If your project scope included removing old carpet and replacing it with new carpet, and if it's determined that the old tile underneath the carpet, the carpet glue, or the rubber base mastic contained asbestos, the cost of the asbestos abatement is the responsibility of the project paid by your project funds.

General Project Fees

Fees inherent to all remodel projects on Campus, depending on scope, include:

- City of Eugene plan review fees
- City of Eugene permit(s) fees
- BOLI fees
- Prevailing Wage fees
- Contractor parking fees

BOLI, Prevailing Wage Fees, and Insurance Requirements

Public sector construction projects on campus fall into the category of prevailing wage work. Oregon State law applies prevailing wage rates through the Little Davis-Bacon Act that governs wages paid on public sector work. The established wage rates align with surveyed union wages enforced by the Oregon Bureau of Labor and Industries, or BOLI. In addition to prevailing wages, each contractor awarded a contract to do work on campus is subject to a minimum BOLI fee of \$250.

When compared to private sector non-prevailing wage commercial construction, project costs are 20% - 30% higher.

Whether an OUS retained or non-retainer contractor, all contractors must have an Oregon Construction Contractor's Board (CCB) license to do work on campus. Contractors must also carry the required workers compensation, commercial general liability, and automobile liability insurance coverage. These rates are generally much higher than coverage required in the private sector.

Project Bidding and Contract Services Fees

All campus projects are subject to State and OUS procurement regulations that require a competitive bid process. This process requires formal construction drawings and specification documents describing your project to the detail that will allow a contractor to assemble a fixed-fee bid. Several required bid documents are prepared in addition to the project documentation. From a project schedule perspective, the competitive bid process and the subsequent contract award process usually takes 4 weeks to complete. Your project funds pay for the Capital Construction project manager and contract services staff to prepare these documents on your behalf as part of their chargeable services to you.

YOUR HOUSE ON CAMPUS

Campus User groups are usually quite surprised by the cost of construction when they are first involved in an institutional project on campus. This is largely due to their familiarity with residential construction and lack of familiarity with commercial construction. Home construction can result in construction costs between \$150/square foot to \$200/square foot whereas work on campus can range between \$350/square foot to \$600/square foot; substantially higher. Why is this?

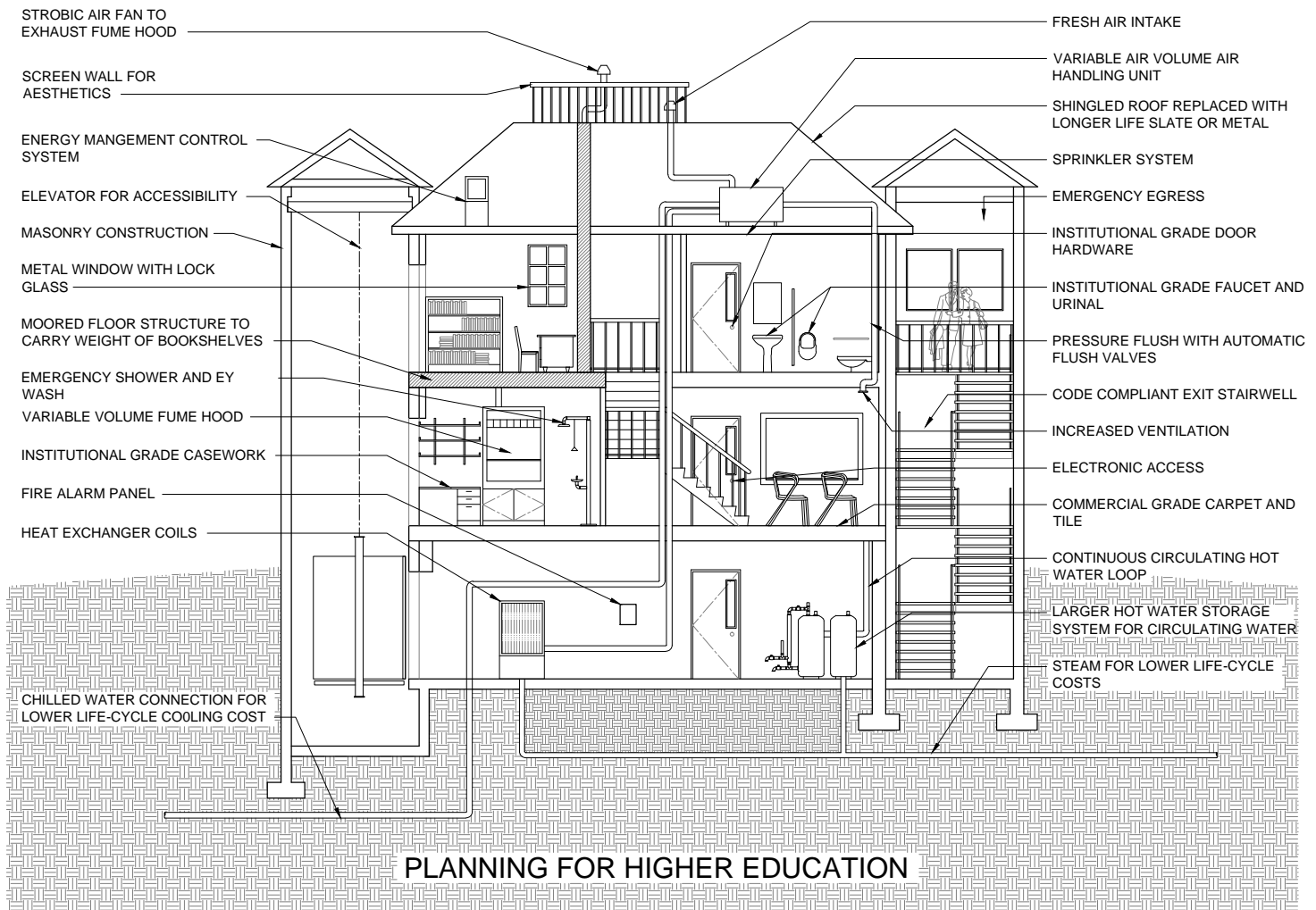
There are many factors that result in higher construction cost on campus. At a casual glance, many of our projects are technically intensive laboratory spaces which involve very expensive mechanical and electrical infrastructure that supports these types of spaces. Other spaces such as new classrooms require extensive audio video equipment and robust finishes that will last 20 years under very heavy conditions.

Not so obvious, but more to why the cost are so different is the gap in building science involved in commercial

construction compared to residential construction. Building codes pertaining to commercial buildings are a great deal more complex and intensive to ensure the utmost life/safety measures are in place to the public. This includes fire wall construction, seismic standards, sprinkler systems, fire alarm systems, standard lighting outputs, robust ventilation systems to name a few areas that are lacking in residential specs. Institutional, commercial buildings are actually fairly complex.

Given this level of complexity there is extensive engineering design and government review prior to building a commercial project; all of which impacts cost, but ensures a high level of safety, building sustainability, and comfort inherent to the commercial building that will last many, many years.

Below is a fun pictorial that illustrates what a typical house might require if used on campus.





Capital Project Initiation Form

The purpose of this form is to initiate a capital project and/or request a budgetary estimate. There are a number of high level questions within this form to help us better understand your project needs. For laboratory projects there is a supplemental *Laboratory Program Questionnaire* which provides you an opportunity to better inform us of your specific laboratory needs. Prior to filling out this form we strongly encourage you to review the useful information and documents provided on our Capital Construction web-site. These documents are tools to better inform you on what to expect when pursuing a capital project on campus; improving your overall project experience. Our web-site includes documents such as [UO Campus Project Delivery Schedule and Life Cycle](#), [Understanding Project Costs on Campus](#), and [Your House on Campus](#). If you have further suggestions for improving the capital project initiation experience, please email capcon@uoregon.edu; we value your input.

Today's Date		Department Name	
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Project Contact				
Contact Person		Contact email		
Contact Phone		Dept. Budget Manager		Phone

Project Location			
Building Name		Room Number(s)	

Project Type (check one)					
Single Office	<input type="checkbox"/>	Classroom or Instructional Space Remodel	<input type="checkbox"/>	Common and Public Space	<input type="checkbox"/>
Office Suite	<input type="checkbox"/>	Conference Room	<input type="checkbox"/>	Conference Room Only	<input type="checkbox"/>
				Science Laboratory Remodel	<input type="checkbox"/>
				Other	<input type="checkbox"/>

New work includes the following elements (check all that apply)									
Painting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Audio/Visual Equipment Installation	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Floor Covering	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Electrical Outlet Additions or Modifications	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Wall Reconfiguration	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Heating and Cooling Modifications	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
New Furniture	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Lighting Additions or Modifications	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Existing Furniture Reconfiguration	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Network/Data Modifications or Additions (Example: Relocate jacks, add jacks)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Plumbing Additions or Modifications (Example: Sinks, Drains)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Server rack modifications or installations	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
New Shelving/Casework	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
New Window Coverings	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Is this a Science Laboratory Project	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>



Capital Project Initiation Form

Project Description and Scope of Work

Describe the basic scope of your project and what you want to accomplish. Describe the current use of the space, the proposed use of the space, and any constraints on availability.

Construction Schedule

Please 'V' which general time frame is best suited for the construction of your project

This is subject to the complexity of the project, procurement times, and the current Capital Construction department work-load

<input type="checkbox"/>	Summer Break	<input type="checkbox"/>	Winter Break	<input type="checkbox"/>	During Term Indicate which term and year. Terms include Fall, Winter, Spring, Summer	
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Upon submittal, a representative from our office will contact you to further develop the scope of work and *budgetary* cost estimate. In an effort to streamline the project delivery process on campus all capital project requests for projects ranging from \$0 - \$1M must be initiated electronically by this form. Verbal, email, or other request methods will not be accepted.

Submit



UO Campus Project Delivery Schedule and Life Cycle

\$0 - \$1 Million

Note From Capital Construction: This table is developed to be used as a guideline to help the Campus Project Requester gain a better sense of sequence and schedule for a particular project that you are planning. The information provided below is based off project outcomes for the majority of campus projects, but certainly not all. There are many factors and complexities that influence a particular project. The most common factors include project complexity, the decision making process, unusual procurement items, special reviews, funding limitations, and restricted construction times. The Scope Development process (#2) is where the project specific tailoring begins. This tool is for you. If you have ideas for making this better, your suggestions are always welcome at capcon@uoregon.com.

SUMMARY

Project Delivery Schedule Summary	Project Cost Range	Task Duration		Project Type
		Low	High	
	\$0 - \$50K	8	31	Office(s) remodel with new or existing furniture; minor cabinet work; conference room upgrade; carpet replacement; paint; lighting upgrades; window blinds
	\$50K-\$200K	30	48	Office suite remodel; low chemical use (or technically basic) laboratory upgrade with case-work; larger flooring replacement; small classroom remodel (20-35 seats); renovations with minor HVAC, electrical, plumbing and HVAC work
	\$200K - \$500K	33	53	Moderate chemical use (or moderately technical) laboratory renovation with extensive casework; large classroom renovation (36 to 100 seats); larger office suite remodel; moderate data, electrical, plumbing, and HVAC work.
	\$500K - \$1M	39	67	High chemical use or (or technically complex) laboratory renovation with extensive casework; lecture hall classroom renovation (100+ seats); extensive office floor renovation with open work spaces and walled offices, meeting rooms, break rooms, new furniture, data, electrical, plumbing, and HVAC
	Product Procurement Only	13	35	This is for product purchases only: free standing or systems furniture; equipment, fixtures, appliances, instruments, etc.

PROJECT DELIVERY LIFE CYCLE

Project Delivery Tasks		Project Cost Range	Task Duration		Responsible Party	Action Forms, Informational Documents & Notes
			Low	High		
1	Project Request	All	1	1	Requester	Action Form(s): Capital Project Initiation Form Helpful Documents: Understanding Project Costs on Campus ; Your House on Campus Notes: If new furniture, fixtures, or equipment (FF&E) are part of the renovation scope, Cap Con will coordinate the purchases
2	Scope Development	\$0 - \$50K	1	3	Cap Con and Requester	Action Form(s): Scoping Statement (or email for less complex projects); Laboratory Programming Questionnaire Notes: Format of scoping document produced by Capital Construction is dependent on complexity of project. The Scope Development phase is also the time for the requester and Cap Con to generally discuss project timing, schedule, funding, and other project particulars.
		Projects > \$50K	3	5		
3	Departmental Approval	All	1	1	Requester	Signed Scoping Statement or email confirmation with funding index noted is the approval mechanism for Cap Con to begin your project. The start of your project is also dependent on the timing and workload of the Capital Construction office.
4	Design Contract Development	\$0 - \$50K	0	4	Cap Con	Time allocation for design contracts is necessary for projects that require outside design services. This includes proposal generation and contract times. A design consultant must see the space, understand the scope of the project, and then generate a proposal for Cap Con to review and approve. <i>Typically, projects under \$50k don't necessitate outside design services.</i>
		Projects > \$50K	4	4		
5	Design and Construction Document Preparation	\$0 - \$50K	1	8	Cap Con	Task typically includes furniture selection, carpet selection, finishes, space planning; minor HVAC review; basic drawings
		\$50K-\$200K	6	14	Cap Con	Task can include detailed design drawings, reviews, and project bid manual assembly required for City building permits and contractor bidding
		\$200K - \$500K	8	16	Cap Con	Includes detailed design drawings, reviews, and project bid manual assembly required for City building permits and contractor bidding.
		\$500K - \$1M	12	20	Cap Con	Includes detailed design drawings, reviews, and project bid manual assembly required for City building permits and contractor bidding.
6	Bid Process	\$0 - \$50K	1	2	Cap Con	Time allocation is the estimated time needed for a contractor to generate a proposa
		Projects > \$50K	3	3	Cap Con	Procurement process is OUS and state regulation dependent
7	Construction Contract Development	\$0 - \$50K	1	3	Cap Con	Procurement process is OUS and state regulation dependent
		Projects > \$50K	3	3	Cap Con	Procurement process is OUS and state regulation dependent
8a	Construction	\$0 - \$50K	1	8	Cap Con	<i>If furniture, equipment, and other long-lead procurement items are part of the project, this will impact the noted schedule. Add 6 weeks to the low and high enc</i> Also, term breaks are usually the best time for construction to occur. This is usually determined by the Requester. Construction restrictions must be noted on the Project Initiation form for restrictions will impact the schedule.
		\$50K-\$200K	8	16	Cap Con	<i>If furniture, equipment, and other long-lead procurement items are part of the project, this will impact the noted schedule. Add 6 weeks to the low and high enc</i> Also, term breaks are usually the best time for construction to occur. This is usually determined by the Requester. Construction restrictions must be noted on the Project Initiation form for restrictions will impact the schedule.
		\$200K - \$500K	10	20	Cap Con	
		\$500K - \$1M	12	30	Cap Con	
8b	FF&E Procurement (only)		6	12	Cap Con	This is for product purchases only: free standing or systems furniture; equipment, fixtures, appliances, instruments, etc.
9	Move-In		0	1	Joint	Helpful Documents: Move Process