

# FACILITIES MANAGEMENT SERVICES GUIDE TO WORKING WITH RIT'S CAMPUS PLANNING, DESIGN, & CONSTRUCTION SERVICES DEPARTMENT

## TO REQUEST SERVICES:

If your college or division has a Building Coordinator, s/he will help you initiate a **PROJECT REQUEST**; if not, simply use the FMS website or e-mail **FACILITIES MANAGEMENT** at [FMS@RIT.EDU](mailto:FMS@RIT.EDU) a description of the project – including building and room number(s) – along with your name, phone number and e-mail address.

## ESTABLISHING PROJECT BUDGET:

After receiving your Project Request, FMS will assign a Project Manager to meet with you as soon as possible to review your project and develop a project budget. For simple projects, a project budget may take just a few days or weeks; for complicated projects, a project budget may require working with external Architects and/or Engineers for months.

When preparing a project budget, the Project Manager will include funds to cover “unforeseen conditions”. These funds are intended only for otherwise unbudgeted work **required** to complete the **original intent** of the project; the Project Manager can **NOT USE** these dollars to fund new or additional work. In the event the cost of dealing with an “unforeseen condition” exceeds these contingency funds, you will be asked to fund the difference.

## COMMITTEE APPROVAL:

Some projects may require the approval of one or more Campus Committees listed below. The Project Manager will advise you if this is necessary and assist you in obtaining this approval.

1. **SPACE COMMITTEE** approval is needed for any space changes that involve adding or removing walls or changing the space's “use”.
2. **AESTHETICS COMMITTEE** approval is needed for any projects impacting common areas such as corridors, lobbies or a building's exterior.
3. **BUDGET COMMITTEE** approval is needed for any project exceeding \$10,000 (regardless of funding source).

## INTERNAL/EXTERNAL CONSULTANTS AND/OR REVIEWERS:

Some projects may require consultation, review, and/or work by other RIT Departments (e.g. Campus Safety, ITS or ETC), some projects may require approval by the Town or other reviewing authority, and some projects may require hiring an external consultant (e.g. Architect, Engineer or Acoustical Consultant); the cost for any external consultant must be paid for by you. Usually external consultants are first hired only to perform a “study”; this study examines design options and usually results in a “range of magnitude” cost estimate (which includes the cost of complete design services).

## DESIGN PROCESS:

In general, the life cycle of a project involves the following phases:

- Programming
- Selection of the Design Professionals
- Schematic Design
- Design Development
- Construction Documents

These phases are common to all construction and remodeling projects; however, in smaller projects the phases often become less formal, involve fewer individuals (e.g. FMS staff may serve as the Design Professionals for smaller projects), and may have a short schedule of only a few days, weeks, or months. Large projects, on the other hand, may take years from the time they are envisioned by a school or department to the time “move-in” takes place. The following describes each phase of a large project:

**PROGRAMMING** - FMS serves as a resource (in the case of technically complex projects, an outside consultant is usually engaged to prepare the Program documents) to develop the specific requirements for the project. A Program is developed detailing all objectives, spaces, services (e.g. telephone, data, utilities, etc.), equipment (new and existing), special finishes, furniture, and spatial relationships. The Program forms the basis of your expectations and goals for the completed project.

**SELECTION OF THE DESIGN PROFESSIONALS** - Design Professionals are generally firms offering both architectural design and engineering services, however, occasionally design firms join with engineering firms to form a design team. FMS invites a "short list" of design firms (or teams) who have the necessary qualifications and experience to submit proposals. Based on these proposals - and, in some cases, interviews - a firm is selected. The successful design firm uses the Program, University Standards, the schedule and the Construction Budget, as well as any applicable grant requirements, as the basis for their design.

**SCHEMATIC DESIGN** - The first step by the design team is referred to as the "schematic design" phase, in which the objective is the development of simple diagrammatic documents delineating room sizes and relationships, single line diagrams of all systems (i.e. water mains, electrical risers, etc), preliminary elevations studies of the building exterior, and, if applicable, drawings of special interior spaces. The schematic design will be reviewed during frequent meetings with FMS and representatives of the College or department. At the conclusion of this design phase the architect will submit drawings, a project narrative, and an estimate of construction cost for review and approval. In the case of larger projects this could include the President, the Dean, the Provost and the Senior Vice President of Finance and Administration.

**DESIGN DEVELOPMENT** - The approved schematic design is then further developed into definitive plans and elevations by the design team. Colors, patterns, materials, lighting fixtures, and special equipment and building elements are selected and reviewed by FMS and representatives of the College or department. For complex laboratory projects, detailed laboratory plans identifying all services; casework and equipment are also developed. Detailed floor plans, sections, elevations and an outline specification defining materials, finishes and systems, as well as an updated construction cost estimate are submitted for review and approval.

**CONSTRUCTION DOCUMENTS** - The approved definitive design documents are developed into comprehensive construction drawings and specifications that are used to competitively bid the work among qualified contractors and ultimately as the basis for the construction of the project. The construction documents are submitted when they are approximately 50% and 100% complete for review and approvals and then the project is bid.

## **AUTHORIZING A PROJECT:**

If you wish to approve a project budget (or in the case of the larger project described above, the bids) and assuming all required Committee approvals have been received, you will need to send written or e-mail authorization to proceed with the project. Unless your project is being centrally funded, you will also need to provide FMS with an account number to bill all project costs to. FMS **CAN NOT** begin any work until this account number is received.

## **THE CONSTRUCTION PROCESS:**

Once you authorize a project, the Project Manager will schedule the work (at a mutually agreeable time). The Project Manager coordinates the work, monitors costs and scheduling, and reviews the construction work performed by the Contractor. (Note: No one is allowed in the construction area without prior authorization.) During the construction process, the Project Manager will notify you of anything that might affect the project cost or schedule and should schedule a "walk through" with you at the end of the project.

Any user requested changes to the project must be directed in writing to the Project Manager. The revision will be evaluated and priced by the Contractor. After a review of the costs and an evaluation of the impact on the project schedule, the user will be asked to identify a funding source for the requested change. No changes to the agreed upon project scope will be implemented without corresponding documentation and funding.

## **OCCUPANCY:**

At the time of initial occupancy, the FMS Project Manager will give an over-view presentation and tour of the facility to designated representatives. This will include an explanation of how the building is zoned for thermal comfort, operation of appropriate building components, the location of emergency equipment and exits, etc. The operational and maintenance responsibility for the facility is turned over to RIT at this time. All calls for service relating to the building should be directed to FMS Operations. The FMS Project Manager will be available to assist with resolution of warranty and post-occupancy construction issues.

**BILLINGS:**

You are only billed the actual cost of the project – i.e. unused contingency funds are returned and there is no cost for D & CS personnel. The Project Manager can update you on project costs at any time, however the final billing generally takes 2<sup>+</sup> months after completion of the actual work.