



UNIVERSITY POLICY

SUBJECT: FACILITY SERVICES

TITLE: RENOVATION/ALTERATION/NEW
CONSTRUCTION

CODING: 00-01-70-45:00

ADOPTED: 07/12/95

AMENDED: 08/31/06

LAST REVIEWED: 08/31/06

I. PURPOSE

To ensure the proper process to request and obtain approval for all renovation, alteration, addition or new construction projects within UMDNJ owned and leased facilities.

II. ACCOUNTABILITY

Under the direction of the President, the Senior Vice President for Administration shall ensure compliance with this policy. The Deans, President/CEOs of the Healthcare Units, and Vice Presidents shall implement this policy.

III. DEFINITIONS

- A. **Preliminary Layout** - A project concept presented in a drawing format that sets forth the basic floor plan of the project's programmatic requirements. Preliminary Layouts are subject to change after approval of the End User Representative, or due to final review by regulatory agencies such as the Department of Community Affairs and the Department of Health.
- B. **Renovation** - Any construction that results in a change to the internal arrangement of an existing facility in order to upgrade it to a higher standard of quality, efficiency or different use than originally existed. Examples include new installation of air conditioning, installation of grid ceilings, lighting, partition demolition or additions to comply with, but not limited to, current building and fire safety codes.
- C. **Alteration** - A change in the internal arrangement or other physical characteristics of an existing facility so that it may be more effectively used. Examples are partitioning a classroom into offices or removing an existing partition to enlarge a conference room.
- D. **New Construction/Addition** - A new facility or the addition, expansion, or extension of an existing facility that adds to a building's overall external dimensions.
- E. **Request for Proposal (RFP)** - A document soliciting proposals for services over the bid threshold from firms such as architectural/engineering consultants. The dollar amount for the bid threshold is available on Purchasing Services website, <http://www.umdny.edu/purchweb>. The information in the RFP includes, but is not limited to, location of the project, project description, detailed Scope of Work, criteria for consultant selection, time frame for project feasibility study completion and deadline for responses.
- F. **Request for Quotation (RFQ)** - A document soliciting proposals for services under the bid threshold from firms such as architectural/engineering consultants. The dollar amount for the bid threshold is available on Purchasing Services website, <http://www.umdny.edu/purchweb>.

The information in the RFQ includes, but is not limited to, location of the project, project description detailed Scope of Work, criteria for consultant selection, time frame for project feasibility study completion and deadline for responses.

- G. **Feasibility Study** - A comprehensive report developed by an Architectural/Engineering or other firm that includes, but is not limited to: Design Narrative, Project Description, Programming, Preliminary Layout, Scope of Work, Mechanical, Electrical, Plumbing and Fire Protection (MEP/FP) systems evaluation, Hazardous Material Evaluation, code and ADA deficiencies and Remediation Recommendation, Project Budget and a Design and Construction Schedule.
- H. **End User Representative** - A representative of the school, department, unit, individual or group of individuals who will occupy and/or use the completed design/construction project.
- I. **Project Budget** - The total cost to complete a renovation, alteration, addition or new construction project, including, but not limited to, construction costs, professional fees, UMDNJ fees, contingencies, escalation, hazardous material remediation, telecommunications, furniture, fixture and equipment costs. An example of a Project Budget may be obtained from the Office of Facilities, Planning and Construction.
- J. **Project Team** - A group of individuals who have responsibility to participate, contribute and represent their firm, school or unit in the development and implementation of a specific renovation, alteration or new construction project. The Project Team (e.g., EOHSS, Public Safety, IS&T, Physical Plant, Radiation Safety Services and other departments) shall act as a resource to Facilities Planning and Construction and shall complete tasks as assigned for the orderly progress and successful completion of the feasibility study.
- K. **Scope of Work** - A description of the work indicating the architectural, structural, mechanical, electrical and plumbing and fire protection systems, material choices and quantities of materials for a project. The Scope of Work provides a basis for determining the Project Budget.
- L. **Plant Fund Account** - A capital account under control of Executive Director of Facilities, Planning and Construction that is established for a specific project and to which all project costs are charged.

IV. REFERENCES

The following policies provide additional and related information:

- A. Program Document [00-01-70-20:00](#)
- B. Signage [00-01-70-25:00](#)
- C. Request for Space [00-01-70-30:00](#)
- D. Parking Facilities Planning and Construction [00-01-70-50:00](#)
- E. Facilities Planning and Construction Project Fees [00-01-70-65:00](#)
- F. Facilities Planning and Construction Project Management [00-01-70-70:00](#)

V. POLICY

- A. Requirements:

1. All requests for renovation, alteration or new construction shall be submitted in writing to the Senior Vice President for Administration from a Dean, President/CEO or Vice President of a School/Unit. All requests must be accompanied with the following information, completed to the fullest extent possible:
 - a. current use and square footage of space
 - b. program requirements
 - c. proposed use of renovated space
 - d. location of space
 - e. time-frames requested
 - f. name and phone number of End User Representative
 - g. funding limitations
2. The cost to retain the services of an architectural/engineering firm or other consultants to conduct feasibility studies is the responsibility of the requesting school/unit.
3. Any proposed change in the Scope of Work of a feasibility study for a renovation, alteration, addition or new construction project after the initial request, must be requested in writing by the Dean, President/CEO or Vice President to the Senior Vice President for Administration. The Senior Vice President for Administration will evaluate the request and respond in writing as to the feasibility of the request.
4. For projects with a total Project Budget of under \$100,000, Board of Trustees' approval is not required. For projects with a total Project Budget in excess of \$100,000, a Program Document must be submitted to the Board of Trustees for approval through the Finance Committee. The guidelines for writing a Program Document are contained within University policy Program Document, 00-01-70-20:00.
5. A Plant Fund Account must be established by the requesting School/Unit for all projects before any consultants can be retained.

B. Responsibilities:

1. Upon receipt of a request for renovation, alteration or new construction, the Assistant Vice President for Operations shall evaluate the request and determine if a feasibility study will be conducted by in-house staff or by an outside consultant(s).
2. If it is determined that a feasibility study is to be conducted by an outside consultant:
 - a. Facilities Planning and Construction develops a Request for Proposal (RFP) or Request for Quotation (RFQ) to retain the services of an architectural/engineering firm or other consultant.
 - b. Upon selection of an architectural/engineering firm or other consultant, a contract and purchase order will be initiated by Facilities, Planning and Construction and with the cooperation of Purchasing Services and Legal Management submitted to the Finance Committee for approval. A Plant Fund Account must be established by the requesting school/unit for the services of the architectural/engineering firm or other consultant.

- c. Facilities Planning and Construction shall assemble a Project Team, which may include, but is not necessarily limited to, the design architect, design engineer, other design specialist consultants, end user representative, and representatives from Physical Plant, IS&T, EOHSS, Public Safety, General Services, Radiation Safety Services and from other University departments as required for the successful and orderly execution of the feasibility study.
 - d. Upon completion of the feasibility study, including the Project Budget, the feasibility study is submitted by the Assistant Vice President for Operations to the Dean, President/CEO or Vice President of the requesting School/Unit for review, approval and the establishment of a Plant Fund Account for the construction phase of the project. An example of a Request to Establish University Plant Fund Account form may be obtained from the Office of Facilities Planning and Construction.
 - e. Upon receipt of signature approval of the Project Budget and the fully funded Plant Fund Account, a project
 - i. under \$100,000, Facilities Planning and Construction shall proceed with the design, permitting, bidding and construction of the project or transfer the project to Physical Plant, if appropriate, for implementation.
 - ii. over \$100,000 is scheduled for presentation to the Finance Committee.
 - f. Upon approval by the Board of Trustees, Facilities Planning and Construction shall proceed with the design, permitting, bidding and construction of the project.
3. If it is determined that Facilities Planning and Construction staff will perform the requested feasibility study in-house,
- a. Facilities Planning and Construction shall assemble a Project Team, which may include, but is not necessarily limited to, the design architect, design engineer, other design specialist consultant, end user representative, and representatives from Physical Plant, IS&T, EOHSS, Public Safety, General Services, Radiation Safety Services, and from other University departments as required by Facilities Planning and Construction for the successful and orderly execution of the feasibility study.
 - b. Facilities Planning and Construction will develop a Preliminary Layout and Scope of Work for the project with the input from the UMDNJ Project Team. The End User Representative will facilitate the appropriate reviews and approvals of the Preliminary Layout and Scope of Work.
 - c. Upon approval of the Scope of Work and Preliminary Layout for the project, a Project Budget is developed to identify all construction costs, fees, contingencies and other related project costs. An example of a Project Budget may be obtained from the Office of Facilities Planning and Construction.
 - d. The Project Budget is submitted by the Vice President for Operations to the Dean, President/CEO or Vice President of the requesting School/Unit for review and approval and the establishment of a Plant Fund Account for the design and construction phase of the project. An example of a Request to Establish University Plant Fund Account form is attached as an EXHIBIT.

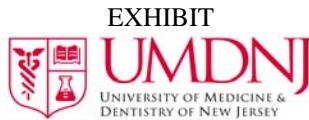
- e. Upon receipt of signature approval of the Project Budget and the fully funded Plant Fund Account, a project
 - i. under \$100,000, Facilities Planning and Construction shall proceed with the design, permitting, bidding and construction of the project or transfer the project to Physical Plant, if appropriate, for implementation.
 - ii. over \$100,000 is scheduled for presentation to the Finance Committee.
- f. For projects with a total Project Budget in excess of 100,000, a Program Document must be submitted to the Board of Trustees through the Finance Committee.
- g. Upon approval by the Board of Trustees, Facilities Planning and Construction shall proceed with the design, permitting, bidding and construction of the project.

VI. EXHIBIT

Request to Establish University Plant Fund Account Form

By Direction of the President:

Senior Vice President for Administration



UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY
REQUEST TO ESTABLISH UNIVERSITY PLANT FUND
(Capital Projects)

To be completed by

THE USER UNIT

FUNDING SOURCE

Index # _____ Index Title _____

Amount to be transferred to plant fund \$ _____

Project Description/Location _____

Approval _____

(User Unit's Fiscal Representative)

To be completed by

FACILITIES PLANNING & CONTRUCTION/PHYSICAL PLANT

Plant Fund Title _____

Plant Fund Amount _____

Plant Fund Officer _____

Attachments:

- Approved Project Budget Sheet
- Projection Description/Intended Use _____
- Other _____

To be completed by

UNIVERSITY'S PLANT FUND UNIT

Plant Fund Index # _____ has been established based on the above information.

Approval _____ Date _____

(University Plant Fund Manager)

The University is an affirmative action/equal opportunity employer