



## FACILITY IMPROVEMENTS AND MODIFICATIONS REQUEST FORM

**Building:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Requestor:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

### (1) DESCRIPTION OF WORK (attach separate sheet if necessary)

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**Justification:** \_\_\_\_\_  
\_\_\_\_\_

Acctn Code: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Allocated **Funds:** \$ \_\_\_\_\_

### (2) DIVISION APPROVAL

Division Chair (Academic Depts.) \_\_\_\_\_ Date \_\_\_\_\_  
Department Head (All Others) \_\_\_\_\_

Dean (School, Div.) \_\_\_\_\_ Date \_\_\_\_\_  
VP (All Others) \_\_\_\_\_

### (3) APPROVAL FOR CAMPUS OPERATIONS TO DO STUDY & ESTIMATE

Sr. VP of Finance \_\_\_\_\_ AND \_\_\_\_\_ Date \_\_\_\_\_  
VP of Facilities Management and Planning \_\_\_\_\_ Date \_\_\_\_\_

### (4) CAMPUS OPERATIONS REVIEW, ESTIMATE, COMMENTS:

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Campus Operations Dir./ Manager \_\_\_\_\_ Project Cost: \_\_\_\_\_

### (5) Divisional and Financial: APPROVAL/DISAPPROVAL

Comments:

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(6) \_\_\_\_\_  
Sr. VP of Finance \_\_\_\_\_ Date \_\_\_\_\_

(7) \_\_\_\_\_  
President or Executive Vice President \_\_\_\_\_ Date \_\_\_\_\_

**DEPARTMENT OF CAMPUS OPERATIONS  
FACILITY IMPROVEMENTS AND MODIFICATIONS REQUEST**

<b>VOLUME:</b> Administration	<b>ACCOUNTABILITY:</b> Vice President of Facilities Management and the Director of Campus Operations
<b>SECTION:</b>	<b>REFERENCE NUMBER:</b>
<b>CHAPTER 3:</b>	<b>DEPARTMENT</b> Campus Operations
<b>TITLE:</b> Facility Improvement and Modifications	<b>PAGES:</b> 4
<b>APPROVED:</b>	<b>EFFECTIVE DATE:</b>
<b>REVISED:</b>	<b>POLICY REFERENCES:</b>
<b>RETired:</b>	<b>CONTACT:</b> (615) 327-6800

**Policy**

It is the policy of the Meharry Medical College Campus Operations Department to provide guidance and control for all construction, renovations, modifications and alterations of the existing facilities in an economical manner, utilizing in-house resources augmented by outside sources or the use of total external contractual services, to meet the requirements of the Board of Trustees Building and Grounds Committee and the MMC Construction Standards.

**Discussion**

To make the best use of available physical plant and architectural resources, department heads or designees will request assistance for renovation, new construction or mechanical upgrades during the development stage. All renovations and new construction projects will be coordinated through the Campus Operations Maintenance (carpet, painting, renovations, installation of large equipment, etc.). This will enable the college to enforce the uniform standards for the interior and exterior appearance of all campus buildings and to provide efficiency in the purchase of building materials. It is expected that all departments will follow these procedures regardless of permit and non-permit construction.

**Procedures**

Whenever grant applications are prepared, the Principal Investigator (PI) should involve the Director of Campus Operations in the development of budgets for planned renovations. This will enable the PI to request sufficient funds for the project.

All improvements and modifications **\$50,000.00** and over may require three or more comparative bids or proposals to meet the Meharry Medical College Board of Trustee guidelines, before a final approval. For projects and components **under \$50,000.00**, discretion will be used to acquire comparative pricing, based on urgency and importance of the improvement or modifications.

Before development of budget amounts, detailed drawings and the bid process can begin, proposed projects and renovations to be paid from general funds will require the approval of the following personnel:

- The Department Head or Chair for budget line approval and fund availability.
- The Dean of the School that has control of the space to be renovated or remodeled (see space allocation policy).
- The Sr. Vice President of Financial Affairs

- The Vice President of Facilities Management and Planning.
- The President or Executive Vice President of the college.

The **Facility Improvements and Modifications Request (FIM)** form will be completed for all project request estimates. The approved FIM form will be faxed to the Campus Operations office at **327-5551** or emailed to the Director of Campus Operations.

The following information should be completed on the **FIM** form for Campus Operations estimate and review:

- Building (Where work is to be done)
- Contact (Person/number who knows what needs to be done. If possible, also provide the Name of the financial representative for department.)
- Exact location and description of work to be completed
- Valid fund, budget number, FOPAL
- Authorized signature, (add printed name)
- Indication if the work is federally funded
- Date

On receipt of the approved FIM form, Campus Operations will arrange a site visit or telephone conference to discuss the following:

- Campus standards
- Scope of the work requested (5 days)
- Desired time for completion
- Method of design proposed by Campus Operations
- In-House Planning: Small projects (10-21 days)
- Contracted Architectural-Engineer: Usually for larger projects (2-6 months)

The Campus Operations Manager will evaluate the scope of the project, to assess the need to complete the project with in-house labor, subcontractors, or by engaging a general contractor. Campus Operations Management will provide all communications with trades and construction contractors, to reduce inconsistencies and to keep change requests to a minimum. Completed plans will only be sent to those contractors or sub-contractors who are on the MMC approved bid list. Contractors can be added or deleted from the bid list by consultation with the Vice President of Facilities Management or the Director of Campus Operations.

The bidding process will give all trades or suppliers adequate time to produce authentic and accurate bids. The opening of sealed bids will be done in the presence of designee from the requesting department and a representative of the department of Legal Affairs. All completed bids will be evaluated as directed by the bid invitation. Once written notification has been issued to the successful bidder and all terms are accepted, a purchase requisition will be generated and a purchase order will be issued before the work commences.

After design completion, the project is reviewed for safety, code, accessibility and compliance by the following departments:

- Vice President of Facilities Management and/or Director, Campus Operations
- Contract Engineers/Architect
- Renovations/construction Building Code (Metro)
- Environmental Health and Safety Services
- Electro-Mechanical Services (Maintenance dept.)
- Communication Network Services (OIT)
- Security Department
- Physical Access (Key) Control (Security)

### **Project timeline:**

1. Project request, department with approval by Dept. Head (2-10 days)
2. Walk through/ Scope of work and estimate by Campus Operations (10-20 days)
3. **FIM** form back to Department for account/budget number (2-10 days)
4. Submittals for bids by vendors to Campus Operations (5-20 days)

5. Requisition for product/services, Requesting Department/Campus Operations (5-30 days)
6. Routing of contract for approval, various departments (1-5 days)
7. Acquire Purchase Order number, Procurement office (1-5 days)

## **Construction Phase**

In an effort to provide the best service possible, departments will be offered two methods for project construction: **Term Contracts, and Invitation for Bids**. All projects completed through CPO are performed on a reimbursable basis (i.e. fees for service) meaning that the department will be assessed the actual cost of the ongoing work and support needs for the project. The pros and cons of each method of work are detailed below.

**Davis-Bacon Act Requirements.** To the extent required by federal law, the parties agree to comply with the Davis-Bacon Act, as codified at 40 USC 276a to 276a-7 and any current and future regulations promulgated there under. The Davis-Bacon Act, as amended requires that all laborers and mechanics employed by contractors or subcontractors to work on construction contracts in excess of \$2000 financed by Federal assistance funds must be paid wages not less than those established for the locality of the project (prevailing wage rates) by the Department of Labor.

**Davis-Bacon Act Compliance.** Contractor and/or subcontractor warrant to the State and Meharry that it will comply with the requirements of the Davis-Bacon Act and the Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). This requires that contractor and/or subcontractor submit to Meharry weekly, for each week in which any contract work is performed, a copy of the payroll and a statement of compliance (certified payrolls) (29 CFR sections 5.5 and 5.6). Contractor and/or subcontractor warrant that it will cooperate with the State in the course of performance of the contract so that both parties will be in compliance with the Davis-Bacon Act. Contractor and/or subcontractor will sign any documents that are reasonably necessary to keep the State and Contractor in compliance with these requirements, including but not limited to the AIA Standard Form Agreement, and other contractual agreements used by the College for construction, renovation or moving contracts.

- **Term Contracts:** Term contracts are contracts for goods and services established by the Campus Operations. These contracts allow MMC to procure the services of skilled, licensed tradesman in every discipline at a contract hourly or unit cost rate. The Campus Operations Manager supervises this work force to accomplish projects. Due to unanticipated problems during any construction, there is no guarantee that the project might not exceed the original estimate. The advantage of the term contract is the ability to fast-track a small to medium size project after performing only a minimal design. Term contract project is considered cost-plus.

- **Invitation for Bids (IFB):** IFB's are a more formalized method of project construction procurement and are usually required to be used for projects costing \$50,000 and over. The disadvantage of this method is that a complete Arch/eng. design is required and a formal procurement process is necessary. The advantage of this method is that the project is opened up for competitive bid. The average turn-around time from issuance of an IFB (after design approval) to award of the contract for construction is approximately 10 days.

**All Contractors/Subcontractors must sign and return the following documents to the Department of Campus Operations, for an agreement to be approved as fully executed:**

- **AIA Document Form Agreement**
- **Davis-Bacon Act Standard Form Agreement**
- **Davis-Bacon Act Attestation Form**

## **Change Orders**

In the course of renovation, it will not be unusual to discover conditions that were not anticipated during the design phase.

Unexpected problems that become apparent during the design or construction of the project remain the responsibility of the department and thus must be corrected at the requesting department's expense.

If a plan is changed after the final approval of the design, a review for building code compliance and approval of the changed design is required prior to construction of the changed item. Changes and/or modifications in the scope may result in additional time and charges to the requesting department.

## **Project Management**

The Vice President of Facilities Management and/or the Campus Operations Manager will head the management for all projects, regardless of the method of project procurement chosen by the department. A project coordinator will be assigned to every project to keep project activities coordinated and the department informed. All question concerns a department might have should be directed to the Campus Operations project manager and/or the project coordinator. All directions and discussions of the project with the contractor will be through the Campus Operations management, to ensure technical understanding and lack of undue changes.

## **Purchase Orders**

A Purchase Requisition must be submitted for the full contract amount and the Purchase Order verification of the encumbered funds must be received before the start of any project. (5-10 days)

## **Design**

Generally, design fees increase proportionately with design complexity. Except in emergencies, Campus Operations will not commit the spending of the requesting department's funds without prior approval. Design fees typically average 12%-15% of the total project construction cost (10-30 days).

## **Hazardous Materials**

If hazardous materials (such as asbestos or lead) are anticipated, then testing would be required for accurate assessment abatement in the project scope. Testing fees will vary depending on project site size and require the requesting department's approval.

## **Billing process**

All project costs are recorded on an on-going basis. The project coordinator will reserve the right to hold a retainage of 5% of the total on all projects until there is an acceptable completion. As soon as invoices are received, they are processed for payment and posted to the campus internal accounting system (**WORKDAY** or alternate system). Once projects are completed and inspected by Campus Operations management, the requesting department will usually receive final billing within 30 days. If a contractor or supplier does not invoice the college within this time frame, the requesting department will still be responsible for all payments of invoices received for up to 7 years after project accomplishment.

Larger renovation projects (\$10,000 or greater) are checked periodically during project accomplishment. Final billings for these projects are for 30 days upon completion and inspection. All outstanding charges for projects will be partially billed at the end of each fiscal year regardless of the amount.

The Campus Operations Office will process invoices only for work that has been performed or work for which Project estimate/request has been received. Projects are billed charging the fund (account) number listed on the **FIM** estimate form. (Charges can also be posted against multiple funds.)

**Attachments:** Facility Improvements and Modifications Request Form