PURPOSE
This policy is to ensure all construction projects occurring at the University of Kansas Medical Center comply with state statutes, university and board of regents policies and procedures for new construction and renovation projects. The process can be complex depending on the project scope and funding source. Facilities Planning will determine the appropriate process for the proposed project and guide project development, approval and construction. It generally takes a minimum of eight (8) weeks for project approval and selection of the architect before the design process begins. The length of time for design and construction depends on the size of project.

SECTION I – PROJECT APPROVAL

A. Project Development and University Approval (2-4 weeks)
   1. The Department desiring to remodel space assigned to them needs to contact the Department of Facilities Planning at 588-9001. The Campus Architect will meet with the Department, review program needs, and provide an architectural sketch with a cost estimate for the project.
   2. Once the concept drawings are approved by the Department and the funding source is identified, a Physical Plant Modification Request (PPMR) is developed by Facilities Planning identifying the Department, scope of work, project budget concept drawings and funding.
      a. Public funding sources include Restricted Fees, Grants, Research Overhead, Parking Fund, Service Clearing Accounts and OOE.
      b. Private funding sources include KUEA, KUMC Research Institute, KUPI, and the Student Union Corporation. These university affiliated organizations are authorized by Kansas statutes to construct and renovate State owned university facilities with the stipulation that the completed improvements are funded completely with private funds and become the property of the State of Kansas.
   3. This PPMR is then approved by the Department Chair, Director of Facilities Management, the Director of Network Services (on some projects), Vice Chancellor for Administration and finally the Associate Vice Chancellor of Finance. The fully executed PPMR signifies KUMC administration’s approval of the project scope and funding.

B. Board of Regents and State Approval (4-6 weeks)
   1. There are a number of different steps required depending on the source of funds, project costs and scope. All projects must be approved by the Board of Regents and certain projects require approval of the Joint Committee on State Building Construction.
      a. Projects over $10,000 and less than $250,000 require Board of Regent’s staff approval.
      b. Projects $250,000 and more require full Board of Regent’s approval.
POLICY FOR CAMPUS CONSTRUCTION PROJECTS

2. Large capital projects ($750,000+) require a complete architectural program statement approved by the Board of Regents and the legislature.

3. Projects less than $750,000 must be approved by the Board of Regents.

SECTION II – SELECTION OF ARCHITECT/ENGINEER

A. Public Funded Projects
   1. Projects > $750,000 (6-8 weeks)
      a. The architect/engineer (A/E) for public funded projects must be selected in accordance with state statutes.
      b. A request for statement of qualifications is advertised in the Kansas Register. Submittals are received by the Kansas Department of Administration Division of Facilities Management (DFM) and submitted to the State Building Advisory Commission (SBAC) which selects a short list of firms to be interviewed by the project negotiating committee (PNC).
      c. The PNC interviews the short-listed firms and negotiates a fee with the best qualified firm.

   2. Projects < $750,000
      a. The architect/engineer for public funded projects must be selected in accordance with state statutes as follows:
         1. The architect/engineer (A/E) may be selected using the same process as for projects > $750,000. (6-8 weeks)
         2. An On-call architect/engineer (A/E) previously selected by the same method as for projects > $750,000. (2-4 weeks)
      b. Facilities Planning is authorized to design architectural projects with an estimated construction cost less than $750,000 and engineering projects less than $500,000.

B. Private Funded Projects (4-6 weeks)
   1. An architect selection committee is formed with representatives from the project requester, Facilities Management and Planning, and the EVC.

   2. A Request for Statement of Architect’s Qualifications is developed by Facilities Planning and issued to a select list of architectural firms. The request summarizes the proposed project scope, cost and timing in order for the firms to determine their interest in responding.

   3. The selection committee reviews the Statement of Qualifications submitted by interested architectural firms. The three most qualified firms are selected to make an in-depth presentation of their interest, qualifications and consultant team to the selection committee.
4. Upon completion of the architect presentations the selection committee will determine the best qualified firm and attempt to negotiate a favorable fee for the project. If a fee cannot be agreed upon with the selected firm, the second firm will be contacted for fee negotiations.

SECTION III – APPROVAL FOR CONSTRUCTION (4-6 weeks)

A. The Board of Regents must approve preliminary and final plans and specifications for projects > $750,000.

B. Final plans and specifications, including the Code Footprint, must be approved by the Kansas Department of Administration Division of Facilities Management (DFM) and the Kansas Fire Marshal before construction begins. Construction documents shall comply with requirements of the Division of Facilities Management Design and Construction Manual.

SECTION IV – BIDDING & CONSTRUCTION

A. Public Funded Projects
   1. Jayhawk Construction: The project can be priced and constructed using the KUMC Facilities Management construction team, (Jayhawk Construction) and on-call specialty contractors. Construction can usually start immediately upon agreement on costs and timing. (1-3 weeks)

   2. Bidding & Outside Construction: The project can be sent to DFM in Topeka for bidding through the Division of Purchases. (4-8 weeks)
      a. Bids are received by the Division of Purchases, opened and read publicly and sent to KUMC for review and recommendation of award.
      b. Upon recommendation of award, DFM prepares the standard State construction contract for execution by the contractor.
      c. Once the contractor has submitted all required bonds and proof of insurance, DFM issues a Notice to Proceed and construction may commence.

B. Private Funded Projects (2-4 weeks)
   1. The project can be priced and constructed using the KUMC Facilities Management construction team, (Jayhawk Construction) and on-call specialty contractors. Construction can usually start immediately upon agreement on costs and timing.

   2. Construction Documents can be submitted to a select list of contractors for bidding. Sealed bids from the contractors are received by Facilities Planning and opened in the presence of the requesting department’s representative and the architect.
      a. The architect prepares AIA contracts for execution by the contractor and KUEA or Foundation.
      b. Once the contractor has submitted all required bonds and proof of insurance, Facilities Planning issues a Notice to Proceed and construction may commence.
SECTION V – PROJECT MANAGEMENT

A. Facilities Planning will assign a Project Manager responsible for the management of the project to maintain all project communications and schedules, keep costs within the budget, make payments to the architect, consultants and contractors, and assure that the facility is constructed in accordance with contract drawings, specifications, and state regulatory requirements.

B. The Project Manager will act as the requesting department’s agent and liaison for the project. All project communications between the Department, design consultants, and contractors shall be through the Facilities Planning Project Manager.

C. The Project Manager will manage all outside general, mechanical, electrical and plumbing contractors, architects, interior designers, furniture designs during design and construction.

D. The Project Manager will coordinate all aspects of the Project implementation, including: temporary Departmental moves, noise issues with adjacent occupants, infection prevention and control, utility shut-downs and coordination, equipment, and any others issues that are required by the scope of work.

E. The Project Manager will work closely with departmental personnel to ensure the Department is satisfied with the design and installation of the project through project completion and assist with coordination of the department’s move and occupancy of the space.

F. Financial Management
   1. Facilities Planning and the Facilities Management Business Office will maintain and manage all contracts with Architects, Engineers, outside contractors and material suppliers regardless of the project funding source.
   3. Facilities Planning and the Facilities Management Business Office will review, approve and process all invoices from all outside contractors and vendors regardless of the sources of funds.
   4. A complete accounting with actual vs. budgeted costs will be maintained for the project and reported to the Department.

G. The Project Manager will process shop drawings for review and approval by the design consultants and maintain complete project documentation.

H. If a consultant is retained, the consultant (A/E) visits the job site and meets with the contractor, Project Manager, and Department representative(s). The consultant also reviews and approves contractor payment requests and prepares change orders.
I. The Project Manager will ensure that all project acceptance and closeout procedures have been completed.

SECTION VI – PROJECT ACCEPTANCE, OCCUPANCY AND CLOSEOUT

A. Project Acceptance
   1. **Substantial Completion**: Facilities Planning and the A/E shall determine substantial completion (or partial substantial completion) by conducting a joint inspection with the contractor and DFM and shall prepare a “punch list” of incomplete items or deficiencies.

   2. **Final Completion**: Final completion is achieved when final inspection and acceptance of all deficient work items noted on a "punch list" have been corrected and the contractor submits all the closeout documents required.

B. Occupancy
   1. The Department may occupy the facility when all life safety systems (fire alarm, sprinklers, etc.) have been tested and accepted by DFM and the Fire Marshall issues a Certificate of (Partial) Occupancy.

C. Closeout
   1. Closeout documents required by the contractor include: Affidavit of Contractor (release of liens), As-built Drawings, Operation & Maintenance Manual, Warranties & Guarantees.

   2. When all project costs have been entered against the project account and paid, the project is "closed-out" financially.

   3. The Project Manager ensures the contractor's liability for correcting all defects in workmanship and materials for a one year warranty period following acceptance of the project.