

Chapter 6 – Business and Fiscal Affairs

AP 6610 Facilities Project Prioritization

References:

Education Code Sections 81130 – 81149; Title 24 California Building Code
Project work to improve the College facilities will be prioritized through collaborative processes to ensure that resources are effectively allocated to address campus needs, consistent with College goals, and in compliance with applicable codes and regulations.

1. **Project Types:** Following are general descriptions of the types of facility improvement projects overseen by Facilities Planning and Management.
 - a. **Repair:** The goal of a repair project is to correct operational deficiencies in existing facilities or equipment.
 - Example: Repair an electrical outlet that is not working.
 - b. **Alteration:** This type of project meets the needs of the campus community for additions or modification of equipment or facilities at the room level.
 - Example: Add electrical outlets and data ports to support five new student computer workstations in Building 23E, Room 1.
 - c. **Scheduled Maintenance:** Scheduled maintenance projects modify, upgrade, or replace building and infrastructure components or systems that have reached the end of their useful life.
 - Example: Replace the air conditioning units at Building 33.
 - d. **Minor Capital:** Minor capital projects are similar to alteration projects but are larger in scope and require formal DSA plan check and/or inspections. A remodel of several rooms or a portion of an occupied building would generally be considered a minor capital project.
 - Example: Reconstruct Room 3 in Building 21 from a classroom into six faculty offices.
 - e. **Infrastructure Improvement:** Infrastructure improvement projects are necessary to increase the capacity of access, life safety, and utility systems to support growth or the addition of a new facility.
 - Example: Construct a new access ramp for the Print Services after-hour entrance.

- f. Energy: Energy projects seek to improve existing systems to create energy cost savings over time.
 - Example: Install new fume hood controls at Building 60 to reduce run time and air exchange volume.
- g. Health and Safety: A health and safety project is required to mitigate a potentially serious threat to the health and safety of the campus community.
 - Example: Install new cross walk signage at the intersection of Mt. SAC Way and Student Lot D entrance.
- h. Emergency/Immediate Needs: At times, certain work becomes immediately necessary for various reasons.
 - Example: Replace carpet in Building 17, Room 5 damaged by flooding.
- i. Major Capital: Major capital projects are those identified in the Facilities Master Plan, such as new buildings, the major modernization of an entire facility, or the significant expansion of an existing facility.
 - Example: Construct a new Food Service building and demolish Building 8.

2. **Project Prioritization:** Each of the project types will require a different prioritization process to ensure equitable distribution of resources.

- a. Repair: Since repair projects typically deal with equipment or systems that have already failed, requestors may self-designate the work requests as low, medium, or high priority. The Assistant Director of Facilities Planning & Management will review the work requests and may adjust the priority in consideration of all other active work requests. Staff will then complete the work high priority to low priority on a first-in first-out basis.
- b. Alteration, Scheduled Maintenance, and Minor Capital: Since resources for these projects are typically very limited, a formal process to prioritize the work is necessary. Utilizing the Planning for Institutional Effectiveness (PIE) process, projects will be reviewed first at the team level, then prioritized by the Facilities Advisory Committee, and then approved by the Campus Master Plan Coordinating Team, according to available funds.
- c. Infrastructure and Energy: The Facilities Management team maintains a list of these projects and prioritizes them according to the return on investment, level of urgency, access to the site, complexity, and availability of project management and financial resources. The prioritized list is updated quarterly and reviewed by the Facilities Advisory Council (FAC) and approved by the Campus Master Plan Coordinating Team (CMPCT).
- d. Health and Safety: Potential threats to the health and safety of the campus environment that may require modifications or improvements to facilities must be reviewed by the Safety Committee. The Health and Safety Committee should review the information provided and make a recommendation to the Vice President of Administrative Services regarding the urgency of the issue and the approach that should be taken.

- e. **Emergency/Immediate Needs:** Emergency projects with the endorsement of a vice president should be forwarded to the Director of Facilities Planning & Management for urgent treatment. Projects that must be completed outside of the regular planning cycle may be submitted to CMPCT as an immediate needs request by any of the vice presidents.
- f. **Major Capital:** Major capital projects are prioritized through the Facilities Master Planning process, utilizing the Educational Master Plan data, and in logical order to minimize costs and impact to the operation of the campus. The Facilities Master Plan is updated every five to seven years depending upon available project funding and in response to changes to educational planning and campus needs. A five-year Capital Outlay Plan, reflective of the Facilities Master Plan, is submitted to the Board of Trustees annually for approval (see AP 6600 – Capital Construction).

3. **Project Requests** – The following processes must be used to submit projects for review and prioritization:

- a. **Repair:** Repair projects should be submitted directly to the Facilities Planning & Management office using the web-based work order system. Only authorized users of the system may submit work orders, and each operating unit has the ability to establish an internal review process to ensure that only appropriate work requests are submitted. *The campus community should be strongly discouraged from attempting to split a larger project into many smaller repair work orders.*
- b. **Alteration, Scheduled Maintenance, and Minor Capital:** The following multi-step process is required:
 - **Planning for Institutional Effectiveness (PIE) (March – September):** As part of the PIE process, project proposals should be prepared at the unit or department level, reviewed at the team (vice president) level, and ranked based on internal priorities. Proposals must be submitted using the Project Request Form including requestor information, the location, and a brief description of the project scope, the purpose of the project, information about schedule constraints, and available outside funds or potential savings created by the project.
 - **Project Review (September – October):** The ranked lists of projects will be reviewed by the Facilities Planning & Management team to prepare preliminary scope, cost, and schedule information.
 - **Initial Priority List (November):** FAC will review the combined list of projects along with initial project information to prepare an initial prioritized list of projects.
 - **Final Project List (December):** CMPCT will approve projects from the prioritized list based on available funding and staff resources.

- c. **Infrastructure and Energy:** Infrastructure and energy projects are typically identified by the Facilities Management staff as the capacity of utility systems are exceeded or as cost savings opportunities are identified and new technology is developed. Project proposals are created, identifying funding sources such as energy incentives or grants and quantifying potential savings. Proposed projects are assigned to a project manager to develop the project scope, cost estimate, and schedule information. FAC reviews the project requests as they arise and makes recommendations to CMPCT.
 - d. **Health and Safety:** If after receiving a recommendation from the Safety Committee, the Vice President of Administrative Services determines that a facilities-related issue should be addressed outside of the normal process, the Director of Facilities Planning & Management will review the recommendation and assign a project manager to develop a preliminary scope of work, cost estimate, and schedule. The project will be presented to CMPCT for approval and funding.
 - e. **Emergency/Immediate Needs:** Emergency or immediate needs projects with the endorsement of the President or a vice president will be moved to the top of the priority list as determined by CMPCT. The Director of Facilities Planning & Management will reassign project management staff, as necessary, to ensure that the safety and well being of the campus community is maintained to mitigate further damage to the campus facilities and environment and to address immediate facilities needs. Emergency/immediate needs projects must comply with Public Contract Code, Education Code, and California Building Code.
 - f. **Major Capital:** Major capital projects are initiated as funding becomes available and per the Facilities Master Plan. FAC reviews the general scope of work and schedules on a quarterly basis and makes recommendations to CMPCT.
4. **Approved:** To ensure that the campus community is aware of the status of approved projects, a master list and schedule of all project types will be maintained on the department website. The status of each project will be updated periodically within the following definitions:
- a. **Planning:** The Planning phase includes development of a detailed project scope of work, an initial cost estimate, a preliminary schedule, and a review of applicable codes.
 - b. **Design:** – The Design phase includes the preparation of any documents that are required to demonstrate compliance with codes and the intent of the projects and to control the work of contractors in the field.
 - c. **Bid and Award:** The Bid and Award phase includes the hiring of contractors and the procurement of equipment necessary to complete the work.
 - d. **Construction:** The Construction phase includes all work to modify or improve the facility including the installation of furniture, fixtures, and equipment.
 - e. **Close-out:** The Close-out phase includes the work necessary to ensure that a complete and accurate file has been kept on the project and to allow any jurisdiction responsible for the oversight of the project to close their files.

Approved: September 12, 2012

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: May 10, 2016