

Capital and Replacement & Renewal Projects Process Frequently Asked Questions

What is a Project and when does Facilities need to be involved?

A Project was traditionally defined by the threshold of requiring a permit (building or trade), however, today it has a much broader definition which expands past the permit threshold to include the coordination of multiple internal/external stakeholders & vendors, authority having jurisdiction/life safety compliance and infrastructure improvements.

What is the active project volume for the Projects at the Coral Gables, RSMAS, and Medical campuses?

Design & Construction, a Department within Facilities Operations & Planning, maintains a typical project load of 80 active projects on Gables/RSMAS campuses and 80 active projects on Medical campus. An "active project" is defined as a project that has administration and/or executive approval for our engagement. The dollar volume of work put in place per year varies based on project sizes and mix. Current active projects have approved budget totals in excess of \$1.5 Billion.

Why is it necessary to have a centralized project process?

Facilities Operations & Planning administers and maintains the UM Building standards, which are focused on providing a consistent and reliable built environment across all Campus(es). Our centralized process ensures that uniformed compliance, quality of standard and aesthetics are applied across all Colleges, Divisions, Schools, and Business Units.

What are the three main types of projects?

1. Capital Projects
2. Non-Capital Projects
3. Replacement & Renewal (R&R) Projects

What is a Capital Project?

Capital projects/investment provides an improvement (additional capacity), new useful feature, or benefit (reduced costs).

- Fixed Equipment and Movable Assets > \$2,500
- New Construction/Refurbishment/Renovations > \$25,000
- Leasehold improvements > \$10,000
- Increase lifespan of the asset

How do I request a Capital Project?

Capital Projects are requested during the annual capital budgeting cycle administered by the Office of Financial Planning & Analysis. Projects submitted during the annual process will automatically receive a review by Facilities Operations & Planning as part of the capital budgeting process. Project that are on the approved capital plan require little additional approval to proceed once the fiscal years begins.

An out-of-cycle capital project request can be made by contacting Facilities Operations & Planning and filling out a project intake form. The intake form will be routed to the Office of Financial Planning and Analysis for review and approval to proceed.

How are Capital Projects funded?

Capital Projects are funded through a variety of sources (academy, gifts, grants, unit reserves, etc.). It is important to note any project that meets the definition of Capital Project is required to be on the University's capital plan regardless of the funding source.

What is a Non-Capital Project?

Non-Capital projects/investments do not meet the thresholds outlined in the capital process.

- Refurbishment that does not require reconfiguration of space
- Refurbishment before end of useful life
- Typical projects include: Painting, carpet, finish replacement in-kind

How do I request a Non-Capital Project?

Non-Capital Project request can be made by contacting Facilities Operations & Planning and filling out a project intake form. The intake form will cover a variety of project types; if additional routing is required for approval Facilities Operations & Planning will coordinate.

How are Non-Capital Projects funded?

Non-Capital Projects are largely funded through operations. It is important to ensure that all the components of the project meet the definition of a Non-Capital project.

What is a Replacement & Renewal (R&R) project?

Replacement & Renewal Projects, managed by Facilities & Operations (F&O), a department within Facilities Operations & Planning, are typically replacements of in-kind size/capacity or incremental to meet current building codes and standards. They are funded as part of the R&R program.

- What can be completed under R&R?
- Design, construction, installation and replacement of infrastructure and building systems. Major examples include:
 - Building Equipment or systems at end of life
 - Building Equipment or systems with repeated failure or issues
 - Building envelope (windows, doors, roof, walls, floors)
 - Waterproofing
 - Infrastructure equipment and systems
 - Carpeting, interiors, restrooms

What's not included?

- Program equipment, systems & space replacement & renovations.
- Equipment added to building system for specific applications (e.g. PCs, servers, microscopes, fume hoods, CRACs for non-IT infrastructure, office/lab furniture).
- Carpeting/flooring replacement before expected rated life.

What is the R&R Program?

- Allocation of budget dollars to address backlog of deferred and renewal needs for Campus(es) infrastructure.
- Address building systems aged or in sub-optimal condition.
- Program will apply UM Building standards to building, which are focused on providing a consistent and reliable built environment across all Campus(es). This application improves building operations to be more sustainable (e.g. reduce energy use, improve moisture control & IAQ).
- Focused on building/floor/area-wide systems R&R, not resolution for one area/room/suite.

How are projects selected?

Projects are prioritized from the results of Infrastructure and building systems assessment performed by Accruent in 2018. Facilities Operations & Planning will provide recommendations to Executive Leadership. Each infrastructure and building system is assigned a priority level (shown below) and a requirement for resolution based on age and condition.

Priorities - Current Database Settings

- Priority 1 - Immediate
- Priority 2 – Next Year
- Priority 3 - Within 2-5 years of inspection
- Priority 4 - Within 6-10 years of inspection
- Priority 5 – No Time Specific

How can I report a need for Infrastructure or building system improvement that impacts by Program/Unit?

Communicate with F&O on building system concerns or issues that impact operation of Unit/School. Complete the new Project Intake Form to submit your project interests for your area, and F&O can review with you.

Will my capital projects use these dollars to any infrastructure improvements needed?

R&R needs could impact capital project costs/scope, so it's important to submit your project requests with as much detail as possible. This will ensure FO&P can review all needs in project description related to the infrastructure and building systems in the affected spaces. Don't assume that approval for your scope will include R&R dollars as well. R&R projects are funded from a separate funding source.