UNIVERSITY OF SOUTH ALABAMA

Policy No: 2122

Responsible Office: Engineering Design and Construction (ED&C)

Last Review Date: 10/07/2024

Next Required Review: 10/07/2029

Capital Projects

1. Purpose

New construction, renovations, modifications, additions, structures, temporary facilities, modular units, roads, parking lots, sidewalks, exterior lighting, signage, grounds and utility systems may have a significant impact on compliance with the state building code, life safety code, ADA, and other codes enforced by authorities having jurisdiction. Violations of such codes also can impact the proper functioning of the buildings and grounds and possibly can impact the life safety of faculty, staff, students, patients, and visitors to USA properties. Because of this, it is imperative that all capital projects be coordinated through the office of Engineering Design and Construction (ED&C).

2. Applicability

This policy applies to all properties owned by The University of South Alabama including USA Health, the Healthcare Authority (HCA), and USA Research and Technology Corporation.

3. Definitions

Capital Projects: New construction, renovations, modifications, additions, structures, temporary structures, modular units, roads, parking lots, sidewalks, exterior lighting, signage, grounds and utility systems.

Engineering Design and Construction: ED&C is a department under USA Facilities Management under the division of Finance and Administration.

4. Policy Guidelines

All new construction, renovations, modifications, additions, structures, temporary facilities, modular units, roads, parking lots, sidewalks, exterior lighting, signage, grounds and utility systems must be submitted to ED&C for the implementation process.

4.1 Architects and Consultants: ED&C is the only department approved to hire or engage with design teams. Selection of design teams will be conducted in accordance with USA policy 2105 Professional Service Selection Process for Capital Projects.

4.2 Contractors: All work involving persons or work forces (for example, contractors, subcontractors, material suppliers/installers) other than USA In-House personnel with regards to modifications and/or additions to facilities or utilities must be requested through ED&C in order to monitor the quality of outside contractor services and to verify compliance with workers' compensation and liability insurance.

4.3 Exterior Changes: Any project that impacts the exterior appearance of a facility structure or the appearance of the grounds must be submitted to ED&C for review and approval. This does not include general maintenance provided by USA Grounds Department.

4.4 Renovations: All renovation projects must be submitted to ED&C for the implementation process. The term "renovation" includes any refurbishing or making as good as, or like, new including the installation of equipment which requires changes to the physical space and/or utilities.

4.5 Maintenance: Work which is performed by one of USA's Maintenance Departments. This work includes routine maintenance and preventive maintenance. Maintenance request are not to be sent to ED&C for review.

4.6 Interiors:

4.6.1 Material Finishes: No material finishes (paint, flooring, lighting, wall base, wall treatment/covering/accessory, etc.) shall be applied without coordination with the USA

Interior Design Department. This is necessary to ensure that all commercial code and life safety requirements are met and the selections follow University standards established by the USA Interior Design Department. Requests for changing material finishes that require additions to the facility or utilities must be submitted to ED&C- Interiors.

4.6.2 Furnishing: No furnishings (interior furniture, exterior furniture, floor coverings, window treatments, cubicle curtains, etc.) shall be applied without coordination with the USA Interior Design Department. This is necessary to ensure that furnishings meet appropriate life safety and fire tests as required by commercial code as well as an accompanied commercial warranty that can be managed by the USA Interior Design Department. Requests for new or updated furnishings must be submitted to ED&C- Interiors.

4.6.3 Signage: No signage (interior, exterior, wayfinding, etc.) shall be applied without coordination with the USA Interior Design Department. This is necessary to ensure that signage meets appropriate life safety requirements and ADA compliance. Requests for new or updated signage must be submitted to ED&C- Interiors.

4.7 Permits: It is unlawful to perform modifications, additions, or new construction without appropriate permits and approval of plans and specifications by state jurisdiction. Modifications to facilities or utilities without the appropriate permitting and the resulting plan review could result in increased risks to the safety of faculty, staff, students, and the public. The permitting authority will be the Alabama Real Property Management's (RPM) Department of Construction Management (DCM) and the Alabama Department of Public Health (ADPH) for the Health System. Other regulatory agencies monitor on a periodic or ongoing basis the status of USA facilities, and compliance with the requirements of those entities is crucial to the ongoing operation of USA. Those entities may include Centers for Medicare & Medicaid Services (CMS), the Joint Commission on Accreditation of Healthcare Organizations, various accreditation agencies for academic and research entities, and numerous others. In order for USA to comply with state and local laws, it is imperative that all work which impacts USA facilities or utilities owned by USA be permitted through ED&C.

5. Procedures

It is the responsibility of each department to ensure that the department head has reviewed and approved capital request before they are submitted to ED&C. The department should have

available funding to cover initial cost for pre-construction / estimating services based on the current hourly rate plus ED&C management fees. Please contact ED&C to receive the current rates and fees. Departments should make capital request by going to the ED&C website. (Click on A-Z and type Engineering, Design & Construction) You will have to provide a FOAPAL number during the submittal process. The Business Office will transfer the full funding amount prior to the beginning of any work being performed.

5.1 Project types that require submission to ED&C

- Requires the service of an Architect or consultant
- Effects life safety or code compliance
- Requires submission to the Department of Construction Management (DCM) and/or the Alabama Department of Public Health (ADPH)
- Requires submission to the Mobile County Health Department (MCHD)
- Involves accessibility Americans with Disabilities Act (ADA)
- Estimated cost exceeds $100,000 dollars
- Reference 4. Policy Guidelines

5.2 Implementation Process

5.2.1 Project is submitted to ED&C using the website form.

5.2.2 ED&C reviews the request and determines the level of services needed for the project.

5.2.3 Projects that Require Design Services

5.2.3.1 ED&C will determine if the project will require selection of the design team through USA policy 2105 Professional Service Selection Process for Capital Projects and start the RFQ process if applicable. ED&C will request a design proposal from the selected design team. The proposal will include full design services from schematic design to construction administration. The design proposal fees for full design services will based on the Department of Constructions Management's (DCM) current fee schedule provided on the DCM website. A feasibility study may be needed to help the department develop a schematic program and a rough order of magnitude (ROM) construction cost. The study will help the department determine funding resources for the project before moving forward.

5.2.4 ED&C has several different methods available for project delivery depending on different factors. USA In-House Construction employs electricians, framers, painters, carpenters, and cabinet millwrights that may be utilized. ED&C also has an agreement with a job order contract (JOC) contractor to perform task based on previously bid unit prices. If the estimate cost of the work is over $100,000 dollars, the job will need to be publicly bid per current Alabama bid law.

5.2.5 Projects may be funded in 2 phases the 1st phase being design and the 2nd phase being construction. This method helps protect time by not slowing the project done while funding is being secured for construction. It is critical to have the ability to put a project out for public bid as soon as funding is available to protect against price escalation and long procurement of critical equipment and materials.

5.2.6 ED&C will provide both design and estimated construction cost to the requesting department for funding approval. When the department approves the estimate a funding document will be routed from Facilities Accounting to the department head for signature. The department head must provide a FOAPAL funding source for the project that contains funds not a vacate account number. The funding document will then be sent to campus Finance and Administration for final approval. ED&C will not proceed with a project until Finance and Administration approval is received. Full funding for the project will be transferred from the provided FOAPAL when Finance and Administration approval is received.

5.2.7 ED&C will issue a contract, purchase order, task order or other direction to start the project.

5.2.8 ED&C will set up reoccurring owner architect and contractor (OAC) meetings to provide updates on project progress until completion.

6. Enforcement

This policy is enforced by USA Finance and Administration. Non-compliance may result in suspension of associated activities and/or projects. University faculty and staff will be subject to disciplinary action per Faculty Handbook or Staff Employee Handbook, respectively.

7. Related Documents

7.1 USA policy: Professional Service Selection Process for Capital Projects