

1. Internal Project Approval

- A. All projects need to be approved by the division, President or governing body given the size of the project. These approvals come from one or a combination of the following entities: University President, President's Cabinet, VP of Finance, Facilities Monitoring Committee or designated division head.
- B. If the project is approved, a funding source and project account will need to be established or an *Enhancement form will be used, given the size of the project.
- C. Identify the department that will be part of the affected by the project and establish a planning committee and a point of contact, as needed.
- D. Establish a timeframe and any deadlines for the project.

2. Planning

- A. Establish a preliminary budget and a funding source. This information must be shared with all constituents in the planning process.
- B. Engage representatives from the department to manage expectations of cost and time frame.
- C. Develop a scope of work to establish what internal departments will be engaged. Those can include; IT, Public Safety, Residence Life etc.
- D. Identify if the services of external professionals will be required. These services would include, but not be limited to, Architectural, Mechanical/Structural/Civil Engineering, Environmental Consulting, Attorneys and specific consultants etc.
- E. Review what types of approval and permits will be required and what agencies need to be engaged. These include Municipal-Planning Board, Zoning, Construction Permits; County- Soils, Traffic, Land Use; State- NJDEP, DRCC, DCA, etc...
- F. Identify any existing reports the affected area as it pertains to; Hazardous Materials, Wetlands, Easements, Tax implications, etc...

3. Hiring Needed Services

- A. Develop RFP's for professionals and secure needed services based on the previously identified scope.
- B. Develop documents for bidding to secure appropriate service providers based on the specifications.
- C. If the project is over \$15k, 3 quotes are required from prequalified contractors or service providers.
- D. Once the bids are received, determine the need for value engineering and engage the department point person, internal and external professionals to assist in de-scoping the project proposal.
- E. Identify the most cost effective and complete proposal to provide services for the project.
- F. Obtain University required documents: Certificate of Insurance, W-9 and NJ Business Certificate.

4. Project Implementation

- A. Utilize the internally developed contracts and implement them as identified by the scope of the project. Identify that all documents required by the agreements be met. This includes, at minimum, insurance requirements, project schedule, pricing and change orders. Once contract are ratified and all documentation is secured, purchase orders then can be issued to the service providers.
- B. Verify that all permits, regulatory approvals and documentation is in order before work starts.

- C. Provide all notifications to the campus community that will affect the operations of the institution in any way. Verify that any construction or renovation activities will not conflict with any major university events.
- D. Identify the project manager from the Facilities department and make sure all campus constituents know this information.
- E. Identify who will be authorized to approve change order. Projects over \$300k require VP Facilities & Univ. Operations approval.
- F. Identify any utility shut downs that need to take place and share with campus constituents as early as possible the impact and duration of these shutdowns.

5. Project Closeout

- A. Identify when the anticipated occupation date is and alert affected departments.
- B. Ensure all FFE items such as furniture, window dressings, landscaping, etc...are scheduled and will be delivered and installed on time
- C. Verify that all occupancy inspections are scheduled in a timely manner to correct any inadequacies and meet the occupancy deadline.
- D. Ensure all the proper documentation being gathered, these include, but are not limited to, control manuals, as built drawings, warranty info etc.
- E. Verify the punch list prepared and scheduled to not disrupt occupancy once the facility is occupied
- F. Follow up with users after occupancy to address any concerns beyond the punch list.

6. *Enhancement Forms (1-B)

- A. Enhancement forms are to be used for Facility Enhancements & Minor Renovations.
- B. Enhancement forms can be found on the Facilities Management website under "Forms".
- C. The department requesting the Enhancement is responsible for funding.
- D. Request is made to Facilities Management and an Enhancement form will be generated.
- E. Department will enter the account & subcode information and authorized signature.
- F. Form will be returned to Facilities Management for final approval.