



Pima County Community College District Administrative Procedure

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<i>Policy Title & No.:</i>	Assessment and Development of College Facilities, BP 2.06
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

SECTION 1: Purpose

The purpose of this Administrative Procedure (“AP”) is to establish guidelines, provide direction, and clarify responsibilities for the College’s capital projects in accordance with the College’s commitment to construction/renovation methods that meet or exceed industry best practices, accountability, and compliance with all local, state, and federal regulations.

SECTION 2: Facility Specifications

A capital project’s Facility Specifications (“Fac Spec”) is a document that describes the project’s requirements in qualitative and quantitative terms and communicates the project’s parameters to the Facilities project manager. Ultimately, the Fac Spec will provide the College with detailed specifications by which to measure the success of the project plan. The Fac Spec must clearly state the following:

- The objective for the project, based on the academic plan (as a component of the College’s overall Educational Master Plan) for the instructional or organizational unit requesting the project (the “Customer”);
- The problems with the current facility which this project will resolve;
- The project area availability (i.e., when the intended location of the project will be available for construction/renovation with the least amount of disruption to other College operations, such as during winter recess or over the summer), including the anticipated number of days to complete the project and the daily hours of operation;
- The Information Technology support and equipment that will be required;
- Any special support (e.g., generators to run equipment or laboratory/animal care) characteristics and/or requirements;
- The project schedule as it relates to academic and construction timelines;
- The project budget (if predetermined, list how the budget was determined).

The final Fac Spec must be approved by the appropriate administrator and the Assistant Vice Chancellor for Facilities. Approved Fac Specs may be sent to an architect/engineer for design services and/or to further develop the project.

SECTION 3: Project Management

A capital project is a complex undertaking that involves the interaction and coordination of various project team members with different areas of expertise. The four major project team members include the following:

- The Facilities Project Manager;
- The Customer;
- One or more consultants (e.g., architects, engineers);
- One or more contractors.

The Facilities Project Manager serves as the project’s team leader and is responsible for the overall success of the project. The major duties of the Facilities Project Manager include, but are not limited to, the following:

- Determining the scope of the project;
- Coordinating the project’s schedule;
- Setting and overseeing the project’s budget;
- Assisting the Customer to accurately state the Customer’s needs and determine the project specifications necessary to meet those needs;
- Monitoring the project’s progress to ensure the Customer’s specifications are met within budget and on time.

SECTION 4: Capital Project Communication

Capital project development requires the input of internal and external groups to develop the project's specifications. Once the specifications are finalized and approved, the College will enter into a contractual relationship with various third parties, including consultants and contractors. An official representative from each party will be designated. All project-related communication must be conducted by the parties' designated official representatives to avoid miscommunications and contractual liabilities.

The internal team assembled by the College to develop project specifications must also have structured lines of communication in order to increase efficiency, save time, and promote project success.

SECTION 5: Standard Operating Procedures

Detailed processes and procedures for Facilities Capital Projects describing the methods for project development, the process for drafting the Fac Spec, the project-specific responsibilities of the Facilities Project Manager, and the process for capital-project communication shall be provided in the Standard Operating Procedures managed by Facilities Operations & Construction.