



# Pima County Community College District Administrative Procedure

<i>AP Title:</i>	<b>Capital Project Communication</b>
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<i>Cross Reference:</i>	

## **SECTION 1: Purpose**

This Administrative Procedure describes the lines of communication to be used for formal information flow during capital project development within the capital project development team. The capital project development team consists of those people involved in the project: customers or user groups, such as the academic departments which will be in the facility; Information Technology staff, who provide support to the customers; and Administrative Services and Facilities staff who will have to manage the project, procure all goods and services and maintain the facility. The lines of communication ensure that those people with responsibility and authority within an area of technical expertise have access to the information they need to develop the capital project successfully.

## **SECTION 2: Background**

Capital Project development needs the input of many groups within the College and external to the College: Campus based administrators and departments, central office based support departments, consulting architects and contractors. The

College establishes a contractual relationship with consulting architects and contractors. In the contract, a representative from each party, architect, contractor and College, is designated as the official representative through which all communication must pass. This structured communication insures that the parties do not mis-communicate and create a liability under the contract. The team assembled by the College to develop a Capital project must also have structured lines of communication. This promotes successful communication, which increases the efficiency of project development thereby saving the College staff time and making projects more successful. Poor communication increases the cost to develop a project and increases the cost of construction for a project.

### **SECTION 3: Application**

This Administrative Procedure applies to the communications between administrative units and prime consultants to the College during capital project development. The lines of communication shall be used beginning with architectural programming and will be used through the following steps: schematic design, design development, construction documents, bidding, construction, commissioning, move-in, and warranty. These steps are described in AP 2.06.04, Capital Project Management.

### **SECTION 4: Lines of Communication**

Customer Team Members communicate with the Customer's Project Administrator.

The Customer Team members are the spokespersons for the departments and functions, which are included in the educational specifications. They communicate all project requirements and approvals of facility solutions to the Project Administrator. The customer team members are identified by the administrator in charge of the unit for whom the facility is being provided.

Customer's Project Administrator communicates with the Facilities Planning Project Manager, and also communicates with the Media Production Contact person regarding project signage and graphic requirements and to the Customer Team Members.

The Customer's Project Administrator communicates all project requirements and approvals of facility solutions to the Facilities Planning Project Manager. The project administrator has authority to make decisions related to the project

development. The project administrator is assigned by the appropriate college administrator during the educational specification step of the Capital Project Management process (AP 2.06.04).

Facilities Planning Project Manager: communicates with the Customer's Project Administrator, and also communicates with the Facilities Planning Team and coordinates with the Media Production Contact.

The Facilities Planning Project Manager coordinates the development of facility solutions to meet the project requirements. The project manager has authority to keep the project within the guidelines described in AP 2.06.04, Capital Project Management. The project manager is appointed by the Director of Facilities Planning during the educational specification step of the Capital Project Management process (AP 2.06.04).

Facilities Planning Team Members:

Consulting Architect Project Architect communicates with the Facilities Planning Project Manager.

The Consulting Architect Project Architect leads their consulting team in the development of facility solutions. The project architect has a contractual responsibility to the College. The project architect is selected by a committee including the Customer's Project Administrator at the end of the educational specifications step of the Capital Project Management process (AP 2.06.04).

Operations and Maintenance Job Coordinator communicates with the Facilities Planning Project Manager.

The Operations and Maintenance Job Coordinator communicates all project maintenance requirements and approvals of facility maintenance solutions to the Facilities Planning Project Manager. The job coordinator has authority to make decisions related to the operations and maintenance facility solutions. The job coordinator is assigned by the Director of Operations and Maintenance during the educational specification step architectural programming step of the Capital Project Management process (AP 2.06.04).

Information Technology Contact communicates with the Facilities Planning Project Manager.

The Information Technology Contact communicates all project voice, data and video requirements to support the customer's requirements and approvals of facility solutions to the Facilities Planning Project Manager. The information technology contact has authority to make decisions related to the voice, data and video solutions. The information technology contact is assigned by the Assistant Vice Chancellor, Information Technology during the educational specification step of the Capital Project Management process (AP 2.06.04).

Procurement Contact communicates with the Facilities Planning Project Manager.

The Procurement Contact communicates all procurement requirements for the facility and the furniture and equipment to the Facilities Planning Project Manager. The procurement contact procures all goods and services related to the project. The procurement contact is assigned by the Director of Procurement during the architectural programming step of the Capital Project Management process (AP 2.06.04).

## **SECTION 5: Team Communication**

The Facilities Planning Project Manager will schedule and coordinate regular team meetings to facilitate the communication of the capital project development team. For most capital improvement projects, regular team meetings will occur weekly. Additional special team meetings may be scheduled.

The Facilities Planning Project Manager will ensure that the appropriate members of the Facilities Planning Team attend the meetings. The Facilities Planning Project Manager will ensure follow-up communication occurs with appropriate Facilities Planning team members.

The Customer's Project Administrator is responsible for ensuring that the appropriate members of the customer's team attend the meetings. The Customer's Project Administrator is responsible for ensuring that follow-up communication occurs with appropriate customer team members.

## **SECTION 6: Chart**

Facilities Planning has developed a chart, which shows the lines of communications described in this AP. This chart is available by calling Facilities Planning at 4730 or by selecting the laser facsimile print option in PIMAINFO.

The Facilities Planning Project Manager is responsible for preparing a chart for each project and distributing the chart to the team members.