

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 5080

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**PROCEDURE TITLE:** Requesting Construction Services

**STATUTORY REFERENCE:** FLORIDA STATUTES 1001.64 AND 1013

**BASED ON POLICY:** V-4 Funds for Construction of Facilities  
V-5 Planning and Construction of Facilities and Property Acquisitions  
V-13 Processes and Standards for Facilities Operations  
V-40 Miami Dade College Art in Public Places Program

**EFFECTIVE DATE:** October 11, 2005

**LAST REVISION DATE:**

**LAST REVIEW DATE:** October 11, 2005

The purpose of this procedure is to establish an administrative process to request construction services. Construction services (new construction, remodeling, renovation, site work, major maintenance & related studies) are based on the College's current Educational Plant Survey, Capital Improvement Program (CIP) and available funding.

## **A. Educational Plant Survey**

Construction service needs are identified for each Campus/Center in the College's Educational Plant Survey. Remodeling (changing the use/rearranging the space), renovation, and site work is identified by the specific room number and/or site area at the College Campus/Center. New construction needs are identified by space category &/or academic program space need. At least every five years, the College submits its Educational Plant Survey to the State Board of Education for approval. Survey amendments are submitted as needed.

## **B. Capital Improvement Program (CIP)**

The Capital Improvement Program (CIP) is the College's Capital Outlay Master Plan and combines Educational Plant Survey needs into specific capital projects. Each year the College submits its revised CIP to the State Board of Education. This comprehensive report identifies the College's capital project needs for a five to ten year period. It describes new construction, remodeling, renovation, site work & major maintenance projects, estimated costs, and years for which funding is requested in priority order. The CIP is the basis for the College's annual request for State PECO (Public Educational Capital Outlay) funds as well as other capital outlay funds.

### Preparation of the Capital Improvement Program (CIP)

Facilities Management coordinates the annual preparation of the Capital Improvement Program (due to the State the first week of August). College-wide project priorities in each category (site/land acquisition, new construction, remodeling & renovation) are developed from Campus & District area project priorities and the CIP is approved by the College's District Board of Trustees.

1. Historical data and projections are received from State [Sept. – Oct.].
  - a. Florida Community College System (FCCS) future 3-year Capital Outlay funding recommendations
  - b. Capital Outlay funds appropriated at previous State Legislative session
  - c. FCCS CO-FTE projections (by site)
2. Campuses & District areas assess capital needs and develop prioritized projects by category (site/land acquisition, new construction, remodeling, renovation, site work & major maintenance) [Nov. – Dec.].
  - a. College Center capital needs are combined with related Campus needs.
  - b. Building systems/infrastructure & site capital needs are assessed, combined into projects & prioritized by Facilities Management.
  - c. The College's Strategic Plan & Campus Master Plans are considered in needs assessment.
3. Campus & District areas review recommended capital projects and develop initial college-wide priorities [Jan. – Feb.].
  - a. Facilities Management reviews Campus & District area recommended capital projects and add related building systems/infrastructure & site capital needs.
  - b. Campus & District areas provide Facilities Management with preliminary Educational Specifications for each project.
  - c. Facilities Management prepares cost estimate for each project.
  - d. Facilities Management drafts preliminary college-wide CIP
4. Executive Committee endorses preliminary college-wide CIP.[Mar.]
  - a. Campuses, District areas & Facilities Management present appropriate project recommendations to Executive Committee.
  - b. Executive Committee endorses college-wide CIP priorities.
5. College President endorses preliminary college-wide CIP. [Apr.]
  - a. Campuses, District areas & Facilities Management present appropriate project recommendations to College President.
  - b. College President approves preliminary college-wide CIP priorities.
  - c. District Board of Trustees attends Capital Outlay Workshop.
6. College President & District Board of Trustees approve final college-wide CIP, which is submitted to State [May – Jul.]
  - a. Previous year's CIP is approved by Florida Legislature (funds appropriated).
  - b. Revisions to preliminary CIP are made (based on funds recently appropriated by legislature).
  - c. College President approves final college-wide CIP.
  - d. Facilities Management prepares any required Survey Amendments to match final CIP.
  - e. District Board of Trustees approves final college-wide CIP & related Survey Amendments.
  - f. Facilities Management submits CIP to State Board of Education (due 1<sup>st</sup> week of August).

### **C. Available Funding**

The College receives only a small fraction of the requested capital outlay funds. Therefore, following annual State capital outlay appropriations, the College's CIP recommended projects are reviewed and unmet needs reprioritized based on available funds.

1. Facilities Management receives final capital outlay legislative appropriations amounts [Jun. – Jul.]
2. Facilities Management matches actual appropriations to identified CIP capital outlay potential projects and distributes to Campuses & District areas [Jul.]
3. Campuses and District areas review CIP capital outlay potential projects and reprioritize unmet needs based on available funds. Facilities Management adds related building systems/infrastructure & site capital needs and provides cost estimates for revised recommended projects. [Aug. – Sept.]
4. Executive Committee endorses the funding of reprioritized projects. [Oct.]
  - a. Campuses, District areas & Facilities Management present appropriate revised project recommendations to Executive Committee.
  - b. Executive Committee endorses revised college-wide project priorities.
5. College President approves the funding of reprioritized projects. [Oct.]
  - a. Campuses, District areas & Facilities Management present appropriate revised project recommendations to College President.
  - b. College President approves college-wide project priorities.
  - c. Additional Construction service needs of a critical nature (that should not wait for the next annual funding cycle) are submitted to Facilities Management for separate review/approval by the College President.

### **D. Construction Services Request**


Campuses & District areas submit construction services requests to Facilities Management. These requested services are identified as specific capital needs approved through the above Survey/CIP/available funding process prior to submittal.

Appropriate Educational Specifications (ed specs) are provided with each construction services request. Each construction service request includes:

1. Project Type
  - a. Renovation/site work/major maintenance (restore/upgrade to as-new condition – same use)
  - b. Remodeling (convert space to different use or configuration)
  - c. New Construction
  - d. Architectural/Engineering study (related to proposed renovation/remodeling/new construction)
2. Location (campus/center)
  - a. North Campus
  - b. Kendall Campus
  - c. Wolfson Campus
  - d. Medical Center Campus

- e. Homestead Campus
  - f. InterAmerican Campus
  - g. Hialeah Campus
  - h. West Campus
  - i. Entrepreneurial Education Center
  - j. Tamiami Aviation Center
  - k. New World School of the Arts
  - l. Other
3. Project Title
  4. Recommended Fund Source
    - a. Capital Outlay
    - b. Campus funds
    - c. Other
  5. Educational Specifications – detailed description of requested construction service, including specific information on each space affected.
    - a. General overview of project (including adjacent areas affected, temporary space needs, requested project schedule, departments/programs to be housed, rough cost estimate, etc.).
    - b. Summary of all spaces (room numbers, current use, future use [if remodeling]).
    - c. Spatial relationships diagram (for multiple space remodeling/renovation projects – can use existing floor plans).
    - d. Detailed requirements for each space including furniture/equipment lists (see sample ed specs & ed spec template).
  6. Authorizing Signatures
    - a. Campus Facilities Planner
    - b. Campus Dean for Administration or District Vice Provost

Facilities Management reviews construction services requests for Survey/CIP/funding approval & completion of required information. Approved, completed requests are given project numbers, project budgets are matched to available fund sources and a Facilities Management Project Manager is assigned. Projects are added to the College's facilities project management system and the originator is notified.

	10/11/05
<b>PRESIDENT</b>	<b>DATE</b>