

## PLANNING FOR CONSTRUCTION, RENOVATION, OR ALTERATION PROJECTS

New construction and major building renovation or alteration requirements are generally designated in the college master plan and specifically developed in the state five-year construction plan. All new construction, renovation, and alteration projects are required to comply with this procedure. Scheduled maintenance projects are generally "alterations," as defined below, and are required to comply with this procedure. Maintenance projects, as defined below, are not subject to this procedure.

1. Construction, renovations, and alterations are defined as moving, demolishing, altering, upgrading, renovating, installing, or building a structure, facility, or system according to a plan or by a definite process. These projects consist of the application of any of these techniques to physical plant facilities such as structures, utilities, excavations, landscaping, site improvements, drainage systems, and roads, and additions, deletions, or modifications of such facilities. Upgrading or replacing a building system in its entirety when it has exceeded its useful life is generally construction, not maintenance.
2. Maintenance is defined as the upkeep of property, machinery, systems, and facilities, including buildings, utility infrastructure, roads, and grounds. Maintenance consists of those activities necessary to keep facilities and systems operational and in good working order. It consists of the preservation, but not the improvement, of buildings and grounds, other real property improvements and their components. Maintenance may include replacement of components of equipment or building systems (roof, flooring, HVAC, etc.) if replacement is performed:
  - a. on a routine or recurring basis;
  - b. to bring the equipment or building system back to its fully functional state; or
  - c. to ensure the equipment or building system retains its functionality for its anticipated useful life.

Subject to the above limitations, replacement of a component of a building system (for preservation, not improvement) is a form of maintenance when the replacement component is a duplicate, i.e., replacement-in-kind, or, if not, the replacement item is an upgrade because a duplicate component is obsolete or is no longer reasonably available. When the replacement is undertaken for the purpose of upgrading a system, it is not maintenance.

3. All construction, renovation, and alteration projects must comply with Education Code Sections 81130-81149, collectively known as the "Field Act." Education Code Section 81133 requires that all construction, renovation, or alteration projects that exceed a certain amount, (\$25,000 in 1999, which is adjusted annually), shall be reviewed by a licensed architect or engineer, and that plans and specifications shall be prepared for the project. A project initiation document shall be developed and submitted for review by the Chief Facilities Planner for all projects that are subject to the Field Act.
4. For any new temporary or permanent facility, or for major remodeling of \$250,000 or more, educational specifications shall be prepared.
  - a. For new facilities, these shall be developed by the Chief Facilities Planner in collaboration with the college staff and faculty members.
  - b. For major remodeling of \$250,000 or more, a concise written description shall be developed by the college in collaboration with the Chief Facilities Planner.

- c. Space definitions and allocations will be developed by the Chief Facilities Planner according to published State standards to be reviewed by college faculty and management.
  - d. A listing of equipment grouped to correspond to educational specification spaces should be prepared by college staff concurrent with the development of educational specifications.
  - e. From the specifications, and employing the advice of the college staff and the architect or engineer, a time schedule shall be established by the Chief Facilities Planner. The time schedule may be amended by mutual accord.
  - f. A generalized fiscal budget will be established by the Chief Facilities Planner in collaboration with the college President or designee.
5. The Chief Facilities Planner shall forward educational specifications to the architects. The educational specifications, also known as programming requirements, shall not be amended during the planning or design phases of the project without the review and concurrence of the Chief Facility Planner.
  6. The Chief Facilities Planner and college administration and faculty will organize a building project committee, to include a representative of the college Buildings and Grounds department and the Information Technology department, to assure a free interaction of views to develop refined design documents to implement the educational specifications.
  7. The Chief Facilities Planner, shall ensure that all working drawings and bid specifications are developed in coordination with the college building project committee. These drawings and specifications shall also be reviewed by state and other governmental agencies whose approval is required, and finally signed off by members of the building project committee. One set of working drawings and specifications will be sent by the Chief Facilities Planner to the building project committee chairperson at each major phase of project design and also following approval by the Division of the State Architect.
  8. If the project's estimated cost is above budget at any point during the design phase or at bid, the Chief Facilities Planner shall consult with the college President, or designee, to determine the future course of action, or to identify alternate sources of funding to continue the project.
  9. Following award of a contract, all dialogue relative to the project will be transmitted through the Chief Facilities Planner to the architects and the contractors. Appropriate college representatives will participate in the pre-construction conference.
  10. During the length of the project, all District and college staff shall comply with the requirements of the contract and with applicable building and contract codes.
  11. Upon completion of the work, the Chief Facilities Planner, and the building project committee members will accompany the architect, the contractor, and the inspector on the final walk-through.
  12. The Chief Facilities Planner will recommend final acceptance of the work to the Governing Board.
  13. The Chief Facilities Planner will receive as-built drawings and guarantees, and transmit them to the Building and Grounds manager. Upon occupancy of the work, the college will assume responsibility for the project and will coordinate warranty work if required.

14. As part of the planning process for physical resources, the chief facilities planner will ensure that a projection of the total cost of ownership (TCO) is prepared for any new facilities or major remodels to existing facilities. Projection of the TCO will include design, construction, operation, maintenance, staffing and decommissioning costs. If the facility is a replacement structure, TCO for the new facility will be netted against space that will be taken offline or demolished as a part the overall project. By comparing space use prior to the project and space use as a result of the project, the college and District will be able to align physical resource planning with institutional and financial planning and ensure that capital projects support institutional improvement goals and the effective utilization of physical resources.