

**EASTERN MICHIGAN
UNIVERSITY™**

**PHYSICAL PLANT
FACILITIES PLANNING AND CONSTRUCTION
DEPARTMENTAL PROCEDURES**

Section:	Administration	Effective date:	July 1, 2014
Subject:	Facility Improvements and Construction	Procedure Number:	FPC -01

Purpose

Pursuant to the Board of Regents policy from Chapter Thirteen (Facilities: Acquisition/Disposal, Improvements and Use) regarding Physical Facilities Improvements (13.1.4), this procedure is intended to summarize the process by which special maintenance, remodeling, or other capital projects are conducted.

Procedure

1. Construction, Modifications or Alterations to Facilities:

1.1. Facilities / Background

1.1.1. General: It is recognized that all facilities (buildings, structures, and/or grounds) owned by Eastern Michigan University are property of the University as a whole.

1.1.2. It is the responsibility of the Eastern Michigan University Physical Plant to perform and/or supervise all work that involves the physical construction, alteration, or improvement to University owned, leased, or occupied facilities, or any improvements or modifications to land owned or leased by the University.

1.1.2.1. Occupants and users of University facilities must rely on skilled and professional University staff to aid in navigating complex overlapping regulations, codes, standards, and requirements for which potential problems are real.

1.1.2.2. To ensure adherence to regulatory requirements including, but not limited to:

- 1.1.2.2.1. Health and Safety Regulations
- 1.1.2.2.2. Hazardous Materials Practices
- 1.1.2.2.3. Life Safety Standards and Regulations
- 1.1.2.2.4. Michigan Building Code
- 1.1.2.2.5. ADA Compliance / Accessibility Standards
- 1.1.2.2.6. EMU Planning, Design and/or Construction Standards

1.1.2.3. To ensure EMU compliance issues including, but not limited to:

- 1.1.2.3.1. Capacity of building systems such as electrical power, HVAC, plumbing, or similar systems
- 1.1.2.3.2. Compliance with EMU Policies and Procedures
- 1.1.2.3.3. Proper coordination between multiple trades / vendors in order to minimize duplicate efforts and maximize efficiency
- 1.1.2.3.4. Quality monitoring of all work performed
- 1.1.2.3.5. Cost controls and efficiency for all work performed
- 1.1.2.3.6. Prevailing Wage, Bonding and Insurance Requirements
- 1.1.2.3.7. Safety and Security requirements

2. Performance and Supervision of Work

2.1. All work that involves the design and/or physical construction, alteration, or improvement to University owned, leased, or occupied facilities, or any improvements or modifications to land owned or leased by the University must be performed with the full knowledge and written consent of the EMU Physical Plant or Designee. This applies whether the work is performed by University employees or approved/pre-qualified outside vendors/contractors.

2.1.1. External vendors/contractors will only be authorized to perform work on University facilities with prior authorization of the Physical Plant, subject to the following items:

2.1.1.1. Purchasing Department general qualification process of vendors/contractors (which may be based on the following):

- 2.1.1.1.1. Licensure in Michigan
- 2.1.1.1.2. Insurance
- 2.1.1.1.3. Area of Expertise (Architecture, MEP Engineering, Civil, Consulting)
- 2.1.1.1.4. Other Basic Corporate Information

2.1.1.2. Project Specific Qualification Criteria:

- 2.1.1.2.1. Pre-Qualification (prior to bidding or award)
- 2.1.1.2.2. Qualification Statement (part of bidding)
- 2.1.1.2.3. Representative work / previous experience
- 2.1.1.2.4. Leadership / Standing in the Industry
- 2.1.1.2.5. Specialized Work / Critical Needs

2.1.1.3. Emergency services as needed and approved by the Physical Plant

2.1.2. All external vendors/contractors shall be appropriately supervised by the Physical Plant or authorized designee:

2.1.2.1. Delegated supervision (authorized designee) shall only be performed by appropriately qualified personnel or outside professionals skilled in the supervising of design / construction activities. These services shall only be authorized in writing by the Physical Plant and may include, but are not limited to:

- 2.1.2.1.1. Architects, Engineers, or Similar Professionals
- 2.1.2.1.2. Program / Project Managers
- 2.1.2.1.3. General Contractors / Construction Managers

3. Applicability

3.1. General Applicability:

3.1.1. All Facilities owned, operated, or leased by Eastern Michigan University

- 3.1.1.1. In leased buildings, pertinent modifications, improvements or similar facility changes must also follow the leasing agreement and Lessor's policies and requirements.

3.1.2. All persons (staff, faculty, or otherwise) employed by or designated associates of Eastern Michigan University.

3.1.3. This procedure applies not only to design and construction activities, but also applies to elements generally perceived as cosmetic, often Furniture, Fixtures and Equipment (FF&E) which includes, but is not limited to:

- 3.1.3.1. Paint
- 3.1.3.2. Flooring (Carpeting, Tile, Base)
- 3.1.3.3. Lighting Modifications
- 3.1.3.4. Furniture (unless within the Purchasing Guidelines)

3.1.4. This procedure does not apply to goods or services which do not affect the physical modification, alteration, improvement, or impact any utility infrastructure of the University facilities.

3.2. Departmental Responsibilities:

3.2.1. Individuals, departments, administrative units, or parties interested in having work performed must contact the Physical Plant prior to any work being authorized, procured, or performed.

3.2.1.1. Work that is General Maintenance in nature will be handled by the Maintenance and Operations staff.

3.2.1.2. Work requested that exceeds General Maintenance or is of significant scope or value will be directed to the Facilities Planning and Construction staff.

3.2.2. Work unauthorized by the Physical Plant may result in corrective action and/or the removal of said work at the expense of the negligent department.

3.3. Procurement of Work / Services:

3.3.1. All procurement of materials and labor for construction related services shall be cooperatively performed between the Physical Plant and the Purchasing Department according to

3.3.1.1. Refer to Procedures FPC-02 and FPC-03 for description of project types and procurement methods for design and construction services, along with applicable maintenance / operational needs.

3.3.1.2. For Furniture Purchases, compliance with purchasing requirements through the Purchase Department is required.