SERVICE BULLETIN 20090101 - Campus Facilities Planning Board (CFPB)

Revisions

April 14, 2009  Added language to include oversight of final plans and specifications of major new construction and renovations performed by the Office of Planning and Facilities.

Introduction

The University of Hawaii at Mānoa Campus Facilities Planning Board (CFPB) is an advisory group to the Chancellor that reviews and advises on all new construction projects; reviews and advises on all consulting architect selections for planning and design projects greater than one million dollars; reviews and advises on all space renovation and alteration requests; and reviews and advises on the biennium and supplemental CIP programs.

Section 1: Membership & Protocol

The Board is comprised of members appointed by the Chancellor from various campus constituencies and a set of permanent Executive Committee members. All members of the Board have voting and proxy rights.

Appointed Members

The following members are appointed by the Chancellor, from nominees submitted by the respective organizations, to one year terms, with no limit on the number of terms:

- Two (2) Faculty members
- One (1) Student member
- Two (2) At-Large members (nominated at the discretion of the CFPB Executive Committee, appointed by the Chancellor, and serves at the pleasure of the Board. May have a current or former relationship with UHM, or may be from the community at large).

Ex Officio Members

The following Campus officials are members of the Board and may choose to designate a regular representative to attend in their stead and exercise voting rights. The Executive Committee member may choose to attend any meeting in place of their designee, and may exercise their own voting right. However, each member shall have only one regular vote. Therefore, if an Executive Committee member chooses to designate another member as their regular representative, the person so designated shall exercise only the vote of the designator.

- Dean of Architecture
- Dean of Engineering
- VCAA
- VCRGE
- VCAFO
- AVCFM (Co-Chair)
- AVCP (Co-Chair)
- Director of Facilities

Constituent Mix
It is intended that the Board be comprised of representatives from a broad range of campus constituents. However, due to the nature of the Board's responsibilities, it is specifically desired that at least one of the positions (in addition to the Director - Facilities Planning, Design and Construction) always be filled by an architect from within the School of Architecture.

- Quorum: A Quorum of the Board shall consist of any eight (8) members, including officially sanctioned proxies.
- Proxy: Any member may issue a proxy to the Board. Proxies must be written (email, memorandum, etc) and delivered prior to any meeting/vote. A proxy may be issued specific to a single issue/vote or may name any person deemed appropriate by the regular member to represent the regular member for an entire meeting, i.e., the member may designate another regular Board member or any non-member as they deem appropriate.
- Participation: The active participation of each CFPB member is crucial to the conscientious execution of the Board's duties. While regular attendance is important, the active participation requirement may be met through the use of authorized proxies and timely communication with the CFPB Chair and/or Secretary. Instances of inadequate participation will be evaluated by the CFPB Executive Committee and reported to the Board. The Board reserves the right to replace members (through the regular appointment process) who do not adequately participate in the activities of the Board. Issues of inadequate participation by an Executive Committee will be referred to the Executive Committee's supervisor for resolution.

Active participation is defined as not more than two (2) unexcused absences in any 12-month period. Absences are effectively excused if the member exercises proxy in accordance with this role and scope document or notifies the Chair or Vice-Chair of the absence prior to the meeting. Summer absences by members with less than full-year contracts are excused absences. An accumulation of overall absences greater than half the meetings in any 12-month period constitutes inadequate participation, which will be cause for evaluation.

Section 2: Function

The Campus Facilities Planning Board serves in an advisory capacity to the Chancellor and will develop, recommend, and maintain policies and budget requests related to the development and utilization of campus Planning and Facilities.

All Campus committees whose primary function relates to the role of this Board shall be formed by and report to this Board. All proposals generated by individuals, groups, or committees, which relate to the role of the Board, shall be reviewed by the Board, for recommendation to the Chancellor.

Duties of the Board

- Review and approve the Campus Design Guidelines.
- Review and participate in establishing priorities for the UHM Long Range Building Program.
- Review and recommend action on the development of new building programs and the sites of all new buildings and structures.
- Review and recommend action on all space alteration, renovation, and remodeling requests that necessitate changes in physical configuration of space in major public areas or a significant change in facility use.
- Review and recommend design consultant selections for architectural design services (excluding Mechanical and Electrical engineering services) in excess of $300,000 and or necessitate changes in the physical configuration of space in major public areas or a significant change in facility use.
- Review and recommend final plans and specifications (Critical Design Review) for the design and construction of new construction and or renovation of the campus performed by the Office of Planning and Facilities which necessitate changes in the physical configuration of space in major public areas or a significant change in facility use.
- Review and recommend action on all proposed changes to the campus grounds, including pedestrian, vehicular, parking, lighting, and signage systems.
- Provide conceptual architectural review of projects to assure consistency with overall campus development.
• Review and recommend action, as may be necessary from time to time, relating to any issues that may affect public spaces or the exterior campus environment.
• Review and recommend biennium and supplemental CIP budget

Section 3: Committees

The following committees are constituted by and report to the Board.

Landscape Advisory Committee

This committee is comprised of at least two (2) CFPB designated representatives and one (1) member of the School of Art staff to review and recommend the selection, placement, maintenance, and/or removal of landscape features and sculpture art on campus.

CFPB Executive Committee

The Executive Committee is comprised of the CFPB Co-Chairs, the Director of Facilities and the Vice Chancellor – Administration, Finance and Operations (or designee). The Executive Committee acts on the Board's behalf regarding any item that the Co-Chairs may determine must be acted upon before the next regularly scheduled meeting. The Chair shall report any actions taken by the Executive Committee to the CFPB at the succeeding CFPB meeting.

Other Ad Hoc Committees

Committees that may be formed from time to time to study specific issues, such as parking, transportation, bicycle usage, lighting, signage, sustainable practices or any other issues related to the purview of the Board or as directed by the Chancellor.

Section 4: Exceptions

The Board does not review the following items:

• Space allocation issues, which are the purview of the Campus Space Management Committee.
• Buildings and grounds maintenance items.
• The placement of furnishings and equipment in a space when that equipment is not fixed or does not require space modification or other alterations controlled directly by UHM Facilities Management
• Minor modifications, such as the addition of electrical outlets, air conditioners, or the hanging of bookshelves, are not reviewed by the CFPB but must be approved through UHM Facilities Management.
• Traffic and parking regulations or appeals to enforce actions.

Section 5: Special Services

Campus renovations range in cost from tens of thousands for distance learning classrooms to tens of millions for a complete overhaul of an academic building. The UHM Facilities Management Project Management Division directs these projects in conjunction with the Design, Engineering and Central Services Divisions. Together they provide resources including project management, engineering, estimating, construction, as well as provide liaison services for contracted interior design, space planning, and furniture selection.

All renovations require the approval of UHM Facilities. All renovations (or spaces changes) that require a permit, require HAZMAT mitigation, permanently alter the future use of the space, or cost more than $10,000 must be approved by the UH Mānoa Campus Facilities Planning Board (CFPB). For approval, projects must win support based on campus-wide priorities. See CFPB Policies and Procedures to begin this process.
UHM Facilities Special Services is a group formed by the collaboration of the Design, Engineering, Project Management, and Central Services Divisions. The Special Services group provides professional design, estimating, and project management services as well as liaison services for space planning, interior design, signage and furniture selection to some 400 projects each year. The Special Services group’s goal is to be excellent client advocates in delivering quality service and space alterations to the UHM Departments, Institutes, and Programs (DIPs). They are responsible for managing the proposals to the UH Mānoa Campus Facilities Planning Board (CFPB) of projects from the planning and approval stages through to commissioning and occupancy.

In addition, the UHM Facilities Special Services group interacts closely with the Design, Engineering, and Central Services Divisions to provide coordinate other necessary services to UHM DIPs. The group also collaborates with Space Administration, Campus Planning, EHSO, and DCAB to manage the UH Mānoa Building Committee space utilization review process. Clients can find information on UHM space alteration policies, the CFPB process, and online forms on the Renovation, Alteration, and Space Planning page.

Basic Services

- Provide basic information on the space alteration process
- Cost estimates for straightforward renovations
- Provide basic information on sustainable systems design
- Consultation on Space Needs Assessment process

Special Services (non-CFPB funded Special Services may require a fee.)

- Perform studies and feasibility analysis (including cost estimation)
- Manage projects from early design through construction
- Select and engage consulting architects/engineers and construction firms
- Furniture selection and interior design
- Installation of signage and plaques

Renovations, Alterations, Reallocations

Request a Service

Requests for space renovation, alteration and reallocation Work Order request forms are available on-line and are required to initiate a space renovation and or alteration project, request additional space, or request a planning study. Completed original forms, endorsed by the Department Head and Senior Fiscal Officer, are to be submitted to the UHM Facilities Work Coordination Center.

Those requests, which are determined to be subject to a fee by Special Services, must be endorsed by a Department Head and Senior Fiscal Officer before they will be processed by Special Services Group and reviewed by CFPB. Unendorsed fee projects will be returned to the issuing department.

The Renovation, Alteration, and Reallocation process and definitions webpage details the review and approval process after the request has been submitted. Each request will consist of three parts:

1. Work Order Request

This form requests specific information on the space: renovations, sources of funding, primary designated user of the space, contact person, requested schedule for completion.

2. Project Checklist

This form requests information related to the scope of the requested space alteration: general work, casework, furnishings, telecommunications, mechanical, electrical/lighting, and special equipment.
3. Letters of Endorsement

A letter of endorsement should be prepared and signed by the department head or center/laboratory director and cosigned by the relevant senior officer (dean or director level). This letter should describe the following:

- The research or activities currently taking place in the space;
- The proposed future use including a description of the specific changes requested i.e., laboratory renovations, reconfiguration of existing space;
- The rationale for the space alteration/increase in space including a description of the likely benefits and the consequences of not going forward;
- A description of the likely beneficiaries of this change as well as a description of others who might be affected by it, including adjacent space users;
- An explanation of why this specific request is important both to the mission of the DIP requesting it and to the strategic priorities of the unit;
- A description of available sources of funding (cost-sharing) to support the request.

For a Space Allocation Request that includes a specific location, a Letter of Agreement signed by both the requester and the present assignee is also required.

### Planning Studies

**Procedures for Planning Study Request**

A study or feasibility review to consider alternatives and the best course of action is often useful when a department anticipates significant changes in its size or operations.

Projects may be referred for further study by CFPB or the DIP may request this assistance directly. **Departments may be asked to contribute funds for all or part of the study.** Use the Work Order Request form, with supplementary materials, to initiate a planning study request. The department head or laboratory/center director as well as the senior fiscal officer must sign all requests for a planning study.
The Process

1. Project Definition:

The Project team will work with the client to review the request and existing conditions, clarify issues to be addressed, determine the scope of the project (e.g. renovation, alteration, and or reallocation) and review potential approaches to solution. Allow one to four months for this step.

2. Planning Study:

Staff will undertake an appropriate study such as a strategic plan, feasibility study, site selection, master plan, or concept design, typically including these steps:

- Confirm goals and analyze existing conditions
- Benchmarking and review of trends in area
- Identify problems and opportunities
- Develop and evaluate alternative solutions
- Select and refine a preferred solution
- Develop an implementation plan and final documentation

The planning study may involve consultant or architectural services and structured participation by the users. This process may take three to 18 months, depending on complexity.

3. Recommend a Course of Action

CFPB will consider action on the recommendations from the planning study process. This may include approval, referral to the UHM Building Committee, or other actions.

Existing UHM current space and budgetary constraints may limit new projects or expansion of current activities. Designated users should house these activities within currently assigned spaces or negotiated spaces if possible. Resources to undertake studies are limited, so while informal consultation is always available, formal studies should be requested only where necessary.
Special Services: Planning Studies

User Department:
- Department receives Planning Study Estimate (Form A1)

Administrative Services:
- Confirms Funds Availability Establishes Project Account
- Issues Commitment to FM Admin and advances 50%
- Issues Funds to FM Admin
- End

Design:
- Issues Project NTP to Design
- Planning Study Report
- Closes Project

Engineering:
- Start Planning Study with User and Consultants
- Engineering Review and Approval

Project Management:
- Schedule Review
CFPB Policies and Procedures for Space Renovation and Alteration

The University of Hawaii at Mānoa Campus Facilities Planning Board (CFPB), an advisory group to the Chancellor, reviews all space renovation and alteration requests prior to design and construction.

Submission of the Work Order request form is a necessary first step of all space alterations requests. An accompanying project planning checklist, for both office and laboratory renovations, is meant to help the client identify items to be considered and determine the scope for estimating purposes. The estimating and design phases of projects can be reduced when the client provides vital information early. Advance planning is the most important factor in cost- and time-efficient space alterations.

The Space alterations process involves many types of improvements and quite a few steps. The information below outlines what constitutes a space alterations and steps to anticipate:

- What's a renovation and alteration?
- Customer Responsibilities
- Steps in the renovation and alteration Process
- Definitions

What's a Space renovation and alterations?

A space renovation alteration is generally a significant renovation or major alteration in a room where changes to walls or partitions are included and different room dimensions result. Repair, maintenance, or replacements are not space alterations in themselves but are often a part of a space alteration. In general, any alteration costing $10,000 or more or requiring two or more construction trades is considered a space alteration and should be treated accordingly.

Customer Responsibilities

Mānoa Campus facilities users should be aware that all construction activity at all UHM facilities, as defined by the University's Administrative Practices A8.265 and Executive Policy E8.202, must be reviewed and approved by the UHM Facilities prior to any work being performed.

In general, "construction" shall mean the alteration, repair, painting, or decorating of existing structures or the building of new structures (includes scaffolding and temporary structures). Decorating includes furnishing and installing items such as carpets, draperies, window blinds, light fixtures, audio visual equipment, window and split air conditioning systems, and other fixtures as part of an overall alteration or renovation project to an existing building. Additionally, connecting to any building operating system (plumbing, air conditioning, electrical); and the addition of free standing equipment (including computers) with point loads in excess of 500 lbs (227 kg) and or an aggregate power load of 1kW require prior FMO approval.

In order to ensure compliance with all codes and health and safety regulations, and to ensure the availability of adequate electrical power and or structural capacity users wishing to initiate construction and or equipment installation projects, even if extramurally or departmentally funded, must have their projects reviewed and approved by the UHM Facilities prior to start of any work.

To initiate a construction and or alteration project users are required to submit a fully completed Work Request to the Work Coordination Center. Customer initiated Work Requests are served on an "as available" basis and are subject to preemption by normal Repair & Maintenance activity and may be subject to charges for services provided.
Steps in the Space renovation and alteration Process

Project conception and planning

Project conception and planning involves the primary users of the proposed space. Especially in the case of laboratory renovations, the involvement of the primary investigator is absolutely necessary from the very beginning. The project planning checklist that accompanies the space alteration request form should be used to make sure all items have been considered in the proposed renovation.

Space alteration request

Space alteration requests are completed using the standard Work Order request and are required to initiate a new space alteration project, request additional space, or request a planning study. In addition to the information herein, as background, please review the sections on procedures for Space alterations, Space Allocation and Planning Study Requests on the CFPB Policies and Procedures webpage.

The Work Order request form for renovation, alteration, or reallocation should, in most cases, be filled out by the primary user of the proposed space. The form consists of two pages — standard Work Order request and the Project Checklist. Both pages should be completed. Sketches, correspondence, or any other information should be included. The more information that is provided, the more efficiently an estimate can be prepared. The request form must be signed by the department, lab, or center head and then forwarded to the senior officer for approval. Please note that the completed space alteration request form must include information on pre-determined budgetary limits for the project, noted under the heading Project Budget. If there is a pre-determined budget limit for the project, this amount should be noted on the form. If there is no pre-determined budget, the project budget will be based on the scope as described by the primary user.

Request Form Submittal

In order to initiate a new project, the completed Work Order Request Form and Project Checklist in original form endorsed by the Department Head and Senior Officer and with any appropriate attachments, is to be submitted to the UHM Facilities Work Coordination Center (WCC) noted on the top of the form.

Senior fiscal officer review/approval to estimate

The senior fiscal officer reviews the request, paying particular attention to the funding source proposed and the requested completion date. If the completion date seems unrealistic, the senior officer should work with the requester to develop a more realistic date. The senior fiscal officer forwards the signed form to the secretary of CFPB. It should be noted that any space alteration requests that are explicitly related to undergraduate education must also be reviewed and approved by the dean of Undergraduate Education and Student Affairs before they are sent to Facilities for estimating.

Project number assignment

The space alteration request form is entered into a database when received by the UHM Facilities Work Coordination Center. A unique tracking number is assigned. This number is used to track the project through the space alteration process. It is helpful to include this number on any correspondence regarding the project. The space alteration request form is then forwarded to the Special Services projects coordinator for estimating. A copy of the request is also sent to other offices for review, including the Environmental Health and Safety Offices (EHSO). These offices work with Facilities to ensure that the project meets all current codes and standards.

Preliminary estimate

The project coordinator or a staff member will work with the primary user or other designated contact person to develop the preliminary estimate. The scope will be defined and the estimate prepared. This process generally takes 30 to 45 days. In the case of complex renovations, the estimate will take longer. The requester should take the complexity of the project into account when allowing time for the estimate phase. Some very complicated jobs may require schematic engineering design prior to estimating.
Departmental and senior officer review and approval of estimate

After the estimate is prepared, it is sent to the requester, the administrative officer or other departmental administrator, and the senior officer. The estimate should be reviewed thoroughly. Any questions regarding the estimate should be directed to the project coordinator. Many times, the requester will want to adjust the estimate based on altered scope requirements or additional information. In these cases, the project coordinator should be contacted to re-estimate the project. The re-estimate is then distributed.

CFPB review and decision

If the requestor would like to proceed with the project, the requester or administrative officer should speak with the senior officer about placing the project on the CFPB. If in agreement, the senior officer (or representative) should contact the CFPB no later than one week prior to the meeting. The proposed funding sources should be reviewed at that time. Often a statement of intent or support of the project, from the requesting department or the senior officer, is included in the CFPB package along with the request form and the estimate. If such documents are to be included in the agenda, they must be forwarded to the secretary no later than seven days prior to the meeting. The CFPB will review the request at its meeting. The CFPB communicates the decision of the committee verbally to the senior and administrative officer within 24 hours. The committee minutes are distributed to senior officers a week after the meeting.

Funding

A yearly appropriation of funds is available but it is far less than the total cost of all approved requests. At present, about half the approved space alterations are funded by alternate sources. Requests for all space alterations should be submitted in the same manner, regardless of the source of funds, and must be reviewed and approved by CFPB. After approval, all space alterations are assigned a space alteration account number. If the project is funded by non-CFPB funds and the account was not identified on the request form or has changed, the account information should be communicated to the senior staff accountant in Facilities Administrative Services. Work will not commence on the project until the project account is established with a signed funding commitment from the either the department or the CFPB.

Program/schematic design phase (and furnishings program/schematic design phase, if included)

After a project account is established for the project, the design phase commences. Facilities staff design, mechanical, and electrical division, and or consultants, will work with the client or client team to further refine the design for the proposed space. The client or client team (the primary user or investigator who holds the decision-making ability as well as others, users and administrators) signs off on the schematic design before the construction documents are prepared. If furnishings are to be included in the space alteration project, the interior designer will meet with the client/client team and the other designers to begin the schematic design for furnishings. Often the project budget will be reviewed at the end of schematic design to make sure the proposed project is within the estimated range.

Construction documents phase

Construction documents are the drawings and specifications that the contractor will use when bidding on and building the project. The schematic design and construction documents phases together generally take three to seven weeks on small projects, nine to 15 weeks on medium projects, and 12 to 26 weeks on large projects.

Design review phase

An internal Facilities review of all space alteration projects takes place as construction documents are prepared. This ensures that proposed mechanical, electrical, and plumbing systems will be in conformance with existing ones and that the design is consistent with architectural and safety standards. This review takes two weeks.
Bid phase

Space alteration projects go through an open, competitive bid process among pre-qualified contractors. The bid phase is usually two weeks long. Another week is allowed for bid summary and review. If the bid summary cost is greater than the estimated project cost, the scope must be revised or additional funds obtained.

Construction

Once the bid is awarded, a construction schedule is developed. A PMD construction coordinator or project manager will be assigned to the project. This person is the primary Facilities contact person for the remainder of the project. The contractor can take instruction only from this person and not the client. If the construction schedule is in conflict with any other activity in the space, he/she or the coordinator/project manager should be contacted immediately. The contractor will file for a building permit with the City of Cambridge. Requesters should be aware that it might take up to a month to obtain a permit.

Asbestos removal: If asbestos abatement is required in the area, it is usually determined during the design phase and abatement takes place prior to construction with little or no additional impact on the schedule. If, however, the asbestos is not discovered until construction has begun, work must stop and the schedule will be impacted by notification to commonwealth and federal agencies (20 days) as well as the abatement period. The construction phase of small projects generally takes three to 9 weeks, nine to 24 weeks for medium projects, and 11 to 28 weeks for large projects. Requesters should be aware that if the project needs to be phased or if the space will be occupied during construction, the construction phase will be considerably longer. Every effort should be made by the requester to relocate the activities/inhabitants of the spaces while they undergo renovation.

Furnishings installation, if included

Furnishings are delivered and installed at the completion of construction if they are included in the project. As furnishings fabrication takes eight to 12 weeks, furnishings may not be delivered by the completion of very small projects.

Occupancy

After Facilities has received an occupancy permit from the City and County of Honolulu, the users may occupy the space. Any immediate problems with the renovated space should be brought to the attention of the construction coordinator/project manager.

Definitions

Air Conditioning

Air conditioning, like painting, plumbing, and electrical work, may be part of a space alteration, but is not considered as such alone. As separate transactions, air conditioning requests should be forwarded to the Work Coordination Center.

Disposal of Unwanted Equipment

The removal of hazardous substances, unwanted machinery, and furniture and lab apparatus is the responsibility of the department or laboratory and generally is not part of the space alteration. Removal of hazardous chemicals should be arranged directly with the Environmental Health and Safety Office, (808-956-8660). Removal of surplus furniture should be arranged with OPRPM.

Furnishings

Traditionally, with the exception of new buildings and a small number of major space alteration projects, furnishings are the responsibility of the laboratory, department or center. With the advent of systems
furnishings, which often replace interior partition walls, furnishings costs may be considered part of the space alteration costs in some cases, and CFPB funding may be requested. In any case, a preliminary furnishings budget may be requested at the time a space alteration request is submitted. Interior design and furnishings selection assistance exclusive of space alterations can be requisitioned directly from the Special Services section of UHM Facilities.

**Moving**

Normal moving costs required in the course of a space alteration are considered part of the space alteration and included in project costs. Extraneous and independent moving of furniture and equipment should be requisitioned directly from UHM Work Coordination Center.

**Telephones**

While the installation of telephone wiring and jacks is included in the space alteration process, all other aspects of telephone relocation and installation are the responsibility of the requester. Requisitions and inquiries should be directed to UHM ITS.

**Data Cabling**

While it is always the requester's responsibility to arrange for data cabling, that item should be checked off on the request form checklist so that this work may be coordinated with ITS in the context of the space alteration.

For more information please contact the Work Coordination Center at 6-7134 or visit our website.

http://www.manoa.hawaii.edu/opf

**Acknowledgement**

Thanks to MIT Facilities and Montana State University for the format and much of the material, process, and text used to create this document. Be sure to visit their websites at [http://web.mit.edu/facilities/](http://web.mit.edu/facilities/) and [http://www.facilities.montana.edu/committees/ufpb/role_scope.html](http://www.facilities.montana.edu/committees/ufpb/role_scope.html)