

Date: September 18, 2015

POLICY: CAPITAL PROJECT AND SPACE REQUEST

1.1 Facilities and Infrastructure Steering Committee

The Facilities and Infrastructure Steering Committee (FISC) is a committee comprised of a chairman, appointed members, and designated UMMC staff to committee. The FISC meets monthly to review and approve various agenda items including real estate (leaseholds and purchases), capital plans, facilities readiness, project updates, new project approvals, and space utilization. The FISC will advise on all space planning policies and procedures and make recommendations on utilization in support of the UMMC's Mission relating to education, clinical care, research, and institutional.

Projects ideas that require a Certificate of Need are required to obtain FISC approval prior to further development for final project approval. Additionally, any project idea over \$50,000 must have FISC approval before moving forward. The initial project approval is obtained once the Office of Planning, Design and Construction (PDC) obtains a Space Request Form from a requestor. The Executive Director (PDC) will submit the project idea at the upcoming FISC meeting to obtain the FISC approval.

Upon further development of the project scope, budget, and schedule (during the Project Definition and Project Initiation Phases), the PM will ultimately submit a project description FISC approval slide which will be used at the monthly FISC meeting to obtain the final FISC approval on the project (over \$50K in value).

If the project is approved by FISC, then the Project Manager (PM) will use the FISC approval (meeting minutes) as part of the documentation package that is routed for final capital commitment approval and processing of a Project Funding Form to encumber funds (if needed) to proceed.(as described in the Project Initiation Phase).

Once a project has started, any change to budget in excess of \$10,000 must go through FISC approval before any change order (in Design or Construction Phase) can be approved and processed by the PM. Change Order Funding Forms will be used to escalate the project budget thru UMMC Accounting processes.

NOTE: All documentation for FISC approval must be submitted two weeks prior to the FISC monthly meeting.

1.2 Mississippi Institutions of Higher Learning

Capital projects over \$1 million require formal Board approval by the State of Mississippi Institutions of Higher Learning (IHL). Additionally each project which includes new construction is reviewed

and approved by IHL prior to the start of construction and UMMC is required to follow the IHL "Policies and Bylaws."

1.3 Major and Minor Construction and Repair and Rehabilitation Projects

1.5.1 Major Project

A Major Project is defined as any project that meets one or more of the following criteria:

- 1) New building construction with a value of \$50,000 or more,
- 2) Road, paving, and repair and rehabilitation projects with a value \$50,000 or more,
- 3) Any project determined to be architecturally or historically significant,
- 4) Any project that is debt financed regardless of the dollar value except those projects appropriated through the Library, Equipment, Repair and Rehabilitation budget.
- 5) Any campus planning efforts that are intended to result in a capital project meeting one or more of these criteria.

Major Construction and Repair and Rehabilitation Projects shall follow the Rules and Regulations of the IHL and State of Mississippi Procurement Manual.

1.5.2 Minor Project

A Minor Project is defined as renovations/revisions to existing or new building construction and road, paving, and repair and rehabilitation projects with a total project cost of less than \$50,000 that are not funded in any part with debt.

If the Minor Project is to accommodate facility program changes requiring UMMC approval, then

- (i) necessary facility program approvals must be secured in advance of requests for construction approval;
- (ii) funds must have been approved through standard System budgetary procedures; and
- (iii) the project must have been approved by the Executive Director of PDC, Chief Administrative Officer, and Vice Chancellor.

2. SPACE REQUEST

2.1 Process Flow

The Space Request is the initial request for space changes or new space within the UMMC campus. The project idea can be generated by anyone or any group within the UMMC entity. The person or group submitting the request that describes the space need is known as the Customer. A project idea is born when the Customer submits the Space Request Form to Office of Planning, Design and Construction (PDC).

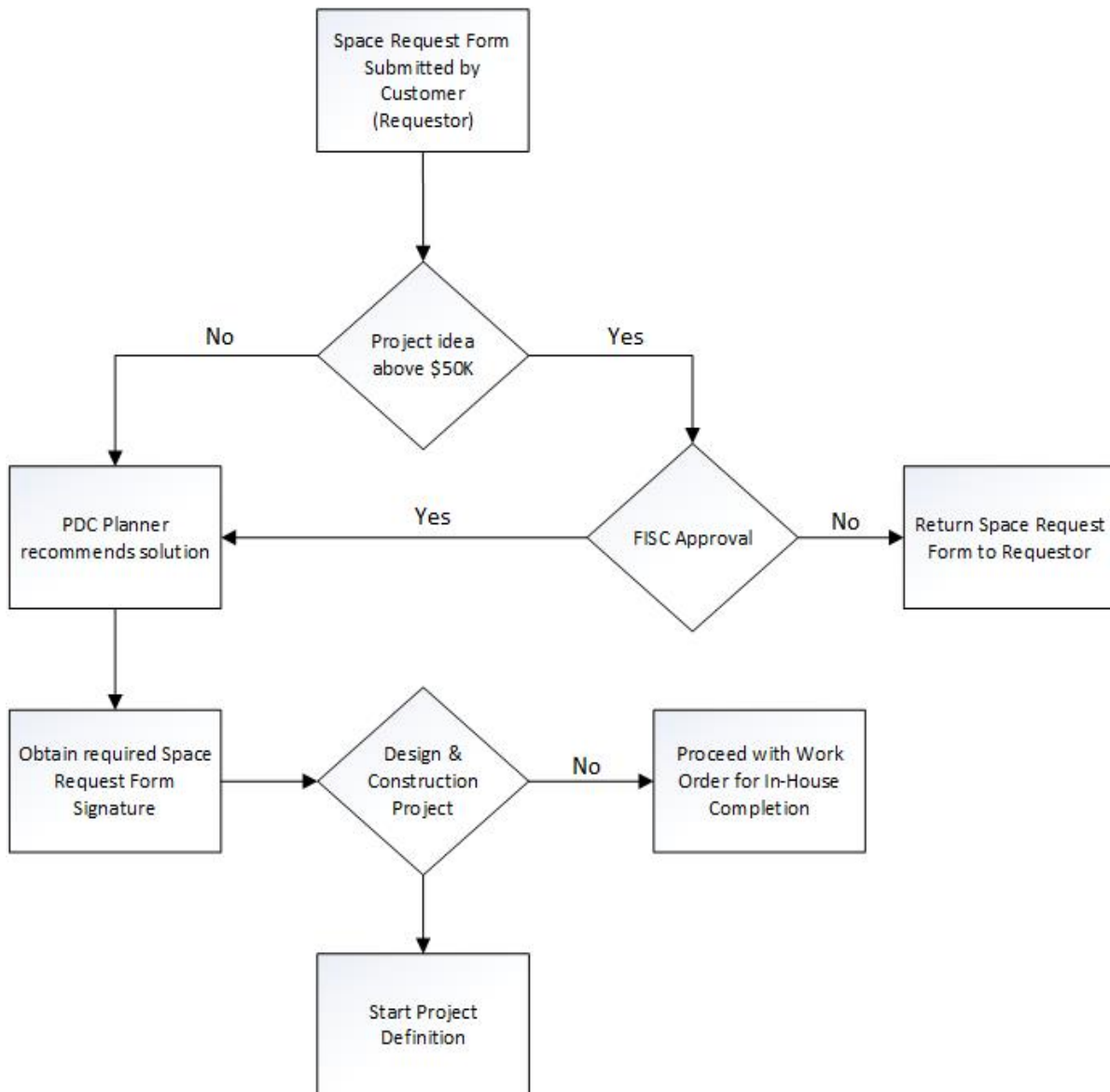
The following list identifies the Space Request Phase requirements that must be completed

prior to progressing into the Project Definition Phase.

- 1) PDC receives and processes Space Request submittals.
- 2) Obtain approval by the FISC for any project estimates in excess of \$50K.
- 3) PDC Planner evaluates and recommends solution.
- 4) Obtain approvals on Space Request Form from Executive Director, PDC and DIS

Ultimately, the project idea will be routed through PDC as a design and construction project team to execute. The following process flow will be used to identify if a project idea, as submitted on the Space Request Form, will become a PDC project.

Figure 2.1 – Space Request Process Flow



2.2 Space Request Roles and Responsibilities

During the Space Request Phase, the following roles will be involved. Facilities and Portfolio Management should ensure that these key roles are engaged during this phase so that the various parties can provide scope, budget, and schedule in UMMC or projects, as needed.

ROLE	RESPONSIBILITY
Customer	Person, department, or entity who submits a project idea. Responsible to submit the Space Request Form to initiate the project process. Communicates with FPM to ensure documented scope is as expected.
Office of Planning, Design and Construction	Entity responsible to commence Programming Phase once Space Request Form and/or project idea has been submitted by Customer.
PDC Planner	<p>Person within PDC entity who interfaces with the Customer to identify recommended solutions to the submitted space request.</p> <p>Note: Planner should check deferred maintenance log at the onset of the planning to determine if there are any maintenance issues that could/should be included in the space request.</p>
Facilities and Infrastructure Steering Committee (FISC)	Entity responsible to provide initial feedback on project idea and approve Space Request Forms that have an estimated project value in excess of \$50K.
Executive Director, PDC (Real Estate Portfolio Management)	Provides final approval on the Space Request Form.
DIS (Need to designate person)	Provides approval on Space Request Form.

2.3 Required Documentation for Space Request

The Space Request Form is the only document generated during the Space Request phase. The PDC department is responsible to ensure it is complete and approved prior to distribution. PDC will distribute the approved Space Request Form and determine if the project will cycle through as a design and construction job or if it will be routed to the in house construction department.

2.4 Definitions

- 1) Space – An area measured in square feet, in which the space is owned, maintained or leased by UMMC.
- 2) Allocation – The designation of space for a particular purpose, such as an office, clinical laboratory or conference room.
- 3) Reassignment – The movement of space from one administrative unit to another.

2.5 Space Ownership

Allocation of space is made to individual units, organizational units or programs according to demonstrated need. However, ownership and occupancy rights of all space rests with the University of Mississippi Medical Center. Current users or occupants do not “own” space, nor can they solely control the use or conversion of campus space. All requests for space or re-allocation of space will require the unit submit a Space Request Form.

(See Attached Space Request Form)