

## **Summary of Facilities Planning Procedures for a Typical FGCU Building Project**

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The following information is not intended to be a complete analysis of all facility planning procedures as utilized for the FGCU campus, however it is intended to provide a brief overview of a typical building project. The case in point will be a summary of the planning procedure that Facilities Planning used for the new Business Building.

### **1. Project Initiation:**

-Approval by FGCU Administration to fit curriculum needs, accreditation requirements and part of the 5 Year Campus Master Plan.

-FGCU solicits 50% of the project cost through private donations.

-Submittal of the project to the State of Florida for the other 50% of the project cost.

### **2. Preparation of a Facilities Program for the Business Building:**

-Facilities Planning (FP) prepares building program document in collaboration with related faculty and staff to insure that the building will:

- Meet curriculum and accreditation requirements.
- Meet faculty and staff needs for classroom/office spaces.
- Meet utility requirements for the building.
- Meet communication requirements.
- Meet all other unique requirements requested by major building donors.

-The final Facilities Program must be approved by FGCU Administration.

### **3. Professional Design Services:**

-FGCU solicits proposals from professional architectural firms, licensed to practice in Florida through the public media.

-Proposals received from architectural firms (6 – 8 proposals usually) are reviewed by FP and a minimum of 3 firms are selected for interviews.

-A Building Committee interviews the firms and makes a selection recommendation to Administration for approval.

-FP negotiates a contract with the architectural firm selected and that firm begins the design process which is summarized as follows:

- Schematic Design Phase (3 months)  
Includes lots of meetings to review the facilities program, hand drawn sketches of site plans, floor plans and exterior elevations.

Sometimes includes CAD generated building perspectives for review of potential site and building appearance.

- Design Development Phase (3 months)  
This phase includes a refinement of the Schematic Design with the site plan, floor plans, exterior elevations and building sections drawn on CAD for the first time.

During this phase the architect will utilize the services of his/her engineering consultants—civil, structural, mechanical, electrical and plumbing.

At the conclusion of this phase, usually the Construction Manager is requested to join the design process. (See CM info below.)

- Contract Document Phase (4 – 6 months)  
This represents the final design phase where all drawings (civil, architectural, mechanical, electrical, and plumbing) are 100% completed on CAD with appropriate dimensions, details and notes.

During this phase the architect, along with engineering consultants, also prepares the Project Manual (Specification) which describe appropriate standards and other information to construct the building and its related site.

#### 4. Construction Management Services:

-FGCU solicits proposals from various Construction Management (CM) firms while the architect is completing the Schematic Design Phase.

-Typically, FP will receive 8 -12 proposals from CM firms, and the selection is similar to the process utilized to select an architect, ie., submittal of proposals, interview of a minimum of 3 firms, and a recommendation to FGCU Administration.

-Once a CM firm is selected, that firm joins the architect and FGCU in the building's design process to provide cost estimating and value engineering advice.

-Upon completion of the final design, the CM prepares a Guaranteed Maximum Price (GMP), which is presented to FGCU Administration for approval.

5. Design Approval Authorities:

-Site Design is reviewed and approved by the South Florida Water Management District.

-The Contract Documents are reviewed and approved by a local review authority, (GFA International) which contracts with FGCU to provide code review of the building.

-The State Fire Marshall reviews and approves all aspects of the building related to safety, ie., safe exiting, fire sprinkler systems, fire rating between different areas of the building as needed by code, etc.

6. Issuance of A Building Permit:

-The Chief Building Official for FGU (Director of Facilities Planning) issues a building permit upon completion of the following:

- Approval of FGCU Administration for the cost of the building and contract is in place with the CM.
- Approval of the South Florida Water Management District for site design.
- Approval of GFA International for the building design.
- Approval of the State Fire Marshall.
- Approval of all bonding requirements from the CM.
- Approval of the insurance certificates from the CM.

7. Construction of the Building: (10-12 months)

-Preconstruction Meeting with Owner, Architect and CM to review all project procedures and communication. Monthly construction progress meetings are typical, and such meetings are held more often as needed.

-FP reviews and approves monthly payment requests from the CM for proper format to FGCU auditors, issues change orders as necessary.

-FP coordinates with other FGCU services for information technology, instructional technology, and furniture installation to the building.

-Substantial completion: The building can be used for its intended purpose, all systems are operational and there are no safety hazards.

-Final Completion: FP reviews the punch list (items that are incomplete or unacceptable) and issues a Certificate of Occupancy for the building. All project closeout paperwork, "as-built" drawings, warranties, etc. must be acceptable to FP prior to issuance of the Certificate of Occupancy.