TO: Deans, Directors and Department Heads
FROM: James J. Stukel
Chancellor
RE: Executive Notice 94-2 -- Request for Estimate and Renovation and Remodeling Services

Late last year, I asked Vice Chancellor Zafras to conduct a review of campus procedures for initiating work on locally funded remodeling and renovation projects.

In the course of this review, it was determined that current policies and procedures can be enhanced and made more effective by assigning responsibility for the commitment of project funds to the Vice Chancellors. The attached Executive Notice assigns this responsibility to them and describes the procedures that will now apply to all remodeling and renovation projects.

Highlights of the Notice include:

> a simple-to-use Request for Estimate and Renovation and Remodeling Services form (RFS);
> a step-by-step description of the routing of the RFS;
> delegation of approval authority to the Vice Chancellors;
> performance expectations regarding turn-around times; and
> a simplified procedure for the obligation and transfer of project funds.

These new procedures will enable the Office for Capital Programs and the Physical Plant Department to be more responsive to the needs of departments and programs. The new procedures take effect immediately and supersede those outlined in Executive Notice 92-3. If you have any questions about the details of this new policy, please contact Jim Foerster at 3-8722.

JJS/jm

attachment
Executive Notice 94-2

REQUEST FOR ESTIMATE AND RENOVATION
AND REMODELING SERVICES

This Notice supersedes EN 92-3.

PURPOSE

To provide the University community with procedures for initiating facility projects involving remodeling, renovation, or construction.

APPLICABILITY

All remodeling, renovation, and construction projects in University-owned facilities.

POLICY

Occupants of University-owned facilities (designated as "users") may not remodel, build, demolish, or in any manner alter any portion of a building or building system without consulting with the Physical Plant Department and obtaining the approval of the Vice Chancellor to whom they report or the Vice Chancellor's designee.

All requests for estimates and design services or facility remodeling, renovation, or construction must be approved by the responsible Vice Chancellor. Vice Chancellors may delegate this authority to Deans or other unit heads. The user must prepare a Request for Services form (RFS) (Exhibit 1) which must be signed by the responsible director or department head.

Estimates must be prepared by the Office for Capital Programs (OCP) or the Physical Plant Department (PPD) before requesting project funding in the UIC Capital Plan.

PROCEDURE

RESPONSIBILITY       ACTION

User               1. Identify and define the project request.
                                Prepare the RFS, indicating (a) the nature of the
                                services being requested and (b) the name and phone
                                number of the user representative.

                          2. Submit the RFS to the department head or director for
                             review and approval.
<table>
<thead>
<tr>
<th>RESPONSIBILITY</th>
<th>ACTION</th>
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<tbody>
<tr>
<td>Director/Department Head</td>
<td>3. Approve or disapprove the RFS.</td>
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<td></td>
<td>If disapproved:</td>
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<td>Indicate &quot;disapproved&quot; on the RFS and return it to the user's department.</td>
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<td>If approved:</td>
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<td></td>
<td>Sign the RFS and submit it to the Dean or Vice Chancellor or designee for approval.</td>
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<td>Vice Chancellor or Designee</td>
<td>4. Approve or disapprove the RFS.</td>
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<td>If disapproved:</td>
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<tr>
<td></td>
<td>Indicate &quot;disapproved&quot; on the RFS and return it to the department head or director.</td>
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<tr>
<td></td>
<td>If approved:</td>
</tr>
<tr>
<td></td>
<td>Sign the RFS. Send a copy of the signed RFS to the user department, retain a file copy, and send the original to the Physical Plant Project Assignment Desk.</td>
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<tr>
<td>Physical Plant and Office for Capital Programs</td>
<td>5. The Project Assignment/Review Panel will log in the RFS and assign the request to the Office for Capital Programs or the Physical Plant Department based on type of service required; assign a project number and send an acknowledgement to the user, noting the assigned project number. (Exhibit 2)</td>
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<tr>
<td>Office for Capital Programs or Physical Plant</td>
<td>6. Assign the Project Manager. The Project Manager meets with or contacts the user within five working days of the acknowledgement letter to determine whether the project requires outside consultants.</td>
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<td>If the project does not require outside consultants for preliminary program and cost estimates, skip to step 9.</td>
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<tr>
<td>Physical Plant or Office for Capital Programs</td>
<td>7. Identify the appropriate consultant(s) and recommend that the user obtain funding for the planning phase only.</td>
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<tr>
<td>Consultant</td>
<td>8. Prepare design and the project budget estimate.</td>
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</table>
9. Send a project budget estimate memorandum and estimate documents to the user. (Exhibit 3)

10. Approve project budget estimate, identify source of funds and approve any required funds transfer, so that project may proceed.

EXCEPTIONS

GENERAL MAINTENANCE AND REPAIR

This policy does not apply to general maintenance and repair services provided by the Physical Plant Department.

LEASED SPACE

Procedures for build-out and remodeling of leased space will be addressed in a separate document.

MINOR PROJECTS

User should send a RFS directly to the Physical Plant Department's Routing Desk [156 SB, M/C 271; 6-7511] if the user believes that:

1. the project will cost less than $5,000;
2. the project does not require design services; and
3. the work can be accomplished through the Physical Plant Department.

In this case, it is not necessary to have the responsible Vice Chancellor or Dean sign the RFS.

Physical Plant will return the RFS form to the user if it is determined that the project will cost $5,000 or more, in which case the procedure described above should be followed.
REQUEST FOR ESTIMATE AND
RENOVATION AND REMODELING SERVICES (RFS)
PHYSICAL PLANT DEPARTMENT & OFFICE FOR CAPITAL PROGRAMS

REQUISITIONING DEPARTMENT

Forward completed RFS to:
Project Assignment Desk
301 ASB M/C 892, 6-5200

Requisitioning Dept. ___________________________ Col/Dept No. _______

Room # _______ Bldg. Name ___________________ Bldg. # _______ M/C _______

User Contact: __________ Ext. _______ Request Date __________

Location of the proposed project:

______________________________ __________________________
Room #(s) Bldg. Name Bldg. #

Description of work or services requested:


Requested by: ___________________________ Signature ___________________ Date __________

Approved by: ___________________________ Director/Dept. Head (signature) Date __________

Vice Chancellor or Designee (signature) Date __________

ASSIGNMENT

Date Received: __________

Unit Designated to Coordinate Project: PP _______ OCP _______

Project Manager: ___________________________ Project # __________

Ext. __________ Date Assigned: __________
ASSIGNMENT OF PROJECT MANAGER

Date: __________________________

To: ____________________________
    ____________________________
    ____________________________
    __________ M/C __________

Re: ____________________________

UIC Project No. _________________

In response to your request for a cost estimate dated ____________, we have assigned ______________________ Ext. ____________, as Project Manager for the above project, who will contact you within five working days to discuss the details of your project, so that the scope of the proposed work may be confirmed and the recommended Project Budget may be developed. As a general rule, estimates should be available within three weeks after final agreement is reached on the scope of work.

If you have any immediate questions, please do not hesitate to call ______________ or me. It will be helpful if you would refer to the UIC Project Number indicated above when calling or writing to us about this project.

Sincerely,

Ronald G. Giles  or  Seaver Tarulis
Associate Director  or  Associate Director
Capital Programs  or  Physical Plant Building Maintenance

cc: J. Wanat, Office of the Vice Chancellor for Academic Affairs
    J. Foerster, Office of Facilities Planning
    ____________________________ (Department)
    ____________________________ (Other Dean or Vice Chancellor)
    R. Ovresat  or  K. Buric
    R. Giles  or  M. Donovan
    T. Mihalik  or  W. D'Keidek
    (OCP Project Manager)  or  (PP Project Manager)
    Project File
TRANSMITTAL OF ESTIMATE AND USER/VICE CHANCELLOR
APPROVAL OF BUDGET TRANSFER

To: Requesting Unit

From: __________________, Project Manager
       Office for Capital Programs/Physical Plant

Date: __________________

Subject: PRELIMINARY BUDGET ESTIMATE

Project Title: __________________ Project No: ____________ User: __________________

Based on our review of the project you defined, the preliminary estimated cost will be
approximately $ ____________. A detailed breakdown of this estimate is attached for your
information. If you wish to review or cancel this project, please call (Project Manager) at
extension ____________.

If this preliminary estimate is satisfactory and you wish to proceed with the project, please obtain
your Vice Chancellor’s (or designee’s) approval for the proposed work and transfer $ __________
to UFAS Account ______________. This can be accomplished by securing the appropriate
signatures and returning this form to our office. Please retain a copy for your files.

+----------------------------------------------------------------+
| PROJECT AUTHORIZATION                                           |
| To be completed by Business Manager and responsible             |
| Vice Chancellor                                                  |
| We hereby authorize implementation of this project. Funds for this project are available in UFAS |
| Account No. ____________ Account Title ______________            |
| If this account is not a Plant Fund Account, we authorize the Office of Business Affairs to transfer |
| funds to cover the total preliminary budget estimate stated above from the source authorized to an |
| appropriate account for this purpose. If additional funding is required as a result of change of |
| project scope or unforeseen technicalities, the Office of Facilities Planning will send an amended |
| estimate to the user. Any unexpended funds will be returned to the user at the completion of the |
| project.                                                         |

| Business Manager | Vice Chancellor or Designee |
| Signature        | Signature                  |

| Business Manager | Vice Chancellor or Designee |
| PRINTED Name     | PRINTED Name               |

| Date | Date |