



LEHIGH

UNIVERSITY®

Facilities Services Project Request Process

Facilities Services, Campus Planning and Projects (FSCPP)

Overview

- What Is A “Project”?
- Universal Project Constraints
- Purchasing Requirements
- Project Process Timeline
- Project Budgets

What is a “Project”?

PROJECT

Offic, lab or classroom
renovations/improvements

Alterations

New construction

Specialized equipment

Installation

Space allocations

Future faculty space planning

Large scale campus planning

Capital projects

**Project and Space Requests Are Generally
Not Funded by Facilities' Budgets**

WORK ORDER

Building related

Maintenance

Repairs

Utilities

Custodial services

Elevator maintenance

Trash and recycling

Landscaping

Lawn Care

Leaf and snow removal

**The Above Are Generally Funded by Facilities'
Budgets**

PROJECT CONSTRAINTS



PURCHASING REQUIREMENTS

BIDDING THRESHOLDS AND RFP'S

\$10,000 University-wide competitive bid threshold

- \$10 – 50,000 RFPs conducted by Facilities
- \$50,000+ conducted with Purchasing
- Qualitative and quantitative decision criteria, utilizing selection committees and decision matrices
- Allow 3 weeks minimum for RFP and bidding process

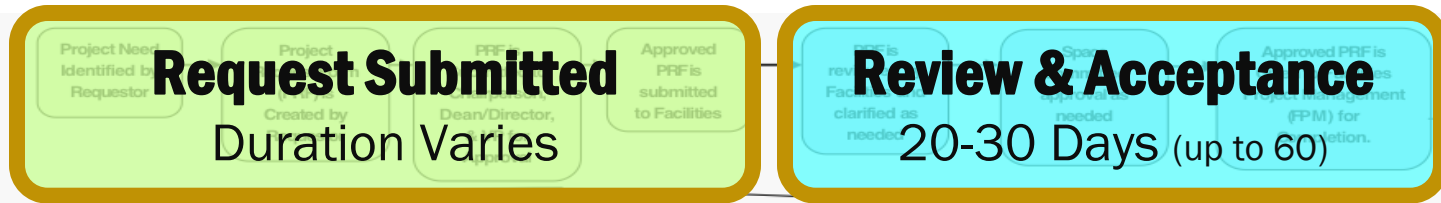
F&A Code of Conduct details strict guidelines for vendor engagement, ethical conduct in dealing with vendors

All vendors receive similar communication each January

PROJECT PROCESS TIMELINE

Lehigh Project Process (up to \$1M)

REALITY



PROJECT PROCESS TIMELINE

HOW LONG WILL MY PROJECT TAKE?

Minor- <2 months

Simple - 2-4 Months

Average/Normal - 6 to 9 Months

Complex/Large - 9 Months to 1 Year +

PROJECT PROCESS TIMELINE

HOW YOU CAN HELP

- Early Identification of Requirement
- Readily Available Funds for Initial Index Set-up & Cost Estimating/Design
- Provide Project Budget Parameters
- Have Basic Scope Assumptions and Parameters Defined
 - MUST Haves vs. Nice to Haves

PROJECT BUDGETS

INSTITUTIONAL FACILITY WORK IS *EXPENSIVE!*

Reasons:

- Long Life Cycle Requirements
- Quality of Work
- Building Codes, Regulations & Laws
- Risk Management & Liability Issues
- Administrative Contract Requirements
- Short Construction Period Restrictions
- Historical (e.g. OLD) Buildings
- Building System Upgrade Requirements

PROJECT BUDGETS

ESTIMATES

Rough Order of Magnitude

+/- 40% or more variance

Hired Estimator

+/- 25% variance

Preliminary Design

+/- 15% variance

Final Design

+/- 5% variance

Contract Awarded

Actual Construction Cost

PROJECT BUDGETS

CONSTRUCTION COST VS. TOTAL PROJECT COST

Total Project Cost Includes “Soft Costs, typically around 30% (planning factor)

- Design Fees
- Fixtures, Furniture and Equipment (FF&E)
- Technology Infrastructure Upgrades
- AV/Multi Media/Technology not Included in Construction Costs (Provided by LTS)
- Construction Management
- Project Contingencies (5-15% of **Estimated** Construction costs)

Unused Funds are Returned to Original Funding Index



Process Improvements

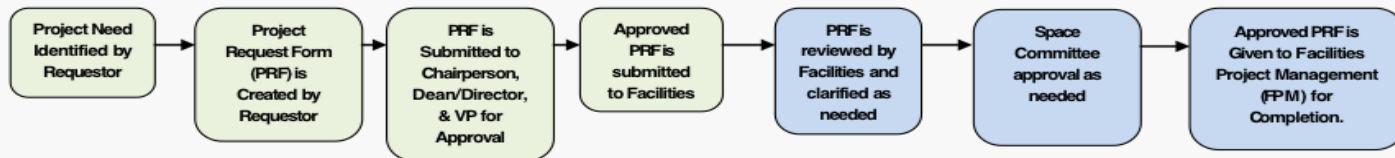
- Streamlined Existing Process and Procedures
- Improved Customer Outreach and Communication
- Developed Better Cost Tracking and Control
- Realigned Project Manager Positions
- Split Planning and Projects
- Created Standardized Forms and Methods
- Created New Contract Formats

PROJECT PROCESS TIMELINE

Lehigh Project Process (up to \$1M)

User Submission Phase (Varies by Requester)

Facilities Review Acceptance Phase (~20-30 days,
Space Committee review could add 30-60 days)

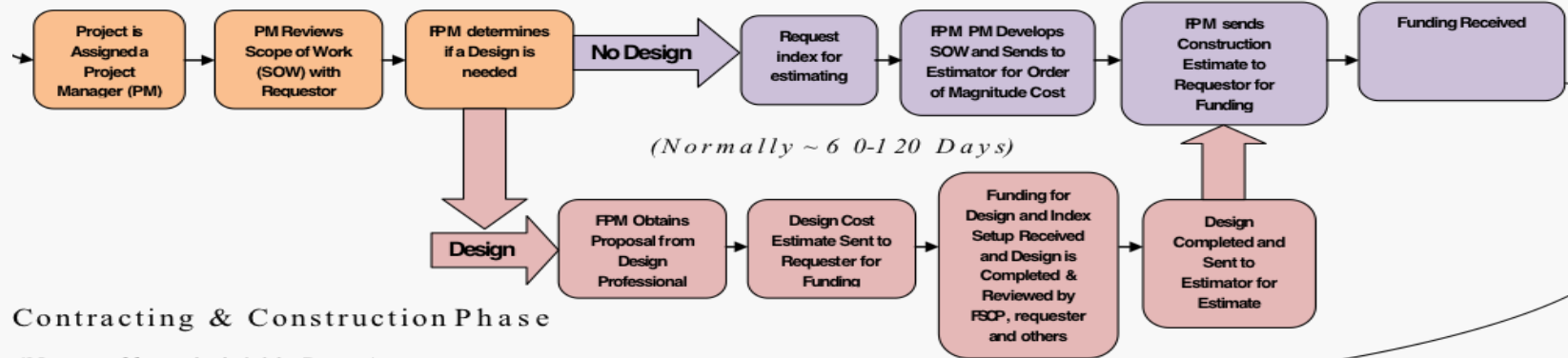


Project Planning Phase

(~15-90 days depending on number of open requests)

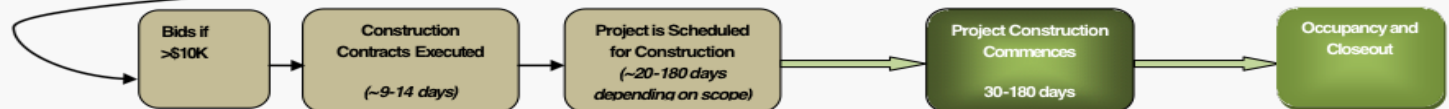
(~20-30 days)

(~15 days)



Contracting & Construction Phase

(Normally ~30-120 Days)



PROJECT BUDGETS

CONTINGENCIES

- Not to fund a broader scope than originally approved
- Facility Project Managers are NOT authorized to expand the approved scope of a project using contingencies

Use of contingencies to expand the original approved scope must receive approval from Dean and/or Provost

What Changed?

- Standard Of Professionalism And Best Business Practices
- Bidding Requirements
- Liability Insurance-Costs Incurred As A Result Of Uninsured Errors And Omissions
- Building Codes, Regulations & Laws

Why Use External Design Services?

- Standard Of Professionalism And Best Business Practices
 - Bidding Requirements
 - Liability Insurance-Costs Incurred As A Result Of Uninsured Errors And Omissions
 - Building Codes, Regulations & Laws
- Number And Complexity Of Projects Versus Staff Complement
- Variations In Workload/Schedule Constraints
- Greater Breadth And Depth Of Experience Available
- Access To Specialty Disciplines And Innovative Approaches
- Standard Operating Procedure for Schools Our Size

ONLINE PROJECT REQUESTS

1. Visit: <https://financeadmin.lehigh.edu/facilities>
2. Click on the Initiate Service Request box
 - Service Requests/Work Orders/Event Setup

The link will take you to the Initiate Service Request page. Click on the [HERE](#) link on the webpage, which will take you to a login box. Sign in with your Lehigh user id and password. You will be forwarded to the Work Order Form. Fill in all the boxes and click the Send Form button.

If a work order is entered that is in reality a project or space request, Facilities will notify you and ask you to submit the correct form. Project and space request forms can be found in the left menu of the website.