



University Compliance, Ethics, and Risk Office

UNIVERSITY OF CENTRAL FLORIDA

University of Central Florida Draft Policy Submission Cover Memo Form

Policy No. and Title:

Initiating Authority:

Initiating Authority Approval Date:

Date of Submission for Review:

Submitted by:

Department:

New Policy

Existing Policy (5-year Review)

Existing Policy (Out of Cycle
Review)

Summary of Revisions: (For a new policy, please provide a summary of the policy. For an existing policy, please provide a summary of the revisions made to the policy.)

Stakeholders included in the Review Process: (Provide a list of departments involved in the review/revision process.)

Stakeholder feedback must also be requested from the [Faculty Senate](#) and the [College Policy Liaisons](#). By checking the boxes below, you are confirming that feedback from these groups was requested, received, and considered in the draft policy.

College Policy Liaisons

Faculty Senate

Regulatory Requirements (if applicable): (Provide information on regulatory requirements pertaining to the policy, including specific statute or regulation number.)

Presenters: (Provide the name(s), position title(s), and email address(s) for all individuals who will be presenting the policy to the university's Policies and Procedures Committee.)



Draft - New Construction, Remodeling, and Renovation Projects

Policy Number 3-114.1
Responsible Authority ~~Vice President and Chief Operating Officer~~
~~Assistant Vice President, Planning, Design, and Construction~~
Initiating Authority Vice President of ~~Administration,~~
~~Administrative Operations and Chief Operating Officer and Chief~~
~~Infrastructure Officer -~~
Effective Date 10/22/2020
Date of Origin 10/22/2020

APPLICABILITY/ACCOUNTABILITY

This policy applies to all new construction, remodeling, and renovation performed in any building owned by the university, Direct Support Organization, Auxiliary, ~~and or other other-related~~ University of Central Florida (UCF) related ~~entity-owned buildings~~, regardless of the requesting entity, the dollar value of the project, or the funding source, including, but not limited to: projects funded by the state, the university, direct Direct support Support organizations Organizations or their tenants, auxiliaries Auxiliaries, ~~the university~~, colleges, departments, units, contracts and grants, or donations.

POLICY STATEMENT

UCF buildings are constructed to have a lifespan of 50 to 100 years, and remodeling and renovation of university spaces are intended to maximize the usefulness, functionality, and longevity of the buildings and associated building systems. As such, new construction, remodeling, and renovation are considered commercial construction and are held to a higher standard than residential construction. Therefore, to reduce risk and safeguard the university, mandatory controls are required. All projects must follow:

- a single, unified approach to uphold certain standards of quality;
- comply with applicable federal, state, and university codes, regulations, and policies;
- protect and prolong the life cycles of the university's fixed physical assets;
- minimize energy consumption; maximize building sustainability; and
- manage future capital renewal costs effectively.

Additionally, after these spaces are constructed, remodeled, or renovated, Facilities & Safety (F&S) and Business Operations (FBO) must be able to operate, maintain, repair, heat, cool, and sustain the longevity of these buildings, spaces, and associated building systems as cost effectively and efficiently as possible.

Pursuant to Florida Board of Governors' regulation 14.020001, the university Facilities Office (UCF ~~Facilities Planning and Construction (FP&C)~~ Planning, Design, and Construction (PDC)) has the authority for design and construction administration to include responsibility and oversight for design and construction of all projects in buildings owned by the university. This includes the procurement and selection of design and construction services, concept studies, preparation of the annual Capital Improvement Plan, the Campus Master Plan, and the Campus Development Agreement. ~~FP&C PDC~~, a department within ~~F&S FBO~~, is the sole source and only entity authorized to perform these functions and may charge a management fee related to the production of cost estimates and project management. In addition, Campus Space Planning, a department within FBO, has the authority to conduct concept studies and preparation of the annual Capital Improvement Plan, the Campus Master Plan, and the Campus Development Agreement. Similarly, after buildings are constructed, remodeled, or renovated, ~~F&S FBO~~ has the sole responsibility for their maintenance, housekeeping, landscape, utilities, capital renewal, and condition-based assessments of these university spaces, buildings, and infrastructure.

~~F&S FBO~~ is authorized to establish uniform design and construction standards, guidelines, and specifications, as may be desirable to supplement the requirements of the Florida Building Code and establish a process for approval of waivers to specific requirements of the design and construction standards. These standards are reviewed and maintained by the ~~F&S FBO~~ Standards Committee.

Entities may not circumvent the ~~FP&C PDC~~ project request process by:

- working directly with planning/design/construction vendors;
- issuing purchase orders directly to planning/design/construction vendors;
- purchasing materials for the project directly; ~~FP&C PDC~~ may pursue state sales tax savings through the Owner Direct Owner Purchase Program for selected materials and fixed equipment purchased as part of a construction project
- soliciting for projects outside of ~~FP&C PDC~~;
- using professional services firms or contractors outside of ~~F&S FBO~~ approved vendors; and/or
- proceeding with work without necessary ~~F&S FBO~~, Building Code Office, and State Fire Marshal plans reviews, approvals, and permitting.

Exceptions to this policy will be reviewed and considered on a case-by-case basis and must be pre-approved in writing by the ~~vice Vice president~~ President, Administrative Operations and Chief Infrastructure Officer ~~chief operating officer~~.

Enforcement and Noncompliance

~~FP&C PDC~~ will notify the appropriate leadership if their college or division an entity is not following the provisions and procedures found within this policy. Failure to comply with this policy and any related university procedures may result in delay and/or cancellation of the project. Continued intentional noncompliance may result in disciplinary action, up to and including termination of employment.

DEFINITIONS

Concept Study. A study to determine requirements, feasibility, building programs, and cost of a

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project prior to beginning design and construction.

Concurrency Information Letter. A non-binding determination on whether utility capacity is available on campus to support a project.

Entity. Any unit, department, college, division, auxiliary, and direct support organization or their tenants.

New Construction. Any construction of a building or unit of a building in which the entire work is new, or an entirely new addition connected to an existing building, or which adds additional square footage to the space inventory.

Remodeling. The changing of existing facilities by rearrangement of spaces and their use and includes, but is not limited to, the conversion of two classrooms to a science laboratory or the conversion of a closed plan arrangement to an open plan configuration.

Renovation. The rejuvenating or upgrading of existing facilities by installation or replacement of material and equipment and includes, but is not limited to, interior or exterior reconditioning of facilities and spaces; air-conditioning, heating, or ventilating equipment; fire alarm systems; emergency lighting; electrical systems; and complete roofing or roof replacement, including replacement of membrane or structure; and upgrades and replacement of campus infrastructure, including, but not limited to roads, water, sewer, gas, steam, chilled water loops, and electrical systems.

PROCEDURES

~~The below procedures outline the method for all~~ All entities to must follow this procedure when requesting a new construction, remodeling, or renovation project:

- Identify available, appropriate funding;
- Obtain approval from their dean or vice president prior to submitting a project request;
- ~~Initiate~~ Submit the Project Request (including Concept Studies and requested Campus Master Plan Amendments) using the Project Request process outlined at- <http://fp.ucf.edu/PDC>;
- For projects that may impact utilities, complete in coordination with FP&C PDC, an Application for Concurrency Review found on the Utilities & Energy Engineering Services website at Concurrency Review <https://energy.ucf.edu/resources/policies-and-forms/> to ensure that the university has adequate infrastructure and service capacity to support the proposed project.
- Applicants must request a Concurrency Information Letter ~~(a nonbinding inquiry to determine if capacity is available)~~ no less than 365 days prior to the start of construction.
- ~~Acknowledge that FP&C, through the F&S Business Office, is the only entity allowed to issue Purchase Orders for projects using any UCF funds (even projects with exceptions to this policy).~~
- Work directly with the assigned FP&C PDC Project Manager throughout the project.

RELATED DOCUMENTS

~~[Florida Board of Governors' Regulation 14.020 University Supervision of Construction Program Facilities and Safety Procedure 2017 FS0028, Procedure for Determining When Actions are Projects or Repairs](#)~~

[Facilities Planning and Construction, Campus Projects General Information](#)

[UCF Design, Construction, and Renovation Standards](#)

~~[UCF Procurement Services Purchasing Procedures Manual](#)~~

[UCF Policy 3-106 Maintenance, Repair, and Housekeeping](#)

[UCF Policy 3-211 University Budget Process](#)

[UCF Expenditure Guidelines](#)

~~[Florida Board of Governors' Regulation 14.001 Construction Program Definitions](#)~~

FORMS

~~[Utilities and Engineering Services Application for Concurrency Review](#)~~ ~~[Utilities and Energy Services Application for Concurrency Review](#)~~

CONTACTS

~~Facilities~~ Planning, ~~Design~~, and
Construction Website: <http://fp.ucf.edu> PDC
Phone: 407-823-5270