

Policies of the University of North Texas	Chapter 11
11.009 Construction Projects	Facilities and Real Estate

Policy Statement. To establish procedures for Construction of and in University of North Texas buildings and facilities in a safe, cost effective manner consistent with laws and regulations of the State of Texas and UNT System Regents Rules.

Application of Policy. Total Institution – policy applies to all Construction Projects on all buildings and facilities as defined herein.

Definitions.

1. **Alteration.** “Alteration” means any change or modification to any structural, architectural, mechanical, or electrical component of a building or facility.
2. **Construction.** “Construction” means Alteration, New Construction, and Repair and Renovation.
3. **Major Project.** “Major Project” means a New Construction Project with a total Project Cost of \$1,000,000 or more, a Repair and Renovation Project with a total Project Cost of \$2,000,000 or more, any Project required by statute to be approved by student election, and regardless of dollar value, any Project specifically designated by the Board of Regents to be a Major Project.
4. **Minor Project.** “Minor Project” means a New Construction Project with a total Project Cost of less than \$1,000,000, and a Repair and Renovation Project with a total Project Cost of less than \$2,000,000.
5. **New Construction.** “New Construction” means the creation of a new building, facility, or outdoor space; the addition to an existing building, facility, or outdoor space; or new infrastructure that does not currently exist on a campus.
6. **Project.** “Project” means the New Construction, Repair and Renovation, or Alteration of a campus building, facility, outdoor space, or its infrastructure, which exceeds \$5,000 and is determined by the Work Request Review Panel to best be executed as a Project to ensure proper coordination and cost accounting.
7. **Project Cost.** “Project Cost” means , but shall not be limited to, the cost of Construction, installed equipment, architectural, engineering and legal expenses, cost of surveys, plans and specifications, site development, and other expenses required to provide a completed Project.

8. Repair and Renovation. “Repair and Renovation” means repairs or upgrades to an existing building, facility, or outdoor space, or existing infrastructure, including the finish-out of shell space.
9. Work Request Review Panel. “Work Request Review Panel” means a committee which reviews all requests for facility Alteration, New Construction, Repair and Renovation, or other items often deemed “enhancement” work. Panel membership is chaired by University Facilities Department (University Facilities) and includes membership described in a Facilities procedure.

Procedures and Responsibilities. This policy addresses the administration of construction projects under University administration as established by Regent Rule 11.200, Construction Projects.

1. Project Administration – All construction projects on the University will be administered by University Facilities or UNT System Office of Facilities Planning and Construction.
 - a. Acting on behalf of the President, University Facilities has the responsibility for executing maintenance, repair, upkeep, remodeling, alterations, furnishings and additions to University physical facilities regardless of scope. This includes the general structures; all mechanical, electrical, and plumbing systems; all infrastructure including fire and life safety systems, roads, grounds, landscape and hardscape; and equipment and modular furniture systems that impact building systems.
 - b. Exceptions to this are: (a) electronic security systems maintained by the University Police; (b) Information Technology (IT) infrastructure maintenance; (c) food service equipment maintained by Auxiliary Services Dining or University Union; (d) minor maintenance (e.g. replacing damaged ceiling tiles, tightening loose chair rails, and interior patch and paint work) overseen by appropriately trained staff employed by University Union, Recreational Sports and/or University Athletics; (e) departmental/principal investigator research equipment; (f) housekeeping performed by Auxiliary Services Union and Residence Hall custodial staff; and (g) Classroom Support technology/equipment.
 - c. Alterations to facilities associated with activities listed in the preceding paragraph must be approved in advance with University Facilities to ensure code compliance, safety and maintainability. These efforts are generally not funded from University Facilities operational budget which is focused on maintenance and repair.
 - d. Project management fees will be assessed for UNT System Office of Facilities Planning and Construction managed Projects in accordance with direction from the Chancellor, according to Regents Rules. University Facilities managed Projects are also subject to fees. Fee structure is identified in a UNT Facilities SOP and

approved by the Vice President for Finance and Administration to ensure proper reimbursement for fee-based employees and/or state funded employees managing non-state funded Projects.

Responsible Party: University Departments; University Facilities

2. Project Requests and Approvals

a. Minor Projects.

All Minor Projects must be processed through University Facilities for review, coordination, execution and/or oversight. UNT Facilities standard operating procedure specifies documentation and process.

b. Major Projects.

Major Projects must be pre-approved by the Board of Regents in the annual Capital Improvement Plan and any subsequent amendments thereto. UNT System establishes submission procedures for Major Projects.

Responsible Party: University Departments; University Facilities

3. Project Design

c. General Project Design. Design of all campus Projects will be consistent with the University Master Plan. When required by building code or other regulation, Project plans will be prepared by registered licensed professionals whether on staff or contracted. Any selection of outside vendor design professionals and consultants will be consistent with the laws and regulations of the State of Texas, applicable UNT System Regent Rules, UNT System Regulations, and University policies and procedures.

d. Project Phasing. Funding and/or schedules may require project phasing. If phasing is required, the phases shall be identified during the Project approval process outlined above. If the need for project phasing is determined after the Project approval process, the appropriate notification and approval must be given and obtained in accordance with section above on Project Requests and Approvals. Project phasing may not be used to alter Major/Minor Project classification, HUB requirements, or procurement methods.

e. Design Review Board. Projects impacting the exterior aesthetics of the campus will be submitted by the Associate Vice President of Facilities for review by the Design Review Board as outlined by the University Master Plan.

f. Construction Code Compliance. All projects under campus administration will be constructed in compliance with the International Code Council (ICC), NFPA

Codes, Life Safety Code, Elimination of Architectural Barriers Act (Texas Government Code, Chapter 469), and follow the interpretations, policies, and procedures as issued by the designated UNT System Authority Having Jurisdiction and as established by Regent's Rule 11.200, Construction Projects.

- g. Campus Design Standards. All projects under campus administration will be consistent with established University design standards.

4. Procurement

All procurement will be consistent with the laws and regulations of the State of Texas, applicable UNT System Regent Rules, UNT System Regulations, and University policies and procedures.

5. Valuation of a Project

In the event that a Minor Project budget is increased to meet the definition of a Major Project, notification shall be made to the Vice Chancellor of Facilities Planning and Construction for inclusion in or amendment to the Capital Improvement Plan. Plan approval, including the Project budget increase, by the Board of Regents is required prior to the increase in Project Costs being incurred (see Regent Rule 11.200 Construction Projects).

Responsible Party: University Departments; University Facilities

References and Cross-references.

Regents Rule 11.100, Master Plan

Regents Rule 11.200, Construction and Repair and Renovation Projects

Regents Rule 11.600, Use of Buildings, Facilities, Structures and Outdoor Spaces

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