

# **Minnesota State University Moorhead**

## **Process for Identifying, Evaluating and Prioritizing University FY09 Funded Facility Improvement Projects:**

**Objective:** To provide a systematic campus wide process for university departments/employees to identify, submit, evaluate and prioritize “small” facility improvement projects (Est. less than \$300,000) for potential funding from university operating funds. In addition, this process would establish a list of campus wide facility improvement project needs that would be reviewed and updated annually so that projects not funded in a given fiscal year would again be considered for funding in the future.

Projects submitted for funding will be evaluated based on how well the request corrects, addresses and/or meets the following: 1. Life/Safety and/or Building Code/American Disabilities Act requirements. 2. Supports MSUM Strategic Plans. 3. Preserves or Extends the Useful Life of University Facility Infrastructure. 4. Provides a Major Benefit for Students. 5. Improves Space Utilization/Enrollment Capacity. 6. Existing Utility & Facility Infrastructure will support the proposed improvement.

Those projects identified and prioritized for FY09 funding support would be supported from university operating funds. University operating funds could come from either unallocated prior fiscal year carry forward available in division/departmental accounts, special allocations from the Planning and Budget Council such as Strategic Work Plan Initiatives and/or uncommitted funds budgeted and available in University Repair and Restoration accounts or from some other appropriate source approved by the Vice President of the division submitting the request.

### **Requests that should be INCLUDED in this process:**

- Move walls to create more space for a program or support unit
- Remodel and/or paint a classroom, restroom, reception, office
- Improve ventilation system within a particular area
- Painting, recarpeting, relocate a door and electrical, add windows, etc.
- Typical costs for projects would range from \$1,000. - \$250,000. For more complicated and expensive projects, it is recommended that the request be in two phases e.g., a first year request is for “planning funds” (architectural/engineering); construction funds for the following fiscal year.

### **Requests that should NOT be included in this process:**

- Large facility improvement projects (Est. over \$300,000) that are more typically part of either the MnSCU Capital Improvement Project or Higher Education Asset Preservation and Renewal (HEAPR) requests to the MN state legislature and/or those funded by student fees from Revenue Fund resources e.g., Housing, Student Union, and Wellness Center.

- Routine work orders for maintenance and/or repair such as repair of a building door, window and/or requests to fix items that have a total cost under \$1,000. (Requests for projects under \$1,000 should be made using the work order system).

### **Schedule for FY09 Campus Facility Improvement Requests:**

#### **March 08:**

- Distribute Campus Facility Improvement Project Request forms to Division leadership for distribution to their staff (See Form Attached). Departments interested in submitting an improvement request should identify project name and detailed description by completing form(s) according to guidelines on the form.
- To be considered for funding in FY09, Campus Project Request Forms must be approved by the Dept. Supervisor and submitted to the Division Vice President by 2pm on Tuesday, March 25, 2008.
- Division Vice President(s) prioritize, in rank order, and deliver to Owens 208D Facilities and Administration Office by 2pm on Monday, March 31. As needed, Facilities/Administration reviews and/or updates project cost estimates.

#### **April 08:**

- O/A April 2 through April 24, Facilities and Grounds Committee Reviews, Evaluates and Scores Projects. Concurrently, University Planning and Budget Committee (UPBC) and/or University Budget Officer identifies projected amount of general university FY09 R & R funding will be available for project execution.
- April 25, Facilities and Grounds Committee forwards their rank ordered priorities for FY09 project funding to Owens 208D, Facilities and Administration Offices.
- O/A April 28, Vice President for Facilities/Administration consults with President's Cabinet for final review and approvals for FY09 funding.

#### **May 08 through February 09:**

- As projects are tentatively approved for funding, University Budget Officer and Business Office confirm that FY09 Budgeting assumptions were realized, accounts identified and funded as appropriate.
- Office of Vice President for Facilities/Administration manages bidding, contract documents and project execution according to required project schedules and in consideration of their impact on existing programs and services. For projects executed in calendar 2008, work will occur in on or around May 2008 so that the project is likely complete by August 15, 2008. For projects held pending "2<sup>nd</sup> half" (calendar 09) allocations, project administration and project implementation will begin as soon as practical once project funding has been allocated.