

# Minor Works Projects

## Strategies for on-time Completion

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OFC MEETING | FEBRUARY 22, 2024

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# Overview

- Project Planning
- Master Schedule
- On-Call Consultant(s)
- DES Engagement
- Budget Tracking
- Consultant Fee Proposals & Contracts
- Public Works Contracts
- Project Closeout

# Project Planning

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- Review list of funded projects
- Meet with DES project manager
- Review project list with campus leadership
- Identify projects with operational impacts



# Master Schedule

- Keep it simple, but include all projects
- Consider weather, academic schedule, and other operational impacts
- Consolidate projects if possible
- Consider alternative delivery methods to accelerate project schedules
- Keep college leadership and stakeholders updated on any changes to the schedule

#	Project	Category:			Design		Construction					5-Jun	12-Jun	19-Jun
		Total Budget	Project Type	Delivery	Start	End	Start	End	Days	Consultant	Status			
1	Elevator Upgrade - HNR	\$ 213,000.00	Facility Repair	Small Works	Nov-1-2023	Mar-22-2024	Sep-20-2024	Apr-4-2025	141	RMC	In-progress			
2	Elevator Upgrade - SSC	\$ 213,000.00	Facility Repair	?	Jul-1-2023	Nov-30-2023	NA	NA	#VALUE!	RMC	In-progress			
3	Smoke Detector Replacements - LDC, HNR	\$ 45,000.00	Facility Repair	In-house	NA	NA	Sep-1-2023	Jun-30-2024	216	N/A	In-progress			
4	Coils and Compressor Replacements - LDC, HNR	\$ 50,000.00	Facility Repair	JOC	Sep-1-2023	Dec-31-2023	Jan-1-2025	May-30-2025	108	Hargis	In-progress			
5	VAV Motor Replacement - LDC, BKR, HNR, SSC	\$ 131,000.00	Facility Repair	In-house	NA	NA	Dec-1-2023	Aug-31-2024	196	N/A	In-progress			
6	Curtain Wall Repairs - LDC, HNR	\$ 100,000.00	Facility Repair	Low Bid	Oct-1-2023	Jan-31-2024	Jun-1-2024	Aug-31-2024	65	ZGA	In-progress			
7	RTU Replacement - CAS	\$ 50,000.00	Facility Repair	JOC	Sep-1-2023	Dec-31-2023	Jan-1-2025	May-30-2025	108	Hargis	In-progress			
8	AC Unit Replacement (Mechanical room) - CAS	\$ 50,000.00	Facility Repair	JOC	Sep-1-2023	Dec-31-2023	Jan-1-2025	May-30-2025	108	Hargis	In-progress			
9	Asphalt Resurface - CAS Fire Lane	\$ 64,000.00	Site Repair	Small Works			Jul-1-2024	Aug-31-2024	45	ZGA	Not Started			
10	Sidewalk Repairs - Campus	\$ 57,000.00	Site Repair	Small Works			Jul-1-2024	Aug-31-2024	45	ZGA	Not Started			
11	Boiler Replacement - LDC	\$ 112,000.00	Facility Repair	JOC	Sep-1-2023	Jan-31-2024	May-1-2024	Sep-1-2024	88	Hargis	In-progress			
12	Heat Pump Replacement - KLY	\$ 112,000.00	Facility Repair	JOC	Sep-1-2023	Jan-31-2024	May-1-2024	Sep-1-2024	88	Hargis	In-progress			
13	Hydronic Separator Replacement - LDC	\$ 112,000.00	Facility Repair	JOC	Sep-1-2023	Dec-31-2023	Jan-1-2025	May-30-2025	108	Hargis	In-progress			
14	Gas Meter Replacement - LDC	\$ 29,000.00	Infrastructure Repair	?			May-1-2024	May-31-2025	283	N/A	Not Started			
15	Water Meter Replacements - SSC, HNR, LDC, PA	\$ 79,000.00	Infrastructure Repair	?			Jul-1-2023	Aug-31-2024	305	N/A	Not Started			
16	Cooling Tower Replacement - KLY	\$ 176,000.00	Infrastructure Repair	JOC	Sep-1-2023	Dec-31-2023	Dec-1-2024	May-31-2025	130	Hargis	In-progress			
17	LDC Service Area Remodel	\$ 1,322,706.00	Minor Improvement	Low Bid	Oct-1-2023	Jan-31-2024	Jun-1-2024	Sep-1-2024	65	RMC	In-progress			
18	Cordata Pedestrian Crossing Improvements	\$ 242,000.00	Minor Improvement	Low Bid			Nov-1-2023	Sep-1-2024	218	ZGA	Not Started			

# On-call Consulting Services

## Consider doing an RFP to select one or two campus on-call architects

- Get the RFP out by early May
- Include general information on project type and anticipated budget
- Look for firms experienced in repair and remodel projects
- Consider regional partnerships for the on-call selection
- \$300K maximum value of project-specific agreement

## Be familiar with the State on-call firms

- On-call agreements for most consulting disciplines
- Familiarity with public works process and service needs
- Some consistency across biennia
- \$300K maximum value of project-specific agreement

# DES, E&AS Engagement

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- Have PWR's drafted and ready to submit at the beginning of the biennium (early July)
- Ensure your DES project manager is well informed of PWR content and timing
- Consider grouping similar repairs/improvements under one PWR
- Be sure to review [roles and responsibilities](#) with your DES PM



**ROLES AND RESPONSIBILITIES  
DURING  
DESIGN & CONSTRUCTION  
OF CAPITAL PROJECTS**





# Consultant Fee Proposals & Contracts

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- Identify E&A service needs early
- Determine specific services needed and consider State on-call roster
- Engage with consultants, request fee proposals, and get contracts established
- Establish project kick-off ASAP
- Leverage your DES project manager to help coordinate and encourage consultant work
- Check in regularly with consultant to gauge progress and ensure adherence to the schedule





# Public Works Contracts

- Bid multiple projects under one contract
- Consider different contracting options
  - Small Works Roster (SWR, projects \$350K or less)
  - Job Order Contracting (JOC, projects \$500K or less)
  - Energy Performance Contract
  - NEW starting July 2024 - [Direct Contracting](#) (projects \$150K or less)\*

\*Specific requirements for small/diverse business inclusion apply.



# Project Closeout

- Communicate funding deadline early and often to consultants and contractors
- Plan to have all projects completed no later than April of the second year of the biennium
- Consider time for retainage release
- Utilize a checklist to ensure all deliverables are received and reviewed (i.e., O&Ms, warranties, record drawings, etc.)



# Thank You

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QUESTIONS?