



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 61.13, Approval and Scheduling of Site Planning and Landscape Construction Projects

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to establish planning and design procedures and review processes for all site planning and landscape construction projects for the TTUHSCEP campus. This HSCEP OP applies to TTUHSCEP campus. Installations not complying with this HSCEP OP are subject to removal at the user's/installer's expense.

This HSCEP OP is intended to ensure that projects comply with *Regents' Rules*, Campus Master Plans, the TTUHSCEP Design and Construction Standards, Life Safety codes, handicap accessibility requirements, building codes, landscape maintenance practices and budgets, and other administrative procedures as mandated by the State Legislature and the Board of Regents.

REVIEW: This HSCEP OP will be reviewed on September 1 of each even-numbered year (ENY) by TTUS Facilities Planning and Construction and the Managing Director for Physical Plant and Support Services (MDPPSS) or designees, with recommendations for revisions submitted to the Chief Operating Officer (COO) or designee by September 15.

POLICY/PROCEDURE:

1. Function of the Office of Planning Design and Construction on Landscape Projects.

- a. The Physical Plant Office of Planning, Design and Construction (OPDC) or Office of Engineering Services (OES) or designate departments which are responsible for the design and construction of TTUHSCEP facilities and function to assist the user and the MDPPSS or designee from the planning stage to the completion of projects. TTUS Facilities Planning and Construction (FP&C) has the assigned responsibility for Capital Project and associated planning, landscape / hardscape improvements and exterior enhancements related to projects on the TTUHSCEP campus. Additionally, this office coordinates with various campus committees and initiates institutional reporting responsibilities to the Board of Regents and the Texas Higher Education Coordinating Board. These offices are familiar with the *Regents' Rules*, codes and standards that apply and with the various alternatives and options available for implementing a project. This staff will assist the user in the development of a program, design, and schedule for the project. OPDC will coordinate all TTUHSCEP projects with the user, FP&C and MDPPSS or designee.
- b. OPDC, OES and FP&C will assist the user in developing project cost estimates and will evaluate the resulting infrastructure costs - life cycle, repair, replacement and maintenance costs. OPDC, OES and FP&C will evaluate the project impact on adjacent users and facilities. Projects with ramifications or governed by Board Rules will be coordinated with the MDPPSS or designee for project assistance.
- c. OPDC, OES and FP&C will assist users in the preparation of plans and conceptual design proposals for individual and/or site-specific landscape construction projects, to be submitted for appropriate administrative approval. TTUHSCEP fees will be assessed per HSCEP OP 61.14. Subsequent to administrative approvals of scope and funding, OPDC or OES will coordinate TTUHSCEP project information with FP&C and mutually

determine the appropriate project administration and support.

2. **Accepting Landscape Donations.**

- a. When a department anticipates it will receive landscape furnishings of any type - living or structural - for exterior installation on TTUHSCEP campus through a donation or some other direct means, at the earliest opportunity it should submit a written description to OPDC. This description should include information on the type of material; the intended purposes(s) to be furthered by the material; expectations of the donor or obligations incurred by TTUHSCEP in accepting the material; and any additional growers' or manufacturers' information regarding installation or maintenance procedures. Maintenance costs required by gifts or similar items accepted or received by departments shall be provided by the department to the Physical Plant.

The department should confirm its awareness of, and compliance with HSCEP OP 02.02, Solicitation of Gifts and Grants from Private Philanthropic Sources and HSCEP OP 02.03, Acceptance of Gifts and Grants from Private Philanthropic Sources, and any other relevant *Regents Rules* and TTUHSCEP policies and procedures regarding donations.

- b. After consultation with FP&C, OPDC will respond with a first impression on the acceptability of the item within 10 working days from receipt of the department's description. Even though an item is fully or partially donated, it cannot be accepted if it does not meet applicable code requirements, poses a threat to users of the campus, or creates a potential liability to TTUHSCEP. If not acceptable, or if the proposal presents an installation, cleaning, unreasonable cost or reoccurring maintenance issue for TTUHSCEP personnel, OPDC and FP&C will assist the department in finding an acceptable alternative location or material.

3. **Removal of Landscape Installations.** The Board of Regents has mandated that TTUHSCEP shall comply with applicable codes and the administration has approved master plan design standards. It will be the responsibility of the department to fund demolition, removal or remediation of landscape installations that have not been submitted for review / approval and which do not comply with the applicable codes, the Campus Master Plan and the TTUHSCEP Design and Construction Standards and Guidelines.

4. **Project Procedure.**

- a. After a project has been given administrative approval and funding provided, the MDPPSS will proceed with project planning, design and implementation. Construction projects will only be considered by OPDC or OES if they occur on a TTUHSCEP Master Plan or if they are submitted and approved through appropriate administrative channels to the MDPPSS or designee.

All requests will be scheduled on a first-in/first-out basis unless otherwise prioritized by the TTUHSCEP administration. Consideration for special processing must be obtained by directing a request to the MDPPSS or designee. A project will typically proceed as follows:

- (1) A meeting will be scheduled with the user, OPDC, OES and FP&C to initiate the design process, define project scope, designate a Facilities Project Manager and organize the construction coordination team. This initial process will include a determination of probable project cost, a review of funding availability and reoccurring cost burden.
- (2) It is the responsibility of the requesting unit to ensure that adequate funds are provided to meet the project's cost requirements. The Facilities Project Manager

will establish a separate project budget which will be managed by the Facilities Project Manager. Funds will be transferred to this account from the requesting department's funding source.

- (3) At this time, an outside professional firm may be selected to provide consulting and/or design services under the direction of the Facilities Project Manager.
 - (4) The Facilities Project Manager will obtain reviews and approvals from appropriate TTUHSCEP departments or state agencies and will ensure compliance with codes and the TTUHSCEP Design and Construction Standards and Guidelines.
- b. After completion and review of necessary construction documents, and depending upon urgency and project scope, the work may be accomplished in either of two ways: in-house construction or the project may be submitted for proposals by off-campus contractors in a manner prescribed for procurement of contracted services.

Construction contracts for site improvements will be administered by the office having jurisdiction. The designated Facilities Project Manager will monitor work during construction, will maintain project financial records, and will be the primary contact person throughout the project construction. Appropriate physical plant departments may provide project monitoring assistance and will report their observations to the Facilities Project Manager. Due to contractual requirements, all project changes will only be directed to the contractor by the Facilities Project Manager. Upon substantial completion, warranty will be overseen by either Facilities Project Manager or assigned Plant Operations personnel.