

AgriLife Facility Management and Construction (AgFMC) Off-Campus Facility Project Guide

FACILITY TOPIC	ACTION NEEDED
General maintenance* not exceeding \$10,000	<ul style="list-style-type: none"> Center will create requisition in AggieBuy Center will handle funds and payments to vendors
Fire and Life Safety Issues and Concerns (if emergency, dial 911 first)	<ul style="list-style-type: none"> Center should immediately notify TAMU Environmental Health and Safety (EHS) - burbanczyk@tamu.edu Contact AgFMC - david.deleon@ag.tamu.edu for consulting and reporting
Facility Service Request*	<ul style="list-style-type: none"> Center contacts AgFMC - shanna.smith@ag.tamu.edu to start process AgriLife Administrative Services will create requisition in AggieBuy AgriLife Administrative Services will oversee funds and vendor payment. Management of project will be determined in conjunction with AgFMC, will depend on complexity of project.
Renovation*, New Construction*, or Major Maintenance project*, Infrastructure Projects*, Deferred Maintenance*	<ul style="list-style-type: none"> Center contacts AgFMC - shanna.smith@ag.tamu.edu to start process AgriLife Administrative Services will create requisition in AggieBuy AgriLife Administrative Services will oversee funds and vendor paymentAgFMC will help to develop preliminary scope and budget AgFMC will manage project
Faculty start-up package requiring a construction project	<ul style="list-style-type: none"> Prior to making an offer, contact AgFMC – shanna.smith@ag.tamu.edu for consultation and cost estimates
Possible new facilities, donor driven facilities, or major renovation.	<ul style="list-style-type: none"> Center should notify the Director’s Office with relevant information prior to meeting with potential donor Inform AgFMC - shanna.smith@ag.tamu.edu to engage professional services (program of requirements, architect and engineering design, facilities planning, reconfiguration)

*see definitions on following pages

Other Considerations:

- All building renovations must have the involvement of AgriLife Facility Management and Construction (AgFMC) in the project. Centers/Units/Agencies are not allowed to perform any renovations without following the steps above. Failure to include AgFMC may result in additional costs to bring projects in compliance with state laws and system including: building codes, TDLR, Fire and Life Safety (EHS), laboratory standards, etc.
- Ag Purchasing will notify AgFMC when any major equipment purchases for centers are made in the event construction may be required to accommodate the system.
- Splitting projects is not permitted by the TAMU System. An example of splitting projects would be to break up a larger, more expensive project, into smaller projects (less than \$10k), often handled by a single trade.
- Projects exceeding \$4,000,000 must be applied to the capital plan and require a Program of Requirements or a TAMU System formal scope of work.
- Projects exceeding \$10,000,000 will be managed by AgFMC and conjunction with the TAMU System.
- Any projects that require moving or adding doors or walls, modifying the HVAC, changing the function of a room, or changing flooring may require the additional cost of an Architect or Engineer. We follow the requirements set forth by the State of Texas regarding public works projects found on the attached diagrams.

Definitions:

General maintenance: Work done in a routine, scheduled, or anticipated fashion to prevent failure or degradation of a system. Total cost of any general maintenance issue not to exceed 10k.

Examples:

- custodial, pest control, and care of existing landscaping (outside of yearly service contracts)
- maintenance or repair of door locks and hardware
- scheduled service on heating and air conditioning
- replacing broken hardware or fixtures
- EHS certification
- HEPA Filter changes
- RO and water filter changes
- cooling pad and insect screen replacement

Facility Service Request: Work outside of general maintenance that does not involve a change in space usage or involve fully upgrading existing finishes/systems. If unsure, contact AgFMC.

Examples:

- installation of laboratory equipment
- major laboratory furniture installation
- minor upgrades required to meet grant or research requirements (ex: changing door for insect containment, exhaust hood, soil grinding equipment, autoclave, etc.)
- painting outside of general maintenance cycle
- limited installation of additional electrical outlets or lighting changes
- roof/window leaks
- minor fencing or animal containment repairs
- American Disabilities Act modifications

Major Maintenance Project: Replacement of existing systems, furnishings, or finishes. These projects are done with the intent to keep the building asset operable and in good repair, not to add value or change usage.

Examples:

- entire HVAC, plumbing, or electrical systems replacement
- repainting a peeling or fading exterior
- replacing damaged finish (countertop, cabinet, flooring patch) with a similar product

Renovation Project: A construction project that modernizes and updates a space to add value or changes the use of a space or building.

New Construction: The building of a structure or utility where none existed or where an existing structure was demolished. New construction also applies to an addition to an existing structure that increases the square footage. This includes any type of space that general public or employees have access to.

Examples:

- new building
- headhouse or greenhouse
- barn
- storage shed
- animal facilities & working pens

Infrastructure Project: The improvement, upkeep, or installation of basic physical systems that serve facilities.

Examples:

- parking lots
- above and underground utilities that serve a structure or facility
- waste management
- irrigation and pivot installation

Deferred Maintenance: Maintenance work that is postponed due to insufficient resources. Most often delayed due to lack of funding but can also be due to limitations of time and availability of goods and services.

AgFMC Group Contact Information:

David DeLeon – Director, Facilities and Construction:

Phone: 979-314-5870

Email: dodeleon@ag.tamu.edu

Aaron Hodge - Assistant Director:

Phone: 979-314-5477

Email: aaron.hodge@ag.tamu.edu

Shanna Smith – Manager, Facilities Planning and Project Programming:

Phone: 979-314-5873

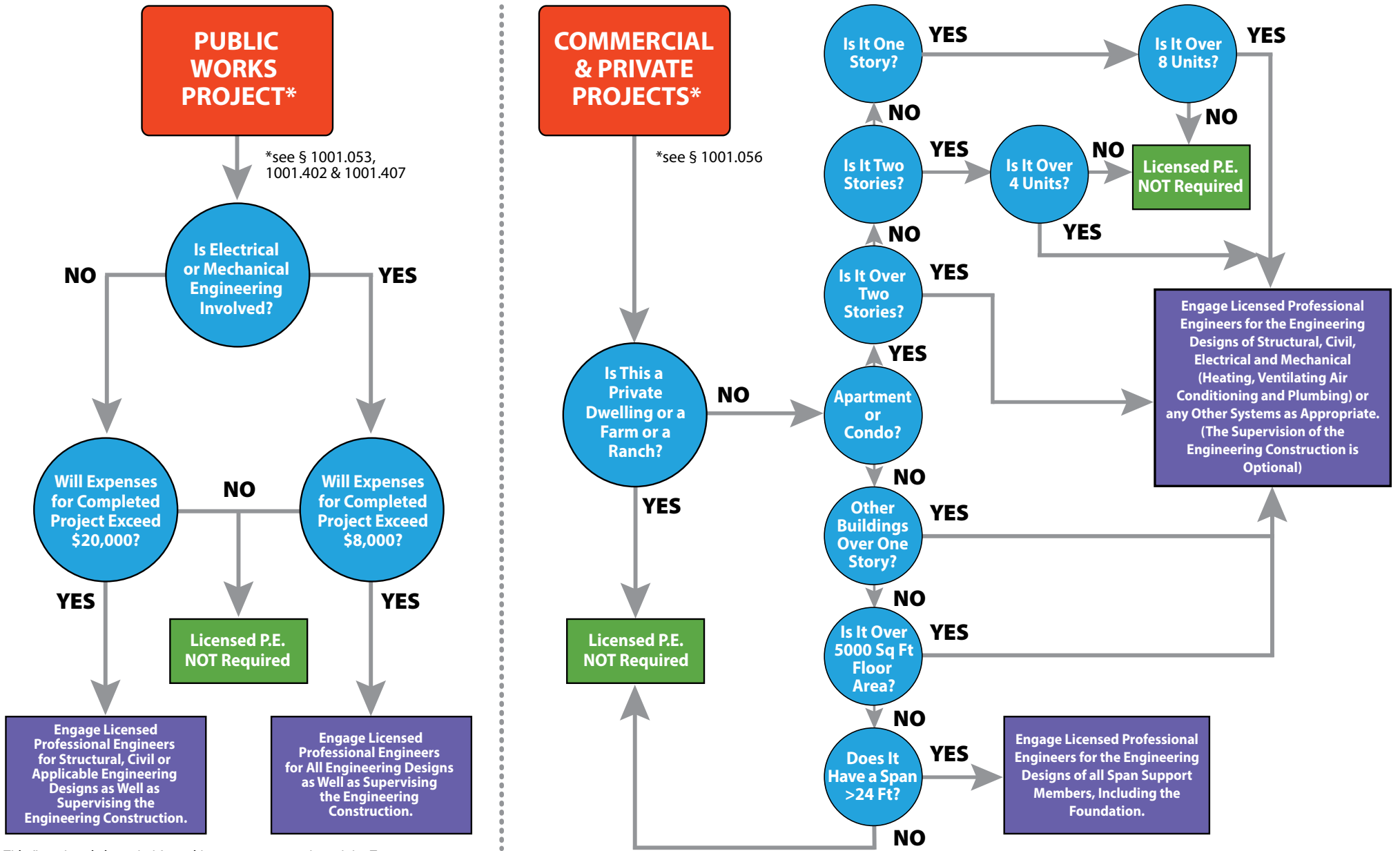
Email: shanna.smith@ag.tamu.edu

Trent Burford – Construction Project Manager III:

Phone: 979-314-5865

Email: trent.burford@ag.tamu.edu

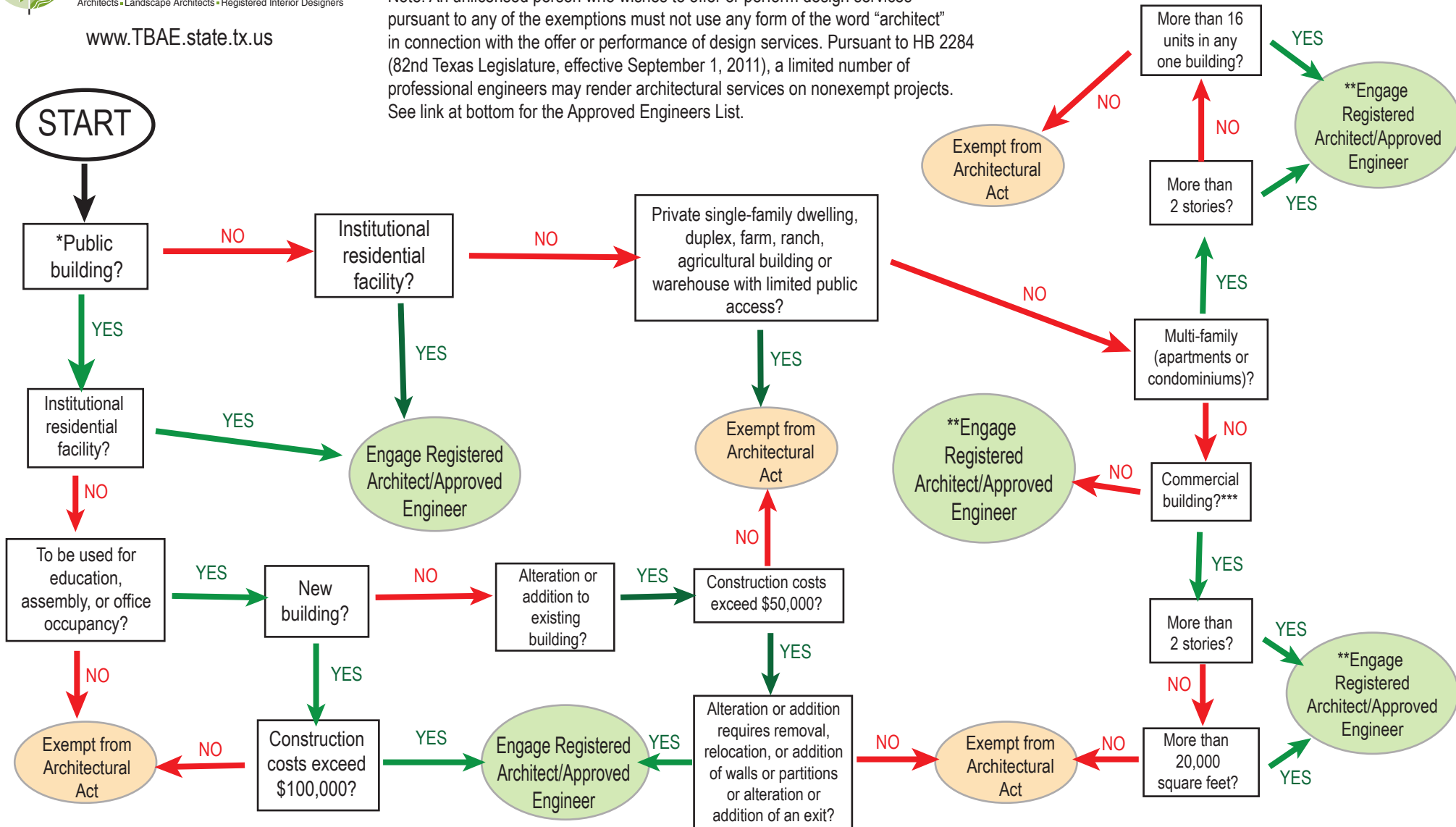
When is a Professional Engineer required on a project?



This flowchart is intended for guidance purposes only and the Texas Engineering Practice Act and Rules govern final interpretation. Local codes and ordinances may be more restrictive as long as not in conflict with the Texas Engineering Practice Act and Rules.

When to Engage an Architect or Approved Engineer for Design and Construction Observation

Note: An unlicensed person who wishes to offer or perform design services pursuant to any of the exemptions must not use any form of the word "architect" in connection with the offer or performance of design services. Pursuant to HB 2284 (82nd Texas Legislature, effective September 1, 2011), a limited number of professional engineers may render architectural services on nonexempt projects. See link at bottom for the Approved Engineers List.



* "Public Building" means any building that is owned by a State agency, a political subdivision of the State, or any other public entity in Texas.

** If a project involves only the alteration of an existing building and the alteration does not involve a substantial structural or exitway change to the building, the project is exempt from the architectural act.

*** "Commercial building" means an enclosed structure primarily used for the purchase, sale, or exchange of commodities or services.

List of Approved Engineers, pursuant to HB 2284 noted above: <http://www.tbae.state.tx.us/Content/documents/Home/ApprovedEngineerList.pdf>

More copies of this flowchart: <http://www.tbae.state.tx.us/Content/documents/LawsEnforcement/ArchRequiredFlowChart.pdf>

Verify the registration status of a TBAE registrant: <http://www.tbae.state.tx.us/PublicInformation/FindDesignProfessional>