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

<table>
<thead>
<tr>
<th>FACILITY TOPIC</th>
<th>ACTION NEEDED</th>
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| General maintenance* not exceeding $10,000                                     | • 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)       | • 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*                                                      | • 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* | • 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  
• AgFMC will help to develop preliminary scope and budget  
• AgFMC will manage project |
| Faculty start-up package requiring a construction project                      | • 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.        | • 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:**

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Aaron Hodge - Assistant Director:
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Shanna Smith – Manager, Facilities Planning and Project Programming:
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Trent Burford – Construction Project Manager III:
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Email: trent.burford@ag.tamu.edu
When is a Professional Engineer required on a project?

**PUBLIC WORKS PROJECT***

- Is Electrical or Mechanical Engineering Involved?
  - NO
  - Will Expenses for Completed Project Exceed $20,000?
    - NO
      - Engage Licensed Professional Engineers for Structural, Civil, Electrical and Mechanical (Heating, Ventilating Air Conditioning and Plumbing) or any Other Systems as Appropriate. (The Supervision of the Engineering Construction is Optional)
    - YES
      - Licensed P.E. NOT Required
  - YES
    - Engage Licensed Professional Engineers for Structural, Civil or Applicable Engineering Designs as Well as Supervising the Engineering Construction.

**COMMERCIAL & PRIVATE PROJECTS***

- Is Electrical or Mechanical Engineering Involved?
  - YES
    - Will Expenses for Completed Project Exceed $20,000?
      - YES
        - Licensed P.E. NOT Required
      - NO
        - Engage Licensed Professional Engineers for Structural, Civil or Applicable Engineering Designs as Well as Supervising the Engineering Construction.
    - NO
      - Engage Licensed Professional Engineers for Structural, Civil or Applicable Engineering Designs as Well as Supervising the Engineering Construction.

*see § 1001.053, 1001.402 & 1001.407

Visit https://pels.texas.gov/lawrules for a copy of the Texas Engineering Practice Act and Board Rules and download this diagram.

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.
**Public Building?**

Yes → Institutional residential facility?

Yes → Engage Registered Architect/Approved Engineer

No → Private single-family dwelling, duplex, farm, ranch, agricultural building or warehouse with limited public access?

Yes → Exempt from Architectural Act

No → Institutional residential facility?

Yes → Engage Registered Architect/Approved Engineer

No → To be used for education, assembly, or office occupancy?

Yes → New building?

Yes → Construction costs exceed $100,000?

Yes → Exempt from Architectural Act

No → Alteration or addition to existing building?

Yes → Engage Registered Architect/Approved Engineer

No → Alteration or addition requires removal, relocation, or addition of walls or partitions or alteration or addition of an exit?

Yes → Exempt from Architectural Act

No → Construction costs exceed $50,000?

Yes → Exempt from Architectural Act

No → Multi-family (apartments or condominiums)?

Yes → Exempt from Architectural Act

No → Commercial building?***

Yes → Exempt from Architectural Act

No → More than 2 stories?

Yes → More than 20,000 square feet?

Yes → Exempt from Architectural Act

No → More than 16 units in any one building?

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**Engage Registered Architect/Approved Engineer

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

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* "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

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