

Purpose

The purpose of the Master Facility Planning and Construction Committee (MFPCC) is to provide a consistent procedure for requesting additional or replacement facility space for departmental functions. The Committee shall determine priority facility planning, coordination of construction and remodeling projects, whether they are done with internal staff or an external contractor, to ensure efficient master planning, new construction and remodeling of Pinal County Building Facilities. The Committee is advisory to the County Manager.

Applicability

This policy encompasses all County-owned property, property under consideration for acquisition, for lease and for new facilities. This policy applies to all capital projects regardless of location and/or funding source. See “Projects that Require Committee Approval” for more detail.

The Committee shall review each request to determine the merits of the project and will forward a prioritized list of projects with their recommendation to the County Manager. The County Manager will review the list and forward to the Board of Supervisors for approval. All projects will be forwarded to the County Manager for inclusion in the annual budget to be approved by the Board of Supervisors as funding permits. This approved list may result in the creation of a long term capital plan for Pinal County.

Each requesting agency is responsible for the accuracy and completeness of the submitted documents. Elected or court officials and department directors are responsible for conformance to the County’s space use, maintenance and life-safety policies. All requests for space shall conform, as closely as possible and practicable, with established space standards, whether in County-owned or leased premises as outlined in the 2006 Durrant Space and Needs Assessment Study.

Projects That Require Committee Approval

All capital projects with an estimated total project cost of \$50,000 or more shall be brought to the Committee for review prior to being submitted to the Board of Supervisors for approval regardless of funding source or financing structure. The committee will determine the projects assigned to the Facilities Department and the Department of Public Works. All decisions will adhere to A.R.S. 34-201 (Appendix D).

The following provides a comprehensive definition of the types of projects that require MFPCC approval. The submitting department shall seek guidance from the MFPCC to address specific questions regarding the types of projects that require approval.

Master Facilities Planning and Construction Committee Policies & Procedures

1. New construction projects with an estimated total project cost of \$50,000 or more shall be submitted to the Committee for Justification approval.
2. Renovation projects with an estimated total project cost of \$50,000 or more shall be submitted to the Committee for Justification approval. This requirement excludes Emergency Repairs. Emergency repairs should follow Procurement Code PCI-343 (Appendix E). Renovation projects that have a new construction component shall be submitted for Justification if the new construction component has an estimated cost of \$50,000 or more or the renovation creates a change of use.

Change of Use - A Change of Use is when a change is made in the character of the use or occupancy of a building that would require it to be reclassified into a different use or occupancy as defined in the International Building Code.

3. Infrastructure projects such as roads, flood control structures are not required to follow this process.
4. Major Maintenance projects are not required to follow this approval process; however the MFPCC will review projects to be executed monthly. Major Maintenance projects typically address code and safety issues, mechanical, electrical and plumbing systems, exterior and structural corrections and landscape issues. Major Maintenance projects are not designed to alter buildings or renovate.
5. Capital Improvement projects proposed as part of the statutory duties of the County Department of Public Works are not required to follow this process. The road projects under Public Works go through the Transportation Advisory Committee and then to the Board of Supervisors for approval.

Projects that were originally approved for funding, but subsequently are forecasted to exceed dollar thresholds as described above, or as necessitated by change orders, change of scope, etc. must be submitted to the MFPCC for review, and forwarded with its recommendation to the County Manager for approval (Flowchart - Appendix B). If the change creates an additional funding need the submitting department must seek approval from the MFPCC. The submitting department shall seek guidance from the MFPCC to determine what approvals are necessary.

Submitting Department Responsibility

Departments are responsible for defining the parameters (size, cost and discrete elements) of capital projects with the following provisions:

1. The parameters of a project shall not be defined with the objective to bypass or minimize the requirements set for in this policy.
2. The overall plans and costs for related or phased projects should be documented for consideration by the Committee.

Cost Estimating

The Chief Engineer/Facilities Director shall assist departments in developing preliminary cost estimates and calculating building replacement values. Industry cost guidelines or internal historical data may be used to compute costs, including inflation factors, to ensure the reasonableness of the cost estimates.

The Capital Project Justification form will include an operating impact section designed to capture any operating costs associated with the project. Common operating cost associated with capital projects include building maintenance (staff & equipment), custodial services, equipment maintenance, utilities (additional square feet generate higher utility cost), electrical services (security systems and electronic systems (key card access, CCTV, etc.)) and information technology services (network and phone capabilities).

Master Facilities Planning Committee Review Process

The MFPCC review process is divided into five phases: Justification, Conceptual, Design, Construction and Occupancy.

Justification Phase

In the Justification Phase the primary focus is on the strategic planning perspective and the preliminary costs and benefits associated with the proposed capital projects. The department should state how the proposed capital project aligns to the Countywide Strategic Priorities, contribute to the attainment of the Department's mission statement and strategic plan; justifies the project need; and presents preliminary total cost implications for the County.

The submitting department must appoint a Project Coordinator during the Justification Phase to serve as a point of contact for the project(s) submitted. The Project Coordinator should be a representative from the submitting department. Information on the Capital Project Justification form shall be prepared principally by the Project Coordinator with assistance provided by the Chief Engineer/Facilities Director.

Project Coordinator Responsibilities

Master Facilities Planning and Construction Committee Policies & Procedures

The Project Coordinator will complete the Capital Project Justification form (Appendix A) and will serve as a department point of contact from the beginning to the end of the project. The Project Coordinator may request assistance from the Chief Engineer, the Facilities Department and Information Technology when completing the Capital Project Justification form. The Project Coordinator will not be responsible for permits, licenses, etc. The Project Coordinator will present the proposed project to the MFPCC.

The Capital Project Justification form must be submitted to the Assistant County Manager of Administrative Services at least 1 month prior to the next scheduled Master Facilities Planning Construction Committee meeting. MFPCC meetings are held on the 3rd Thursday of every month. If the deadline is not met, the item will be reviewed at a subsequent MFPCC meeting. Submissions may be made during any month. Justification forms are available on the Administrative Services website <http://pinalcountyaz.gov/Departments/AdministrativeServices/Pages/Home.aspx>. Justification forms for General Fund projects must be received no later than October 1st to assure consideration in the Annual Budget process.

Justification approval (completed by obtaining Committee approval), allows the department to proceed to the conceptual phase. At this stage, the MFPCC will determine if the project is assigned to the County's Chief Engineer or the Facilities Management Director (based on scope and amount thresholds) for the next phase of the process.

Justification approval represents preliminary approval of the project concept, scope and estimated total costs, but does not assure project funding.

A project forfeits the authority granted by Justification, and must be resubmitted for Committee approval, if:

1. As a result of programming or other causes, the project requires reassigning or changing 20% or more of the gross square footage.
2. The project does not receive Conceptual approval within 60 days of being granted Justification.
3. All General Fund projects must be resubmitted for approval even if the amount of the change is less than 20%.

The department shall seek guidance from the Committee to determine what approvals are necessary in the event that a project forfeits Justification approval.

Master Facilities Planning and Construction Committee Policies & Procedures

Conceptual Phase

During the Conceptual Phase, the department, with the assistance of the County's Chief Engineer/Facilities Director, defines (in greater detail) the project scope, schedule and budget, and proceeds with completion of planning and architectural programming.

During the annual budget process, the MFPCC is awarded \$100,000 (depending on financial constraints) to assist submitting departments with conceptual designs. The cost of the conceptual design should be included in the final budget recommendation for the project. If the final project is approved by the Board of Supervisors, the project must repay the MFPCC for any conceptual cost. At completion of the Conceptual Phase, the final project is presented to the MFPCC by the Project Coordinator and Chief Engineer. The MFPCC will determine the type of design contract (design build, etc.) to include in the final project cost.

Conceptual approval, allows the project to be presented to the County Manager for inclusion in the annual budget process and/or presented to the Board of Supervisors for final approval. Conceptual approval by the MFPCC does not guarantee approval by the County Manager and/or the Board of Supervisors.

The MFPCC will present the prioritize list of all capital projects to the County Manager no later than January 1 to be considered for inclusion in the annual budget for the next fiscal year.

The Project Coordinator shall consult with the Budget & Research Department to confirm that necessary funding is in place prior to moving forward to the Design Phase and incurring expenditures for the project. This applies to both mid-year approvals and projects submitted during the annual budget process.

A project forfeits the authority granted by Conceptual approval, and must be resubmitted for Justification approval, if:

1. As a result of programming or other causes, the project requires reassigning or changing 20% or more of the gross square footage.
2. The project costs exceed the approved budget by 10%.
3. The project does not complete the design phase within the same fiscal year of being granted Conceptual approval.
4. Non-General Fund sources are not sufficient to complete the project (both capital and operating cost).

If a project forfeits authority the project will be removed from the committee's list of conceptual projects and removed from the annual budget. The department shall seek guidance from the Committee to determine what approvals are necessary in the event that a project forfeits Justification approval.

Design Phase & Construction Phase

During the Design and Construction Phase, the Chief Engineer/Facilities Director and Project Coordinator shall manage the completion of the design and construction documents (Appendix B). Formal work begins with the Work Authorization Form (Appendix C). All projects must adhere to Pinal County Space Standards outlined in the 2006 Durrant Space and Needs Assessment Study. The 2006 Durrant Space and Needs Assessment Study is available on the Pinal County Intranet at <http://pcgov>.

Occupancy Phase

During the occupancy phase, before substantial completion and final payment to the consultants and contractors, the Chief Engineer and the Project Coordinator must conduct a walk through with the Facilities Department.

The Chief Engineer/Facilities Director performs a review and formal evaluation of the consultants' and contractors' performance. This review includes:

1. Necessary building inspections shall be completed and deficiencies corrected prior to the end of the contractor and/or equipment warranty period.
2. After a minimum of six months and no more than 24 months after occupancy, the Chief Engineer/Facilities Management Director will complete a warranty walk through that will examine both functional space and building systems.
3. Completed reports will be submitted to the MFPCC, and will be used to improve subsequent projects.

NEW PROJECT FLOWCHART

