REQUEST FOR SPACE MODIFICATION OR DESIGN

FAQ's

What is the Space Modification Committee and who are the members?

The university has implemented a procedure to streamline and standardize space modification and design requests. The committee consists of representatives from various departments on campus that could be impacted by the various types of requests for space modification or design. Areas such as Academics, Information Technology Services, the Physical Plant, Procurement and Property Services, the Safety Office and University Affairs have a presence on the committee. Other areas are called upon for consultation when requests with specific scope are submitted.

Why do I have to submit a Request for Space Modification or Design?

Often times a request to change a space results can affect many things that a requestor may not think about right away. Example: Converting one large space into multiple smaller spaces. The heating and air conditioning, lighting and life safety devices must be adjusted accordingly. Additional power and data may be required depending on the use of the space; this may require the building electrical and data service to be upgrade. Likewise, removing any portion of a wall, door or built-in cabinetry may require the flooring in the entire space to be replaced.

Any requests falling under the categories listed below are required to be submitted for Vice President approval through the Space Modification Committee.

- Furnishings: furniture or furnishings (purchases over $300 must go through the SFA Design Center)
- Finishes: painting, wall covering, flooring, cabinetry/millwork or building signage
- Structural Remodel: project includes moving or adding walls, doors, storage areas, etc.
- Building System Remodel: project includes changes to, addition or deletion of electrical, HVAC, voice/data, water, other infrastructure, etc.
- Space Function Change: project includes changing the use of a space
- New Space Request: request to obtain new real estate, building on existing real estate, utilize currently unused space, utilize space that belongs to another department, etc.
- Technology: visual display systems, classroom and conference room technology, computer labs, etc.

How do I submit a Request for Space Modification or Design?

The Request for Space Modification or Design form can be found on the SFA Business Forms page at this location: http://www.sfasu.edu/3386.asp

When completing your form, please be sure to fill in each section in as much detail as possible. Stating why the requested modification or item required and how it will benefit the department and/or students and what implications can be expected if not approved.

Additional documentation may be sent to spacemod@sfasu.edu.
STEPS INVOLVED IN REQUEST FOR SPACE MODIFICATION OR DESIGN

Requests for Space Modification or Design (SMD) are due by December 1st for work to be considered in the current fiscal year or by February 15 for work to be considered in the next fiscal year. Requests for furniture only are due by August 1st and are subject to end-of-year requisition deadlines.

Up to three (3) weeks can be expected from request submittal to Administrative Review.

STEP 1: SUBMISSION OF REQUEST FOR SPACE MODIFICATION OR DESIGN (SMD)
Upon receipt of a Request for Space Modification or Design (SMD), the project request will be reviewed by the Space Modification and Design Committee.

Electronic forms will be automatically submitted to the Committee. A printed form with appropriate signatures must also need to be submitted, as noted on the SMD form.

STEP 2: CLARIFICATIONS & ADDITIONAL INFORMATION
Prior to Committee review and depending on the amount of detail provided in the request, a representative from the Committee may contact the requestor for additional information or clarifications. This should occur approximately within one (1) week of receipt of a request.

STEP 3: COMMITTEE REVIEW
During committee review first glance cost evaluation may be assessed in order to gauge the magnitude of the request. A committee representative may report initial findings to the requestor and other signatories to determine if changes are required, if it should be elevated to Administrative Review or if the request should be withdrawn in its entirety. This should occur approximately within two (2) weeks of receipt of a request.

If changes are made to the request at this point, an additional week could pass before being elevated to Administrative Review, for a possibility of three (3) weeks from receipt of request to Administrative Review.

STEP 4: ADMINISTRATIVE REVIEW
The Committee Chair will report to the Vice Presidents all requests that have cleared the Committee and Department Heads. This review is by appointment only and is subject to Vice President availability. No estimate of time can be provided for this step in the process. The Committee Chair will then report administrative decisions to the committee. A representative from the committee will contact the requestor for a status update.

STEP 5: DETAILED DESIGN & ESTIMATE
If the Committee receives Vice President approval to proceed, a representative from the Physical Plant or the Design Center will contact the requestor to proceed with detailed scope and cost estimate. During this time projects costs could raise or lower based on decisions made by the requestor or by those performing specific investigations.

If significant scope changes arise during the design and cost estimation phase, committee and Vice President approval will be required.
There are a series of phases involved in detailed design and cost estimation. The number of steps and length of time spent in each phase varies depending on the specific scope of work for individual projects, but the framework of the process is fundamentally the same.

**PHASES INVOLVED IN DESIGN & CONSTRUCTION / RENOVATION PROJECTS**

**PROGRAMMING AND DISCOVERY**
During the discovery phase, a Project Manager (PM) seeks to identify existing site conditions that may affect the project scope. Depending on the complexity of the scope of the project, architectural and engineering services may be required.

**SCHEMATIC DESIGN/DESIGN DEVELOPMENT - PRELIMINARY**
Once the PM has performed field verification, they will begin developing a detailed scope of work for discussion and review with the client. This may take several visits, interviews and revisions to accurately represent a complete solution. During this phase it will be determined if an architect and/or engineer will be brought in. Classrooms are not departmentally owned; rather, are the property of the university and therefore may be subject to alteration during the design phase if upper administration elects.

**SCHEMATIC DESIGN/DESIGN DEVELOPMENT - COMPLETE**
After a design has been approved, the PM will move forward with fully managing the details needed to create a set of drawings that a contractor can use to substantially complete the renovation project. Even if no construction is involved, detailed drawings of furniture layouts will be generated to assure adherence to all applicable codes and standards, as well as all SFA Policies. Function of the space is crucial to the design but maintenance should also be considered. This phase of the project requires close coordination with several different parties within Physical Plant, Procurement & Property, Information Technology, Safety and the Design Center. It may also include an internal design review process to ensure the accuracy of the job.

**PROJECT ESTIMATE**
When construction drawings or furniture plans for non-construction projects are completed, the PM will work to develop a comprehensive budget that aligns with historical data, industry pricing and takes into account possible unforeseen developments. Depending on the funding source of the project, the estimate and final drawings may be presented to the client for final review and signature. Client signature is required to proceed with or schedule the work.

**PROJECT PROCUREMENT**
Once the PM has received approval to move forward, the PM may request to transfer funds to a project account. The PM will begin requesting purchase orders and work orders for work to commence. All procurement must adhere with pertinent purchasing laws and guidelines as well as all SFA policies.

Prior to the start of construction or installation of furniture, a Pre-Construction Meeting is held by the PM and attended by the project team, including the contractor and any subcontractors, as well as various internal parties. At this time the PM will provide a proposed construction schedule which may be reviewed with the client.
CONSTRUCTION ADMINISTRATION / FURNITURE INSTALLATION

The Physical Plant Department is responsible for all construction, whether completed internally or through outside vendors. Any work performed on campus is subject to SFA policies. If any problems arise during construction, the design team and PM will meet and discuss with the client if necessary.

During construction, the PM will monitor and oversee the construction site at regular intervals and will keep the client informed on progress. The client may request to view the construction site but must be escorted by the PM with prior notice. The client may not meet with subcontractors, etc. and make changes without first meeting with the PM. Changes, including additional work, may result in a change order and the cost of the project will be adjusted if necessary.

MOVE-IN

When construction is substantially complete, the PM will inspect the project with the client. If all is satisfactory, the project is ready for move-in. If furniture is part of the project it will be coordinated by the Design Center. Removal of surplus items and coordination with the Property Office is the financial responsibility of the client. Moving services should be included in the design development and project estimate phase.