MAJOR PROJECT DEVELOPMENT

(Greater than $1.5M)

Facilities Development manages all new major construction projects as well as major renovations of existing buildings on the 3 SFU campuses.

STAFF & PERSONNEL

The Director of Facilities Development is the senior manager of all major projects. He is assisted by the Assistant Director Major Projects and several Development Managers, Project Managers and a Construction Inspector.

SERVICES AND RESPONSIBILITIES

Major Projects manages the construction of, and commissions all new buildings, as well as selected major renovations and site works and is responsible for:

- Provision of overall project planning
- Developing project requirements
- Preparation of funding applications
- Developing the space program
- Determining the project schedule
- Commissioning the architect and consultants
- Preparation of contracts
- Assessment of tenders
- Awarding the contract
- Arranging worksite access/security
- Inspection of the work in progress
- Monitoring project cost
- Determination of final acceptance
- Specifying and purchase of furniture

In addition, we coordinate move-in/occupancy of the building and the provision of telephone/data outlets, and keys ordered by the departments.

All project inquiries may be directed to a Development Manager who will be the main contact with user departments and represents the University in all dealings with the consultants and contractors.

MAJOR PROJECT PROCESS

On an annual basis, the University prepares a plan of projected Capital construction projects for the following five years. The priorities and budgets for proposed projects are approved by the Board of Governors and submitted to the Ministry or appropriate funding agency for funding. A Building Committee made up of key senior administration and user representative is established to oversee project progress.
Funding
All funding from the Ministry for major projects must comply with Ministry guidelines for space
utilizations and costs.

Building Programming
A consultant is engaged to develop a detailed written statement of requirements for building uses, space
and services. This "Functional Program" is documented in consultation with a user steering committee
and individual departments. The Building Committee then reviews the proposal in concert with the
overall prescription of area and budget in the Capital plan.

Architect Selection
An architect is selected, from a short list prepared by Facilities Development, in consultation with the
major users of the proposed project.

Design
Development of a schematic design will take place in consultation with the users and in concert with the
overall prescription of area and budget in the capital plan. All projects must be compatible with overall
campus plans and architectural requirements. Ministry and University guidelines for room sizes, net to
gross area ratios, energy conservation and environmental concerns must be respected.

Documentation and Tendering
University policy and provincial rules require competitive public tendering for major capital construction
contracts. Tender opportunities are typically advertised on BC Bid. Working drawing and material
specification documentation must be complete prior to tendering.

Regulatory Approvals
All projects require a building permit and inspection from the City of Burnaby.

Construction Coordination
During the period that construction is taking place, an SFU Construction Inspector will monitor progress
and assure quality standards are satisfied. We act as liaison to coordinate the activities and
requirements of user departments, contracted firms and other SFU service departments involved in a
project. This includes making arrangements for access and security on the jobsite and planning work
schedules to reduce inconvenience and hazards to the public and neighbouring departments.

WHEN WILL A PROJECT BE COMPLETED?
The time required for a project depends on its size and complexity. Typically programming and design
will take up to 18 months for a major building project and construction will take from 18 to 24 months.
COSTS NOT FUNDED FROM THE PROJECT
By Ministry guidelines and University policy, certain costs cannot be funded from capital and other funding sources must be provided. Such costs are:
Department equipment
Service department equipment

- Audio Visual
- Secure Access
- Computing Services

New telephone connection charges
New data line connection charges

HOW CAN YOU HELP US

Contact Person
The user departments should appoint a contact person to communicate with the Development Manager. Dealing with detailed specification of lab requirements, keying, telephones, data lines, moving day planning and furniture, a large user can expect to provide one full-time person to represent the department. This position is not funded from the project budget.