MINOR PROJECT DEVELOPMENT
(Less than $1.5M)

Minor projects are expedited through the Project Services section of Facilities Development and are
typically charged to departmental funds. If no estimate is required, a Project Initiation Form can be
submitted directly to Facilities Management for implementation. Clients can also submit work requests
online to Facilities Management iService Desk at https://fmrequests.sfu.ca.

SERVICES AND RESPONSIBILITIES
The Project Services section coordinates and commissions selected new construction, as well as all
alterations and renovations to existing buildings and is responsible for:

- Discussion of project requirements
- Provision of estimates
- Provision of design services
- Scheduling of projects
- Preparation of contracts
- Assessment of tenders
- Awarding the contract
- Arranging worksite access/security
- Inspecting the work in progress
- Monitoring project costs
- Determination of final acceptance
- Updating of building record drawings
- Updating of campus space inventory

We also coordinate the provision of furnishings, telephone/data outlets, and keys ordered by the
departments.

The above services are provided without charge to the project.

SOURCES OF PROJECT FUNDING

Annual Capital Allowance (ACA) Departmental Projects
The Deans request submission of proposed projects six months in advance of the following fiscal year.
This allows enough time for departments to define their needs and Facilities Development to prepare
meaningful estimates for requested projects. Requests are considered and funds from the annual ACA
Budget when received from the Ministry are allocated by the VPA's office to approved projects.

The requesting Department and Facilities Development are informed of the approved budgets. Individual
projects will be scheduled in consultation with the requesting departments, over the duration of the fiscal
year, and with consideration of assigned priorities.
Operating Budget or Special Source Projects
Requests from departments for projects not funded from ACA can be made at any time. A preliminary estimate (plus or minus 30%) will be provided prior to funds being allocated by the department. A final estimate will be prepared after funds are secured and detailed design work has been completed (plus or minus 10%).

Work Orders - Total cost under $1500
Funds are provided from departmental sources. If no estimate is required, a "Project Initiation Form" is submitted directly to Facilities Services for implementation.

Note: For repair to existing facilities, please submit a "Service Request" to the Operations division of Facilities Management at local 3582.

HOW CAN WE HELP YOU?

Administration
Upon receipt of a Project Request by Facilities Services, a Project File is initiated and a description of the project is circulated for review to Facilities Development and Operations. A technologist is assigned to the project to coordinate, design and prepare any contract documentation required. All inquiries should be directed to the coordinating technologist who will be the main contact with the initiating department.

Estimating
The question of "What will it cost?" is usually the first question asked by a department. "Ballpark estimates" are by hunch and experience only, without any field check. A "Preliminary Estimate" will entail up to three hours of time spent in checking field conditions and identifying quantities and materials (plus or minus 30%). A "Final Estimate" will be given only after complete tender documents are in hand (plus or minus 10%). Any changes in project scope of work during construction will, of course, lead to changes in the "Final Cost" of the project. The "Final Cost" consists of those charges actually incurred for the work done with no markup by the University.

Design
Depending on the complexity of the project, the users may have to provide specific expertise for special facilities or independent consultants will be used at a cost to the project.

Documentation and Tendering
University procurement policy is followed for construction contracts and may require competitive tendering. Tender opportunities are advertised in BC Bid. Working drawing and material specification documentation must be complete prior to tendering.
**Regulatory Approvals**
All projects involving changes to electrical or mechanical systems, altering the building structure or moving walls, requires a building permit and inspection from the City of Burnaby. Application for the permit is made by Minor Projects, requires completed construction drawings and can take up to six weeks to receive.

**Coordination**
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 user departments.

**Completion**
The time required for a project depends on its size and complexity, as well as availability and delivery of materials. Projects are scheduled for each new fiscal year in coordination with the user department. Alterations which require the preparation of design drawings and a tendering process can usually be completed within three months if regulatory approvals and material deliveries are not delayed.

**HOW CAN YOU HELP US?**
Time, expense and frustration can be saved if user departments:

- Have a clear idea of what is wanted
- Allow adequate lead time for planning, tendering and approvals prior to actual construction

**Contact Person**
The department should appoint a contact person to communicate with the coordinating technologist, to pass along instructions and information, and obtain approvals for funding, scope of work and scheduling.

**Leave it to the Coordinator**
It is important that departments not give instructions directly to a contractor. A contractor is hired for specific work as detailed on the drawings and specifications, which are the basis for the legal contract. Verbal instructions are easily misinterpreted, and if a contractor receives instructions from more than one source, the resulting confusion could affect project outcome and cost.

Discuss project changes first with the departmental contact person who will bring it to the attention of the technologist coordinating the project. A cost of the proposed change will be obtained from the contractor and if additional funding is not available within the current budget, the user department must meet the costs of project revision.