Minor Works Projects Strategies for on-time Completion

OFC MEETING | FEBRUARY 22, 2024

Presented by Brian Keeley, WCC



Overview

- Project Planning
- Master Schedule
- On-Call Consultant(s)
- DES Engagement
- Budget Tracking
- Consultant Fee Proposals & Contracts
- Public Works Contracts
- Project Closeout

Project Planning

Review list of funded projects

Meet with DES project manager

Review project list with campus leadership

Identify projects with operational impacts

5-Jun 12-Jun 19-Jun

					Cons		5-Ju	15.0				
						Start	End	Days	Consultant	Status		
						Sep-20-2024	Apr-4-2025	141	RMC	In-progress		ļ
						NIA	NA	#VALUE!	RMC	In-progress		
						Sep-1-2023	Jun-30-2024	216	N/A	In-progress		
Master Se	chad					Jan-1-2025	May-30-2025	108	Hargis	In-progress		
IVIASICI J	CIICU	UIC				Dec-1-2023	Aug-31-2024	196	N/A	In-progress	-	
Keep it simple, but	: include a	ll projects				Jun-1-2024	Aug-31-2024	65	ZGA	In-progress		
RTUReplace			d othor o		Dec-31-2023	Jan-1-2025	May-30-2025	108	Hargis	In-progress		
Consider weather, impacts	academic	schedule, and	a otner c	peration	1 81 Dec-31-2023	Jan-1-2025	May-30-2025	108	Hargis	In-progress		
Asphalt Resurface - CAS Fire Lane	\$ 64,000.00	Site Repair				Jul-1-2024	Aug-31-2024	45	ZGA	Not Started		
Consolidate projection	ts if possil	ble				Jul-1-2024	Aug-31-2024	45	ZGA	Not Started		
Consider alternativ	ve delivery	/ methods to a	accelerat	e projec	t Jan-31-2024	May-1-2024	Sep-1-2024	88	Hargis	In-progress		
schedules						May-1-2024	Sep-1-2024	88	Hargis	In-progress		
Keep college leade	rshin and	stakeholders	undated	on anv		Jan-1-2025	May-30-2025	108		In-progress		
changes to the sche		Stakenolders	apaatea	onany		May-1-2024	May-31-2025	283	N/A	Not Started		
Water Meter Replacements - SSC, HNR, LDC, PA						Jul-1-2023	Aug-31-2024	305		Not Started		
						Dec-1-2024	May-31-2025	130		In-progress		
						Jun-1-2024	Sep-1-2024	65		In-progress		
						Nov-1-2023	Sep-1-2024	218	ZGA	Not Started		

On-call Consulting Services Consider doing an RFP to select one or two campus on-call architects

- Get the RFP out by early May
- Include general information on project type and anticipated budget
- Look for firms experienced in repair and remodel projects
- Consider regional partnerships for the on-call selection
- \$300K maximum value of project-specific agreement

Be familiar with the State on-call firms

- On-call agreements for most consulting disciplines
- Familiarity with public works process and service needs
- Some consistency across biennia
- \$300K maximum value of project-specific agreement

DES, E&AS Engagement

Have PWR's drafted and ready to submit at the beginning of the biennium (early July)

Ensure your DES project manager is well informed of PWR content and timing

Consider grouping similar repairs/improvements under one PWR

➢ Be sure to review roles and responsibilities with your DES PM



ROLES AND RESPONSIBILITIES DURING DESIGN & CONSTRUCTION OF CAPITAL PROJECTS



Budget Tracking

>Utilize budget worksheet to track expenditures per project and funding source

Compare with information in <u>CapTrack</u> and CTCLink reports (monthly)

>Connect with finance officer to reconcile any discrepancies

Capital Projects	2023-2025															
DES PROJECT NUMBER	PROJECT TITLE	Fund Type	CTC Link Project No.	BUDGET NUMBER	BEGINNING BUDGET AMOUNT	A&E	A&E Fee PROPOSAL	INVOICED TO DATE	CONSTRUCTIO NCONTRACT AMOUNT	INVOICED TO DATE	SOFT COST BUDGET	CHANGE ORDER LOG	OTHER ASSOCIATED PROJECT COSTS	Estimated Remaining Contingency Available	TOTAL INVOICED TO DATE	,
0	Facility Condition Survey Support	Operating Budget		?	<mark>s -</mark>			0.00		na			na	0.00	0.00	#
	Minor Program - Fire Station Tech Program - Phase 2 (060)	Minor Program		D16-060-R588	\$ 305,885.00											
	Fire Appratus Builging - Minor Program 2021-2023	Minor Program		C26-901-Q520												
	Program - Fire Station Tech Program - Phase 2 (057)	Minor Program		D17-057-R456												
2022-069	Fire Apparatus Building Phase II	Į			\$ 1,904,885.00	OAI	165,846.50	(165,257.28)	1,611,352.60	(1,560,975.21)	92,552.29	0.00	(92,552.29)	0.00	(1,818,784.78)	- (
	Multiple Space Renovations & Remodel (057) - Fundamentals Kitchen			D17-057-R455	\$ 545.820.00	RMC	77.541.00	589.22 (54.831.00)	142.915.47	50,377.39		0.00	0.00 (6.414.73)			
2023-052	Multiple Space Renovations & Remodel (057) - Fundamentals Ritchen	Minor Program		D17-057-R455	\$ 545,820.00	PEMIC	11,541.00	(54,831.00)	142,915.47	0.00		0.00	(0,414.73)	(6,414.73)	(61,245.73)	<u> </u>
	Replace Multiple Sewer Lines at Mount Vernon Campus	Infrastructure		D15-057-R328	\$ 1,927,000.00											
	Relace a Storm Line at Mount Vernon Campus	Infrastructure		D15-057-R327	\$ 97,000.00											
2023-572	Sewer & Storm Line Replacement				\$ 2,024,000.00	RMC	72,908.00	(7,537.45)		0.00		0.00	0.00	0.00	(7,537.45)	(
	Replace Multiple Swales at Mount Vernon Campus	Infrastructure		D15-057-R326	\$ 46.000.00											
	Replace Retention Pond at Mount Vernon Campus	Infrastructure		D15-057-R325	\$ 30,000.00											
2023-573	Retention Pond & Swales				\$ 76,000.00	RMC	8,270.00	(1,339.80)		0.00		0.00	0.00	0.00	(1,339.80)	
	Mount Vernon Tunnel - repair steam condensate pipe joints	Site		D13-057-R285	\$ 153,000.00											
	Mount Vernon Tunnel - repair utility tunnel	Site		D13-057-R284	\$ 1,380,000,00											
2023-579	Repair Tunnel & Steam Condensate Pipes				\$ 1,533,000.00	OAI	88,832.58	0.00		0.00		0.00	0.00	0.00	0.00	
2023-576	Fire Station Storage - Replace Roof	Roof Repairs		D10-060-R268	\$ 121,000.00	Zervas	16,275.00	0.00	55,000.00	0.00		0.00	0.00	0.00	0.00	
2023-577	Sprague Hall - Recondition Degraded Roof	Roof Repairs		D10-060-R268	\$ 267,000.00	Zervas	24,975.00	0.00		0.00		0.00	0.00	0.00	0.00	
	Old Main - Replace failed boiler in Old Main building	Facility Repair		D07-057-R023	\$ 384.000.00											
	Old Main - Replace failed radiant heaters	Facility Repair		D07-057-R029	\$ 554.000.00											
2023-569	Replace Boiler & Radiant Heaters				\$ 938,000.00	OAI	68,042.00	0.00		0.00		0.00	0.00	0.00	0.00	
2023-570	Replace Failing Windows & Repair Water Damage	Facility Repair		D07-057-R025	\$ 401,000.00	Zervas	19,500.00	0.00		0.00		0.00	0.00	0.00	0.00	
	Oak Hall - Replace central domestic water heater	Facility Renair		D07-057-R027	\$ 76.000.00											

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Ele	vator Mode	ization - HNR								
			2023-501						Original Appropriat	ion \$ 213,000.00
Ele	vator Upgrad	es - HNR		057	D07	901	54000	WA210	9064	R129
	Payee	Invoice/Voucher #	Date	Description	RMC	Vendor	PBS	Vendor	Misc.	Total
RM	2	1/V11308	9/15/2023	5	574.50					574.50
RM	2	2/V11575	10/11/2023	3	2,298.00					2,298.00
RM	2	3/V12220	11/10/2023	3	14,362.50					14,362.50
RM	2	4/V12673	12/12/2023	3	1,915.00					1,915.00
RM	2	5/V13209	1/23/2024	l .	13,019.65					13,019.65
)										-
1										-
2										-
3										-
1										-
5										-
Tota	al Encumbered/F	Paid			32,169.65	-	-			\$ 32,169.65
7 Ren	naining Uncomm	nitted								\$ 180,830.35
B Fut	ure Estimated Co	ommitments			57,945.35	-	2,720.00			60,665.35
	naining Balance									120,165.00
D 1					90,115.00 88.615.00		2,720.00			
2					88,615.00		2,720.00			
3					1,300.00					
i i										

Consultant Fee Proposals & Contracts

Identify E&A service needs early

- > Determine specific services needed and consider State on-call roster
- Engage with consultants, request fee proposals, and get contracts established
- Establish project kick-off ASAP
- >Leverage your DES project manager to help coordinate and encourage consultant work
- >Check in regularly with consultant to gage progress and ensure adherence to the schedule



Public Works Contracts

Bid multiple projects under one contract

- Consider different contracting options
 - Small Works Roster (SWR, projects \$350K or less)
 - Job Order Contracting (JOC, projects \$500K or less)
 - Energy Performance Contract

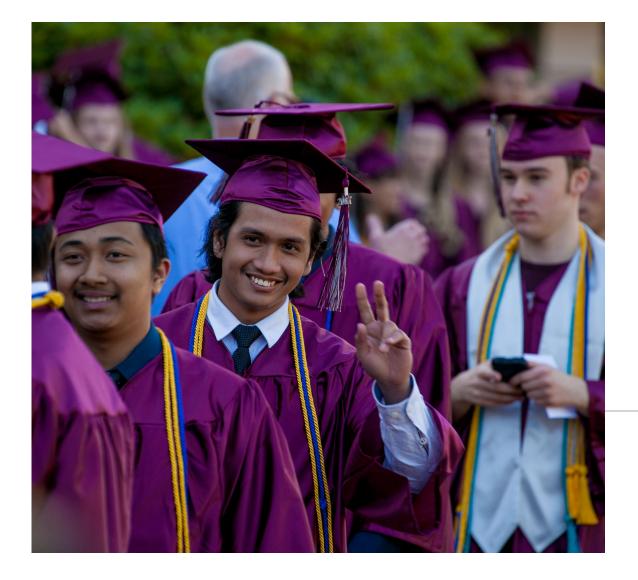
NEW starting July 2024 - <u>Direct Contracting</u> (projects \$150K or less)*

*Specific requirements for small/diverse business inclusion apply.



Project Closeout

- Communicate funding deadline early and often to consultants and contractors
- Plan to have all projects completed no later that April of the second year of the biennium
- Consider time for retainage release
- Utilize a checklist to ensure all deliverables are received and reviewed (i.e., O&Ms, warranties, record drawings, etc.)



Thank You

QUESTIONS?