Committees for Capital Projects

Steering Committee (Executive Client)
The Steering Committee is charged with providing the overall management and direction of a project. This committee is responsible for keeping the project on track, in alignment with SUNY Cortland's long-range plans and needs, and within budget. Recommendations go to the President. Membership includes:

Project Coordinator (Ex Officio)
AVP of Facilities Management
Chair of Advisory Committee
Director of Facilities PDC
Program Administrator (Dean)
Campus Rep - Selected by Provost (Individual in related disciple, but outside the Division requesting the
project)
SUCF Program Manager (for State projects)

Expectations are members be prepared for meetings every 4-6 weeks from program and possibly SD. Available through design as needed.

Advisory Committee (Legislative Body)
An Advisory Committee is also established for each capital project, and acts as the primary stakeholder group. Its purpose is to develop the program and deliver a cohesive and responsible project design, with the expectations that compromises and problems are reconciled before reporting to the Steering Committee. This committee membership breaks down into two categories: building users and stakeholders, with membership considering the specific project at hand. The building users advise on the project's vision, goals, and strategies for success, mostly as it relates to the ultimate users of the final product. Membership usually includes the chairs of the departments involved or other critical department personnel. This membership changes for each project. The stakeholders are generally the same for all projects. They also review and comment on the proposed program and design elements, but from their specific campus expertise. Membership varies depending on the technical needs of a project, but usually includes representatives from:

Building Users:
- Program Administrator (e.g. Dean)
- Chair of Department(s)
- Building Administrator
- Operating Assistants (e.g. Lab Technicians, Secretaries…people familiar with day to day operations)

Stakeholders:
- Operation & Services
- EH&S

University Police
Classroom Media Services/Academic Computing
Information Technology

Expectations are members be prepared for meeting every 2-3 weeks. The Building User group is critical in the pre-design phase and for reviews after each phase of design. Stakeholders may be involved in programming but are critically needed during the design phase.

Programming Phase (Steering Committee)

The purpose of programming, also known as pre-design, is to:

- Finalize the project objectives.
- Determine the building and user requirements.
- Establish a total building area.
- Set the scope of work.

At this point it is possible to estimate a realistic project cost, to which yearly escalation factors may be added to account for construction or occupancy delays.

Programming involves gathering information from the intended building occupants and user groups through group and individual interviews. The programmer researches current and projected needs in such areas as information and instructional technology, academic teaching methods, privacy and security.

This results in a comprehensive description of the necessary components of the construction project.

This is the time to determine the effect on existing facilities or projects-in-planning and the need for corollary projects, such as parking lots or new utilities services. New York State building code requirements or restrictions and all life safety, fire, environmental and barrier-free code issues are identified.

The project program, the end result of programming, describes how the finished project will "work": how it will function for the building occupants and how it will meet all the project requirements.

Attachment 1: Programming Report Example

Schematic Design Phase (Advisory Committee)

The purpose of schematic design is to translate the project program into physical drawings of space. In schematic design, the project team determines the areas, physical requirements and relationships of all the required building spaces and components, then confirms or revises the total building square footage and the total project budget, as well as the project schedule and occupancy dates.

Schematic design includes a complete description of building systems (structural, mechanical, HVAC, plumbing and electrical), interior and exterior finishes and the building site. It provides control strategies for all equipment and systems relating to building services such as security and fire alarms and defines the technical requirements for phones, data, cable and audio-visual needs.

The schematic drawings—floor plans, site plans and building elevations—are reviewed and refined for functionality, usability, required adjacencies, code compliance, security, safety and aesthetics. The project program and the schematic drawings are scrutinized for possible errors or omissions. The plans are shared and discussed with staff in other areas of the University such as Operations & Services, Environmental Health & Safety, Maintenance, Custodial, Information Technology, and University Police, to identify possible problems and to coordinate with the needs and practices in these areas.

Attachment 2: Schematic Design Report Example

Design Development Phase

In design development, the schematic plans and elevations are reviewed, revised and expanded to incorporate all the details and specifications required for construction.

Project components are looked at to the smallest detail. These include:

- Interior and exterior building materials and finishes.
- Furniture and equipment selection and layouts.
- Cabinetry and custom fabrications.
- Lighting and technology designs.
- Mechanical, electrical and plumbing systems.

Issues often come to light that affect constructability or are critical to satisfying the project program, and that may require changes to the project program or to the budget, or both.

By the end of design development the design drawings and specifications are sufficiently complete to establish and define the facility's size, function, configuration and spaces, the

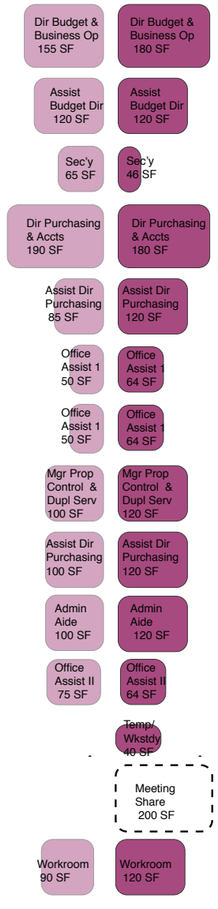
operation or use of equipment and the materials for all the principal building structures and systems. With this information, the project budget and schedule and all building plans are finalized.

Attachment 3: Design Development Report Example

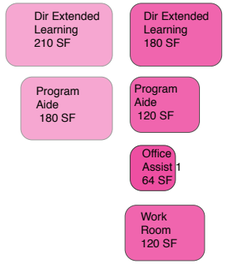
Attachment 1: Programming Report Example

Illustrated Program

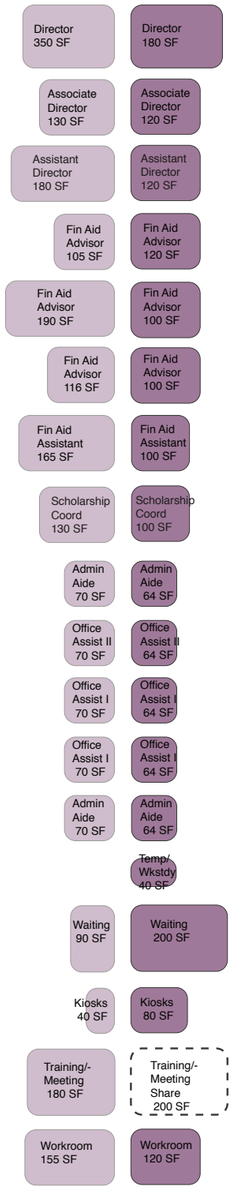
Business Office



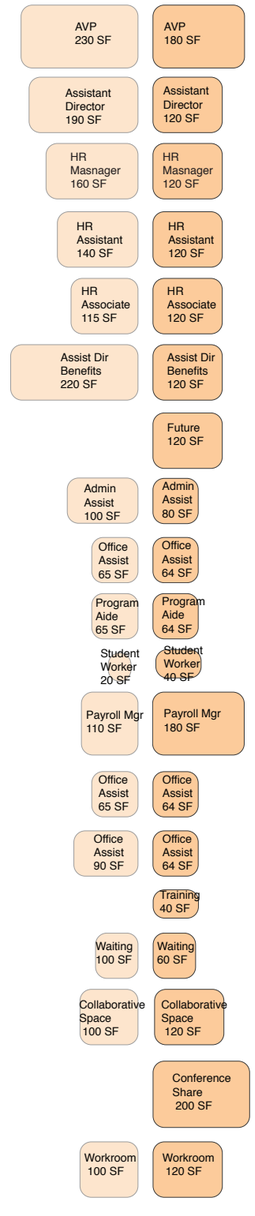
Extended Learning



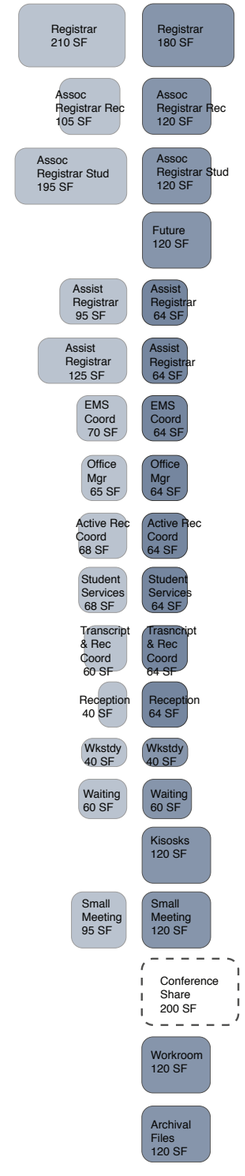
Financial Aid



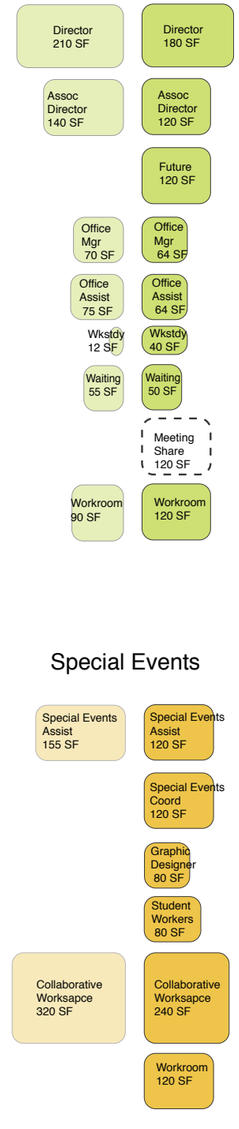
Human Resources and Payroll



Student Registration & Record Services

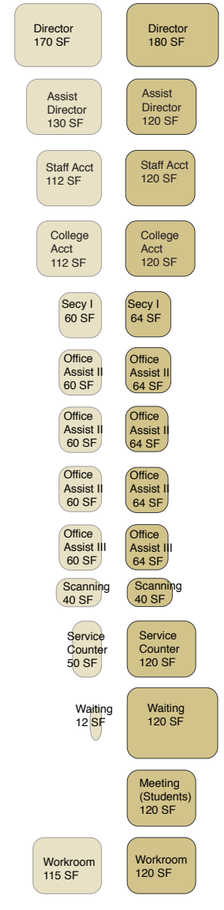


Research & Sponsored Programs



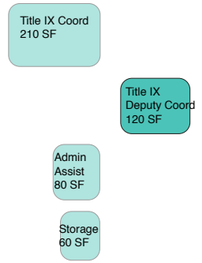
Special Events

Student Accounts

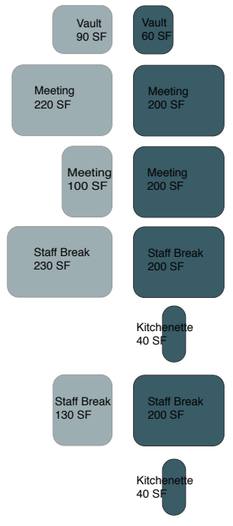


Enterprise Risk Management

Title IX



Shared Spaces

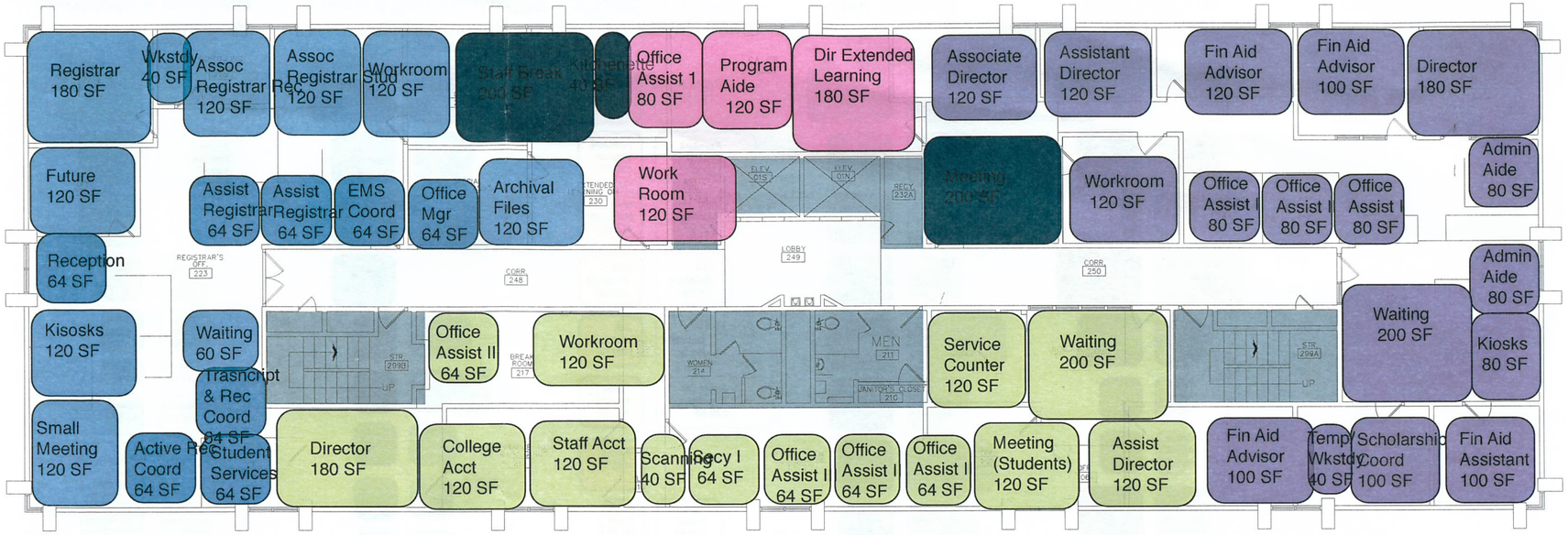


Attachment 2: Schematic Design Report Example

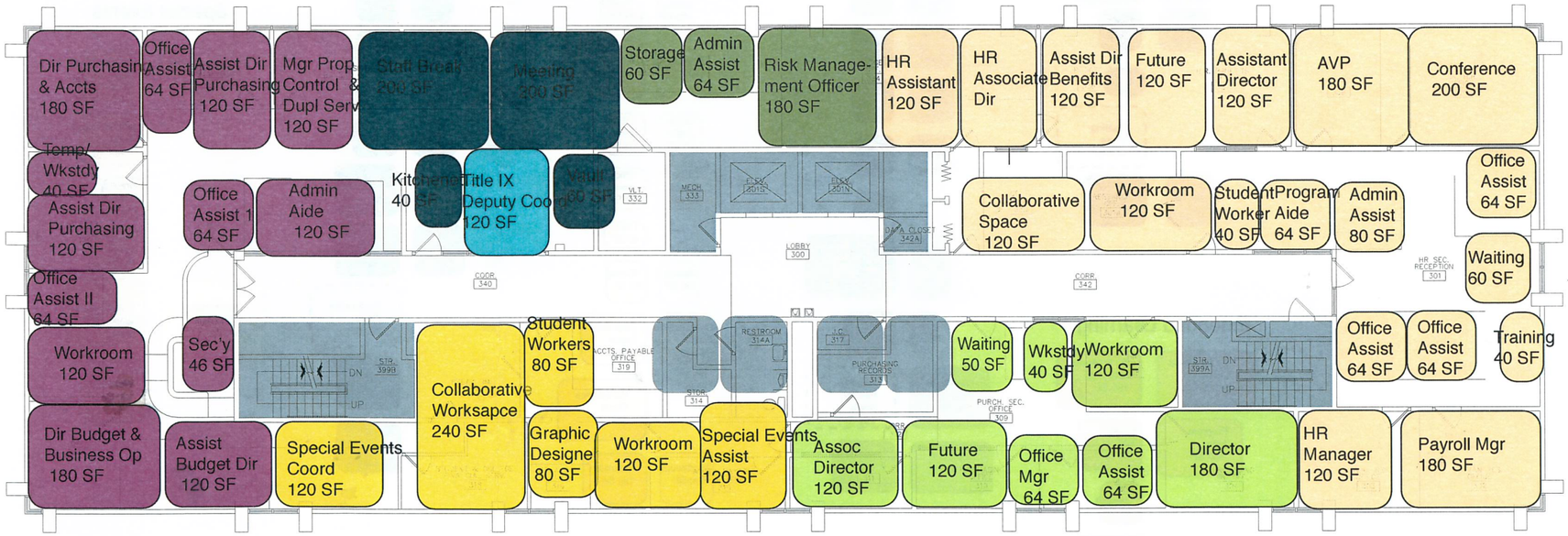
Concept Option

KEY

- Business Office
- Extended Learning
- Financial Aid
- Human Resources and Payroll
- Student Registration and Record Services
- Research and Sponsored Programs
- Enterprise Risk Management
- Special Events
- Student Accounts
- Title IX
- Shared Spaces



2nd Floor

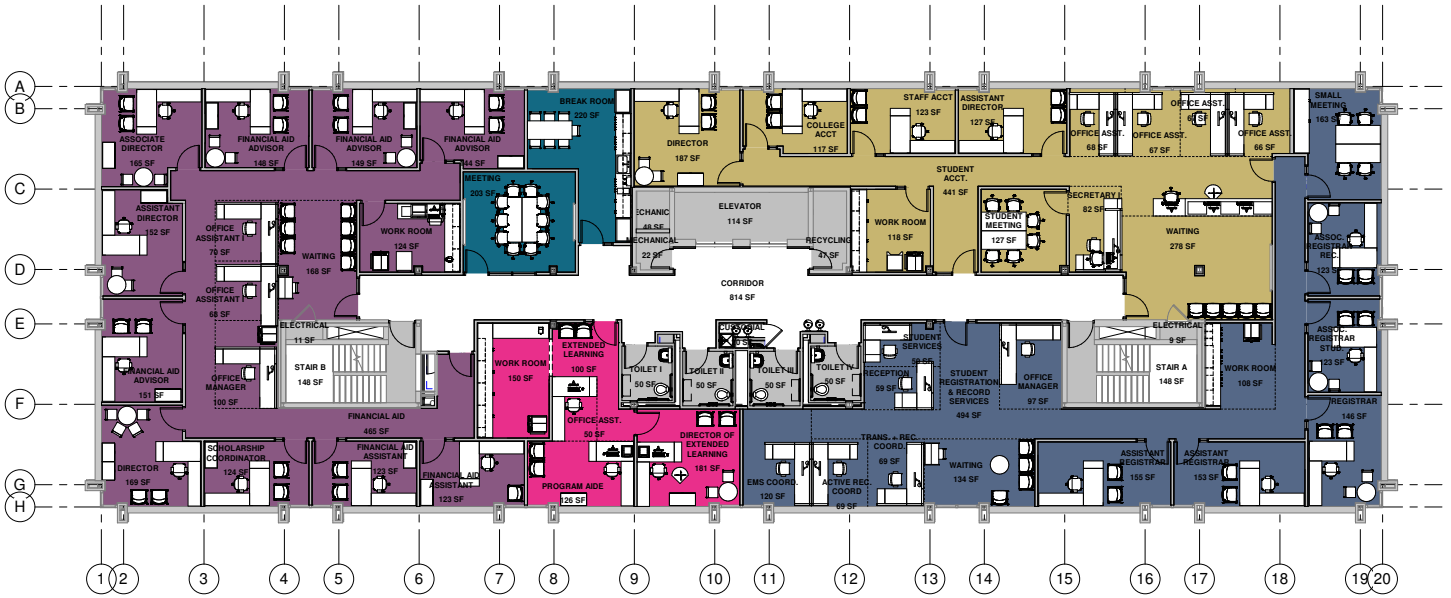


3rd Floor

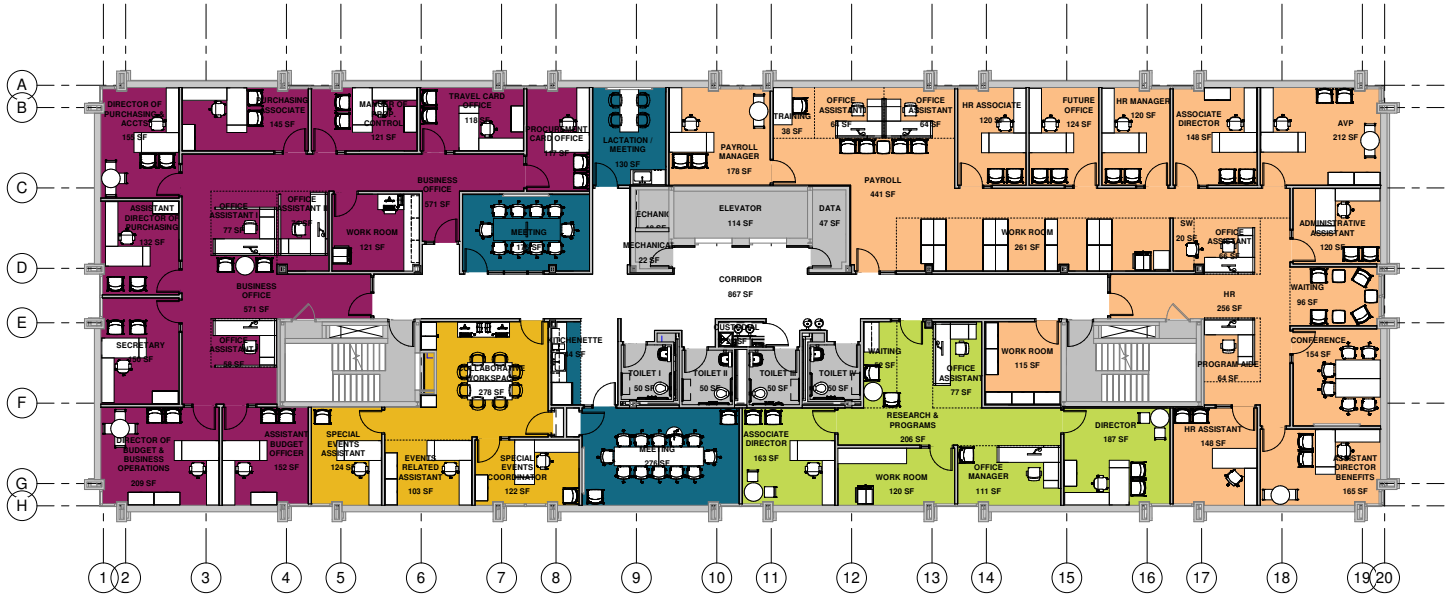
0' 4' 8' 16' 32'

Chiang | O'Brien Architects

Attachment 3: Design Development Report Example



Second Floor Plan



Third Floor Plan