



Western Nebraska
Community College

WNCC Administrative Procedure

Title:	Construction, Renovation, Alteration, and Maintenance Projects
Division:	Administrative Services
Category:	College Property and Facilities
Reference:	BP-330 (Construction, Renovation, Alteration, and Maintenance Projects)
Number:	AP-330.01
Date of Approval:	August 25, 2025
Approval:	Greg Dart, President

Purpose

This procedure establishes the process of constructing, renovating, altering, or performing maintenance on College buildings or campus sites.

Scope

This procedure shall apply to all facilities and property of Western Nebraska Community College at all locations.

Definitions

1. Types of Projects

Construction, renovations, and alterations – Moving, demolishing, altering, upgrading, renovating, installing, or building a structure, facility, or system according to a plan or by a definite process. These projects consist of the application of any of these techniques to physical plant facilities such as structures, utilities, excavations, landscaping, site improvements, drainage systems, roads, and additions, deletions, or modifications of such facilities. Upgrading or replacing a building system in its entirety when it has exceeded its useful life is generally construction, not maintenance.

Maintenance - The upkeep of property, machinery, systems, and facilities, including buildings, utility infrastructure, roads, and grounds. Maintenance consists of those activities necessary to keep facilities and systems operational and in good working order. It consists of the preservation, but not the improvement, of buildings and grounds, other real property improvements and their components. Maintenance may include replacement of components of equipment or building systems (roof, flooring, HVAC, etc.) if replacement is performed:

- a) on a routine basis,
- b) to bring the equipment or building system back to its fully functional state, or
- c) to ensure the equipment or building system retains its functionality during the projected lifecycle.

Subject to the above limitations, replacement of a component of a building system (for preservation, not improvement) is a form of maintenance when the replacement component is a duplicate (i.e., replacement-in-kind) or, if not, the replacement item is an upgrade because a duplicate component is obsolete or is no longer reasonably available. When the replacement is undertaken for the purpose of upgrading a system, it is not maintenance.

2. Sources of Funding

Capital Improvement Fund – Funds assessed through the capital property tax levy.

Facility Fees – Funds generated by assessing a fee to students.

General Fund – Funds allocated through the budget process. The use of these funds is limited to general maintenance projects.

Private Sources – Funds generated through private or corporate gifts either as a result of a capital campaign or by one-time or annual donations or through federal, state, or local grants.

Revenue Bond – Funds generated by the issuance of a type of bond that is repaid from the revenues generated by the project or system for which the bond was issued.

Procedure

New construction and major building renovation or alteration are generally designated in the College's *Master Site and Facilities Plan*. All new construction, renovation, and alteration projects are required to comply with this procedure. Projects that may be considered maintenance in nature, but upgrade systems are generally "alterations," as defined above, and are required to

comply with this procedure. Maintenance projects, as defined above, are not subject to this procedure.

I. Facilities Governance, Administration, and Oversight

- A. The Board of Governors is responsible for construction and facility funding as defined in BP-330.
- B. The College President has the overall responsibility for College facilities. This responsibility includes the planning for and identification and prioritization of projects.
- C. The Vice President of Administrative Services has the administrative responsibility for all construction and maintenance projects as delegated by the College President. These administrative duties include all phases of a project from budgeting of resources, contracting for outside services, project design, construction, and occupation. Some of these duties may be delegated by the Vice President of Administrative Services to the Facilities Operations Director or Administrative Management Director.

II. Project Planning Process

- A. Identifying facility/site needs and prioritizing and approving projects
 - 1. Construction, renovation, and alteration projects
 - a. These projects are generally identified in the *Master Site and Facilities Plan*. This plan would include project needs for all campus locations.
 - b. The College President, in consultation with members of the President's Executive Planning Team, will prioritize a specific project based upon various criteria such as, but not limited to, the strategic plan, facility conditions, space needs, enrollment projections, program accreditation, and project funding sources and availability.
 - c. Once a project is prioritized, it is presented to the Board of Governors for consideration and approval for funding. A generalized project budget will be established by the Vice President of Administrative Services in collaboration with the College President or designee. As part of the planning process for physical resources, the Vice President of Administrative Services ensures that

a projection of the total cost of ownership (TCO) is prepared for any new facilities or major remodels to existing facilities. Projection of the TCO will include design, construction, operation, maintenance, staffing, and decommissioning costs. If the facility is a replacement structure, TCO for the new facility will be netted against space that will be taken offline or demolished as a part the overall project. By comparing space use prior to the project and space use as a result of the project, the College will be able to align physical resource planning with institutional and financial planning and ensure that capital projects support institutional improvement goals and the effective utilization of physical resources. If the project's estimated cost is above budget at any point during the design phase or at bid, the Vice President of Administrative Services shall consult with the College President, or designee, to determine the future course of action or to identify alternate sources of funding to continue the project.

- d. The funding plan for a project may include a variety of funding sources including, but not limited to, the use of capital improvement tax levy, revenue bonds, private sources including a capital campaign and student facility fees.

2. Maintenance Projects

- a. Maintenance projects are identified by various methods. Major maintenance projects are generally identified in the *Master Site and Facilities Plan*. Routine projects such as roof replacements are identified in the five-year maintenance plan prepared by the Facilities Operations Director or designee. Smaller maintenance projects are identified by staff through the submission of a Facility Modification Request Form.
- b. The Vice President of Administrative Services, in consultation with the Facilities Operations Director and Administrative Management Director, shall prioritize maintenance projects annually utilizing a facility decision matrix.
- c. The funding of maintenance projects is from the general fund as developed in the budget process. Auxiliary funds may be used for auxiliary enterprises maintained within that fund such as student housing repairs and renovations. Estimated project costs are developed by Facilities and are impacted by the need for external labor to complete the project.

III. General Requirements for Construction, Renovation, and Alteration Projects

- A. All construction, renovation, and alteration projects that exceed a certain amount, as defined by State Statute 81-3445 (which is adjusted every five (5) years), shall be reviewed by a licensed architect or engineer. Plans and specifications shall be prepared for the project. The selection of a College architect is completed periodically through a request for qualifications process administered by the Vice President of Administrative Services. For any new temporary or permanent facility of less than \$100,000, a concise written project description shall be developed by the administrative staff within the division for which the facility will be occupied. The project descriptions provide a scope of the project that will be used to estimate costs and to contract for services.
- B. The Vice President of Administrative Services shall determine for each major project the type of construction design method. The two methods used by the College are the design/bid/build process and the construction manager-at-risk process. The construction manager-at-risk method must be approved by the Board of Governors and includes the negotiation of the contract for services. Additionally, the Board must also approve the guaranteed maximum price (GMP) for the project.
- C. For any new temporary or permanent facility, or for major remodeling of \$100,000 or more, a program statement shall be prepared. The program statement provides the scope of the project that will be used in the design phases. Projects which utilize tax funds with a base amount of \$2,000,000 or that have a facility operations and maintenance budget using tax funds of \$95,000 in any one fiscal year within a period of ten years from the date of substantial completion, or as may be modified from time-to-time by state statute 85-1402, must have a program statement prepared and submitted to the Nebraska Coordinating Commission for Postsecondary Education (CCPE) for approval. These program statements shall be developed by the administrative staff within the division for which the facility will be occupied in consultation with the Vice President of Administrative Services and architects. The Board of Governors is required to approve all program statements that are submitted to the CCPE. The statement shall not be amended during the planning or design phases of the project without the review and concurrence of the Vice President of Administrative Services.

- D. Based on the specifications and with guidance from the College staff, as well as the architect or engineer's recommendations, a time schedule and project calendar shall be established by the Vice President of Administrative Services or designee. The time schedule may be amended by mutual accord.
- E. For new construction and major renovation projects, the Vice President of Administrative Services, with the approval of the President, shall form a project steering committee to assist in the programming, schematic design, and design phases of the project. The project steering committee's membership and committee member roles and responsibilities are as follows:
1. Vice President of Administrative Services or designee – Serves as the committee chair and has the overall administrative responsibility for the project.
 2. Facilities Operations Director or designee – Works closely with the architect and engineers to ensure the design details are in accordance with College design and construction standards. Has responsibility for mechanical, engineering, and plumbing (MEP) plan input for the building.
 3. Vice President or designee from the division for which the project has been requested – Provides the program statement for the project and relays the needs of the various departments that will occupy the building.
 4. Two or three individuals from the specific division who will utilize the building, to include faculty, staff, or administration as appropriate to provide clarification of needs identified in the program statement as well as adjacencies of work units within the structure.
 5. One representative from Information Technology – Has responsibility for the technology plan for the building and to solicit input as appropriate. Ensures the technology plan details are in accordance with the College's technology standards.
 6. One representative from the Student Services Division should the project be educational in nature – Helps provide input on common student spaces and solicits input on the project from students, to be coordinated through the Dean of Students.
 7. One representative from PR & Marketing – Provides input on the College branding elements of the project.

8. Campus Director should the project be associated with the assigned responsibility for the respective location.
- F. Once the project design has been completed, the project plans and specifications shall be presented to the Board of Governors for its consideration and approval. Once approved, the project will be released for bids.
- G. Miscellaneous project design requirements
1. Space definitions and allocations will be consistent with established College Construction Design Standards.
 2. Design standards shall be consistent with the College's Construction Standards.
 3. A listing of equipment grouped to correspond to specific spaces should be prepared by College staff concurrent with the development of a program statement. The equipment list will help provide space needs as well as mechanical and electrical systems that will be impacted by the use of the equipment. Further, the equipment list will help identify the technology and communication requirements of the project.
- H. Miscellaneous construction procedures
1. Following award of a contract, all dialogue relative to the project will be transmitted through the Vice President of Administrative Services or designee to the architects and the contractors. Appropriate College representatives will participate in the pre-construction conference.
 2. During the length of the project, all College staff shall comply with the requirements of the contract and with applicable building and contract codes.
 3. Upon completion of the work, the Vice President of Administrative Services or designee and the Facilities Operations Director or designee will accompany the architect and the contractor on the final walk-through.
 4. The Vice President of Administrative Services shall have the authority to make the final acceptance of the work.
 5. The Facilities Operations Director will receive as-built drawings and guarantees. Upon occupancy of the facility, the College will assume responsibility for the project and will coordinate warranty work if required.

IV. Project Design and Construction Process

- A. In general, once a construction project has been approved by the President, the Board of Governors, and the CCPE, the Vice President of Administrative Services or designee will oversee the project until completion.
- B. The phases of a construction project include:
 - 1. Selection of Design Professionals
 - 2. Programming
 - 3. Schematic Design
 - 4. Design Development
 - 5. Construction Documents and Bidding
 - 6. Construction
 - 7. Pre-Occupancy/Commissioning
 - 8. Moving
 - 9. Occupancy

These phases are common to all new construction and renovation projects; however, in smaller projects, the phases often become less formal, involve fewer individuals, and may have a short schedule of only a few months. Large projects, on the other hand, may take years from the time they are envisioned to the time "move in" takes place. In general, the Vice President of Administrative Services or designee and the Facilities Operations Director or designee provide the leadership and guidance, serve as a resource, and protect the interests of the College throughout the entire duration of the project.

- C. The following describes each phase of a large project and provides a general timeline:
 - 1. **Selection of the Design Professionals (1 to 2 months)** - Design professionals are generally firms offering both architectural design and engineering services. On occasion, design firms join with engineering firms to form a design team. The Vice President of Administrative Services will work with the College architect to develop a fee for the project. The architectural firm will use the program statement, institutional standards for design and construction, the schedule, and

the construction budget, as well as any other applicable requirements, as the basis for their design.

2. **Programming (2 to 6 months)** - A project steering committee is formed to represent the stakeholder group(s) involved with the project. The committee will be responsible for making the necessary design decisions based upon user requirements. The Vice President of Administrative Services or designee will be designated as the “chair” to function as liaison with the Facilities Operations Director. The Facilities Operations Director also serves as a resource, sometimes in conjunction with external consultants, to assist committees in developing the specific requirements for the project. A Program Statement (PS) is developed that details all objectives, spaces, services (i.e., telephone, data, utilities, etc.), equipment (new and existing), special finishes, furniture, and spatial relationships. The PS forms the basis of the College's expectations and goals for the completed project. The steering committee and various other groups from the College, if required, will review, and contribute to the development of the program documents prior to approval. In the case of technically complex projects, an outside consultant may be engaged to prepare the program documents.
3. **Schematic Design (2 to 4 months)** - The first step by the design team is referred to as the “schematic design” phase, in which the objective is the development of simple diagrammatic documents delineating room sizes and relationships, single line diagrams of all systems (i.e., water mains, electrical risers, etc.), preliminary elevation studies of the building exterior, and, if applicable, drawings of special interior spaces. The schematic design will be reviewed during frequent meetings with the steering committee and College architect. At the conclusion of this design phase, the architect will submit drawings, a project narrative, and an estimate of construction cost for review and approval by the steering committee and appropriate College representatives.
4. **Design Development (2 to 4 months)** - The approved schematic design is then further developed into definitive plans and elevations by the design team. Colors, patterns, materials, lighting fixtures, and special equipment and building elements are selected and reviewed with the steering committee. For complex laboratory projects, detailed laboratory plans identifying all services, casework and equipment are also developed. Detailed floor plans, sections, elevations, and an

outline specification defining materials, finishes and systems, as well as an updated construction cost estimate, are submitted for review and approval by the steering committee and appropriate College representatives.

5. **Construction Documents and Bidding (4 to 6 months)** - The approved definitive design documents are developed into comprehensive construction drawings and specifications that are used to secure a building permit, if required, to competitively bid the work and as the basis for the construction of the project. The construction documents are submitted for review and approval by the appropriate College representatives when the documents are 50 percent complete and 100 percent complete, or as agreed to (just prior to bidding). After a thorough review and evaluation of all the bids by the Facilities Operations Director or designee, the most responsive, responsible, low bidder who meets all the requirements of the bid documents is selected and recommended to the College administration and the Board of Governors for approval.
6. **Construction (6 to 30 months)** - The Administrative Management Director and the Vice President of Administrative Services or designee coordinate the work, monitor costs and scheduling, and review the construction work performed by the contractor. The Facilities Operations Director and/or Administrative Services Director will also keep the designated steering committee representative informed of the progress of the project. Building tours must be arranged in advance with the Facilities Operations Director, or designee due to safety and liability requirements. No one is allowed in the construction area without prior authorization. Unforeseen changes that arise in the field are appropriately managed by the Facilities Operations Director or designee. Any user requesting changes to the project must be directed in writing to the Vice President of Administrative Services. The Vice President of Administrative Services will address these requests appropriately within the guidelines established by the College.
7. **Pre-occupancy/Commissioning** - The Facilities Operations Director arranges for contractors to provide training for Facilities personnel and others who will be responsible for operating and maintaining the facility. Facilities assumes operational responsibility for the facility at the time of initial occupancy. Well in advance of the projected occupancy date (generally, at least sixty days), persons

designated by the steering committee must:

- a. Submit a comprehensive listing and schedule to the Administrative Management Director or designee for moving existing staff and furniture/equipment to the new facility. The schedule identifies who is moving (i.e., "from where - to where") and is used by the movers, Information Technology, and Facilities.
 - b. Contact Information Technology to arrange for the activation of telephones and other technology.
 - c. Contact Facilities Operations Director and Safety Director to establish a door access system for the building and to issue keys.
8. **Moving** - The Administrative Management Director will hire professional movers, if required. The steering committee will designate the representative(s) to coordinate specific move times with the faculty, staff, and students involved. The moving company will provide packing materials and instructions. Packing is the responsibility of the parties being moved. The academic unit is responsible for retaining technical, scientific, and any other special equipment procurement and installation. Special arrangements can be made through the Administrative Management Director for equipment movers and hookup of utilities when needed.
9. **Occupancy** - At the time of initial occupancy, the Facilities Operations Director will give an overview presentation and tour of the facility to designated representatives. This presentation will include an explanation of how the building is zoned for thermal comfort, operation of appropriate building components, the location of emergency equipment and exits, etc. The operational and maintenance responsibility for the facility is turned over to Facilities at this time. All calls for service relating to the building should be directed to Facilities. The Facilities Operations Director will be available to assist with resolution of warranty and post-occupancy construction issues.

Revising this Procedure

This Administrative Procedure supersedes any prior WNCC procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

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Sponsoring Division: Administrative Services