

UNIVERSITY of  
**HOUSTON**

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Facilities Contract Training  
Date: 11/04/2016

## Goal

To increase training of FPC staff to include formal and informal opportunities for professional and technical training and certification as well as training specific for FPC processes

## Agenda

1. Past Meeting Takeaways – 10 minute
2. Funding Sources - 10 minutes
3. Funding Codes – 20 minutes
4. Training Types –5 minutes
5. Future Topics, Questions & Answers – 5 minutes



## Past Meeting Takeaways

1. Site Incidents – Thorough due-diligence between FPC and Contractor
2. IBC 2012, UMPC 2012 & NEC 2014
3. NFPA 101-2015: Life Safety Code
  - a. NFPA 101 has over 300 mandatory references that need to be addressed by the Design Team
  - b. Adopted NFPA 101 has the standard for all laboratory buildings.
4. NFPA 45-2015: Standard on Fire Protection for Laboratories Using Chemicals
  - a. Old Chapter 7 on explosion hazards was deleted (most of text was moved to Annex C).
  - b. 11.1 General: This chapter shall apply to new and existing laboratories.
  - c. 11.2.7 Open Flame Operations – new
  - d. Issues related to proper ventilation of laboratories
  - e. Laboratory's above the 6 six floor in high rise.

## Funding Sources

1. CCB/TRB – Capital Construction Bonds/Tuition Revenue Bonds
  - a. Debt issued with the purpose of being used for Capital Construction or Major Renovation on Campus
  - b. Funds can only be used for the purpose as dictated in the Bond Issuance. Most Bonds are Local though there is the possibility of receiving State bonds, this is rare.
2. HEAF – Higher Education Assistance Funds
  - a. Funds received from the state or statutory tuition
  - b. State funds are the most restrictive. Cannot be used on Non E&G Space. Cannot be used for any advance purchases. Cannot be used for any Food/Entertainment related expense.
3. Designated & Auxiliary Funds
  - a. Designated - Collected locally for sales and services, designated tuition, student course/class fees, facilities and administrative charges
  - b. Auxiliary - Collected locally for auxiliary operations (student affairs fees, housing, parking, athletics)
4. Restricted Funds (Gifts & Research)
  - a. Gifts - Generally restricted by provider for purposes other than sponsored research, includes gifts from sponsors and endowment income. Some gifts are restricted to a specific purpose
  - b. Research - Generally restricted by provider for purposes of sponsored research and federal financial aid. Restrictions are determined by the original Grant or Research Cost center

## CCB/TRB

TRB Application Project Name	Description	Amount Requested	Amount approved	Percent
Health and Biomedical Sciences Building 2	Through this project, the University of Houston will design and construct a new Health and Biomedical Sciences Building 2 (291,045 square feet) at the UH Central Campus. This building will provide state-of-the-art infrastructure needed to increase student enrollment, faculty FTE, and research funding. The Health and Biomedical Sciences Building 2 will include a primary care and behavioral health clinic to serve the community adjacent to the university, new nursing and physical therapy programs, expanded clinical facilities for Clinical Psychology, Social Work and Communication Disorders, the College of Pharmacy, the Center for Drug Discovery/Research, and the Division of Research. The programming and design of the project began in May 2014; the anticipated completion date will be in June 2017.	\$ 165,000,000.00	\$ 63,000,000.00	38.18%
UHCL STEM Building	With the passage of Senate Bill 324 in the 2011 legislative session, the University of Houston-Clear Lake secured authority to transition from an upper-level to a four-year university. With the addition of freshmen and sophomores in fall 2014, UHCL posted a record enrollment of 8670 students (6.16% increase from fall 2013). UHCL continues contributing to closing the participation gap in all areas, particularly STEM-related fields, by creating educational opportunities for disadvantaged, first generation Hispanic and African-American students. In an effort to meet UH-Clear Lake's commitment to student success and academic excellence for freshman and sophomore students, a new 176,000 gross square feet facility will be needed by fall 2018. Student headcount is projected to increase approximately 3037 students, or 35%, from current enrollment by fall 2018. The fall 2013 THECB Academic Space Projection Model indicates UHCL is currently operating on a 70,765 (13%) square feet deficit based on the fall 2013 student population. With the significant increase realized with downward expansion and other projected growth, utilizing the THECB space projection model shows the projected space deficit in fall 2018 will exceed 199,500 (37.9%) square feet. With the addition of the STEM and Classroom Building (176,000 gross square feet and 105,600 E&G), UHCL will still be operating with a projected deficit in excess of 93,900 (14.8%) square feet. The STEM and Classroom Building will include: 1) Teaching labs for Natural and Life science required by freshmen and sophomores, 2) Faculty offices for instructors charged with conducting this curriculum, 3) Additional space to support research and academic excellence in the STEM field, including professional development of teachers and increasing the number of new science and math educators, 4) Large classrooms to serve larger lower-level lectures, and 5) a multifunctional planetarium supporting diverse fields of education (Anthropology, Archaeology, Astronomy, Biology, Physics, etc.) to stimulate and elevate interest, understanding and participation in STEM education and also enhancing community engagement through partners such as NASA-JSC, the Lunar & Planetary Institute and Bay Area Houston Economic Partnership. Included in the project is renovation of up to 60,000 square feet of existing facilities to repurpose space vacated with relocation of personnel and functions to the STEM and Classroom Building.	\$ 120,000,000.00	\$ 54,000,000.00	45.00%
UHCL Pearland Health Sciences Classroom Bldg	Construct a 60,000 square feet multi-purpose building on the UHCL Pearland Campus to provide classrooms, lower-level science laboratories, faculty and staff offices, special laboratories for health-related programs, and student-requested support spaces such as student lounge, group and individual study areas, and a bookstore for supplies and pre-prepared food. In addition to the building, infrastructure work will be performed, including additional parking spaces, another connection to Pearland Parkway, and extension of the Internal roadway to connect both entrances which will allow development of one-way travel to improve safety, particularly when exiting campus.	\$ 34,200,000.00	\$ 24,264,000.00	70.95%
UHV Academic Expansion/Land Acquisition	In the 81st legislative session, the legislature approved the University's request to offer freshmen and sophomore level courses, known as downward expansion. This request is for TRB funding for the expansion of campus infrastructure to accommodate growth from new student enrollments. UHV is seeking authority to issue \$166,000,000 in Tullion Revenue Bonds for new academic space, renovation of existing academic facilities, and land acquisition. The additional facilities and acreage are needed for UHV to meet the needs of a young, growing, 4 year residential campus. Available ground space for new facilities on the campus has always been very limited. The main campus has two primary multipurpose/academic buildings situated on 19 core acres plus support facilities and parking. UHV also has three off-campus student residential facilities, one new and two hotel to student housing conversions. As growth continues, current facilities will be used for student support in line with the campus Master Plan. The project request is threefold: 1) to prepare for new student enrollments and additional academic programs, UHV requests 232,000 GSF of new academic space to (A) complete the 2nd and 3rd floors of the Academic and Regional Economic Development building, (B) build facilities to meet the demands of student access for additional science and tech labs, classrooms, faculty support and new program initiatives, and (C) construct a facility that will restore classroom and office space that will be repurposed for library and student support services; 2) renovation of 76,000 GSF of existing space in the University West and University Center buildings. University West will become the UHV Learning Commons, housing a new UHV Library. The first floor of University Center will be renovated to accommodate Admissions, Financial Aid and Student Recruitment functions in a one-stop shop concept; and 3) land acquisition of approximately 80 acres. The new and renovated facilities and the additional acreage funded by TRBs will optimize site locations for new academic and office space with adequate room for student life and other activities that accommodate and are critical for long term growth. The goal is a residential campus with enough space to foster a collegial atmosphere that supports student retention and success.	\$ 166,000,000.00	\$ 60,000,000.00	36.14%
UHSL Academic Building	Through this project, the University of Houston will construct a new academic building (150,000 square feet) at the Sugar Land campus. This new building is part of a major UH effort to expand programs in this rapidly growing area. Through active partnerships, the greater Sugar Land community has already contributed approximately \$20 million to existing academic endeavors. UH plans to add over twenty new programs in Business, Education, and Technology at UH Sugar Land over the next five years, and for the College of Technology to serve as an anchor college at the campus. The additional space provided by this new building is crucial to the expansion of degree and workforce programs at that match regional work force needs.	\$ 91,350,000.00	\$ 54,000,000.00	59.11%
UHCR Building	Through this project, the University of Houston System would purchase land and construct a new academic building (60,000 square feet) in the West Houston/Katy region of the metropolitan area. This project is part of a major UHS effort to expand academic programs to address the workforce needs in the region. Currently, Cinco Ranch offers students in West Houston and the Katy area the opportunity to complete over 20 undergraduate degrees and over 12 graduate degrees in high-demand fields in business, education, and nursing. Cinco Ranch partners closely with Houston Community College-Northwest to provide freshman and sophomore level coursework prior to transferring into one of the undergraduate degree programs at Cinco. The campus includes 20 classrooms, advising offices and an electronic resource center. The additional space provided by this new building is crucial to the expansion of degree programs at Cinco Ranch.	\$ 58,540,000.00	\$ 46,832,000.00	80.00%
UHD Science and Technology Building	The University of Houston-Downtown (UHD) is located in the 8-county Houston-Galveston region, which by any measure would be considered "a high growth region". In a study conducted this year, the Greater Houston Partnership - using a "moderate growth" scenario - projected that the Houston metro area would add 1 million residents by 2025, and that during this same period the region would add 440,000 jobs. The Hispanic segment of the population is by far the fastest growing and UHD is a strong Hispanic-Serving-Institution (HSI), with 43 percent of its students being of that demographic. About one quarter of UHD's enrollment is made up of African-American students. Many of the students attending UHD - from all ethnic groups - are the first in their families ever to have attended college. UHD is already a leader in the state when it comes to serving students from the demographic groups that are specifically cited in Closing the Gaps. In terms of accreditation or reaffirmation, UHD has been able to maintain important accreditation (SACS, ABET, ACS) with the science and engineering technology facilities now in place, but the current space is limiting and could become an accreditation issue in the years ahead. This is because UHD's science and engineering technology labs are housed in a building - UHD's One Main Building - that was never designed to be an educational facility. At present UHD's science and engineering technology space prevents expansion into new areas of study. In the sciences UHD is not able to conduct certain experiments or use certain materials because the ventilation in lab facilities will not allow it to be done safely. In those instances UHD professors are forced to contact peers/associates at other area universities and ask to use facilities at those sites. To continue to grow its STEM programs, adequately support its sciences and engineering technology faculty and students, and produce more STEM graduates, UH-Downtown must have a stand-alone, state-of-the-art Science & Technology Building designed and constructed specifically to support those fields of study.	\$ 108,700,000.00	\$ 60,000,000.00	55.20%

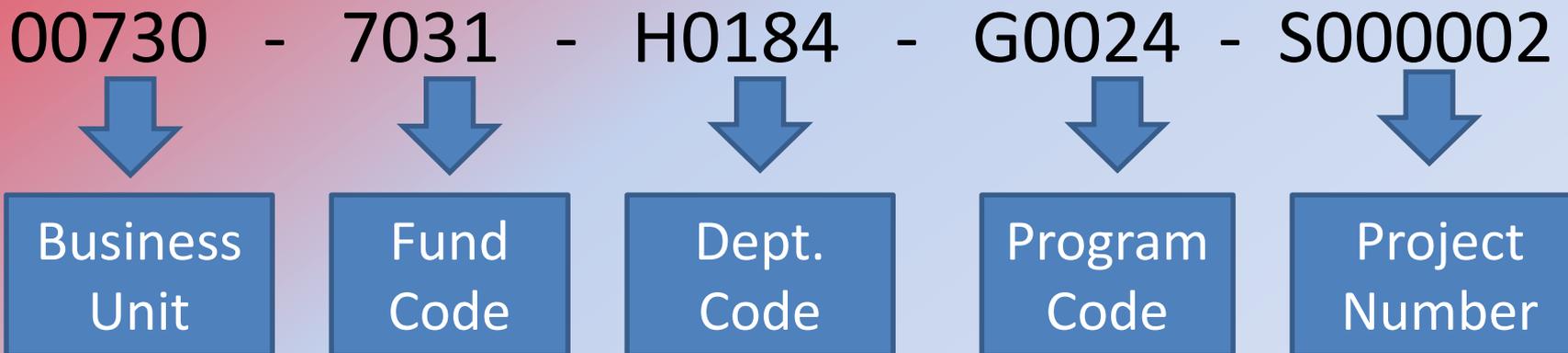
# Fund Codes

And What they mean

# Cost Center Structure

- There are 5 elements to a cost center

Example



# Cost Center Structure

- **Business Unit** – Normally 00730. For system projects will be 00783. We do not handle funding of Downtown, Victoria or Clear Lake
- **Department Code** – H0184 is FPC, H0183 is FM
- **Program Code** – Helps denote whether funds are local or state. However the Fund Code now used for this function
- **Project Number** – Project cost centers will have a Pxxxxxx, Sxxxxxx or Mxxxxxx. The department cost centers do not use this convention and instead uses NA

# Fund Code

- Fund Code – Indicates the type of funds being used. Split into Ledger groups
- **Ledger 1** – 1xxx State Dollars
- **Ledger 2** – 2xxx Designated Tuition
- **Ledger 3** – 3xxx Auxiliary Funds
- **Ledger 4** – 4xxx Gifts
- **Ledger 5** – 5xxx Research/Grants
- **Ledger 7** – 7xxx Project Cost centers

# Fund Code

- Department cost centers will have fund codes from Ledgers 1-5. As projects are set up the funds are transferred into a corresponding Ledger 7 fund code for us to use
- Funds from different Ledgers cannot be mixed which is why projects often have more than one cost center

# Ledger 1 – State Dollars

- Fund codes beginning with 1xxx tend to be state or HEAF funds. They are the most restrictive. Cannot be used on Non E&G space.
- Corresponding Project Fund codes are **7021, 7045 & 7046** for R&R projects and **7035 & 7042** for Capital Projects.
- 7047 is the Fund code for CRDM/MPEC projects

# Ledger 2 – Designated Tuition

- Fund codes beginning with 2xxx are local funds and are often labeled as “Designated Tuition”. They are the least restrictive in terms of how they can be used.
- Corresponding Project Fund codes are **7023** for R&R and **7037** for Capital Projects.

# Ledger 3 - Auxiliary

- Fund codes beginning with 3xxx are local funds coming from an Auxiliary Department. Similar to Ledger 2 they do not have many restrictions but are limited to Auxiliary operations
- Corresponding Project Fund Codes are **7024** for R&R and **7038** for Capital

# Ledger 4 - Gifts

- Fund codes beginning with 4xxx are local funds from a Gift source. The restrictions are determined by the terms of the gift.
- Corresponding Project Funds codes are **7019** for R&R and **7033** for Capital Projects.

# Ledger 5 – Research/Grant

- Fund codes beginning with 5xxx can be either Local or State and as they are often Federal Grants are very restrictive on their use depending on the Grant. Often they can't be used for Capital Projects and usually limited to equipment purchases only.
- Corresponding Project Fund codes are determined at time of set up depending on source of funds

# Bonds

- Projects funded by Bonds are not funded by a department cost center. The Project fund codes for Bond Funded Projects are **7017** for R&R and **7031** for Capital Projects.
- Bond funded project are funded as expenses post. If project comes in under budget, the Treasury Office must be notified. We cannot use outstanding budget on another project without Treasury Office Approval.
- Funds from different bond series cannot be mixed.

# Commercial Paper

- Similar to Bonds the Funding direct from Treasury instead of a Department. Fund Codes for Projects are 7066 and 7067 for R&R and 7080 and 7081 for Capital Projects
- Treasury Office must be notified if the full budget is not going to be used for the original project.

Questions?

## **Training**

1. Leadership
2. Negotiations
3. Communication
4. Professional

## Future Topics

1. Mission Statements
  - a. UH
  - b. FPC
2. Contracts
  - a. Does and Don'ts
  - b. Types
    - i. CMAR/GMP (Construction Manager at Risk)
    - ii. DB (Design Build)
3. Invoice Processing
4. General Conditions
  - a. CO/CO Management
  - b. Risk Management
    - i. CCIP (Contractor's Controlled Insurance Program)
    - ii. SDI (Subcontractor Default Insurance)
    - iii. BRI (Builders Risk Insurance)
  - c. LDs
  - d. E&Os
5. 179D - Energy Efficiency Commercial Buildings Tax Deduction
6. December 2016 BOR Agenda
7. Invoice Processing