



Owner's Project Requirements

**University of Chicago
Facilities Services
Capital Project Delivery**

Insert Project Name

Project Manager: Insert Name

Architect: Insert Firm Name

Issued: Insert Date

Version X - Revised: Insert Date

Table of Contents

Project Approvals and Funding	3
Approvals	3
Funding Source	3
Project Overview	4
Project Organization	4
Construction Procurement Strategy	4
Project Budget Parameters	5
Milestone Project Schedule	6
Program and General Design Criteria.....	7
Program Criteria.....	7
General Design Criteria.....	7
Campus Planning and Sustainability	8
Sustainability	9
LEED Certification	9
Project Requirements	9
Design Criteria.....	9
Indoor Environmental Quality Requirements.....	9
Engineering and Utilities	10
Equipment and System Design Criteria	10
Project Requirements	Error! Bookmark not defined.
Design Criteria.....	10
Operations and Maintenance	12
Appendices.....	13
Appendix A – Program Report	14
Appendix B – Basis of Design	15
Appendix C – LEED Checklist (If Applicable).....	16
Appendix D – University of Chicago Facility Standards.....	17
Appendix E – Project Governance Structure.....	18

Project Approvals and Funding

Approvals

Version	Date	Approved by / Comments
Project Initiation	XX/XX/XXXX	
FY/Off Cycle Approval		
Architect Selection		
Programming		
Schematic Design		
Design Development		
Construction Documents		
Construction		
Turnover		
Closeout		

Funding Source

- Capital A&R, Center-Funded, Unit Funded, etc.
- Funding dates:
 - 5% Funding – XX/XX/XXXX
 - 20% Funding – XX/XX/XXXX
 - 100% Funding – XX/XX/XXXX

Project Overview

- Project address:
- Gross Square Footage:
- # of Floors:
- Project Type: New construction, Renovation, Landscape, Infrastructure, Study
- Total Project Cost:
- Total Construction Cost:
- Schedule Start:
- Schedule Complete:

Project Organization

Executive Sponsor:

Steering Committee:

User Group Representative:

CPD Project Manager:

Architect:

Contractor:

For specific project organizational structure, see Appendix E Project Governance / Organization

Construction Procurement Strategy

Project Delivery Method

- Design/Bid/Build, CM At-Risk, Design-Build, Other

Project Budget Parameters

- Insert Budget Summary and Contingency Management Plan Table

Milestone Project Schedule

- Insert Milestone Schedule Table

Program and General Design Criteria

Program Criteria

What are the programmatic needs for the project? Is there a program study or report?

General Design Criteria

Describe the overall project scope, goals, and design criteria.

Campus Planning

Zoning/Planned Development

Site Plan Approval

Required?

Part II + Permitting

Required?

Campus Planning Considerations

Heritage

Is this a Heritage project?

Accessibility

What are the Accessibility goals for the project?

Stormwater Retention and Irrigation

If applicable, what is the strategy?

Exterior Signage

Will exterior signage be required? Will there be donor or other signage besides University standard?

Landscaping/Sitework

Does this project include Sitework? Meet with CP+S/Landscape to review project.

Bird Safety

Does this project include Sitework or building façade modifications that have impact on Bird Safety? Are Bird Safety measures included in the budget?

Sustainability

LEED Certification

Is the project pursuing LEED or other type of sustainability certification?

Project Requirements

What other measures are taken to enhance sustainability?

Design Criteria

In addition to LEED criteria, Facilities Services also has sustainability guidelines. These guidelines are documented in FS2 and include a Life Cycle Cost Analysis and Component Useful Life Schedule.

Indoor Environmental Quality Requirements

Ventilation

What are the ventilation standards that are applicable to the project?

Lighting and Lighting Controls

Does the project have a lighting control system? Are there exterior lights, have they been tied to the Building Automation System?

Design Criteria

Insert relevant design criteria that apply to Sustainability.

Engineering and Utilities

Describe the scope of the project involving MEP systems, Building Automation Systems, and Utility Services.

Utilities:

Will there be new utility service to the building? What new service or modification of existing service is required?

- External utilities?
- University central plant utilities?

Energy:

Are there energy use targets for this project? EUI?

Equipment and System Design Criteria

Describe the MEP systems

Mechanical

Electrical

Plumbing

Fire Protection

Building Automation Systems

Design Criteria – example table

Type	Criteria	Value
Summer Design Conditions	Outdoor Design Temp	
(cooling mode)	Indoor Design Temps	
	Classroom, Offices	
	Other Spaces	
Winter Design Conditions	Outdoor Design Temp	
(heating mode)	Indoor Design Temp	
	Classroom, Offices	
	Other Spaces	
Tolerances	Temperature	
	Humidity	

For more detailed information, please refer to Appendix B, Basis of Design.

Commissioning

What is the Commissioning strategy for the project? Will there be a commissioning agent?

Operations and Maintenance

Building Envelope

Does this project include new work or modifications to a building envelope? What is the scope of work?

Interior Finishes

What is the interior scope of work for the project? Does it involve door hardware? Will there be attic stock for finish materials?

Elevators

Does the project include new elevators or modifications to existing? Does the project have an elevator consultant?

Building/Project Specific Operational Considerations

(Example below)

- The hours of operation are anticipated to be between 8 AM and 6 PM, M-F. The building will be unoccupied under normal circumstances at night and on the weekends.
- This facility will be operated by the University facility services staff. Facilities Services will be responsible for day-to-day operation and maintenance of HVAC, electrical, plumbing and other major systems as well as major repairs. All equipment will be accessible for routine maintenance including safe access to any rooftop units, adequate room to pull coils and sufficient access to any components that require maintenance.
- Training will be provided by the construction team prior to building turnover and shall consist of classroom sessions (which provide instruction on system overview/theory of operation and also provide an overview of the operation and maintenance manuals) and hands-on sessions (which provide instruction at the actual equipment including demonstration of startup, shut-down, safeties, maintenance procedures, etc.). BAS contractors shall instruct the facilities engineering staff on the design and operation intent, sequences of operation, setpoints and alarms, and setup and use of building automation system trend reports to evaluate system performance (at a minimum).
- O&M manuals are to be included for all equipment and delivered at 50% construction.
- Only the University's shop supervisors will have full access to the BAS (with override authority). Remote alarms will be sent to all facility engineers listed by the owner.
- Warranties for MEP systems shall be as per the project specifications but never be less than one year.
- Spare parts to be provided at the turnover of this project shall be per project specifications.
- Warranty Requirements in excess of standard FS contracts:
- Attic Stock to be provided at the turnover of this project shall include (at a minimum):
- Measurement and Verification Requirements:
- Room, suite, floor, and mechanical system numbering:
- Special Maintenance Programs and Procedures to be Developed:

Appendices

Appendix A – Program Report

Appendix B – Basis of Design

Appendix C – LEED Checklist (if applicable)

Appendix D – University of Chicago Facility Standards (FS2) updated 1/10/2013

Appendix E – Project Governance Structure

Appendix A – Program Report

(By Reference)

Prepared by _____

Updated XX/XX/XX

Appendix B – Basis of Design

(By Reference)

Prepared by _____

Updated XX/XX/XX

Appendix C – LEED Checklist (If Applicable)

Appendix D – University of Chicago Facility Standards

(by reference)

University's facilities standards can be found on-line at:

<http://facilities.uchicago.edu/about/facilitiesstandards.shtml>

Updated XX/XX/XX

Appendix E – Project Governance Structure

Updated XX/XX/XX

