



Land, Buildings and Real Estate (LBRE) Departmentally Managed Project (DMP) Policy

SUMMARY

This document describes University policy for departments that elect to manage facilities and infrastructure improvements with their own departmental staff, otherwise known as Departmentally Managed Projects (DMPs).

POLICY STATEMENT

All DMP requests by Stanford University academic departments and administrative units are required to be submitted electronically on a Form 1 (<http://form1.stanford.edu>) prior to the project's commencement.

The scope and complexity of DMP requests will be reviewed by LBRE to determine if the proposed project presents significant risk to the University. Projects that present such risk may be deemed inappropriate for DMP release.

PURPOSE

The DMP Policy provides a basis for a consistent standard of management and delivery of facilities projects and studies that are not managed by LBRE.

LBRE requires that any department that elects to undertake a DMP must complete an LBRE-sponsored training program. Department participants shall include both the individual that authorizes the DMP (generally the Dean and/or Vice President's designee) and the staff that will manage the DMP.

APPLICABILITY

DMPs must adhere to the requirements of the Form I process irrespective of project size, cost or funding source. All funding for projects must be identified on the Form 1.

Projects exceeding \$5 million shall not be departmentally managed unless otherwise approved by LBRE. Projects requiring Board of Trustees approval under the aegis of the Committee on Land and Buildings are generally managed by LBRE. Exceptions include Department of Energy funded SLAC projects, Stanford Hospital projects, and Investment properties.

PROCEDURES

The Facilities Representative is required to obtain authorization to departmentally manage a project via the Form 1 process in advance of any commencement of work. The signature of the Dean/Vice President and/or their designee on the Form 1 signifies that 1) the funding identified is available for immediate transfer to a project account by the Controller's Office; and 2) the School/Department is fully responsible and accountable for managing the DMP, and will comply with all campus, code, and jurisdictional requirements. The DMP request is considered fully executed when approval is confirmed via electronic approval of the Form 1 by LBRE.

Upon approval of the DMP, the Facilities Representative (hence-forth the DMP project manager) assumes complete responsibility for managing all aspects of project delivery.

- All work must be accomplished in accordance with applicable codes and must meet Stanford's design standards.
- The DMP project manager is responsible for the project schedule, building in adequate time for required reviews and the permitting process and obtaining all applicable permits and planning approvals from Stanford and local jurisdictions before commencing any work.
- All Santa Clara county permit priorities are reviewed with and determined by LBRE.
- Construction work for DMPs can be completed by outside licensed contractors or by Buildings and Grounds Maintenance (BGM) staff. Where work is to be performed by an outside contractor, the DMP project manager shall follow University procurement procedures.
- The DMP project manager shall be responsible for maintaining all project records necessary for audit purposes. Tracking of expenditures against approved budgets lies with the DMP project manager and/or department.

PROCESS

Subject to the scope of the DMP, the following specific reviews and approvals may be appropriate:

- The University Architect/Campus Planning and Design (UA/CPD) must approve scope that alters the exterior of any building, exterior pavement or landscape; modifies any major interior public space; or modifies any significant architectural component.
- The UA/CPD and Heritage Services must review any projects in buildings that are 50 years old or greater.
- Health and safety issues associated with the project must be resolved with Environmental Health & Safety (EH&S). If there is an indication that hazardous materials are present, the project shall stop until the material can be identified and the issue is resolved to the satisfaction of EH&S.
- Any changes that affect fire code compliance shall be reviewed and approved by the local fire agency having jurisdiction as well as the University Fire Marshal's Office.
- Alteration of buildings systems in any way that will affect operation must be reviewed and approved by the respective Zone Manager during the design phase for compatibility of new components with existing systems.
- Alteration of IT or access systems in any way that will affect operation must be reviewed and approved by IT Services.
- Projects involving changes to water and energy usage must be reviewed and approved with Sustainability and Energy Management (SEM) within LBRE.
- Projects affecting current Federal accessibility compliance must be reviewed and approved with the University's Diversity and Access Office.
- If the building's structural system is to be altered in any way, the DMP Representative shall obtain the approval of the Seismic Advisory Committee (SAC)/LBRE during the feasibility stage.
- Construction contracts must be issued by the Procurement Department before the start of work. If an outside contractor is used, the DMP project manager shall be responsible for the technical specifications of the contract. Procurement will be responsible for the contents of the contract.

- Architectural and Site Approval (ASA) applications must be prepared per the ASA requirements, signed, and approved by Land Use and Environmental Planning (LUEP)/LBRE.
- As-built drawings shall be submitted to Maps and Records within 60 days of the project completion. The iSpace database must be updated concurrent with the completion of the project.

SUPPLEMENTARY REFERENCES/RESOURCES:

The DMP project manager is directed to the following links on the LBRE website:

- Fees Table: http://lbre.stanford.edu/finance/fees_table
- If the project involves the addition or reduction of space: (<http://lbre.stanford.edu/luep/documentsearch/land/All>);
 - GUP Architectural and Site Approval Procedure Guide (LUEP “Blue Book” 2010)
 - GUP Checklist Data Tracking
- Plans Review: http://maps.stanford.edu/plans_review
- Construction Logistics:
 - http://lbre.stanford.edu/architect/sites/all/lbre-shared/files/docs_public/UA_CPD_Const_Policy_Logistics_V1.pdf
- [LBRE-DMP Presentation](#)
- [Department of Project Management Resources](#)

Other references may apply subject to the DMP project scope.

AUTHORITY

This policy is approved by the Provost.

ADMINISTRATION

LBRE is delegated by the Provost to administer this policy. Questions about this policy should be directed to the Department of Project Management Resources/LBRE.