

STATE UNIVERSITY CONSTRUCTION FUND

PROGRAM DIRECTIVES

DIRECTIVE 1A-1

Issue date: March 2012

PHASE REPORTS FOR SMALLER PROJECTS

1. This Directive was developed to identify general requirements for the following project types. Review the referenced directives in their entirety.
 - a. Roofing Projects
 - b. Minor Rehabilitation Projects
 - c. Asbestos Abatement Projects
 - d. Equipment Replacement and Rehabilitation Projects
 - e. Sitework Projects

2. General Instructions
 - a. This Directive will take various categories of smaller projects and identify which requirements in the major building directives do and do not apply. Directives 1A-2 through 1A-6 were prepared for major building projects. The comprehensive requirements for phase reports in those directives may not be required in their entirety for smaller projects.

 - b. Program Verification and Architectural Concept Submissions are not required for these smaller projects. Program Verification, Concept, and Schematic Design Report may be combined, however, provide program verification and concept presentations at the orientation meeting (or other meeting prior to finalizing the Schematic Report) to confirm the understanding of the project requirements and to provide the campus with the appropriate design options for consideration.

 - c. Where Phase Reports are shown to be combined in the text of this directive, the Fund's approval of these deviations from the requirements of the standard Consultant's Agreement, must still be obtained through the Project Coordinator.

3. Roofing Projects
 - a. Combined Concept / Schematic Design Report Requirements:
 - (1) Regardless of value, provide a Combined Concept / Schematic Design Report submission using the Schematic Design Report requirements in Directive 1A-4 as applicable.

 - (2) The report shall follow the GENERAL INSTRUCTIONS and include a COVER SHEET, CONTENTS SHEET, and DATE OF ISSUANCE.

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- (3) Describe the roofing system proposed including all auxiliary work such as flashing, roof drains, parapets, gravel stops and skylights. Describe the adequacy of the structure to support the weight of the proposed roofing system.
 - (4) Describe the need to move roof top equipment to allow the roofing work to be accomplished. Roof top equipment (air handling units, fans, etc.) to be removed and reinstalled should have their air flow measured at the inlet and outlet before removal to establish a baseline of existing performance. Refrigerant based system to be removed and reinstalled should be described on the documents so that the contractor has information to price the system refrigerant recharging.
 - (5) Based on project specific sampling and testing results, describe requirements for asbestos abatement, work at lead based paints, PCB caulk removal and/or other hazardous material remediation. Do not submit the report until the results of all required testing are available. Consider the need for abatement of fireproofing at the floor below the roof.
 - (6) Roof drainage should be tested to ensure that it is discharged to the appropriate system, functions, and acceptable for continued use.
 - (7) Provide the code analysis.
 - (8) Provide the Project Cost Estimate and the Project Schedule.
 - (9) Provide roof plan(s) at a minimum scale of 1/8" = 1'-0" which shows all roof drains, roof penetrations, roof top mechanical equipment, and the scheme for pitching the roof to the drain. Show details at the membrane terminations to identify where the parapet, gravel stop reglets, flashings, etc will have to be modified/raised to accommodate the roof pitch. Where such work is a significant portion of the project cost, provide plans/details for demolition, structural, mechanical, electrical, temporary staging and access work, etc., as applicable.
- b. Combined Design Manual / Pre-Bid Report Requirements
- (1) When the project has no significant mechanical or electrical work, the Design Manual and Pre-Bid Reports will be combined.
 - (2) The Combined Design Manual/Pre-Bid Report shall cover the same items included in the Schematic Report requirements above. In addition, all

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applicable sections of Directive 1A-6 shall be provided.

- (3) Provide separate plans and details that show both the existing roofing removals and the new work, including site access and staging. Consult membrane and insulation manufacturers. Provide insulation layouts, terminations, seam locations, etc. consistent with manufacturer recommendations.
- (4) Provide system details and all project-specific details of the new roofing work.

ROOF PROJECT CHECKLIST

- | | |
|---|--|
| <input type="checkbox"/> Roof Type Options considered | <input type="checkbox"/> Guardrails |
| <input type="checkbox"/> Historic Nature of Roof | <input type="checkbox"/> Roof Hatch Dimensions |
| <input type="checkbox"/> Roof Color | |
| <input type="checkbox"/> Time of Year for work considered | <input type="checkbox"/> Height of Mechanicals above Roof |
| <input type="checkbox"/> Asbestos | <input type="checkbox"/> Drain Capacity and Conditions |
| <input type="checkbox"/> PCB caulk | <input type="checkbox"/> Roof top electrical conduit / fixtures |
| <input type="checkbox"/> Lead coated copper | <input type="checkbox"/> Asses MEP equipment conditions |
| | <input type="checkbox"/> Lightning Protection (pre-/post-installation) |
| <input type="checkbox"/> Code Review | <input type="checkbox"/> Replacement of Roof Equipment |
| <input type="checkbox"/> Fire Code / NFPA 241 | |
| <input type="checkbox"/> Seismic Bracing | <input type="checkbox"/> Staging and Access Areas |
| <input type="checkbox"/> Deck Load Capacity | <input type="checkbox"/> Height of Roof Above Grade |
| <input type="checkbox"/> Parapet Repair and Reinforcement | <input type="checkbox"/> Temporary Covers |
| <input type="checkbox"/> Adjacent masonry wall conditions | <input type="checkbox"/> Smells/Odors mitigation |
| | |
| <input type="checkbox"/> Do roof field conditions match existing plans? | <input type="checkbox"/> Underside of Deck Verification |
| <input type="checkbox"/> Does roof pond water 24 hours after last rain? | <input type="checkbox"/> -for asbestos |
| <input type="checkbox"/> Maintenance Pads/Pavers | <input type="checkbox"/> -for lead paint |
| <input type="checkbox"/> Metal Coping | <input type="checkbox"/> -for conduit and J-boxes that might be hit with screws |
| <input type="checkbox"/> No Flashing above Existing Weepholes | <input type="checkbox"/> -for other existing conditions that might be damaged by work above. |
| <input type="checkbox"/> Replace all Parapet / Edge Blocking | <input type="checkbox"/> -can occupants below remain in place during the work? |
| <input type="checkbox"/> Core Testing needed | |
| <input type="checkbox"/> Curbs and Doorways too low | |
| <input type="checkbox"/> Davit Requirement (tie-back) | |
| <input type="checkbox"/> Flashing | |

4. Minor Rehabilitation Projects

- a. This section addresses work classified as repairs, alterations - level 1 and/or alterations - level 2 in the Existing Building Code of New York State.
- b. Minor Rehabilitation Projects affect only one system or only a few spaces and exclude alterations – level 3, which require all phase submissions required by the Agreement.

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- c. Combined Concept / Schematic Design Report Requirements:
- (1) Regardless of value, provide a Combined Concept / Schematic Design Report submission using the Schematic Design Report requirements in Directive 1A-4 as applicable.
 - (2) The report shall follow the GENERAL INSTRUCTIONS and include a COVER SHEET, CONTENTS SHEET, and DATE OF ISSUANCE.
 - (3) Include a description of the various types of work in the project, listed by building when work occurs in more than one building.
 - (a) Describe the effects of the new work if any, on the fire area, travel distance, and exit capacity of the existing building.
 - (b) If the project includes making one or more program spaces accessible, describe the requirements for making the entire "path of travel" accessible.
 - (c) Describe the modifications to the building systems or the rehabilitation work proposed for the spaces included in the project.
 - (d) Describe the asbestos abatement work included in the project based on asbestos testing results. The submission of the report shall not be made until the results of all required asbestos testing is available.
 - (4) Provide a Project Cost Estimate, broken down by building in the case of multiple building projects, and confirm the Project Schedule.
 - (5) Provide schematic floor plan(s) at a minimum scale of 1/8" = 1'-0" of each level:
 - (a) Show work proposed and floor plans of other levels when necessary to analyze the effect of the new work on building code conformance.
 - (b) Show demolition, asbestos abatement and new work on separate plans. Show mechanical and electrical modifications.

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- (6) Provide Code Conformance Drawings per Directive 1A-4 as applicable to the scope of the project. The building code conformance of parts of the building not affected by the new work need not be shown.
 - (7) Any pre-existing non-code conforming aspects of the building in the work area should be identified with a recommendation as to whether it is practical or required to include the corrective work to conform with current code requirements in this project
- d. Design Manual Report Requirements
- (1) Provide the Design Manual Report covering the applicable items in Directive 1A-5.
 - (2) Provide plans and details at Contract Document scale. Provide whatever is necessary to allow a quantity take-off estimate to be prepared.
- e. Pre-Bid Report Requirements: Provide the applicable deliverables of Directive 1A-6.
5. Equipment Replacement and Rehabilitation Projects
- a. Concept and Schematic Design Report Requirements
- (1) Regardless of value, provide a Combined Concept / Schematic Design Report submission using the Schematic Design Report requirements in Directive 1A-4 as applicable.
 - (2) The report shall follow the GENERAL INSTRUCTIONS and include a COVER SHEET, CONTENTS SHEET and DATE OF ISSUANCE.
 - (3) Describe the intent of the project:
 - (a) Mechanical and/or Electric: compare the proposed design solution to other alternatives that were considered and describe the reasons for selecting the proposed solution.
 - (b) Describe the age and condition of existing equipment to remain (i.e. air handlers, chillers, cooling towers, transformer, switchgear, etc.)
 - (c) Describe the adequacy of the structure to carry the new

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equipment load and the route required to remove the old equipment and bring in the new equipment. Describe any increase or reduction in capacity or the additional of functions.

- (4) Describe the required shutdown and/or requirements for the Campus to vacate space.
 - (5) Provide a Project Cost Estimate, broken down by building in the case of multiple building projects, and confirm the Project Schedule.
 - (6) Provide schematic floor plan(s) at a minimum scale of 1/8" = 1'-0" of each level:
 - (a) Show proposed mechanical and/or electrical work and equipment and its fit in the space available.
- b. Combined Design Manual / Pre-Bid Reports Requirements
- (1) When the value of the equipment replacement or rehabilitation project is under \$1,000,000, the Design Manual and Pre-Bid Reports may be combined. For larger value projects, separate submissions are required.
 - (2) Provide 60% construction documents for review by the Fund's Engineering unit and for use at the constructability meeting with the campus (see Directive 1A-8).
- c. Design Manual Report Requirements
- (1) When the value of the equipment replacement or rehabilitation project is \$1,000,000 or higher, provides the Design Manual Report covering the applicable items in Directive 1A-5.
 - (2) Provide plans and details at Contract Document scale. Provide whatever is necessary to allow a quantity take-off estimate to be prepared.
- d. Pre-Bid Report Requirements: Provide the applicable deliverables of Directive 1A-6.
6. Sitework Projects
- a. Concept and Schematic Design Report Requirements:

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- (1) Regardless of value, provide a Combined Concept / Schematic Design Report submission using the Schematic Design Report requirements in Directive 1A-4 as applicable.
 - (2) Refer to Directive 2-1 for general sitework document requirements.
 - (3) The report shall follow the GENERAL INSTRUCTIONS and include a COVER SHEET, CONTENTS SHEET, and DATE OF ISSUANCE.
 - (4) Describe the sitework included in the project including what is the intent of the new work.
 - (5) The Project Cost Estimate and the Project Schedule shall be included as required in Directive 1A-5.
 - (6) Provide plans at a minimum scale of 1" = 50' showing existing conditions, proposed site features, utilities, and grading. Show the property line for all sitework near the edge of the campus. Road projects should show basic layout and alignment.
- b. Combined Design Manual / Pre-Bid Reports Requirements:
- (1) When the value of the project is under \$1,000,000, the Design Manual and Pre-Bid Reports will generally be combined. For larger value projects separate submissions are required.
 - (2) The Combined Design Manual/Pre-Bid Report shall cover the same items included in the Schematic Report requirements above. In addition, all applicable sections of Directive 1A-6 shall be provided.
- e. Include plans at a minimum scale of 1" = 50' and shall include project-specific site plans as outlined in Directive 2-1.
- f. Include site utilities profiles and strip plans that show crossings of existing utility lines, including those that will require relocations. Show profiles at a minimum horizontal scale of 1" = 50' and a vertical scale sufficient for clarity.

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