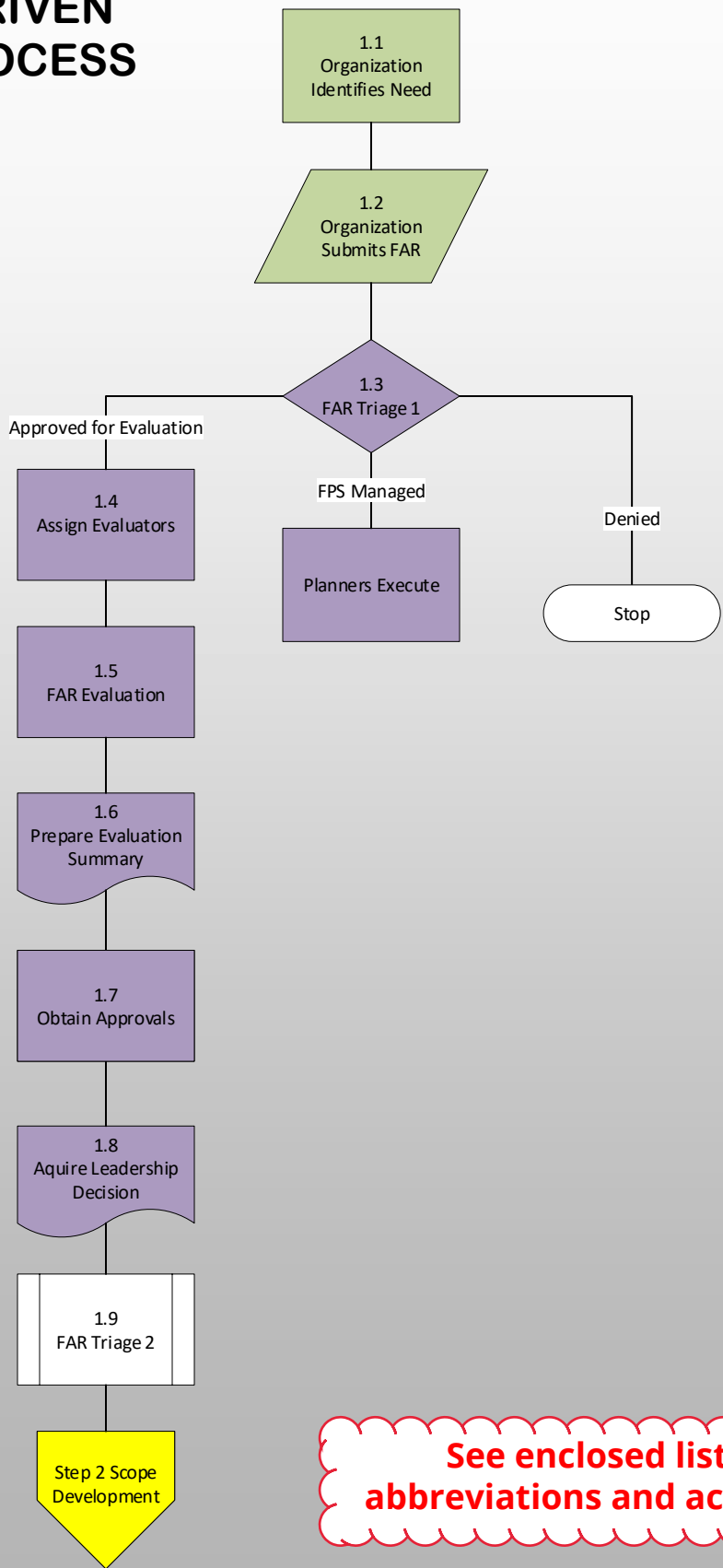


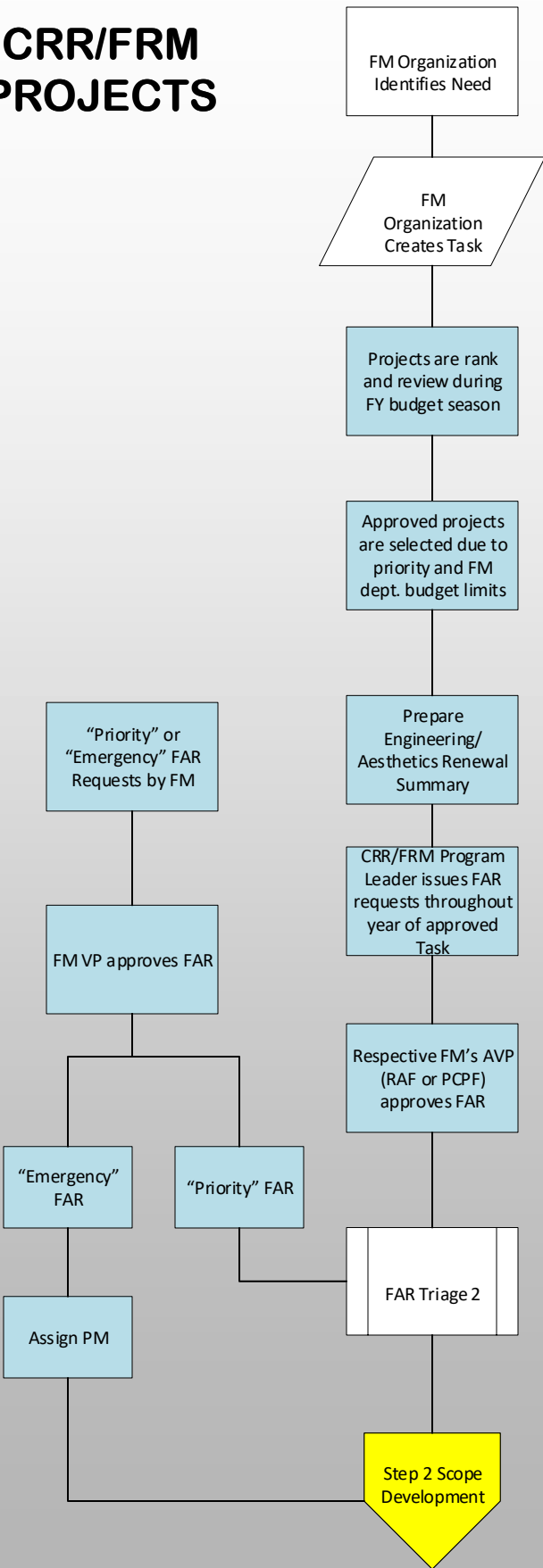
Institutional Projects: Step 1 – Need Development

PLANNER DRIVEN PROCESS

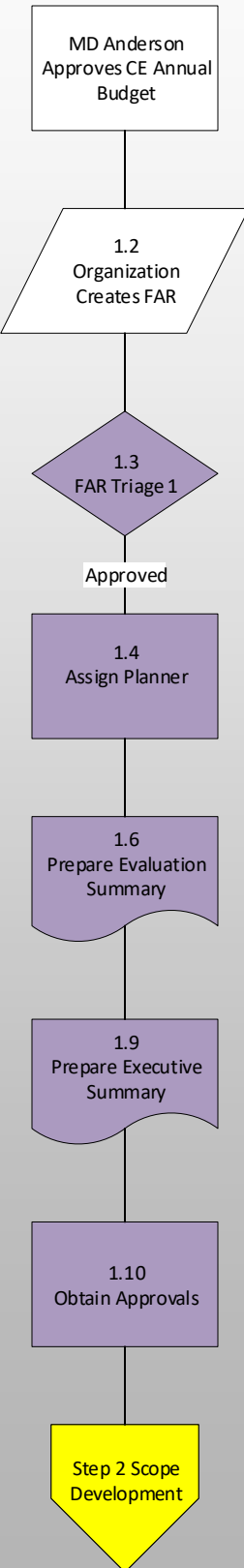


See enclosed list of abbreviations and acronyms

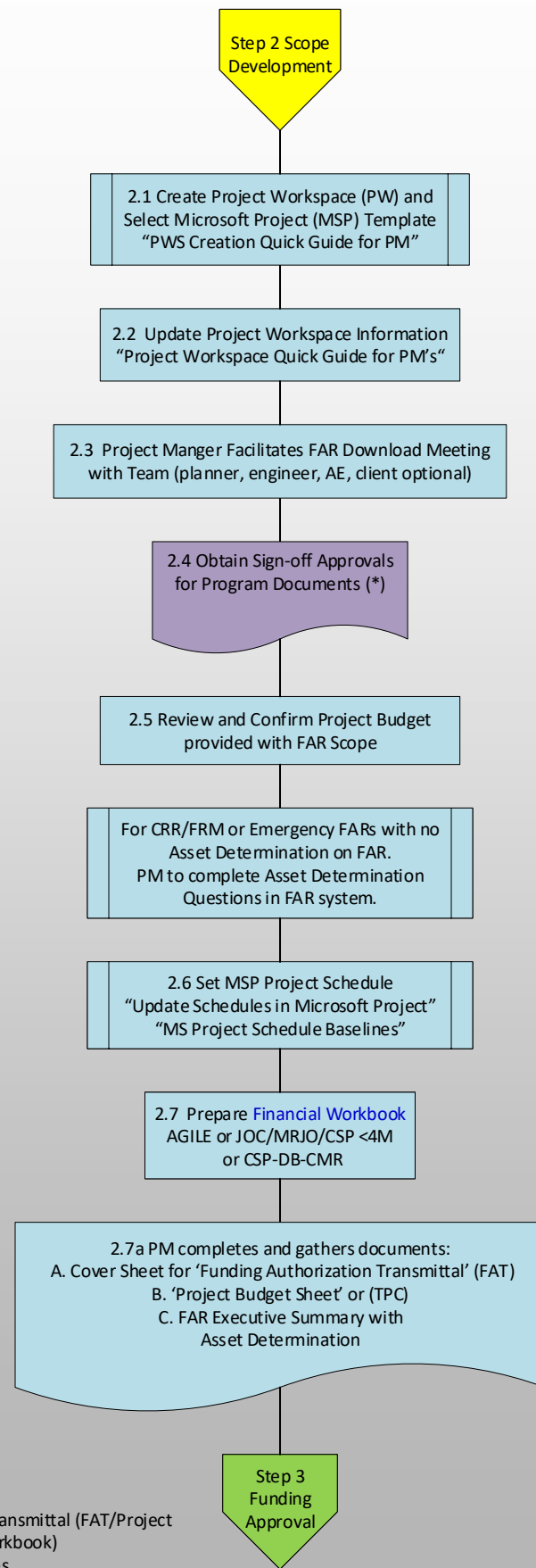
CRR/FRM PROJECTS



CAPITAL EQUIPMENT PROCESS



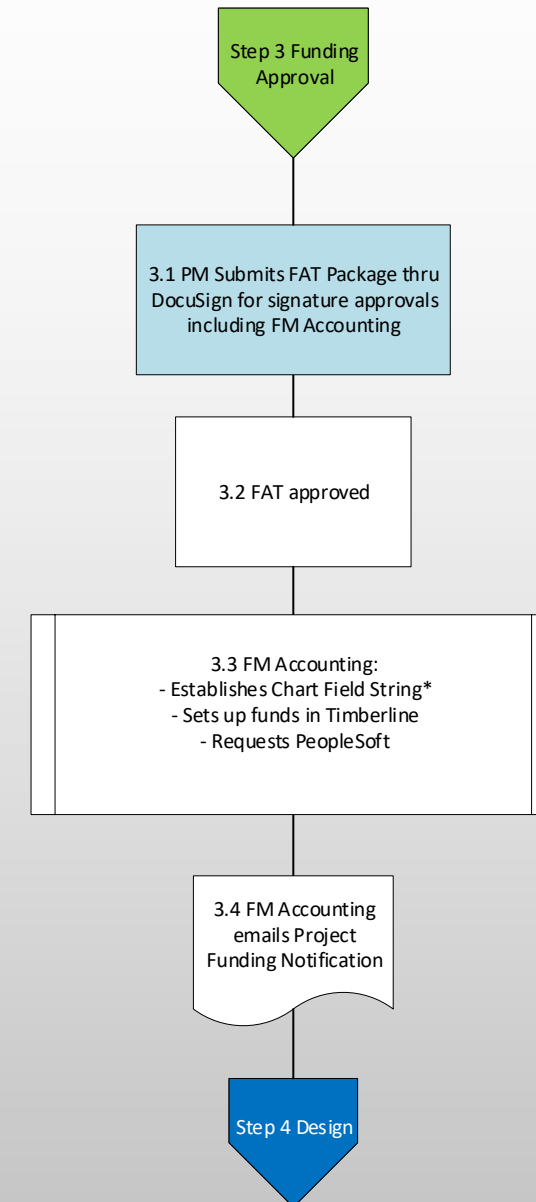
Step 2– SCOPE DEVELOPMENT



- FORMS/ TOOLS:
- MS Project Server
- Funding Authorization Transmittal (FAT/Project Funding via Financial Workbook)
- Meeting Agenda/ Minutes
- Meeting Request Form (Scheduling thru Admin)

Note:
Changes to Scope, as defined by Approved FAR at any stage of Project, should generate a revised FAR

Step 3– FUNDING APPROVAL

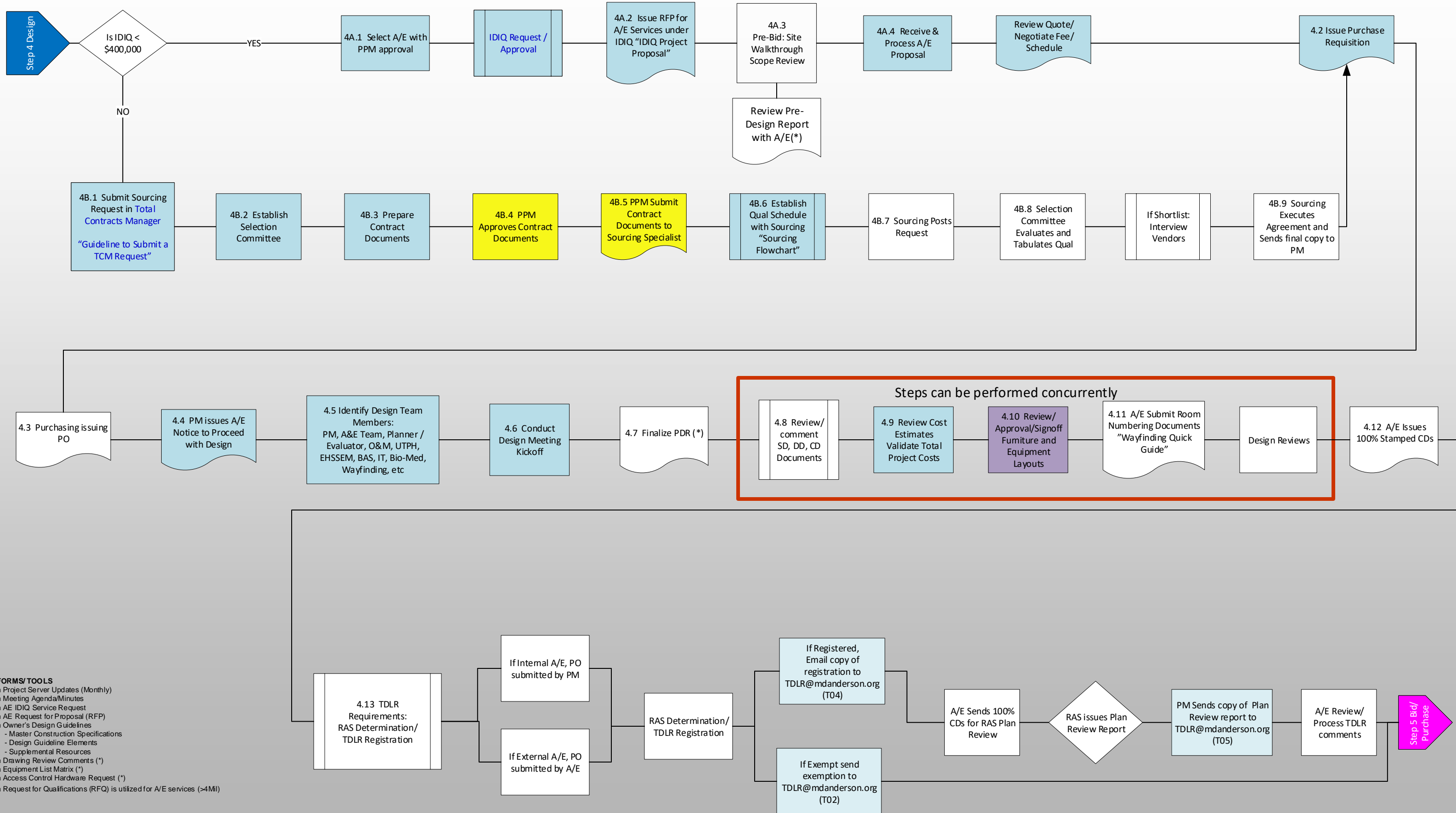


FORMS/ TOOLS:

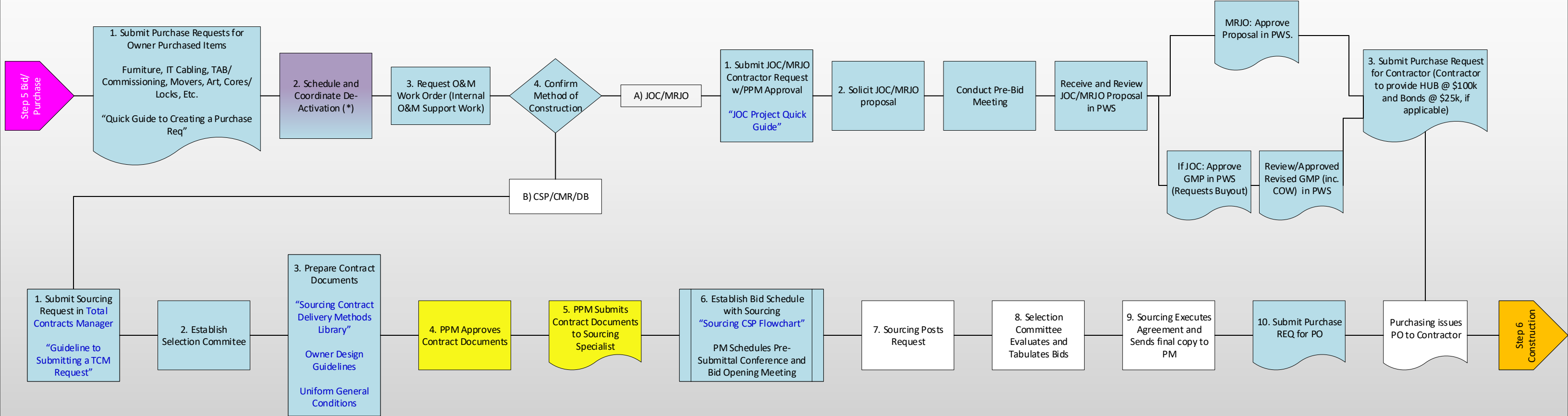
- Project WorkSpace -Forms
- Project Financial Workbook (FAT and PIF)
 - Project Budget Sheet –
 - FAT and ReFAT Cover Sheet
 - Executive Summary
 - Approved FAR and Budget Amount
 - Asset Justification
- DocuSign

Institutional Projects: Step 4 - Design

24-FEB-2020

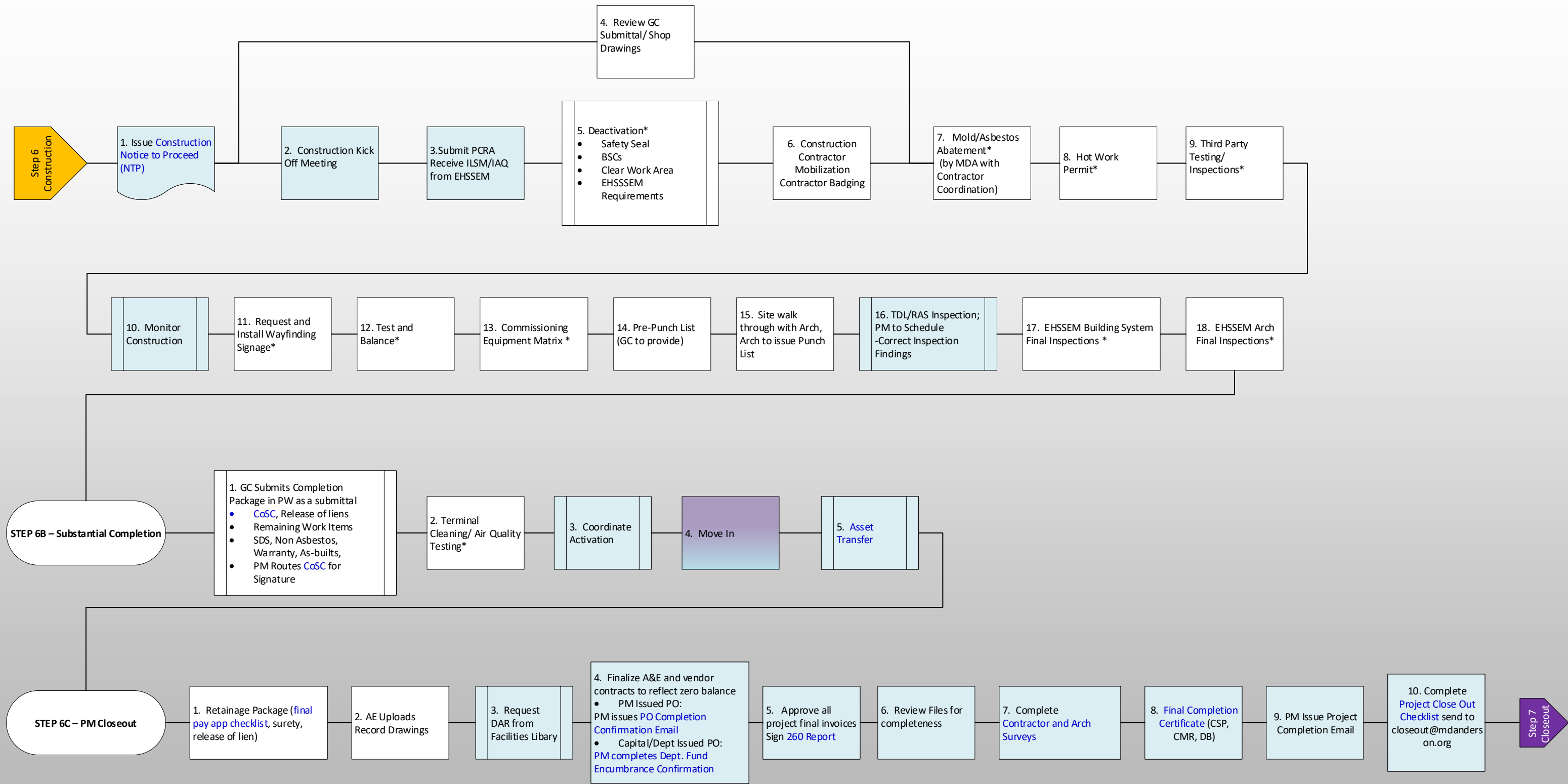


Institutional Projects: Step 5 – Bid/Purchase

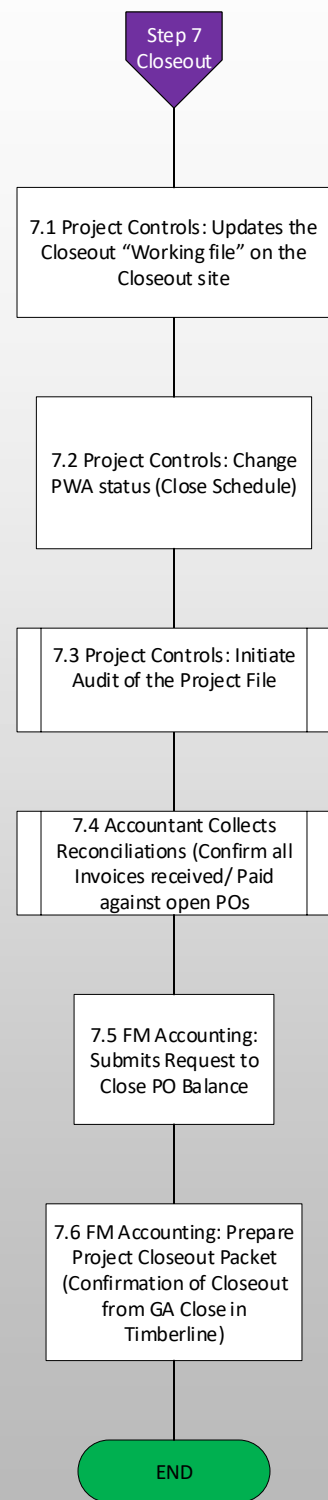


- FORMS/ TOOLS**
- Project Updates (Monthly)
 - Timberline
 - IDIQ Request Form
 - JOC/MRJO Request Form
 - RS MEANS
 - Owner's Design Guidelines
 - JOC Request for Proposal (RFP)
 - Sourcing (CSP/CM@R/DB) Processes
 - Request Quote (under \$15K)- single vendor
 - PR Template
 - Exclusive Acquisition Justification (EAJ)
 - Go Go Furniture Work Order^{PIE}
 - Contractor Change Order
 - Funding Authorization Transmittal (FAT)/ Project Funding Financial Workbook
 - DocuSign
 - RFQ is utilized for CSP/CM@R projects and is worked through Contracts/sourcing

Institutional Projects: Step 6 – Construction



Institutional Projects: Step 7 – Closeout



Acronyms

Facilities Planning Design and Construction

Abbreviations	Definition
A&E	Architecture and Engineering
AAALAC	Association for Assessment & Accreditation of Laboratory Animal Care
AC	Anderson Center (blue zone)
ACB	Ambulatory Care Building
ADA	American's with Disabilities Act
AE	Anderson East (blue zone)
AFCO	Administrative Facilities and Campus Operations (Department of)
AFF	Above Finished Floor
AFS	Administrative & Financial Services (Department of)
AHJ	Authority Having Jurisdiction
AHU	Air Handling Unit
AIA	American Institute of Architects
ALOS	Average Length of Stay
AMD	Associate Medical Director
ANSI	American National Standards Institute
AP	Accounts Payable
APN	Advanced Practice Nurse
AR	Accounts Receivable
ARI	Air Conditioning & Refrigeration Institute
ASI	Architect's Supplemental Instructions
ASID	American Society of Interior Designers
ASTM	American Society of Testing Materials
ATC	Ambulatory Treatment Center
AW	Anderson West (blue zone)
BAS	Building Automation Services
BDMI	Burns, DeLatte & McCoy Inc (engineers)
BF	Bates-Freeman (Building, yellow zone)
BIFMA	Business Institutional Furniture Manufacturers Association
BIM	Building Information Modeling
BIT	Bioimmunotherapy
BL2/3	Biological Safety Level 2 or 3
BMT	Blood and Marrow Transplant
BOR	Board of Regents
BOV	Board of Visitors
BRB	Basic Research Building
BSC	Biological Safety Cabinet
BSRB	Basic Science Research Building
BTA	Business Travel Authorization
BTUH	British Thermal Units per Hour
CABIR	Center for Advanced Biological Imaging Research (now SCRB3)
CAD	Center Administration Director
CAD	Computer Aided Design
CADD	Computer Aided Design and Drafting

Acronyms

Facilities Planning Design and Construction

Abbreviations	Definition
CAFM	Computer Aided Facilities Management
CAO	Chief Academic Officer
CBM	Center Business Manager
CC	Clark Clinic (east half of rose zone)
CCIP	Contractor Controlled Insurance Program
CCL	Construction Cost Limitation
CCN	Certificate of Convenience & Necessity
CD	Construction Documents
CDAC	Central Data Acquisition Center (currently Monitoring Services)
CDC	Center for Disease Control
CDC	Command Dispatch Center (UTPD)
CFCI	Contractor Furnished, Contractor Installed
CFH	Chemical Fume Hood
CFM	Cubic Feet per Minute
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CIO	Chief Information Officer
CIP	Capital Improvement Program
CM	Constuction Manager
CMD	Central Medical Director
CMO	Chief Medical Officer
CMR	Construction Manager & Risk
CNP	Center Point Energy
CO	Change Order
COH	City of Houston
COO	Chief Operating Officer
CPB	Cancer Prevention Building
CRB	Clinical Research Building (or Tan Zone)
CRMH	Center for Research in Minority Health
CRR	Capital Renewal & Replacement
CSF	Clinic Services Facility (aka LeMaistre clinic, west part of rose zone)
CSI	The Construction Specifications Institute
CSP	Competitive Sealed Proposal
CTT	Center for Targeted Therapy (now SCRB4)
DB	Design Build
DBBL	Design Builder's Budget Limitation
DD	Design Development
DDC	Direct Digital Control
DGSF	Departmental Gross Square Feet
E&G	Education and General Funds
EAP	Employee Assistance Program
EC	Emergency Center
EC	Executive Committee

Acronyms

Facilities Planning Design and Construction

Abbreviations	Definition
EDF	Electric Drinking Fountain
EDI	Electronic Data Interchange
EH&S	Environmental Health and Safety
EPO	Emergency Plan Officer
ERN	Equipment Relocation Notice
ETV	Electric Transformer Vault
ETV	Electric Tracked Vehicle
F&SS	Facilities and Site Services
FAR	Facility Asset Request
FAS	Fire Alarm System
FAT	Funding Authorization Transmittal
FBB	Fannin Bank Building
FC	Faculty Center
FCI	Facilities Condition Index
FCMS	Facilities Control & Monitoring System
FCU	Fan Coil Unit
FEC	Fire Extinguisher Cabinet
FEMA	Federal Emergency Management Agency
FESC	Facilities Executive Steering Committee
FF&E	Furniture, Fixtures and Equipment
FHB	Fannin Holcomb Building
FHC	Fire Hose Cabinet
FKP	Falik Klein Partnership (architects)
FM	Facilities Management (Division of)
FMP	Fannin Medical Plaza
FN	Field Notice (same as ASI)
FOB	Fannin Office Building
FPDC	Facilities Planning, Design and Construction (Department of)
FRM	Facilities Repair and Maintenance
FRRM	Facilities Renewal Resource Model
FSC	Facilities Steering Committee (no longer exists)
FTE	Full Time Equivalent
G	Gimbel (Building, blue zone)
GC	General Contractor
GC's	General Conditions
GFCI	Ground Fault Circuit Interrupter
GI	GastroIntestinal
GLXX	General Ledger (number/number) aka NetPass, 4dot
GMP	Guaranteed Maximum Price
GP	Green Park One
GPT	Green Park Two
GSBS	Graduate School of Biomedical Sciences
GSF	Gross Square Feet

Acronyms

Facilities Planning Design and Construction

Abbreviations	Definition
GU	Genitourinary
GYN	Gynecology
HEPA	High Efficiency Particulate Air filter
HMB	Houston Main Building
HR	Human Resources
HRT	Hurricane Rideout Team
HSC-H	Health Science Center Houston
HSP	HUB Subcontracting Plan
HUB	Historically Underutilized Business
HVAC	Heating, Ventilation and Air Conditioning
IDIQ	Indefinite Delivery Indefinite Quantity (Evergreen Contracts)
IACUC	Institutional Animal Care & Use Committee
IAQ	Indoor Air Quality
IBA	Internal Budget Adjustment
ICRA	Infection Control Risk Assessment
ICS	Incident Command System
ICU	Intensive Care Unit
IDT	Interdepartmental Transfer
IFMS	Integrated Facilities Management System
IIDA	International Interior Design Association
IOC	Item of Change
ITB	Invitation to Bid
JAS	Job Action Sheets
JCAHO	Joint Commission for Accreditation of Healthcare Organizations
JOC	Job Order Contract
Jones	Percy and Ruth Leggett Jones Research Building (BRB)
KMD	Kaplan, McLaughlin & Diaz (architects)
KVA	Kilovolt Ampere
L	Lutheran (Building, purple zone)
LBC	Local Budget Change
Legacy Site	Part of the North Campus, South of Holcombe and due East of Fannin. The
LERR	Library, Equipment, Repair & Renovation (Funding Request)
LLC	Limited Liability Company
LOS	Length of Stay
LTCP	Long Term Capital Plan
M&O	Maintenance & Operations
MAC	Mover, Address Changes
MDA	M.D. Anderson
MDACC	M.D. Anderson Cancer Center
MEP	Mechanical, Electrical and Plumbing
MICU	Medical Intensive Care Unit
Mid Campus	The Mid Campus is bordered by Brays Bayou to the North, Fannin
MOU	Memorandum of Understanding

Acronyms

Facilities Planning Design and Construction

Abbreviations	Definition
MSAS	Mainframe Software Package for AP, GL, and Purchasing
MSDS	Material Safety Data Sheet
MSI	Mental Sciences Institute
NEMA	National Electrical Manufacture's Association
NESC	National Electrical Safety Code
NFPA	National Fire Protection Association
NIC	Not in Contract
NIH	National Institute of Health
North Campus	The North Campus is comprised of the main MDACC complex located to
NSF	Net Square Feet
NTE	Not to Exceed
NTP	Notice to Proceed
O&M	Operations and Maintenance
OAC	Owner Architect and Contractor (meeting)
OCIP	Owner Controlled Insurance Program
ODG	Owner's Design Guidelines
OFCI	Owner Furnished, Contractor Installed
OFOI	Owner Furnished, Owner installed
OFPC	Office of Facilities Planning and Construction
OGC	Office of General Counsel
OR	Operating Room
OSHA	Occupational Safety Health Administration
PACU	Post Anesthesia Care Unit
PAT	Pickens Academic Tower
PCPF	Patient Care & Prevention Facilities
PCM	Project Coordination Meeting
PCMCIA	Personal Computer Memory Card International Association
PDR	Pre-Design Report
PFW	Project Financial Workbook
PI	Primary Investigator
PIC	Physician in Chief
PIF	Project Information Form
PO	Purchase Order
PPB	Physical Plant Building
PPE	Personal Protection Equipment
PPF	Project Planning Form
PR	Purchase Requisition
PRS	Physical Referral Service
PSP	Page Sutherland Page (architects)
PUC	Public Utility Commission
PUF	Permanent University Fund
REF	Research and Education Facilities
RACE	Rescue, Alarm, Contain, Extinguish/Evacuate

Acronyms

Facilities Planning Design and Construction

Abbreviations	Definition
Rad Onc	Radiation Oncology
RAS	Registered Accessibility Specialist
RASF-S	The Research Support Facility – Smithville
RBC	Request for Budget Change or Regents Budget Change
RFI	Request for Information
RFP	Request for Proposal
RFQ	Request for Qualifications
RHI	Rotary House International
RO/DI	Reverse Osmosis/De-Ionize
ROC	Radiation Outpatient Center
ROCIP	Rolling Owner Controlled Insurance Program
RR	Recovery Room
SCRB	South Campus Research Building
SCRB3	South Campus Research Building (Formally CABIR - Center for Advanced Biomedical Imaging Research)
SCRB4	South Campus Research Building (Formally CTT - Center for Targeted Therapy)
SD	Schematic Design
SF	Square Feet
SICU	Surgical Intensive Care Unit
SMACNA	Sheet Metal & Air Conditioning Contractors National Association
South Campus	The South Campus is bordered by the Old Spanish Trail to the North, Fannin Boulevard / Knight Road to the West, El Paseo to the South and Cambridge Street to the East.
SPRD	Science Park Research Division (Smithville)
SPVD	Science Park Veterinary Division (Bastrop)
SRB	Smith Research Building
SWPPP	Storm Water Pollution Prevention Plan
TAB	Testing and Balancing
TAID	Texas Association of Interior Designers
TAMB	Texas A&M Building
Tan Zone	Clinical Research Building
TAS	Texas Accessibility Standards
TBAE	Texas Board of Architectural Examiners
TDH	Texas Department of Health
TDLR	Texas Department of Licensing & Regulation
TECO	Thermal Energy Cooperative
THECB	Texas Higher Education Coordinating Board
TMC	Texas Medical Center
TNRCC	Texas Natural Resource Conservation Commission
TPC	Total Project Cost

Acronyms

Facilities Planning Design and Construction

Abbreviations	Definition
TRB	Tuition Revenue Bonds
TRS	Teacher's Retirement System
UBC	Uniform Building Code
UGC	Uniform General Conditions
UL	Underwriter's Laboratory
UPC	Uniform Plumbing Code
UT	University of Texas
UT-HSC	University of Texas Health Sciences Center
UTMDACC	University of Texas M.D. Anderson Cancer Center
UTPD	University of Texas Police Department
VFD	Variable Frequency Drive
VSD	Variable Speed Drive
VTCS	Vernon's Texas Civil Statute
WBS	Work Breakdown Structure