Departmentally Managed Projects Workshop

November 7, 2012
Agenda

Part I. PROJECT INITIATION
- Welcome and Introduction
- Form I Process
- Capital Accounting/Funding
- Procurement/Contracts
- Space Management
- Jurisdictional Entitlements (GUP/ASA)

Part II. PLANNING AND DESIGN
- Campus Planning and Design
- Plans Review and Operations Support
- EH&S/SUFMO
- Utilities/Sustainability
- Community Relations

Part III. PERMITTING, CONSTRUCTION AND CLOSEOUT
- Permitting
- Construction Logistics
- Record Drawings and Project Closeout
Part I

Project Initiation
Project Management Resources for DMP Projects

Julie Hardin-Stauter
Director
Project Management Resources (PMR)
jhardin@stanford.edu

http://lbre.stanford.edu
Department of Project Management

Resources

- Background
- Mission
- Vision
Background

- Approximately 20 Schools and Departments choose to manage construction projects with their own staff. These are known as Departmentally Managed Projects (DMPs).
- Projects vary in size and complexity.
- Project Management expertise of DMP project managers range from novice to advanced.
- No central university resource for DMPs.
Mission

- Provide project management resources to schools and departments who elect to manage facilities and infrastructure improvements with their own departmental staff, versus using the professional project management services within LBRE.

- Resources will include web based training providing certification for school and department project managers.

- Training will focus on Stanford resources along with the relationship we have with our permitting jurisdiction, Santa Clara County.

- Training will not provide project management skills, but instead cover the policies, process, procedures and resources for successful project delivery.
Vision

- Aggregate communication between schools and departments
- Provide resources for DMP project managers on University policies and procedures
- “Certify” DMP Project Managers through an online training and development program
- Not a management service – DMP project managers maintain authority and responsibility for the project
- Serve as liaison and point of contact for jurisdictions (County) - PMs continue to work directly with SCC for plans review and permit process
- The goal is to assist in successful project delivery on behalf of the University
Helpful Links


• LBRE org chart: http://lbre.stanford.edu/org_chart

• PMR website is under construction. Look for us on the LBRE website in January 2013!
# Contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>Title</th>
<th>Phone</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Hardin-Stauter</td>
<td>PMR Director</td>
<td>736-3463</td>
<td><a href="mailto:jhardin@stanford.edu">jhardin@stanford.edu</a></td>
</tr>
<tr>
<td>Michelle DeWan</td>
<td>PMR Analyst</td>
<td>725-0997</td>
<td><a href="mailto:mdewan@stanford.edu">mdewan@stanford.edu</a></td>
</tr>
</tbody>
</table>
Form 1 Process

Craig Tanaka  
Director  
LBRE, Department of Capital Planning (DCP)  
ctanaka@stanford.edu

Alise Johnson  
Capital Planner  
LBRE, Department of Capital Planning (DCP)  
alisej@stanford.edu

http://lbre.stanford.edu/cap_plan/
Discussion Topics

- Form 1 Process
- Projects Requiring Form 1’s
- What You Need to Know Before Entering a Form 1
Form 1 Initiation Process

• Project description
• Project manager
• Budget
• Funding
• Approval
• PTA setup

https://form1.stanford.edu
Projects Requiring Form 1’s

- New construction
- Building renovations
- Building and/or interior space demolitions
- Feasibility, planning and cost estimates, studies
- Building exterior changes
- Projects funded with central funds

Note: These projects are typically capital, but some non-capital projects also require a Form 1.
What you Need to Know Before Entering the Form 1 Site

- The Form 1 database can only be entered by authorized Stanford staff
- Project Scope Details (Description, Justification, Schedule and Deliverables)
- You will need to know the funding Oracle PTA to fund the project
- Requests for central funds must be approved as part of the Capital Plan
- Projects using GUP gsf must be approved as part of the Capital Plan
Helpful Links

- Form 1 Policy: https://form1.stanford.edu
- Capital Plan process: http://lbre.stanford.edu/cap_plan/capital_planning
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<th>Contact</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Craig Tanaka</td>
<td>Director</td>
<td>723-6447</td>
<td><a href="mailto:ctanaka@stanford.edu">ctanaka@stanford.edu</a></td>
</tr>
<tr>
<td>Alise Johnson</td>
<td>Capital Planner</td>
<td>724-4582</td>
<td><a href="mailto:alisej@stanford.edu">alisej@stanford.edu</a></td>
</tr>
<tr>
<td>Alice Wong</td>
<td>Administrative</td>
<td>724-3603</td>
<td><a href="mailto:awong8@stanford.edu">awong8@stanford.edu</a></td>
</tr>
<tr>
<td></td>
<td>Associate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Overview: Buying and Accounting for Capital Equipment

Capital Accounting/Funding

On this page:
- Definition and Types of Capital Equipment
- Key Roles and Responsibilities
- Acquiring and Disposing of Capital Equipment
- Accounting For Capital Equipment

See also Resources: Cost Guidelines for Capital Project – Capitalizable vs. Non-Capitalizable Costs

Definitions and Types of Capital Equipment

Capital Equipment
Capital equipment is also referred to as property or capital assets.

At Stanford, a capital asset, or piece of capital equipment or property, is defined as having all of the following characteristics:
- An acquisition cost of $5,000 or more
- A useful life of more than one year
- Is a stand-alone, moveable item

Eliot Alfi, Director
Controller’s Office
eliot.alfi@stanford.edu

http://www.stanford.edu/group/fms/fingate/staff/capitalequip/index.html/
Discussion Topics

- Capital Accounting Mission
- Capital vs Fund Accounting
- Accounting Controls
Capital Accounting
Department Mission

- Protect and ensure the proper use of University funds designated for capital assets and accurately record and report on these assets

- Properly use, record and report on external and internal debt of the University

- Monitor, track and account for the University's real estate portfolio
Capital vs Fund Accounting

• Capital Accounting
  • Create Capital “PPE” projects/tasks/wards
  • Transfer/direct the transfer of funds from Schools & Departments
  • Provide project controls and budgets
  • Review and approve PPE journals and Requisitions
  • Accounting/policy resource
  • Assist you when help is needed (e.g., expediting a payment)
  • Related accounting and compliance

• Fund Accounting
  • Create non-capital and non-Sponsored PTAs
  • Transfer funds from MP, FFE, Pending and DAF funds
  • No PTA monitoring, and currently no budget set-up
Capital Accounting Controls

- Capital Projects
  - $50K minimum threshold ($5K for Fixed and Modular equipment)
  - Capital project decision tree (> $50K may not be capital)
  - Requisitions and ijournal end-routing
  - Project names and attributes
  - Not included - rush check fees (administrative expense, not project)

- Debt
  - Capital expenditures only (not permitted: check fees, internal parking, and other non-capital expenditures)
  - Allowable use of space
  - Annual compliance sign-off

- Reporting - including gift/pledge information (four options):
  - Reportmart3 reports/Oracle/CADMS/OBI (pre-defined/ad hoc)
Helpful Links

- Gateway to Financial Activities (Fingate: Capital Accounting)
  http://www.stanford.edu/group/fms/fingate/staff/capitalequip/index.html

- CADMS (need authority to access)
  https://ofweb.stanford.edu

- OBI (need authority to access data)
  https://bi.stanford.edu

- CADMS training materials
  http://www.stanford.edu/group/fms/fingate/staff/capitalequip/training.html

- Admin Guide
## Contacts

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<th>Department</th>
<th>Contact</th>
<th>Phone</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Accounting</td>
<td>Marsha Trammel</td>
<td>725-4641</td>
<td><a href="mailto:marshat@stanford.edu">marshat@stanford.edu</a></td>
</tr>
<tr>
<td>Debt Accounting</td>
<td>Ronald Yu</td>
<td>725-8987</td>
<td><a href="mailto:ronaldyu@stanford.edu">ronaldyu@stanford.edu</a></td>
</tr>
<tr>
<td>Debt Compliance</td>
<td>Lori Khoury</td>
<td>725-1613</td>
<td><a href="mailto:lkhoury@stanford.edu">lkhoury@stanford.edu</a></td>
</tr>
<tr>
<td>OBI Support</td>
<td>David Whalin</td>
<td>721-1937</td>
<td><a href="mailto:dwhalin@stanford.edu">dwhalin@stanford.edu</a></td>
</tr>
<tr>
<td>Capital Accounting</td>
<td>Eliot Alfi</td>
<td>724-6361</td>
<td><a href="mailto:ealfi@stanford.edu">ealfi@stanford.edu</a></td>
</tr>
<tr>
<td>Fund Accounting (Non-Capital)</td>
<td>Linda Tam</td>
<td>725-6817</td>
<td><a href="mailto:lindatam@stanford.edu">lindatam@stanford.edu</a></td>
</tr>
</tbody>
</table>
Procurement Services

University Purchasing Process
University staff initiates the acquisition of products and services. They choose the product or service needed, and the method of purchasing, in compliance with university policies.

On this page:
- University Purchasing Process
- Roles & Responsibilities
  - Schools and Departments
  - Procurement - Purchasing Services Department
  - Accounts Payable Department

Steve Attell
Contracts Advisor II
725-3479
sattell@stanford.edu

http://www.stanford.edu/group/fms/fingate/staff/buypaying/index.html
Discussion Topics

- Purchasing assistance
- Selecting a contractor
- Requesting a contract
- Contract requirements
Purchasing Assistance

Lead Time: All requisitions go to Procurement/Contracts. Allow enough time for P/C processing

Contact: Financial Support Center (FSC) (650)723-2772

Visit FSC: Navigate from University Financial Gateway Site
Submit FSC Help Ticket: Submit a HelpSU ticket
Email BPSC: finhelp@stanford.edu
Telephone BPSC: 650-723-2772
Selecting a Contractor

• RFP or IFB required for most projects

• Invite only contractors licensed by California State License Board: http://www.cslb.ca.gov/

• Include a sample template of applicable form of Agreement, or Construction Agreement w/ General Conditions in RFP/IFB: Contact DPM or Procurement Services for a current PDF template

• Union vs non-union contractors: Contact Jack Cleary’s office for assistance
Requesting a Contract

- Requisition with complete information including:
  - Should indicate “Contract Yes”
  - Project expected Start and Completion dates
  - Project manager and contractor contact information (w/email address)
  - Contact info for person designated to receive invoices (w/email address)
  - Insurance certificate

- Supporting documentation to attach (Uploaded into Oracle Requisition):
  - RFP or IFB including addenda, if any
  - All proposals or bids received
  - Competitive bidding required per Admin Guide 51, or Sole or single source justification (if only 1 bid or proposal solicited) per Admin Guide 51
Contracts Requirements for All Contracts

- Do not sign any contracts or agreements that obligates University
- Form 1 approval
- Insurance, including specialty overages such as hazardous material handling, etc. (when applicable)
- California State CLC 2810 Labor checklist
- P & P Bonds or Letter of Credit or bond waiver signed by Form 1 approver
- CA sales tax for purchased goods required, but not for services
- SU Living Wage Guidelines
- Data Security Clause
- Use of Stanford University Trademarks

NOTE: This PROCUREMENT/CONTRACTS PPT will be posted as DMP CHECKLIST on the Fingate Website for reference.
Helpful Links

- Fingate website:  http://financialgateway.stanford.edu

- California State License Board:  http://www.cslb.ca.gov/
## Contacts

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<tr>
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</thead>
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<tr>
<td>Steve Attell</td>
<td>725-3479</td>
<td><a href="mailto:sattell@stanford.edu">sattell@stanford.edu</a></td>
</tr>
<tr>
<td>Carol Kumagai</td>
<td>725-2743</td>
<td><a href="mailto:ckumagai@stanford.edu">ckumagai@stanford.edu</a></td>
</tr>
<tr>
<td>Dan Kim</td>
<td>723-9406</td>
<td><a href="mailto:hdankim@stanford.edu">hdankim@stanford.edu</a></td>
</tr>
<tr>
<td>Juliet Harris</td>
<td>723-1036</td>
<td><a href="mailto:julieth@stanford.edu">julieth@stanford.edu</a></td>
</tr>
<tr>
<td>Mary-Jane Atkinson</td>
<td>723-5595</td>
<td><a href="mailto:mjakinson@stanford.edu">mjakinson@stanford.edu</a></td>
</tr>
<tr>
<td>Karen Mackie-Jones</td>
<td>723-1752</td>
<td><a href="mailto:macjones@stanford.edu">macjones@stanford.edu</a></td>
</tr>
</tbody>
</table>

For non-contract related purchases: Patricia Moss  
723-9000  pmoss@stanford.edu

Dept. Fax #: 723-2429
Space Management and Planning

The University Architect/Campus Planning and Design office includes under its purview the allocation of space throughout the University, oversees the Space Charge process and advises senior-level administration regarding current and future use of the University’s space resources.

Who We Are
We administer the University’s Space Guidelines and the Space Charge program to facilitate the allocation and evaluation of space throughout the University on an ongoing basis.

What We Do
- Plan for the long-term space management and planning needs of the university
- Initiate and facilitate Space Feasibility and Fit Studies
- Identify options for space efficiency to meet Central and academic program priorities
- Respond to space requests
- Manage the space charge policy and system
- Manage the space guidelines

Judy Chan
Associate Director
Space Management and Planning
chan@stanford.edu
650-721-1438

http://lbre.stanford.edu/architect/space_management
Discussion Topics

- Facts about Space Allocation on Campus
- Long Range Space Planning
- Near Term Space Planning
Space Management and Planning
## Facts About Space on Campus

<table>
<thead>
<tr>
<th>School/Dept Name</th>
<th>Gross Square Feet (gsf)</th>
<th>% of total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Research</td>
<td>673,944</td>
<td>4%</td>
</tr>
<tr>
<td>Graduate School of Business</td>
<td>359,468</td>
<td>2%</td>
</tr>
<tr>
<td>School of Earth Sciences</td>
<td>211,800</td>
<td>1%</td>
</tr>
<tr>
<td>School of Education</td>
<td>138,810</td>
<td>1%</td>
</tr>
<tr>
<td>School of Engineering</td>
<td>1,218,755</td>
<td>8%</td>
</tr>
<tr>
<td>School of Humanities and Sciences</td>
<td>1,720,334</td>
<td>11%</td>
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<tr>
<td>School of Law</td>
<td>265,839</td>
<td>2%</td>
</tr>
<tr>
<td>School of Medicine</td>
<td>1,946,654</td>
<td>13%</td>
</tr>
<tr>
<td>Administrative and Finance</td>
<td>1,687,676</td>
<td>11%</td>
</tr>
<tr>
<td>Athletics (DAPER)</td>
<td>688,396</td>
<td>5%</td>
</tr>
<tr>
<td>Hoover Institution</td>
<td>258,689</td>
<td>2%</td>
</tr>
<tr>
<td>Residential and Dining Enterprises</td>
<td>4,805,020</td>
<td>32%</td>
</tr>
<tr>
<td>Stanford University Libraries</td>
<td>700,460</td>
<td>5%</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>492,495</td>
<td>3%</td>
</tr>
<tr>
<td><strong>Grand Total Combined gsf</strong></td>
<td><strong>15,168,338</strong></td>
<td><strong>100%</strong></td>
</tr>
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</table>
Ultimately...

ALL space is a limited resource

Managed and planned in support of the Academic Mission

On behalf of the Provost,
we steward University space
Long-Range Space Management Plan

Based on planning principles:

- Support an environment of learning, teaching and research
- Conserve and sustain resources
- Connect and consolidate program adjacencies
- Plan with economy and equity
- Create a sense of place and a place apart
Near-Term Space Management and Planning

SPACE REQUESTS

- The Space Management and Planning Unit collaborates with the Department of Capital Planning to evaluate and advice the Provost Office regarding the use of University space in relation to projected Capital Plan needs and constraints.

- Space Management and Planning receives and tracks requests to utilize University space through the Space Request Form. The Space Request Form is used to plan space within the larger context of the University and possible competing needs.

http://lbre.stanford.edu/cap_plan/space_requests
Near Term Space Management and Planning

SPACE CHARGE PROGRAM

- The Space Charge Program was implemented in 2008 to establish awareness that space is not a free good at Stanford and to provide incentives to use space efficiently.


UTILIZATION STUDIES

- Initiate and work with schools and administrative units on space utilization studies, fit studies, and repurposing of facilities.

- Identify strategies and sequences for removal of interim facilities.
Helpful Tip

What is the process for securing off-campus space?

Administrative Guide Memo 54.3 describes the policies and procedures for securing off-campus space.

http://lbre.stanford.edu/real_estate_forms. Once a Real Estate Request Form has been submitted, it is reviewed and evaluated in the context of available on-campus space and the Capital Plan. If an off-campus need is confirmed the department is directed to either call the LBRE: Real Estate Office or David Thede, Cornish and Carey, Real Estate broker.
Frequently Asked Questions of The Space Management and Planning Units

How do I find out about Space Guidelines, the Space Charge Policy or make a Space Request?


- Space Requests [http://lbre.stanford.edu/cap_plan/space_requests](http://lbre.stanford.edu/cap_plan/space_requests)


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</tr>
</thead>
<tbody>
<tr>
<td>UA/CPD</td>
<td>Judy Chan</td>
<td>Associate Director, Space Management and Planning</td>
<td>721-1438</td>
<td><a href="mailto:chan@stanford.edu">chan@stanford.edu</a></td>
</tr>
<tr>
<td>UA/CPD</td>
<td>Victoria Wolff</td>
<td>Campus Space Planner</td>
<td>736-3449</td>
<td><a href="mailto:vwolff@stanford.edu">vwolff@stanford.edu</a></td>
</tr>
</tbody>
</table>
Jurisdictional Entitlements

Charles Carter, Director
Land Use and Environmental Planning (LUEP)
cscarter@stanford.edu

Catherine Palter
Associate Director
Land Use and Environmental Planning (LUEP)
cpalter@stanford.edu

http://lbre.stanford.edu/luep/
Discussion Topics

- Jurisdictions
- Off-Campus Space
- GUP Overview
- Architectural and Site Approval (ASA)
- Cultural Resources
- CTS and Biological Resources
Six Jurisdictions

Stanford Lands - Governmental Jurisdictions

- City of Menlo Park
- City of Palo Alto
- Town of Portola Valley
- Town of Woodside
- Unincorporated San Mateo County
- Unincorporated Santa Clara County

Stanford University Land Use & Environmental Planning, Date: Oct. 30, 2007
Off-Campus Space
Off-Campus Space

All off-campus users are required to:

• Confirm the use and construction conforms with local codes

• Comply with local design review and building permit approval process

• Engage their own resources, including leasing agent, to find space, and negotiate and administer the lease
Off-Campus Space

If off-campus location is on Stanford Real Estate (SRE) lands (Stanford Research Park, Welch Road, etc):

- Direct landlord may be SRE’s ground lessee. In those cases, SRE as well as the off-campus user are obligated to comply with the terms of the existing ground lease document.

- In all cases (whether leasing from SRE or a ground lessee) the off-campus user must obtain SRE approval for all major improvements and exterior changes to land and buildings, as well as any exceptions to jurisdictional zoning regulations.

- If SRE is direct owner of the building, obtain SRE approval of all interior improvements, otherwise obtain approval from direct landlord (i.e. SRE’s ground lessee).

- Adhere to applicable SRE design guidelines and/or policies (Stanford Research Park Handbook, Stanford Research Park Policy Regarding Medical Clinics, Welch Road Planning Guidelines, etc.).

- Understand that market rents will apply and be charged, even for SRE-owned buildings.

- Consult with LBRE before removing property from county property tax rolls.
GUP Overview

- Approved December 2000 with EIR
- Allows:
  - 2M gsf of academic development
  - 3,018 housing units
  - 2,300 parking spaces
- 100+ Conditions of Approval
- Annual Report for GUP compliance
Architectural and Site Approval (ASA)

- GUP checklist to determine which conditions apply to individual projects
- LUEP must review “GUP checklist” and “Environmental Information Form” before application is submitted to County
- LUEP will prepare “Petition for Use of Prior CEQA Document” for application
- Process described in ASA Procedure Guide (Blue Book)
Counting and Tracking gsf

- Methodology created in 2009
- GUP Allocation: physical changes
- GUP Entitlement Fee: programmatic changes
- Counted at ASA and Building Permit stages
Counting and Tracking Housing

- Changes resulting from construction permits
- Faculty/staff units and student beds – different methodology
- County requires a letter from LUEP documenting changes in units
Cultural Resources

- Archaeological resources – contact Dr. Jones if your project involves grading or trenching

- Historic resources – Dr. Jones may be involved if your project involves exterior changes to a building more than 50 years old

Dr. Laura Jones
Director
Heritage Services

ljones@stanford.edu
CTS and Biological Resources

- California tiger salamander (CTS) has local, state, and federal protections

- Any ground-disturbing activities near Lagunita must be reviewed by Dr. Launer

Dr. Alan Launer, Conservation Program Manager

aelauner@stanford.edu
Helpful Links

LUEP website: http://lbre.stanford.edu/luep/LUEP

ASA Procedure Guide (Blue Book)


GUP checklist to determine which conditions apply to individual projects: http://lbre.stanford.edu/sites/all/lbre-shared/files/docs_public/asa_gup_checklist_append_b.pdf
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<th>Title</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>LUEP</td>
<td>Charles Carter</td>
<td>Director</td>
<td><a href="mailto:cscarter@stanford.edu">cscarter@stanford.edu</a></td>
</tr>
<tr>
<td>LUEP</td>
<td>Catherine Palter</td>
<td>Associate Director</td>
<td><a href="mailto:cpalter@stanford.edu">cpalter@stanford.edu</a></td>
</tr>
<tr>
<td>LUEP</td>
<td>Whitney McNair</td>
<td>Associate Director</td>
<td><a href="mailto:wmcnair@stanford.edu">wmcnair@stanford.edu</a></td>
</tr>
<tr>
<td>LUEP</td>
<td>Dr. Maria Cacho</td>
<td>Senior Environmental Planner</td>
<td><a href="mailto:cacho@stanford.edu">cacho@stanford.edu</a></td>
</tr>
<tr>
<td>LUEP</td>
<td>Dr. Alan Launer</td>
<td>Conservation Program Manager</td>
<td><a href="mailto:aelauner@stanford.edu">aelauner@stanford.edu</a></td>
</tr>
<tr>
<td>LUEP</td>
<td>Michelle Wong</td>
<td>Administrative Associate</td>
<td><a href="mailto:mwong8@stanford.edu">mwong8@stanford.edu</a></td>
</tr>
<tr>
<td>Heritage Services</td>
<td>Dr. Laura Jones</td>
<td>Director</td>
<td><a href="mailto:ljones@stanford.edu">ljones@stanford.edu</a></td>
</tr>
</tbody>
</table>
End of Part I

Q&A

Break
Part II

Campus Planning and Design
Campus Planning and Design

David Lenox
University Architect/Director of Campus Planning and Design
UA/CPD
dlenux@stanford.edu

Cathy Blake
Associate Director, Landscape Architecture
Campus Planning and Design/University Architect, UA/CPD
cathyb@stanford.edu

http://lbre.stanford.edu/architect/
Discussion Topics

- Campus Planning
- Architecture/Landscape Architecture Quality
- Connective Elements
- Historical Stewardship
UA/CPD Specific Areas of Responsibility

- Use of Stanford land temporary or permanent
- Exterior building colors, materials and character
- Landscape materials, character and design
- Modification to historic buildings or significant architecture, interior or exterior
- buildings; any interior or exterior modifications to historic buildings or significant architecture
- Consistency of site furnishings and light fixtures
- Overall Physical Campus Vision
Campus Long Range Development
Campus Connections
Quality...place, culture, design integrity
Stanford Building Service Levels

- **Campus Landmarks**
- **Operations and Research Intensive**
- **Heritage**
- **General Maintenance**
Grounds Maintenance Guidelines

- Maintenance Level A
- Maintenance Level B
- Maintenance Level C
- Maintenance Level D
- Maintenance Level E
- Maintenance Level F
Campus Standards

- Architectural character, colors and materials
- Historic resources
- Vegetation management
- Lighting
- Signs
- Cart parking
- Pathways
- Landscape character
- Bike parking
- Bollards/vehicle control
- Site furniture

http://lbre.stanford.edu/architect/guidelines_standards
Campus Guidelines

Stanford University

Central Campus Design Guidelines & Color/Material Palette

http://lbre.stanford.edu/architect/guidelines_standards
Campus Guidelines

Parkways
In contrast to the uniformity of the median, the planting of the parkways is to be generally informal, and along most of Campus Drive the landscape character should reflect the older, generally wooded areas of the campus from the era of "the Farm." Because this landscape is varied and bolder in character in woods, we rely here on pictures. Some of these show conditions along existing Campus Drive, and others are taken elsewhere on campus to show how these sorts of landscape look in their maturity. At irregular intervals this continuous and formal landscape will be interrupted to create views into important spaces and of major connectors—see “Special Conditions” below.

Bio-swales

Campus Drive

Arboretum

McMurtry Art & Art History Building – Design Guidelines
Stanford University

Maintain existing service program/yard: Service yard and access road for Cantor Museum is along the East edge of the existing Anatomy Building. Cantor requires a service yard in the vicinity of the existing, but the access road can be relocated. Depending on the location of the new building/buildings, the service area can be expanded to serve both the Museum and the new Art building. Note multiple utility lines may have to be relocated along with the service road.

Sustainable Principles
The building and associated landscape shall meet the sustainable performance criteria of Stanford Guidelines for Sustainable Buildings
http://library.stanford.edu/services albshire
shared/Services_public/Sustainable_Guidelines.pdf

Design, Landscape & Campus Drive Guidelines
http://library.stanford.edu/services document library

Art School Campus Identity
The foremost project goal is to promote campus integration and strengthen the Art & Art History Department's identity while providing a supportive working, learning, and teaching environment. The building's dynamic program should invite creativity and collaboration among faculty, students, staff, and professionals alike. Specific goals include: Reference the Art Building Vision Program Document.
Landscape: White Paper 2009
(most common)

STANFORD UNIVERSITY
LANDSCAPE AND OPEN SPACE

Introduction

Unique landscape features that have become worldwide. Palm Drive, the green fields, and together have come to symbolize "The Farm".

The preservation of the ambiance of the Stanford detail. "Left over" open areas will not allow pr
identify areas where the rural character is for maintenance practices to meet the needs of the
expansive core can preserve a unique character in areas, from large gathering space to intimate e
ments including cultivated gardens, plantes, lawns, groves, wildflowers and other elements that is a fundamental element of the University, and consistent with the original ap

Landscape Objectives

Within the larger principles, there are also specific development at Stanford that characterize the

- Careful site planning and the arrangement of a place. Site planning should identify and st
- Long views create a sense of identity and are achieved through an axial plan that can de
- The experience of approaching or leaving, compelling sequence of arrival and porting c
- The campus should be linked together through consistent outdoor furnishing. By connect c
- Buildings should be set side to create spaces - a forecast and allows the activity (from eas
- Art educates, evokes emotion, and enriches objects placed in existing sites and as work d
- Outdoor spaces can account for a large per management should be given a high priority i

Landscape Principles

Stanford's landscape character can be understood as the expression of principles that guide the planning and design of the campus. These principles include:

1. Grand Scale - Stanford's landscape character is defined by the grand scale of the university. The campus is designed to be a place where people can feel important, with large open spaces and iconic buildings.

2. Response to Climate - The landscape at Stanford is designed to respond to the local climate. This includes the use of native plants and the creation of microclimates to provide comfort for the campus community.

3. Juxtaposition - The landscape at Stanford is characterized by a juxtaposition of natural and built elements. This includes the use of natural materials and the integration of the campus with the surrounding landscape.

4. A Place Apart - The landscape at Stanford is designed to provide a sense of place. This includes the creation of distinct areas within the campus, such as the Quad and the Oval, that serve as focal points.

5. Permanence - The landscape at Stanford is designed to be permanent. This includes the use of durable materials and the creation of spaces that will last for many years.

6. Unity - The landscape at Stanford is unified in its design. This includes the use of consistent materials, colors, and styles throughout the campus.

7. Memory - The landscape at Stanford is designed to evoke a sense of history and tradition. This includes the use of historic elements and the creation of spaces that commemorate important events and figures in Stanford's history.
LANDSCAPE ELEMENTS:
Bike Parking, Bollards, Lighting, Vegetation
LANDSCAPE ELEMENTS:
Site Furniture
REGIONAL ELEMENTS:
Cart Parking, Blue Towers, Bike Lockers, Pathways
Signs
Interior: Donor Plaques

Prototypes
Helpful Links

UA / CPD website: http://lbre.stanford.edu/architect/

Guidelines and Standards (exterior finishes, landscape, lighting, site furniture, vegetation, signage, etc.): http://lbre.stanford.edu/architect/guidelines_standards
<table>
<thead>
<tr>
<th>Questions</th>
<th>Contact</th>
<th>email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items placed on Stanford land – carts, containers, bikes, contractor space, etc.</td>
<td>Eva Rose Leavit</td>
<td><a href="mailto:eval@stanford.edu">eval@stanford.edu</a></td>
</tr>
<tr>
<td>Landscape design changes, tree removal, paving, lighting, etc.</td>
<td>Debbie Canino Ted Tucholski</td>
<td><a href="mailto:dcanino5@stanford.edu">dcanino5@stanford.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:tedt@bonair.stanford.edu">tedt@bonair.stanford.edu</a></td>
</tr>
<tr>
<td>Exterior building paint colors, windows, doors, ramps, railings, gutters, signage, light</td>
<td>Sapna Marfatia</td>
<td><a href="mailto:marfatia@stanford.edu">marfatia@stanford.edu</a></td>
</tr>
<tr>
<td>Modification to buildings more than 50 years old or new buildings including reroofing, waterproofing, lobby or floor plan changes, exterior repair work, etc.</td>
<td>Sapna Marfatia</td>
<td><a href="mailto:marfatia@stanford.edu">marfatia@stanford.edu</a></td>
</tr>
<tr>
<td>Any exterior signage and Main Quad interior signs</td>
<td>Elena Angoloti</td>
<td><a href="mailto:angoloti@stanford.edu">angoloti@stanford.edu</a></td>
</tr>
<tr>
<td>Architect/Landscape Architect selection</td>
<td>David Lenox</td>
<td><a href="mailto:dlenox@stanford.edu">dlenox@stanford.edu</a></td>
</tr>
</tbody>
</table>
Plans Review and Operations Support
Caretakers of a Legacy

Buildings and Grounds Maintenance (BGM) is responsible for maintaining the academic buildings and grounds of the Stanford campus. If you don't find what you are looking for on this site, please let us know!

For an Immediate Facilities issue, call 723-2281.

George E. Sandoval
Director of Zone Management
Buildings & Grounds Maintenance
725-3670
ggeorges@stanford.edu

Bob Fritch
Manager
Engineering Trades
725-3553
bobf@stanford.edu

http://bgm.stanford.edu/groups/zones/index
Discussion Topics

• Who does plan reviews?
• Why do... plans review?
• What is impacted by DMP projects?
• Plans review process
• Website resources for PMs and Contractors
• BGM Operational/Maintenance support
Stanford Facilities Organizations

- Land, Buildings and Real Estate (LBRE)
- Residential & Dining Enterprises (R&DE)
- Athletics (DAPER)
- School of Medicine
- Hospital
- Faculty Staff Housing
- SLAC
- EH&S / SUFMO
- ITS
- Others
# Academic Building Contacts

<table>
<thead>
<tr>
<th>Manager</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zone A</td>
<td>Khoa Hoang</td>
<td>725-9089</td>
<td><a href="mailto:khoah@stanford.edu">khoah@stanford.edu</a></td>
</tr>
<tr>
<td>Zone B</td>
<td>Bob Wheeler</td>
<td>723-0610</td>
<td><a href="mailto:wheeler@stanford.edu">wheeler@stanford.edu</a></td>
</tr>
<tr>
<td>Zone C</td>
<td>Kathleen Baldwin</td>
<td>725-8159</td>
<td><a href="mailto:kb1@stanford.edu">kb1@stanford.edu</a></td>
</tr>
<tr>
<td>Zone D</td>
<td>Steve Clarkson</td>
<td>725-5008</td>
<td><a href="mailto:sclarkso@stanford.edu">sclarkso@stanford.edu</a></td>
</tr>
</tbody>
</table>
Why Do Plans Review?

- Reduce construction change-order costs
- Avoid project delays
- Facilitate regulatory compliance, plans-check, permitting, final inspection, and occupancy
- Ensure that your facility meets and will continue to meet program needs
- Ensure that your project meets Stanford facilities planning and design guidelines and building service levels
- Minimize adverse impact to existing building facilities, programs, activities, and neighbors
- Extend the life and return on investment for your facility
- Ensure safety and security
- Reduce maintenance, operation, and energy costs
- Increase environmental sustainability
- Utilize Stanford's in-house engineering, maintenance, construction, architectural, environmental, planning, safety, and security resources
Building System/Facilities Most Commonly Impacted by Projects

- Heating, Ventilation, and Air Conditioning (HVAC) and Controls
- Plumbing
- Electrical
- Fire Alarm, Protection, and Egress
- Telecommunications and Networking
- Process liquids and gases
- Custodial
- Trash and Recycling
- Traffic, Parking, and Delivery
- Energy and Sustainability
- Building and Campus Aesthetics
- Building documentation and signage
Plans Review Process

Phases: Schematic Design / Design Development / Construction Drawings

1. **Project Manager** submits plans to Maps & Records with transmittal sheet indicating applicable review departments.

2. **Maps & Records** e-mails announcement to Plans Review Notification list.

3. Applicable Departments review and provide comments to plans.

4. **Project Manager** obtains and distributes responses to the comments.

5. **Applicable Departments** send comments to the Project Manager.

6. **Project Manager** sends responses to the reviewers and Maps & Records for record retention.
Plans Review Transmittal Letter Distribution

Groups who review

Buildings and Grounds Maintenance:
- Electric
- Carpentry
- Grounds
- HVAC
- Locks
- Paint & Glass
- Plumbing
- Trash & Recycling
- Janitorial
- Elevator

Zones:
- Zone A
- Zone B
- Zone C
- Zone D

Sustainability and Energy Management:
- Civil Infrastructure
- High Volt
- Control Systems / Energy
- Central Energy Facility
- Water Systems
- Steam/Heating Hot Water
- Parking & Transportation

Others:
- Environmental Health and Safety
- Fire Marshal
- UA Campus Planning/Design
- Land Use and Environmental Planning
- Capital Planning/Space Management
- Communications & Networking
- Public Safety
- Athletics
- Hospital
- Residential & Dining Enterprises
- School of Medicine
- Stanford Real Estate
- Risk Management
- Property Management
Plans Review Process
Deliverables and Support Phases

Planning/Design
- Project Deliverables
  * Basis of Design
  * Facilities Design Guidelines Deviations
  * Design Plans & Specs.
  * Commissioning Strategy Plan
- Facilities Support
  * Assign Zone Representative to the Project
  * Provide input on existing conditions & limitations
  * Facility Design Guidelines Awareness
  * Plans and Submittal Review
  * Commissioning Plan Review

Construction
- Project Deliverables
  * Submittals and RFIs
  * Startup and Commissioning Schedule
  * Equipment Training Schedule
- Facilities Support
  * Participate in Coordination Meetings
  * Walkthroughs with Maintenance Shop
  * Startup and Commissioning Verification
  * Equipment System Training
  * Develop Equipment List for PM Program

Closeout
- Project Deliverables
  * Final Permit /Certificate of Occupancy
  * Completed Punchlist
  * O&M Manuals
  * Record As-Built Drawings
  * Contact Info/ Warranty Letters
  * Commissioning Reports
- Facilities Support
  * Punchlist and Warranty Issues
  * Service Contracts
  * Assets in PM program
  * Alarms and Graphic Page
  * Closeout Document Package
  * Equipment and System Training

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For Contractors and Project Managers

If you are working on or overseeing a construction project on the Stanford campus, this page is for you!

- **Get Map and Records**
  - Requesting a Custom Mapping Service
  - Plans Review Process
  - Surveying Services
  - How space is named on campus
  - Maps and Records Online Archive
  - Delivering Records to the Maps and Records Group
  - Facilities Information Management System (FIMS)
    - FIMS provides useful information about individual buildings, including floor plans, work order histories, and square footage
  - Basemap - online campus map

- View the Facilities Design Guidelines

- **Parking Information**

- **Utilities**:
  - Get Underground Utilities Marked
  - Get Utilities Shut down

- Construction:
  - Campus Construction Schedule
  - Construction and Demolition Recycling debris boxes for your project
    - Descriptions and Guidelines
    - Order Form
    - Requires SUNet ID. Contractors: see Stanford’s project manager to order.

- **Sustainability at Stanford**

- **EH&S: Fire Protection Services**

- **Information Technology Services** including CSO requests

» Printer-friendly version
LBRE Operations
Who We Are

- **Engineering Trades (MEP)**
  - Heating Ventilation & Air Conditioning, Electric, Plumbing

- **Architectural Trades (Craft)**
  - Carpentry, Locks, Paint, Signs, Glass

- **Landscape Services (Grounds)**
  - Landscape Maintenance & Renewal, Site Cleanup, Tree Pruning, Horticulture Assessment
LBRE Operations
Who We Are

• **Logistics**
  • Processing & Tracking Work Orders, Planning & Scheduling, Materials Acquisition, Service Vendor Management (including Custodial, Waste Removal, Pest Control, Elevator)

• **Fleet Services Machinist Services**
  • Automotive Services, Vehicle Purchase Rental and Leasing, Machinist Services

• **Event Services**
  • Event Planning and Management
LBRE Operations Support

With a Single Work Order We Will:

- Work with your design team to evaluate system capacity and required modifications. Help coordinate required reviews.

- Evaluate materials to make sure they are maintainable. Acquire materials via our competitive University Grainger Contract.

- Inspect contractor work during and after construction.

- Coordinate maintenance services including service vendors.

- Evaluate bids including comparing costs with our in-house workforce.
Helpful Links

• Zone Management web page:
  http://bgm.stanford.edu/groups/zones/index

• Operation web page:
  http://bgm.stanford.edu/groups/build_maint/index

• M&R Plan Review and Forms:
  http://maps.stanford.edu/plans_review

• USA: http://maps.stanford.edu/mark_utilities
  USA 1-800-227-2600

• BGM Work Requests
Contact

Bob Fritch
Manager
Engineering Trades, BGM Operations
650-725-3553
robert.fritch@stanford.edu
Kip Fout
Asbestos, Lead and Construction Safety Program Manager
kipfout@stanford.edu

http://www.stanford.edu/dept/EHS/prod/
Discussion Topics

- H&S Risk Management
- Assessment, Control and Mitigation: Pre-Construction Phase
- Assessment, Control and Mitigation: Construction Phase
Health and Safety Risk Management

- Hazardous Materials – What you don’t know can harm you and others
- Due Diligence: “Did you know or should have known”
- Duty to warn: Contractors must be informed of hazardous materials or conditions in their workplace. Cal/OSHA asbestos regulation requires notification of asbestos hazards prior to bid
- California Corporate Criminal Liability Act AKA “Be a Manager, Go to Jail” Act
  - Manager means a person having both (1) management authority in or as a business entity and (2) significant responsibility for any aspect of a business which includes actual authority for the safety of a product or business practice or for the conduct of research or testing in connection with a product or business practice
Health and Safety Risk Management

- Cal/OSHA Multiemployer Worksite Regulation: Building owner can be cited and fined for accidents or injuries caused by a contractor
- Hazardous waste “Cradle to Grave” liability: Ownership and liability cannot be transferred to others (contractors)
- Third party lawsuits are common for exposure to hazardous materials such as asbestos
Assessment, Control and Mitigation
Pre-Construction Phase

- Design and Contract Documents
  - EH&S Section of the Facilities Design Guide should be included in all project specifications
  - EH&S requirements included in General Conditions section of all contracts. Be sure contract is signed before work begins
  - Uniform Asbestos Abatement Project Specification must be included in all contracts that include asbestos abatement
  - Pollution liability insurance required for all Haz Mat work
Assessment, Control and Mitigation
Pre-Construction Phase

- Contractor/Consultant Submittal Reviews
  - Lab Design Plans Review
  - Contractor Site Safety Plans
  - Material Safety Data Sheets (MSDS)
- Haz Mat Contractors and Consultants must be vetted and pre-approved by EH&S
Assessment, Control and Mitigation
Pre-Construction Phase

- Regulatory permits and licenses
  - Chemicals - Hazardous Materials Management Plan (HMMP) and Closure Permits
  - Radioactive Materials – Campus-Wide Site License modified for each building
  - Biohazards – BSL3 protocols
  - Environmental Impacts: NEPA, CEQA

- Haz mat survey and clearance required prior to disturbance of any building material, including exploratory work

- Abatement Cost Estimating for asbestos, lead paint, contaminated materials and equipment
Assessment, Control and Mitigation
Construction Phase

- EH&S provides management services for all aspects of haz mat work
  - Initial containment set-up inspections and notice to proceed
  - Containment integrity and progress inspections
  - Completion inspections, air monitoring and work area release

- Regulatory agency inspections: Contact EH&S immediately if any regulatory agency shows up at your worksite

- Hazardous Waste Disposal: All haz waste disposal must be coordinated through EH&S and is restricted to approved landfills only

- Recordkeeping: EH&S maintains all pertinent records related to haz mat work. Some records must be kept for 30 years or longer
Helpful Links

- EH&S web site: http://www.stanford.edu/dept/EHS/prod/
- Environmental Programs: http://www.stanford.edu/dept/EHS/prod/enviro/index.html
Remember, no project is too small to have hazardous materials impacts

Contacts

Kip Fout
Asbestos, Lead and Construction Safety Program Manager
kipfout@stanford.edu

EH&S main office 723-0448
Fire/Life Safety – Stanford University
Fire Marshal’s Office (SUFMO)
Joe Leung, P.E.
University Fire Marshall
jleung@stanford.edu

Aaron McCarthy
Senior Fire Protection Engineer
aaron.mccarthy@stanford.edu

http://www.stanford.edu/dept/EHS/prod/general/fire/index.html
Discussion topics

- Code compliance consultation
- Plans review
- Fire protection system shutdown
- Inspections
- Small Projects Program
- Minor System Modification Program
Code Compliance Consultation and Plans Review

- Stanford University Fire Marshal’s Office (SUFMO) provides technical support services during the capital project delivery process

- Code compliance consultation
  - New International Building Code (IBC) and International Fire Code (IFC) have been adopted in the State of California
  - Differ from the previous Uniform Codes in many aspects.
  - Have code changes that may present institutional impact
Code Compliance Consultation and Plans Review

- Conduct plans review (architectural, fire sprinkler, fire alarm) Building and Fire Code compliance
  - Compliance issues can be properly addressed prior to submittal to Santa Clara County (or City of Palo Alto, as appropriate)

- SUFMO coordinates review for all technical groups within EH&S
  - Comments are forwarded to the Project Manager and architect for incorporation into the drawings
Code Compliance Consultation and Plans Review

- SUFMO serves as liaison with County Officials to address code compliance and interpretation issues
- SUFMO staff will negotiate with the County on interpretation of codes requirements
- SUFMO staff participates in internal project meetings and meetings with the County Officials to provide support on technical issues
Code Compliance Consultation and Plans Review

- For projects involving hazardous materials
  - County requires a chemical inventory summary report (AKA - CBC report) to be included with submittal

- Project Managers should submit a request for CBC report to SUFMO at sufmo.stanford.edu

- The CBC report ensures that hazardous material quantities stored in a Control Area are within the occupancy classification code limits
Fire Protection System Shutdown

- For renovation projects

- Shutdown of fire protection equipment is needed in order for the contractor to do work in the project area. Project Manager should submit an online work request form at sufmo.stanford.edu
Inspections

• SUFMO conducts fire alarm system pre-test to ensure performance is per code and approved plans prior to final test with County Fire Marshal’s Office

• SUFMO conducts joint inspections with County Fire Marshal’s Office of fire sprinkler modifications and life safety systems such as exit signs, emergency lights, etc., so that inquiries made by the County can be addressed immediately
Small Projects Program
(est. 1995)

- Applicable to projects that meet specific criteria
- Requires plans review and approval first by SUFMO then followed by County Building Inspection Office
- Plans review not required by County Fire Marshal’s Office (expedites permitting)
- Advantage: saves project time and ensures timely occupancy
- Consult with SUFMO to determine if a project qualifies
Minor System Modification Program
(est. 2008)

- Supersedes the fire sprinkler and fire alarm portion of the Small Project Program

- Allows the addition, deletion and relocation of a maximum of ten (10) devices to an existing approved automatic fire sprinkler or ten (10) devices to a fire alarm system for a maximum of 20 devices

- SUFMO’s approval is required prior to submittal to the County Fire Marshal’s Office

- Drawings shall be stamped by SUFMO and submittal must include SUFMO’s written comments

- Plans review NOT required by County Fire Marshal’s Office although a permit and final inspection are still required
Helpful Links

• SUFMO website:  

• CBC Request Procedure & Forms:  

• Minor System Modification Program:  

• Fire Protection Work Request form:  
  [http://www.stanford.edu/dept/EHS/prod/general/fire/fire_protect_request.html](http://www.stanford.edu/dept/EHS/prod/general/fire/fire_protect_request.html)
Contacts

Joe Leung, P.E
University Fire Marshal
jleung@stanford.edu

Get SUFMO/EH&S involved!
Welcome to Sustainability & Energy Management

The Department of Sustainability and Energy Management (SEM) leads the initiative to advance sustainability in campus operations and oversees campus utilities and transportation services. We develop strategic long-term goals that help reduce our environmental impact, supporting the university's commitment to be a good environmental steward.

Fahmida Ahmed
Associate Director
Sustainability Programs
fahmida@stanford.edu

http://sustainable.stanford.edu/
Discussion Topics

- Utility and Road Service request form
- Major Considerations
- Incorporating Sustainability
Utility & Road Services Request

Just one form with checklist including utilities, energy, water and IT considerations


Advance notice will ensure service
Major Considerations

- Investigating and assuring utility capacity to serve proposed projects
- Environmental protection and hazardous wastes
- Facilities Design Guide (FDG) [http://maps.stanford.edu/fdg_main](http://maps.stanford.edu/fdg_main) for utility infrastructure exist and must be followed
- Start/stop of utility metering and billing for new accounts
Incorporating Sustainability

- All projects impact the university’s sustainability rating
- New building energy and water performance guidelines
  - Lifecycle cost assessment as a tool
  - Materials reuse and selection
  - Construction material and recycling
- Operational considerations
  - Behavioral programs (recycling, energy, water)
  - Food systems considerations (if there is kitchen or café)
  - Communications to occupants related to the programs
- Office of Sustainability is a resource. Visit us at http://sustainable.stanford.edu
Helpful Links

- Sustainability and Energy Management (SEM)
  

- Sustainable Stanford
  

- Facilities Design Guide
  
  (FDG) [http://maps.stanford.edu/fdg_main](http://maps.stanford.edu/fdg_main)
# Contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>Title</th>
<th>Phone</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Stagner</td>
<td>Executive Director, SEM</td>
<td>721-1888</td>
<td><a href="mailto:jstagner@stanford.edu">jstagner@stanford.edu</a></td>
</tr>
<tr>
<td>Fahmida Ahmed</td>
<td>Associate Director, SEM</td>
<td>721-1518</td>
<td><a href="mailto:fahmida@stanford.edu">fahmida@stanford.edu</a></td>
</tr>
<tr>
<td>Elsa Baez</td>
<td>Office Assistant</td>
<td>721-6530</td>
<td><a href="mailto:elsab@bonair.stanford.edu">elsab@bonair.stanford.edu</a></td>
</tr>
</tbody>
</table>
Jean McCown
Assistant Vice President
Director Community Relations
Office of Government and Community Relations
jmccown@stanford.edu

Lucy W. Wicks
Assistant Director of Community Relations
Office of Government and Community Relations
lwicks@stanford.edu

http://www.stanford.edu/dept/govcr/
End of Part II

Q&A

Break
Part III
Permitting, Construction and Closeout
Permitting

Julie Hardin-Stauter, Director
Project Management Resources
jhardin@stanford.edu

http://lbre.stanford.edu
Discussion Topics

- When is a permit required
- Plan Check and Permit Process
- Timeline
- Recommendations
- Resources
Building Permit – When it is Required

A building permit must be obtained before you erect, construct, enlarge, alter, move, repair, improve, convert or demolish any building or structure or portion thereof.

Primary examples include:

- New construction, including temporary buildings, installation of modulars, trailers and storage containers
- Building and/or interior space demolitions, including changes in the configuration of building interiors including wall demolitions and/or alterations, new doors, etc.
- Building renovations - including mechanical or electrical alterations, code related changes, “in kind” system replacements and/or air conditioning requests
Pre-Submittal Consultation

- Meeting to familiarize SCCO plan checkers and receive input for an upcoming project
- This is NOT a permit meeting
- Call Building Inspection Office for scheduling
Pre-Submittal Consultation

PM & Architect schedule appt. w/Building, Fire Marshal & Planning

Meeting to review Design/Schematic Drawings

PM & Architect finalize CD & submit through Standard PC/Permit Process
Express Plan Check/Permit Process

- Scheduled meeting with SCCO Building Inspection Office with the goal of receiving permit pending no plan check comments
- Applicable to small projects with no complexity in scope:
  - Door installation
  - Small renovation within a building
  - Moving of walls involving minor mechanical/electrical
- Requires SUFMO review and stamp on plans prior to submitting to County
- Submit 3 complete sets of plans
- Call Building Inspection Office to schedule appointment
- If permit is not granted, average review time is 1-2 weeks
Express Plan Check/Permit Process

1. GC & PM make appointment w/ Building Inspection Office (BIO)

2. Plans reviewed by Plan Check Engr, Mech/Plbg, Electrical, Planning

3. Resubmit Route
   - Comments marked on plans, GC & PM make revisions & resubmit by appointment with Plan Checker

4. Approved Route
   - Plans Approved and stamped. Permit issued
Standard Plan Check/Permit Process

• Onsite visit to SCCO Building Counter in San Jose required

• Requires SUFMO review and stamp on plans prior to submitting to County

• Submit 5 complete sets of plans

• Average review time is 6-8 weeks for first comments; 2-4 weeks for each resubmittal

• Complex projects require longer review time

• Other Permits that may be required prior to issuing Building Permit:
  • Grading/Drainage (LDE)
  • Food Service (DEH)
  • Haz Mat Clearance (DEH)
  • Fire Sprinkler/Systems (FMO) – can be obtained after Building Permit

• Reference Plan Check # when resubmitting plans. Stanford PM or responsible party must submit in person
Building Inspection Office (BIO) receives plans and distributes to SCC divisions for concurrent review

**Referral Agencies**: Planning, Geology, Land, Development & Engineering, Roads & Airports, Environmental Health, and Fire Marshal (water & access)

**Plan Check**: Building Plan Check Engineer, Mech/Plbg, Electrical, Fire Marshal (fire & life safety)

Correction letters sent to PM & Architect

Correction letters sent to PM & Architect

Permit Issued

Resubmit Route

Drawings are modified and resubmitted to BUILDING COUNTER

Plans Review Process starts over

Approved Route

Stamp Plans and Plan Approval letters sent to the PM/Architect

PM & GC return to BUILDING COUNTER and pay fees

Permit Issued
Fire Plan Check/Permit Process

• Onsite visit to SCCO Fire Marshal Office in San Jose required

• Applicable to the following types of projects:
  • Fire sprinkler/alarm system upgrade and alteration
  • Access control systems

• Requires SUFMO review and stamp on plans prior to submitting to County

• Submit 2 complete sets of plans, maximum of 3 sets

• Average review time is 30 days for first comments; 2 weeks for each resubmittal

• Complex projects require longer review time

• Reference Plan Check # when resubmitting plans. Stanford PM or responsible party can submit in person or via US Post Office
Fire Plan Check/Permit Process

FMO Intake
Admin enters in database, plan waits in queue, then assigned according to complexity & availability

Plans Reviewed
For compliance with fire code & applicable standards

Resubmit Route
Comments emailed to applicant for revision & resubmittal

Approved Route
Plans stamped, permit signed, conditions attached & applicant notified or plans mailed
Timeline

• Average time for a building permit is up to 4 ½ months, factoring in plan check, resubmittals and issuance of permit

• Complete Plans must be submitted in order to avoid multiple back-check revisions which can take longer than the initial review

• Summer construction - submit plans by January

• Winter Break construction - submit by early August
Recommendations

- Applications to the county should be made by the Stanford project manager and include their name and phone number on plans and permit card.

- The Stanford project manager should attend county meetings and be the main point of contact with county representatives for their project.

- A complete and thorough submittal is the best way to expedite plan check and permit process.

- PMR acts as liaison and point of contact for jurisdictions (County) - PMs continue to work directly with County for plan review and permitting.
Recommendations

• Expediting permits
  • Utilize “over the counter” permit option when possible
    • 340 Bonair SCC office is open Tuesdays 11a – noon and 1-2:30p
  • Utilize Pre-Submittal Consultation
    • Could shorten plan review time based upon advanced knowledge of project scope and reduce back-check revisions
    • There is a fee for this service
  • Limited overtime review is available (Fire Marshal only) and requires approval from PMR when OT requests significantly impact other projects in SCCO Permit Queue
SCCO Resources

• General questions: Building Inspection Office (408) 299-5700

• Plan Check questions:
  Scott Johnson,  SE, Architect, LEED AP
  Senior Plan Check Engineer
  Building Inspection Office
  scott.johnson@pln.sccgov.org

• Project specific questions should be directed to assigned Plan Checker

• SCC Fire Marshal Office
  • Sharon King – sharon.king@pln.sccgov.org
Helpful Links

- Santa Clara County Office (SCCO) of Planning & Development contacts and org chart: http://www.sccgov.org/sites/planning/Pages/contact.aspx
- SCCO Building Inspection www.sccbuilding.org
- SCCO Fire Marshall Office http://firemarshal.sccgov.org
- LBRE org chart: http://lbre.stanford.edu/org_chart
- PMR website is under construction. Look for us on the LBRE website in January 2013!
<table>
<thead>
<tr>
<th>Contact</th>
<th>Title</th>
<th>Phone</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Hardin-Stauter</td>
<td>PMR, Director</td>
<td>736-3463</td>
<td><a href="mailto:jhardin@stanford.edu">jhardin@stanford.edu</a></td>
</tr>
<tr>
<td>Michelle DeWan</td>
<td>PMR Analyst</td>
<td>725-0997</td>
<td><a href="mailto:mdewan@stanford.edu">mdewan@stanford.edu</a></td>
</tr>
<tr>
<td>Joe Leung</td>
<td>Stanford University Fire Marshal Office (SUFMO)</td>
<td></td>
<td><a href="mailto:jleung@stanford.edu">jleung@stanford.edu</a></td>
</tr>
</tbody>
</table>

**Project Management Resources (PMR)**
- SCCO plan check permit process questions
- SCCO permit queue
- Scheduling appointments with SCCO at 340 Bonair
Stanford University
Architecture and Landscape

Construction Logistics
Welcome to the University Architect / Campus Planning and Design office

As caretakers of a legacy, the University Architect / Campus Planning and Design office leads an integrated approach to strategic planning and design excellence in creating a model campus consistent with Stanford's status as one of the leading academic/research institutions in the world.

David Lenox
University Architect/Director of Campus Planning and Design
UA/CPD
dlenox@stanford.edu
cathyb@stanford.edu

http://lbre.stanford.edu/architect/
Discussion Topics

• Policy
• Land Allocation
• Circulation
• Construction Signs/Fencing
CONSTRUCTION PROJECT TEMPORARY FACILITIES SITING POLICY
February 19, 2003

Authority: This policy has been approved by the Vice-Provost for Lands and Buildings.

Summary: This policy outlines a procedure for obtaining approval needed for any Stanford University (SU) land to be used temporarily for construction related purposes. It also references the Santa Clara County General Use Permit (GUP) conditions of approval for construction traffic. It does not cover the use of SU utilities or other SU facilities.

DEFINITIONS:

A) A construction site is any land disturbed by construction including land that is needed for project trailers, equipment and material storage, surplus dirt and construction equipment. An ancillary site is one that is not contiguous with the actual project site.

B) A construction project trailer is any enclosed structure that requires land and access that is used for storage or office space, with or without utilities. It is to be used to construct a Land and Buildings approved project.

C) Contractor parking is land or accommodations requested for the purpose of providing parking for construction workers.

D) Small projects are those that have a duration of less than one week, do not require ASA or Board approval, do not require special access into the central campus pedestrian zone, involve no contractors outside of Stanford personnel or use only a single outside contractor with no subcontractors, need to park fewer than five vehicles, involve no closures of campus access routes and have no need for exterior laydown areas.

GUIDELINES:

The Stanford University Architect/Planning Office (UA/PO), through the procedure outlined in this policy, must approve any use of Stanford land for construction and/or construction related activities. This includes any land for land that is not contiguous with the actual project site. Requests for contractor parking and use of sites that effect existing university parking should be submitted directly to Parking and Transportation Services (P&T). (See also: Guidelines for Contractor Parking for Construction Projects.) Such requests must outline the duration, purpose and size, and be submitted in writing. Any ancillary site will be chosen to be as convenient to the actual project site as possible; to minimize impacts on adjacent permanent sites; and to minimize impact on vehicle, bicycle, shuttle and pedestrian circulation and existing university uses.

Once construction project sites have been identified and approved, proposed details for temporary construction sites for laydown, parking, trailers and/or office space and access routes shall be submitted as a part of a construction logistics plan for each project by the SU Project Manager for input and approval by the UA/PO, P&T and Public Safety.

(See Construction Logistics Plan template at http://www.stanford.edu/dept/archplan/.) Sites located within assigned Stanford auxiliary program areas including the Department of Athletics, Physical Education and Recreation (DAPER), Residential and Dining Enterprises (R&DE), and/or the Stanford University Hospital and Clinics (SHC) or the Stanford Management Company (SMC) leaseholds (must also be coordinated with and approved by the appropriate entity. The logistics plan will satisfy criteria for access, fencing, tree protection, site preparation, temporary detours and site restoration, and must have a deadline for completion and removal no longer than the actual project completion. Access into campus and to the site must be compatible with the University truck, service and delivery routes identified on maps at http://transportation.stanford.edu/maps_forms.aspx?MapsForms=shpt; minimize impacts to the campus, and provide an efficient route that can accommodate the type and size of vehicles authorized to access the site.

The primary Stanford Project Manager shall be responsible for contractor compliance with all conditions of this policy, and any specific site approval conditions. There will be no approvals granted to individual contractors or vendors outside of this process. Small projects may be exempted from submitting a logistics plan, but the project manager is still responsible for addressing all of the site logistics and details described above and for coordinating with the appropriate departments. Project managers must receive approval from their immediate supervisors to designate a small project as exempt.

PROCEDURE:

The primary Stanford Project Manager associated with the approved construction project must submit one comprehensive request in writing for space to the UA PO and for contractor parking to P&T. Requests shall contain the following information:

- Official project name and project number
- Primary project manager name
- Construction company name, job superintendent, phone number and email address
- Project start date and estimated duration
- Estimated size of construction site and size and preferred location of ancillary sites
- Size and numbers of trailers and proposed utility needs
- Quantity of materials to be stored
- Type and size of equipment or vehicles to be stored
- Access requirements – times, quantity, special requirements
- Number of contractor parking spaces anticipated by phase of construction

LOGISTICS PLAN:

After initial site identification and approval and prior to ASA submittal, a preliminary construction logistics plan shall be developed and submitted to the UA PO and P&T as a drawing that clearly describes the following for both on- and off-site construction areas:

Programs: Outdoor Art  
(Policy in Progress)

- Includes any project or site that:
  - Impacts the current location of outdoor sculpture in the University art collection.
  - Construction logistics will fence or otherwise be within 100’ of any outdoor sculpture.
  - Sculpture is adjacent to and within the fenced area of construction activity which could potentially damage the work.

- Contact the Cantor Arts Center as soon as any of the above are identified. The process to move/protect the pieces could take months due to donor, artist and construction issues.
PROGRAMS: Construction Fencing

Helpful Links


Guidelines and Standards: (construction logistics, major construction project fencing/signage, etc.):
Contacts

Cathy Blake
Associate Director
University Landscape Architecture, UA/CPD
cathyb@stanford.edu
Phillip Garcia
Associate Director
Parking & Transportation
phillip.garcia@stanford.edu

http://transportation.stanford.edu/parking_info/ParkingInformation.shtml
Discussion Topics

- Construction impacts to parking and circulation
- Contractor parking / service and delivery
- Pedestrian zone (PZ) access protocol
Review Construction Impacts and Contractor Parking Requests

- Everyone needs a permit to park on campus. As good neighbors, Stanford discourages contractor parking in nearby residential areas.

- All contractor parking arrangements need to be made by the primary SU Project Manager with P&TS.

- Submit construction logistics plan to P&TS (and UA/CPD office if any land is disturbed by construction).

- Make every effort to minimize impacts to parking and circulation (including bike and bus routes).

- P&TS may approve campus parking facilities for use for contractor parking if space is available AND such use allows other campus parking demands (commuter, residential, special events, delivery, etc.) to be met.

- If appropriate, Service Vehicle permits may be sold to specific and limited members of the construction project management team that need to move around campus.
# 2011-12 CONTRACTOR PARKING PERMIT SPONSORSHIP/APPLICATION

## SPONSOR OR DEPARTMENT INFORMATION

<table>
<thead>
<tr>
<th>Sponsoring SU department</th>
<th>SU Project Manager</th>
<th>Campus phone (required)</th>
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<tbody>
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I am sponsoring applicant through ___________________________ Email ___________________________

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<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
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## CONTRACTOR INFORMATION

<table>
<thead>
<tr>
<th>Name of contractor</th>
<th>Name of person responsible for permit(s)</th>
<th>Daytime phone (required)</th>
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</table>

Business address [street, city, state, zip] (required)

<table>
<thead>
<tr>
<th>Driver's license #</th>
<th>Vehicle license plate #</th>
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<tbody>
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## PROJECT DESCRIPTION

Include project name, location, start and end dates

<table>
<thead>
<tr>
<th>Project name</th>
<th>Start date</th>
<th>End date</th>
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## TYPE OF PERMIT

- [ ] Vendor service vehicle (annual) Quantity __________ |
- [ ] Vendor service vehicle (short-term) Start date __________ Number of months __________ Quantity __________ |

## OFFICE USE ONLY

- [ ] Parking identifiers Quantity __________ Start date __________ End date __________

Valid (P&TS approved) location

## PAYMENT METHOD

- [ ] Cash (do not mail)
- [ ] Check (make payable to "Transportation")
- [ ] Credit Card (Visa/MasterCard ONLY)

Do NOT fax or mail credit card information. Submit the application, and P&TS will call you for the information.

## DEPARTMENT ONLY

- [ ] SU13 (attach form)
- [ ] P-Card

## PLEASE READ AND SIGN:

I certify the above information is true. I agree to the terms stated in the Leland Stanford Junior University Parking & Transportation rules and regulations and Contractor Parking Policy. I understand that transferring, falsifying, or any misuse of the permit may result in revocation of my parking privileges. I also understand that if my permit is lost or stolen, I will be charged a replacement fee, and may be responsible for paying for the full value of the permit. (There is no charge for replacement with a police report.)

X PRIMARY PROJECT CONTRACTOR PRINT NAME DATE

X PRIMARY SU PROJECT MANAGER PRINT NAME DATE

X P&TS APPROVAL DATE
Helpful Links

Parking Info / Maps / Forms
parking.stanford.edu
  ▪ Vehicle policies
    ▪ Service and Delivery Vehicles
      ▪ Special services for contractors
  ▪ Maps

transportation.stanford.edu/parkinginfo/ServiceDelivery.shtml

transportation.stanford.edu/pdf/conparkipol.pdf

transportation.stanford.edu/maps

Ped Zone Access Protocol
transportation.stanford.edu/parking_info/pedzone.shtml
# Contacts

<table>
<thead>
<tr>
<th>Questions</th>
<th>Contact</th>
<th>Title</th>
<th>Phone</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking &amp; Transportation Services</td>
<td>Phillip Garcia</td>
<td>Associate Director</td>
<td>725-6898</td>
<td><a href="mailto:phil.garcia@stanford.edu">phil.garcia@stanford.edu</a></td>
</tr>
<tr>
<td>Parking Operations</td>
<td>Jared Roberts</td>
<td>Parking Operations Supervisor</td>
<td>725-6897</td>
<td><a href="mailto:jaredr@stanford.edu">jaredr@stanford.edu</a></td>
</tr>
<tr>
<td>Parking Operations</td>
<td>Brian Canada</td>
<td>Parking Operations Coordinator</td>
<td>725-1778</td>
<td><a href="mailto:bcanada@stanford.edu">bcanada@stanford.edu</a></td>
</tr>
<tr>
<td>Parking Operations</td>
<td>Jeff Patheal</td>
<td>Parking Operations Representative</td>
<td>725-1631</td>
<td><a href="mailto:jpatheal@stanford.edu">jpatheal@stanford.edu</a></td>
</tr>
<tr>
<td>Ped Zone Access / Parking</td>
<td>P&amp;TS main line</td>
<td>P&amp;TS main line</td>
<td>723-9362</td>
<td><a href="mailto:parkingoperations@stanford.edu">parkingoperations@stanford.edu</a></td>
</tr>
</tbody>
</table>
Record Drawings and Project Closeout

Welcome to Maps and Records

Your resource for Stanford's land, facilities, infrastructure and real estate information.

If you are a first-time visitor or would like an overview of our products and services, please see: How to Get Maps and Records and our comprehensive Site Index.

For immediate assistance, please call 650-725-8472

Suman Chaube
Maps and Records
725-8472
schaube@stanford.edu

http://maps.stanford.edu/
Discussion Topics

- Document Management
- Maps and Records Deliverables
- Project Document Turnover
Document Management

• Purpose: to provide the university with construction related information for institutional usage in a single repository to assist in areas such as:

  • Emergency preparedness and planning
  • Space management (floor plans, space utilization, reporting)
  • Campus planning
  • Project planning
  • Building maintenance support
Project Document Turnover

- Deliverables are important (permits, operation and maintenance manuals, specifications and record drawings)

- Project deliverables are submitted using our As-Built transmittal form (downloadable from our website)

- Document submittals are accepted in hardcopy format with corresponding CAD and PDF files

- Turn over documents are typically available on-line in pdf format within 3 months of receipt
Helpful Links

**Plans Review Process:** Maps and Records receives project records for construction projects campus-wide during review phases: [http://maps/plans_review](http://maps/plans_review)


**Turn Over Process:** Maps and Records provides the University with a permanent record of construction and renovations, in order to facilitate troubleshooting and provide information for future building alterations: [http://maps/delivering](http://maps/delivering)


**Project Archives:** Tool to search for listings of documents archived at Maps and Records: [http://maps-archives.stanford.edu](http://maps-archives.stanford.edu)
# Contacts

<table>
<thead>
<tr>
<th>Services</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client and Office Service Coordinator</td>
<td>Suman Chaube</td>
<td>725-8472</td>
<td><a href="mailto:schaube@stanford.edu">schaube@stanford.edu</a></td>
</tr>
<tr>
<td>Document Control Coordinator</td>
<td>Violet Subia</td>
<td>724-5301</td>
<td><a href="mailto:vsubia@stanford.edu">vsubia@stanford.edu</a></td>
</tr>
</tbody>
</table>

Send email requests to: maps-requests@mailman.stanford.edu
Concluding Remarks

Q&A