Facilities Management
Project Services Group
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Project Management Services

• Comprehensive project delivery services including the management of the planning, design, and construction of projects from concept to completion.

• Project management and delivery are tailored to project requirement and size.
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Construction Management

• Manage the competitive procurement and delivery of construction services for project managers in other units and departments when PSG is not providing PM services.

• The procurement method employed is project dependent and includes options such as self bid, lump sum competitive bid through the FS Contracts Office, and sole source. In certain instances, PSG will act as a GC executing the work with multiple prime contractors.
Project Intake, Assessment and Assignment

• Our routine process includes an assessment of the project requirements allowing us to make informed recommendations with regard to project delivery options.

• We then review with our customer the options that will result in the most effective project delivery, taking into consideration the implication of cost, schedule and procurement.
As a result of the Shops organization shifting their primary focus from project to maintenance work, Project Services Group anticipates a higher volume of small projects.

Early notification of a potential project is advised to ensure the project is completed within the timeframe desired.

Projects introduced to the Project Services Group are reviewed with the customer via the intake and assessment tool to fully understand project requirements and customer expectations.
A typical intake and assessment meeting will result in definition of scope, schedule, and budget requirements. Additionally we will review the following:

- **Scope that impacts building code including:**
  - Fire separations
  - Exiting and egress
  - Exterior appearance (historic considerations)

- **Scope that impacts building systems including:**
  - Building CW and/or process water systems
  - Air emissions, fume hoods, exhaust systems
  - Building HVAC/automatic temperature controls
  - Electrical distribution

- **Scope that impacts life safety systems including:**
  - Fire alarm systems
  - Fire protection systems

- Hazardous Materials
- ADA considerations/requirements

Project scope that impacts any of the above may require professional design by a licensed architect/engineer to obtain a building permit.
Following successful project development, PSG will then assist with construction procurement.

Options for small projects include:

- **Job Order Contracting (JOC)**
  - This method is the preferred delivery mechanism for small construction and replacement in kind projects

- **Competitive Bid (Self Bid Process)**
  - This method is most often employed on “plan and spec” projects

- **Single Source Procurement**
  - This is the least desirable method and should only be considered when there are limited service providers or the scope is unique to a single service provider. We are obligated to secure best pricing for university projects.
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**Job Order Contracting**

- Project Services Group has a JOC administrator to assist campus customers through the five step JOC process. The process is usually accomplished within a two week timeframe provided the project is fully developed.

  1. Intake interview
  2. Joint scope meeting
  3. RFP
  4. Contractor price proposal
  5. Review and authorization to proceed

- After a JOC work order is issued, campus customers have the option of self managing the work or engaging PSG to manage the work at a fee.

- For additional JOC information visit the PSG website at [http://fm.fs.cornell.edu/psg/joc.cfm](http://fm.fs.cornell.edu/psg/joc.cfm)
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**Competitive Bid**

- The competitive bid process obtains pricing from multiple contractors to secure the lowest cost for project implementation.

- For smaller projects, Project Services Group uses the self bid process to prepare the bid documents and manage the bid process.

- On capitol projects PSG manages, Facilities Contracts administers the bid process.
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**Single Source Procurement**

- This option is the least preferred method of project procurement.

- Single source procurement can be used when there is a unique product or service requirement that is not readily available from multiple service providers.
Questions?