Background

With full-time facilities personnel in the college, it is important that procedures be in place to fully benefit from their expertise. These personnel should be involved in all facility projects and work with CFAES units and the university to insure that CFAES is following university procedures, making facility changes that are a benefit in the long-term, and reducing the costs to the units.

Personnel and their roles are:

CFAES Capital Planning is led by Brian Hanna, P.E. Brian is in charge of planning all CFAES facilities, including new buildings, renovations, classroom and laboratory renovations, electrical and HVAC improvements, infrastructure, space requests, etc. Brian reports to the Interim Senior Associate Dean Dr. Terry Niblack. Brian’s staff includes Eugene Howell, Randall Marthey, and Chuck Gamble.

Dr. Dave Benfield is responsible for operating the Wooster campus, including focus in a systems manner to ensure that the mission areas have access to the unique resources the Wooster campus provides. Dr. Benfield reports to Interim Dean King and is a member of the administrative cabinet.

In former Dean McPheron’s webinar in June 2015, facilities were discussed in some detail. Facilities and Planning has a website with information on projects, go.osu.edu/CFAESplanning. Master Plan documents may be found on the website for review. The Master Plan and CFAES Facility Conversations are just that – conversations.

Processing of CFAES Facility Requests

Facility requests may be placed into one of three categories and each has a different process for approval and for funding.

- Unit facility requirements and plans
- College level facility requirements
- Large $500,000+ facility plans

Departmental facility requirements are projects that fulfill a unit’s needs and are funded by the department. Examples of this type of project are moving walls, replacing carpet or other flooring, and similar projects that are in space assigned to the unit. It is expected that units will have funds available for this type of project and the unit is expected to fund this type of project from unit funds.

College level facility requirements are those that benefit multiple departments, are required to maintain buildings components (HVAC, windows, flooring...) and are funded with college funds. An example of this type of project is the Kottman Hall first floor surface and roof.

Large facilities plans must be approved by the Vice President’s Cabinet and are funded through college funds, state earmarked funds, donations to the college, or university provided funds. These types of projects may benefit an individual unit or the college as a whole, such as the new Student Success Center located in Agricultural Administration. Units that have requests that must be approved by the Vice President’s Cabinet are responsible for planning and justifying the expenditure along with a plan for funding the plans. In all cases, future maintenance costs and facility costs must be included along with a plan to fund these costs.
Process for receiving approval for facility plans

With the exception of minor maintenance and repairs of current facilities the following approval process should be followed. Link for requesting repairs or maintenance: https://fod.osu.edu/secure/aim/workrequest/

- **CFAES Approval**: In all cases, Brian Hanna must be involved in or made aware of the facility plans. For the Wooster Campus, Dr. Dave Benfield will also be involved. Brian will direct you if this is needed.

- **University Approval**: Brian and/or his staff will assist in the planning, and will involve Facilities Operations and Development (FOD)(fod.osu.edu) as needed.

Depending on the type of facility project, different approval for both the financial and business purpose must be obtained. Fiscal approval, if being paid for with unit funds, must be approved by the unit. If the funds are being provided by the college, approval must be obtained from Eric Bode, who would need to be added as an ad-hoc approver on the eRequest. Business purpose approval also needs unit approval, and in certain cases, ad-hoc approval from Brian Hanna, and also Dr. Dave Benfield for Wooster projects.

How to process a facility request

Note: If the facility need is an emergency, broken water pipes or similar, contact FOD and immediately and notify Brian Hanna. Do not wait to obtain an eRequest approval. FOD will dispatch a company to handle to issue and the financial paperwork will be processed after the fact.

In most instances FOD will direct CFAES on the purchasing procedures for a project. Usually this occurs in one of three ways. (Have your Org, Account, and Fund ready.)

- **FOD Project Contract**: FOD often handles all of the arrangements with vendors, including necessary bid requirements, setting up purchase orders, etc. They require a commitment and payment for the project from the CFAES unit involved. Work with Brian Hanna to get this contract approved and signed.

- **FOD Project MOU (for Office of Sponsored Programs (OSP) projects)**: If your project is being funded by an OSP project, FOD and OSP will require an MOU. Work with Brian Hanna to get this approved. Then enter an eRequest and attach the signed MOU, choosing FOD as the internal vendor.

- **Unit Project approved by FOD**: Occasionally FOD will let units negotiate directly with vendors. If this is the case, an approval from FOD is needed and individual eRequests will need to be created for each vendor purchase. All normal buying procedures must be followed.

  - When the unit is responsible for negotiating with vendors, all expenditures must be entered on an eRequest with the business purpose, funding chartfield, and all documents that pertain to the request, such as quotes, contracts (reviewed and edited but left un-signed for review by Purchasing or Legal Affairs). Once all approvals are obtained (see above), the request is processed by the service center.

  - Depending on the dollar amount, complexity and timing of the project, please allow enough time for the service center and Purchasing to perform their university assigned roles.

  - Some projects, depending on the dollar amount, must be put out for bid per Ohio state law. If there is a waiver needed from bids, this must be justified and approved by Purchasing. Request for waiver of competitive bidding must be signed by either Eric Bode or Brian McClain. The form may be found here: https://cbe.osu.edu/sites/cbe.osu.edu/files/uploads/requestforwaiver-1.pdf If the request includes a bid or a request for bid waiver, allow more time for Purchasing review.
Summary

Please plan ahead with enough time to have all approvals in place so the project may be completed on time, involve the appropriate personnel, know how the project is being funded, and ask for assistance. Brian Hanna, Dave Benfield, Eric Bode, Brian McClain, and Terry Niblack are all available for providing assistance for projects and will ensure appropriate procedures are followed.