

The State Building Commission has developed a special process for Emergency Projects. These projects are identified as maintenance projects that have an emergent urgent need which would result in additional damage, tenant safety issues or loss of tenant productivity if they waited on approval to begin work at the next monthly scheduled SBC meeting.

The Department of General Services Central Procurement Office has Statewide Multi-Year Contract, Emergency Services with BELFOR USA Group for Emergency Services/Disaster Recovery. This contract is intended to stabilize the facility to prevent further damage and minimize unsafe situations.

<https://www.tbr.edu/sites/default/files/media/2019/02/SWC%20817%20Emergency%20Services%20Restoration%20Usage%20Instructions.pdf> This contract is not intended to be used for repairs or replacement without consultation with an SPA Capital Projects team and SBC approval.

University of Memphis – Campus Planning & Design (CP&D)

1. Emergency Response:
 - a. CP&D and Physical Plant investigates and assess the problem / occurrence.
 - b. Campus Physical Plant personnel secure utilities, begin damage mitigation.
 - c. If campus personnel cannot mitigate damage, BELFOR is contacted for assistance.
 - d. CP&D, Physical Plant and BELFOR estimate extent.
 - e. CP&D notifies OSA and THEC of issue / extent of damage / initial estimate of cost.

2. Approval of Project for correction if cost is under \$500,000
 - a. CP&D confirms estimate and determines if project should be completed by normal design/construction or utilization of BELFOR for reconstruction.
 - b. CP&D works with University President and CFO to identify the appropriate funding source(s), obtains designer letter of intent if needed.
 - c. CP&D submits Delegation 2.04.A.2. to OSA for approval, starting the project description with “Emergency “, copies THEC.
 - d. OSA expedites approval.

3. Approval of Project for correction if cost is over \$500,000
 - a. Documentation
 - i. CP&D confirms estimate and University President and CFO identify funding source for project.
 - ii. CP&D develops SBC-1, project rationale, requested action, and designer recommendation to OSA via Delegation 2.04.D, with copy to THEC.
 - iii. OSA confirms SBC #, project name and description, confirms availability of Constitutional Officer and Commissioner of F and A and drafts letter for approval
 - iv. F&A OBF and OSA send information back to SPA to finalize SBC-1
 - v. CP&D sends final SBC-1 and any suggested edits to approval letter to OSA
 - b. Approval
 - i. OSA routes approval letter and SBC-1 for signature
 - ii. If the needed members are not able to physically sign the document, a responding email stating their approval of the requested action and funding will constitute approval allowing for signed documentation to follow.

Example Letter:

ANN MCGAURAN
STATE ARCHITECT



STATE OF TENNESSEE
OFFICE OF THE STATE ARCHITECT

ANDREW JACKSON BUILDING
502 DEADERICK STREET, SUITE 1300
NASHVILLE, TENNESSEE 37243
(615) 741-2388

TO: State Building Commission
FROM: Ann McGauran
DATE: 3/1/2017
SUBJECT: Approval of Emergency Project – SBC No: 000/000-00-2017

MEMORANDUM

In accordance with Item 2.01(F) of the *Bylaws, Policy & Procedure of the State Building Commission*, this is to report the emergency repairs to the following project as approved by the Commissioner of F&A and one Constitutional Officer, as indicated below.

Department: General Services (529)
Requested Action: Approval of project budget, scope, funding and source of funding, and to utilize X
Project Title: Emergency - XX
Project Description: XX
SBC Number: 000/000-00-2017
Comment: [Include an explanation of the emergency and rational for delivery other than DBB]
Total Project Budget: \$1,000,000
Source of Funding: ~\$25,000 Operational Funds
~\$700,000 Insurance
~\$275,000 Emergency and Contingency Funds
\$1,000,000 Total (Estimated Sources)

This information will be reported at the next State Building Commission meeting.

Stuart C. McWhorter, Commissioner
Department of Finance and Administration

Name, Office
Constitutional Officer