MEMORANDUM
SEPTEMBER 24, 2012

TO: Building Monitors, Academic Deans Council, and University Administrative Council

FROM: Glen Haubold, Assistant Vice-President, Facilities & Services

SUBJECT: FY14 Request for Building Repair and Renewal Projects (BRR)

The purpose of this memo is to request your input in formulating New Mexico State University’s Building Repair and Renewal (BRR) projects for fiscal year 2013-2014. In order to position NMSU to continue with repair and renewal projects, to assist with long-range planning, and to provide sufficient time to accurately prepare the budgetary estimates, Facilities and Services is compiling the list of needs much earlier this year than in the past.

NMSU Facilities and Services has traditionally made the Request for Building Repair and Renewal Projects (BRR) in December or – as has been the case more recently – in January. Once that request is issued, we quickly become overloaded with requests for budgetary estimates.

As many of you know, this past year, the BRR requests were awarded without a dollar amount. However, we do need a budgetary estimate when we submit the BRR request to the University Budget Committee and for project management purposes.

These preliminary budgetary estimates are prepared to an industry standard of + / - 30%, and as a result aren’t prepared with a detailed level of accuracy in the first place, but because of the last minute rush the staff typically has not had time to prepare a budgetary estimate on every request.
If you have a BRR request that does not already have an estimate, this is the time to make a request for a budgetary estimate prior to finalizing your BRR request. You may do that here:

http://www.ofs.nmsu.edu/Webdocs/ProjectRequestForm.doc0726.pdf

There is no reason not to start this process earlier in the year, and in addition, the BRR cycle will now coincide with the annual Capital Outlay Request process (requests exceeding $500,000).

Each unit should submit its requests or needs with justification through their Dean or respective Vice-President to Facilities and Services no later than Friday, February 22, 2013. By the very definition, these funds are for Building Repair and Renewal. As we are all aware, the number of building deficiencies exceeds the available funds, so where possible, Facilities and Services will prioritize according to the following criteria:

- Requests relating to the safety of faculty, staff, and students;
- Projects critical to the development of new initiatives and/or the continuation of existing programs; and
- Routine projects and remodels.

It is important that this submission include the Dean or Vice President’s priority ranking of project requests from their areas along with the completed BRR Project Request Form.

We would like to reach the point where needs are identified early and a project that was a departmental #2 or #3 priority last year advances to the top priority this year, and we have taken this approach with our internal requests. Estimates already prepared should be shown on the project description. Facilities and Services will respond to all requestors regarding the disposition of their BRR requests no later than May 31, 2013.

As a reminder, these funds are used for the renovation and repair of NMSU instruction and general purpose buildings and infrastructure. Rules concerning the use of these funds exclude their use for portable furnishings and equipment; therefore, requests for furniture, lab equipment, computers, etc. that are not permanently affixed as a part of the structure may not be funded from this source.
If you believe that your request is a maintenance item – or is mostly maintenance – please submit a work order or contact Executive Director of Facilities Operations Tim Dobson. Every year we receive requests for items such as stair tread repair where a misperception exists that the user should make a BRR request. While none of us has the funds we’d like, Facilities and Services is funded adequately for maintaining NMSU Instruction and General Space. Services that we provide at no cost are listed here:

http://www.ofs.nmsu.edu/service_provided.html

To maximize the impact of limited funds, Facilities and Services will also identify infrastructure improvements that will allow for the expansion of research and academic programs. When we are able to consolidate efforts in this manner, we are able to enhance academic programs while simultaneously remediating an infrastructure deficiency.

We need your assistance in identifying shortfalls in research infrastructure.

If you have any questions about this process or about projects funded in prior years that might be awaiting design and construction, please contact Jack Kirby, Executive Director of Project Development and Engineering, Facilities and Services, at 646-2101. We are too well aware that we have barely started processing last year’s BRR requests and are working on several different methods to expedite delivery of these projects.

c:  Angela Throneberry, Senior Vice President, Administration and Finance  
    Greg Walke, University Architect and Campus Planning Officer  
    Jack Kirby, Executive Director of Project Development and Engineering  
    Facilities and Services Building Monitors