Office of Small Projects
Facilities Group

As a result of the reorganization within the Division of Administration and Finance, the new Facilities Group is made up of the Offices of Planning & Real Estate Development, Capital Projects, Small Projects, Facilities Operations, and Facilities Finance & Administration.
Small Projects make a Big Impact
FY2018 Projects

Total Project Value

- $407 Million
- 99%
- $4.1 Million
- 1%

Number of Projects

- Capital Projects
- Small Projects
Office of Small Projects: A Dedicated Team

- **MISSION**: to efficiently and effectively manage projects from design through construction to a wide array of minor renovation and construction projects across all URI campuses.

- **GOAL**: to plan well with thoughtful design and deliver successful projects meeting budget, schedule, and client expectations.

The Office of Small Projects is dedicated to:

- **Director**: Jenny Baccari
- **Project Manager**: Susan Zmich, Nicole Papa
- **Coordinator**: Helen Pagliaro
Project Categories

• Major Renovation & Improvement
• New Construction and Additions
• Projects requiring separate Public Solicitation

• Planning & Real Estate Development (Design)
• Capital Projects (Construction)

• Maintenance & Ordinary Repair
• Replacement in-kind
• Emergency repair

• Facilities Operations

• Minor Renovation & Improvements
• Does not require separate public solicitation
• Value cap set by State MPA contracts
• Avg. construction value: $20,000 - $50,000
• Manage single contract award

• Small Projects
Think Big with Small Projects

- Every project is unique and special.
- Convert client’s vision and develop into a real project.
- Navigate clients through the project process from start to finish, managing every step from design to implementation.

Small Projects

CONTINUITY

CONSISTENCY

ACCOUNTABILITY

Improved Customer Service
What is a “Small Project”?

- Small project does not necessarily mean insignificant or quick to accomplish. Projects can be categorized into two different types.

1. **Straight-forward**
   - Alter existing space or building systems: NO
   - Requires professional design services: NO
   - Requires State plan review & permit: NO

2. **Complex***
   - Alter existing space or building systems: YES
   - Requires professional design services: YES
   - Requires State plan review & permit: YES

*Ref: RI Statute Title 23 - Health & Safety, Ch. 23-27.3 State Building Code
Type 1 - Small Project Examples

- Signage projects
- Interior finish & furniture upgrade projects
Type 1 - Project Delivery Process

1. Project Request
2. Project Assessment & Approval
3. Design (in-house)
4. Solicitation (Quotes)
5. Procurement (PO)
6. Construction

Anticipated Duration 3-5 mos.

* Dependent on project specifics, overall small project workload & resources.
* Highlighted activities are subject to timelines by outside agencies & departments.
Type 2 - Small Project Examples

• Office suite reconfiguration with finishes, furniture, lighting, HVAC & fire protection.
• Accessibility improvement projects with plumbing, egress, & ADA impact.
• Classroom renovation with finishes, AV equipment, furniture, lighting & HVAC upgrade.
Type 2 - Project Delivery Process

Anticipated Duration 4-8 mos.

- Project Request
- Project Assessment & Approval
- Engage AE Consultants (Proposals & PO)
- Design AE Consultants
- Plan Review
- Solicitation (Quotes)
- Procurement (PO)
- Construction

* Dependent on project specifics, overall small project workload & resources.
* Highlighted activities are subject to timelines by outside agencies & departments.
Project Prioritization

- Code violation or life safety concerns
- Level of complexity
- Schedule constraints
- Budget constraints
- Conflicts with other projects
- Resources

Over 45 Active Projects

- Currently queuing up for

Spring & Summer 2020 Projects
• Receipt of Project Requests by early October

• Receipt of Project Requests by mid November

• PLAN AHEAD for…

Fiscal expiring funds

Summer projects

Success!

June 30

Aug. 30