Project Work Plan

<table>
<thead>
<tr>
<th>WORK ORDER NUMBER:</th>
<th>PP-21604487</th>
<th>CAMPUS LOCATION:</th>
<th>MAIN CAMPUS – JOHN PEACE LIBRARY (JPL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT TITLE:</td>
<td>REMODEL FOOD COURT TO INCLUDE FORMER CALL CENTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROJECT COORDINATOR:</td>
<td>PHONE #:</td>
<td>EMAIL:</td>
<td>ELYSE DRUCK</td>
</tr>
<tr>
<td>SR PROJECT MANAGER:</td>
<td>PHONE #:</td>
<td>EMAIL:</td>
<td>ROY GARZA</td>
</tr>
<tr>
<td>PROJECT REQUESTOR:</td>
<td>PHONE #:</td>
<td>EMAIL:</td>
<td>HILLARY KLINGMAN</td>
</tr>
<tr>
<td>VERSION NUMBER:</td>
<td>001</td>
<td>VERSION DATE:</td>
<td>11-17-2015</td>
</tr>
</tbody>
</table>

SECTION I – PROJECT WORK PLAN APPROVAL

The Office of Facilities, the Project Requestor, and the User are in agreement that this Project Work Plan adequately identifies, describes, and documents the needs of the project. Approval of the Work Plan indicates an understanding of the purpose and content described in this document.

Project Coordinator
Elyse Druck
Print Name
Signature
Date: 11/17/15

Senior Project Manager
Roy Garza
Print Name
Signature
Date: 11/17/15

Requestor/User
Hillary Klingman
Print Name
Signature
Date: 1/28/15

SECTION II – PROJECT COMMUNICATION

2.1 PROJECT COMMUNICATION

All project communication shall flow through Elyse Druck unless the Project Coordinator has otherwise authorized. This includes communication with the contractor, and UTSA Office of Facilities at Downtown Campus and ITC. The purpose for this method of communication is to maintain the integrity of the project from inception to completion.

2.2 PROJECT COMMUNICATION RESOLUTION LADDER

Issues that cannot be resolved by the Project Coordinator, Elyse Druck, will be escalated to the Senior Project Manager Roy Garza. Issues that cannot be resolved by the Senior Project Manager will be escalated to Kathryn Pearson, Director of the Facilities Engineering & Project Management department.
Project Work Plan

SECTION III – GENERAL PROJECT INFORMATION

3.1 PROJECT SCOPE OF WORK

The project scope of work inside the John Peace Library (JPL) Food Court is to renovate the existing space to accommodate expansion of food court footprint within the existing Call Center space, including the additional of approximately 3 new vendor stations (POD, Greens to Go, IHOP Express), as well as the relocation of the existing Subway station. The renovation will include demolition of Call Center walls, as well as MEP and Fire Safety modifications of this space. The renovation will also include upgraded lighting, updated seating, relocating pay stations to create a point of sale at each vendor station, removal and disposal of existing planters while keeping defined/unobstructed pathway. The existing flooring is historic and will not be replaced, but patch when/if necessary. The renovation will also include new power to accommodate charging of mobile devices, Fire & Life Safety compliance modifications where needed, relocation of vending machines to accommodate new design, modification of security gate (if needed), rough in design for all low voltage systems including security cameras, access security, IT, and telephone, and TDLR reviews and inspections.

3.2 PROJECT ASSUMPTIONS, EXCEPTIONS, AND QUALIFICATIONS

The vendor stations are pending final approval and profile estimates via Aramark.

The current MEP (including air handlers, ductwork distribution systems, kitchen hood exhaust fans) systems in this building are up to code and can be used and expanded to serve this renovation.

3.3 USER REQUIREMENTS

Any expenditures from the project contingency, including all change orders, will be presented in writing to the user for written approval prior to use of contingency funds.

SECTION IV - PROJECT EXECUTION

4.1 DESIGN PROCUREMENT AND CONTROL STRATEGY

Facilities will obtain the services of a licensed design firm to produce drawings and specs.

4.2 CONSTRUCTION PROCUREMENT AND CONTROL STRATEGY

Facilities will obtain the services of a general contractor for construction through the process of a Formal Bid.

4.3 PRELIMINARY DESIGN AND CONSTRUCTION START AND COMPLETION MILESTONE SCHEDULE DATES

Work Plan Approved: 11/18/2015  
Complete Cost Estimate: 11/20/2015  
Funding Project: 12/4/2015
Project Work Plan


4.4 Compliance Review Considerations/Dates

MPMC Review: NA
TCEQ Review/Approval: NA
TDLR Plan Review: NA
EHSRM Asbestos: NA
ADA Compliance: NA
Fire Sprinkler/Alarm Testing: NA

Section V – Section Briefly Describes Special Requirements of the Institution

A. This project must comply with all UTSA Design and Construction Standards which can be found at the following website: http://facilities.utexas.edu/departments/epmt/epmstandards.htm.

B. This project must comply with the UTSA Master Plan and may be reviewed periodically by the Master Plan Management Council (MPMC).

C. This project must comply with UTSA space standards administered by the Office of Space Management.

D. This project will be financially, and otherwise, responsible for bringing existing non-compliant deficiencies into compliance including, but not limited to, the Americans With Disabilities Act, regulations of the Texas Department of Licensing and Regulation, regulations of the Texas Commission on Environmental Quality, and fire and life safety codes.

CC: Facilities O&M, SPRACT