

# RESCC Overview, Timeline and Delegated Authority

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APRIL 2020

# Real Estate, Space and Capital Committee (RESCC)

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## OVERVIEW

- The Real Estate, Space and Capital Committee (RESCC) sets business practices in place to **review, approve and monitor real estate on an institutional basis.**
- The committee is **representative of all institutional entities** and will work closely with executive leadership as well as the Business Development committee.

## CHARTER

- Recommend **strategic placement** of UTMB Health business sites in **leased and owned facilities**
- **Review all space requests** and recommend action
- **Review all license agreements** related to space use and recommend action
- Review **business and financial impact of facilities** changes
- Determine **capital and operational fund requirement drivers** for space

## GUIDING PRINCIPLES

- **Re-utilize or decommission** existing space when possible and/or necessary
- Use **metrics and analytics** to determine appropriate allocation and promote action plans to address identified space assignment gaps
- Consider **business and financial impact** to institution for each relocation
- Maintain a **coordinated effort** with Business Development Committee and the contracting process at UTMB Health

# Real Estate, Space and Capital Committee (RESCC)

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## COMMITTEE MEMBERS

### President's Office

- Dr. Ben Raimer (Chair)

### Business & Finance

- Cheryl Sadro (CFO)
- Lynn McGinley (VP Budgets)
- Aaron Lemay (VP Accounting)
- Dustin Thomas (VP Decision Support)
- Matt Furlong (AVP Capital and Assets)
- Todd Leach (VP Info. Services)
- Becky Korenek (SVP Strategic Business Development)
- Steven LeBlanc (VP Business Operations Facilities)

### Academic Enterprise

- Loren Skinner (CAO)
- Fran Hutchinson (VP Finance)
- Dr. Donald Prough (Chair Anesthesiology)
- Dr. Norman Farr (Clinical Asst. Prof. PMPH)
- Dr. Michael Laposata (Chair Pathology)
- Dr. Lindy Ross (Clinical Asst. Prof. Derm.)

### Health System

- Katrina Lambrecht (VP Regional Hospitals)
- David Gruener (VP Finance)
- Jim Amato (VP Health System Operations)
- Carlos Clark (Chief Medical Info. Officer)

# Real Estate, Space and Capital Committee (RESCC)

## SCHEDULE & FORM

### Monthly RESCC Meeting

- Third Thursday of the month

### Final Agenda Distributed

- Second Thursday of the Month

### Prep Meeting

- First Thursday of the month

### Deadline to Submit Space Requests

- Friday COB before Prep Meeting

### Real Estate, Space and Capital Request Form

This form can be used for either a space request or request for new or existing leased space. Please complete all sections and return as outlined at the end of this form:

#### 1. **Define Request: Check all that are applicable:**

Space in Existing Building    Leased Space    Other: \_\_\_\_\_

Community, location, or campus being requested: \_\_\_\_\_

New Space    Relocation of Space    Expansion of Space    Change in Use

Ground Floor Use (required for all space use on the ground floor)    Space Reassignment

Capital Equipment \$5,000-\$50k    Capital Equipment >\$50k    IT/Software/Hardware

#### Metrics to Define Space Need:

Equipment Description (if applicable): \_\_\_\_\_

Square Feet or number of exam rooms required and if known: \_\_\_\_\_

Space use (e.g., clinic, office, etc.): \_\_\_\_\_

Budget: \_\_\_\_\_ Funding Source: \_\_\_\_\_ Operational Date Desired: \_\_\_\_\_

Current Space (if applicable): Use: \_\_\_\_\_ Location: \_\_\_\_\_ Sq Ft: \_\_\_\_\_

#### 2. **Provide Justification (Required):**

**Please attach a concise narrative describing operational metrics, benchmarks, demographics, and other data to support the request for this space. Include proposed source of funding.**

#### 3. **Obtain Signatures (Required):**

**Signature of this document authorizes Facilities Portfolio Management to proceed with concept analysis for presentation to Real Estate, Space and Capital Committee. This is not an approval for use of UTMB or leased space or an authorization to proceed with a project.**

Requestor's Name: \_\_\_\_\_ Department: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Department Head of Area/Department

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Vice President of Area/Department

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### COO/CAO

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Vice President of Finance of Entity

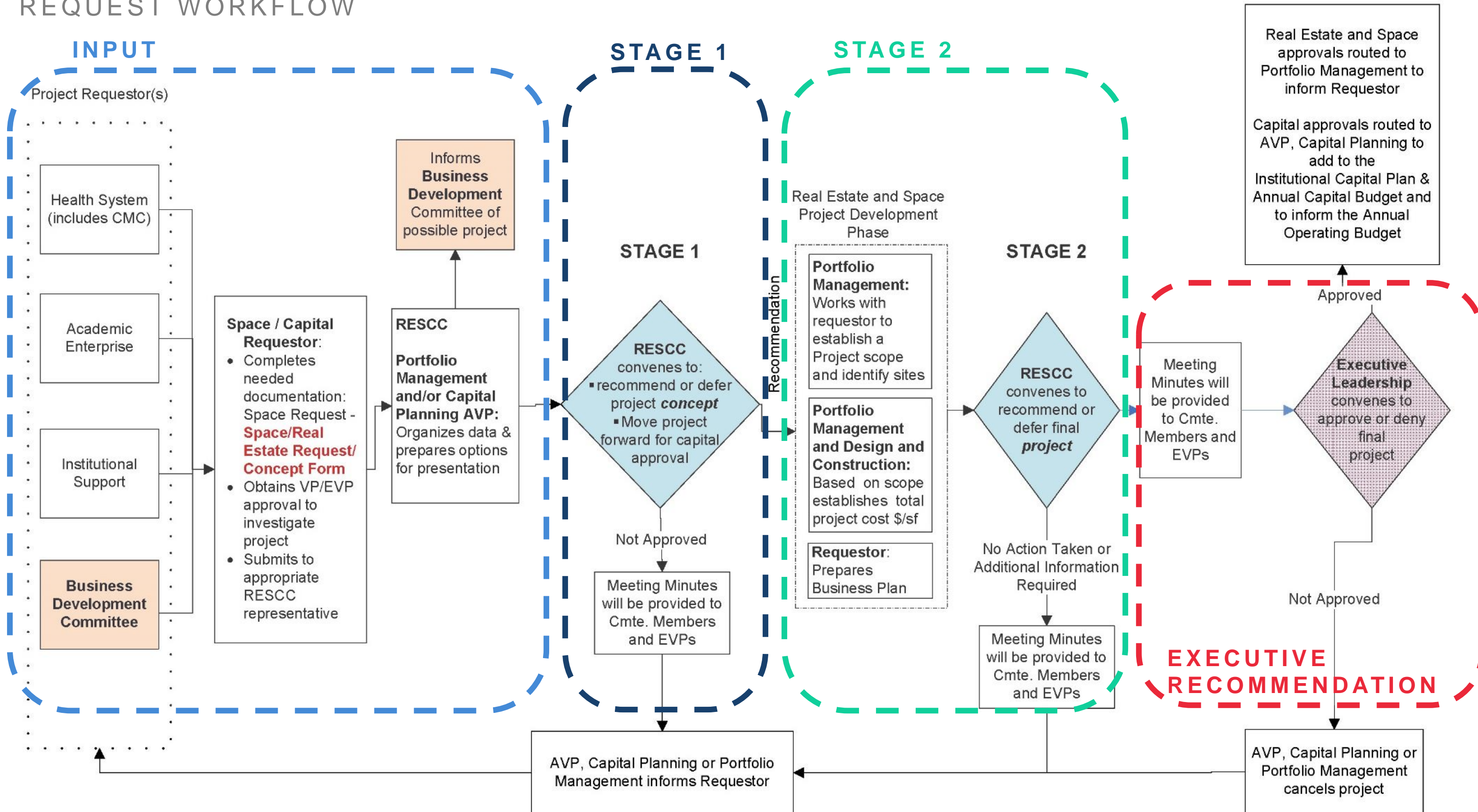
Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Executive Vice President of Area/Department

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Real Estate, Space and Capital Committee (RESCC)

## REQUEST WORKFLOW



### ADMINISTRATIVE APPROVAL

- **Temporary ground floor for construction laydown space up to 5,000 SF**
- Renovations **less than \$25,000** in construction cost
- All project related **temporary assignments** of space **less than 2,000 SF**
- Request for **change in use** or **reassignment of space under 2,000 SF**, if:
  - Gap is within acceptable range (+ 10% of benchmark)
  - Construction costs are less than \$25,000 and funded by requesting department
- Real Estate approvals of all lease renewals when all of the following conditions are met:
  - < 5,000 SF
  - Within 5% of previous of previous lease rate
  - When all parties are in agreement and with VP and EVP approved space request
  - Space utilization is within 10% of agreed upon benchmarks (if applicable)
- Resident housing leases less than **\$30,000/year** (with Provost approval)



# Real Estate, Space and Capital Committee (RESCC)

TIMELINE FOR REQUESTS THAT CANNOT BE ADMINISTRATIVELY APPROVED  
 (EXCLUDES MAJOR CAPITAL PROJECTS >\$3M THAT REQUIRE BOR APPROVAL)

STEP	SPACE ASSIGNMENT + NO CHANGE IN USE	MINOR SPACE MODIFICATIONS + NEW FURNITURE
STAGE 1 APPROVAL	1-4 WEEKS	1-4 WEEKS
PROCURE IDIQ ARCHITECT / ENGINEER <i>(INCLUDES FUNDING, PO, AGREEMENT)</i>	N/A	N/A
PROGRAMMING + EVALUATE OPTIONS	2 WEEKS	2 WEEKS
SCHEMATIC DESIGN + BUSINESS PLAN	N/A	N/A
ENGAGE BOF STAKEHOLDERS + COST ESTIMATE + CONFIRM FUNDING SOURCE	N/A	2 WEEKS
STAGE 2 APPROVAL	2 WEEKS	4 WEEKS
EXECUTIVE APPROVAL	2 WEEKS	2 WEEKS
BID	N/A	N/A
DESIGN/ CONSTRUCTION / MOVE-IN	1 WEEK	6-8 WEEKS (Lead time for new furniture)
<b>GRAND TOTAL</b>	<b>MIN. 8-11 WEEKS</b>	<b>MIN. 17-22 WEEKS</b>

# Real Estate, Space and Capital Committee (RESCC)

TIMELINE FOR REQUESTS THAT CANNOT BE ADMINISTRATIVELY APPROVED  
 (EXCLUDES MAJOR CAPITAL PROJECTS >\$3M THAT REQUIRE BOR APPROVAL)

<b>STEP</b>	<b>MODERATE SPACE MODIFICATIONS (JOC)</b>	<b>MAJOR SPACE MODIFICATIONS (BID, &lt;\$3M)</b>
<b>STAGE 1 APPROVAL</b>	1-4 WEEKS	1-4 WEEKS
<b>PROCURE IDIQ ARCHITECT / ENGINEER</b> <i>(INCLUDES FUNDING, PO, AGREEMENT)</i>	6 WEEKS	6 WEEKS
<b>PROGRAMMING + EVALUATE OPTIONS</b>	+/- 4 WEEKS	+/- 6 WEEKS
<b>SCHEMATIC DESIGN + BUSINESS PLAN</b>	+/- 6 WEEKS	VARIES
<b>ENGAGE BOF STAKEHOLDERS + COST ESTIMATE + CONFIRM FUNDING SOURCE</b>	N/A	N/A
<b>STAGE 2 APPROVAL</b>	2 WEEKS	2 WEEKS
<b>EXECUTIVE APPROVAL</b>	2 WEEKS	2 WEEKS
<b>BID</b>	N/A	12 WEEKS
<b>DESIGN/ CONSTRUCTION / MOVE-IN</b>	VARIES	VARIES
<b>GRAND TOTAL</b>	<b>MIN. 27+ WEEKS</b>	<b>MIN. 29+ WEEKS</b>

*\*Exact schedule varies per project. Budgets and schedule will be reviewed at RESCC Stage 2 and over the course of the project.*

# A/E Space Management Policy Benchmarks

RECOGNIZED BY RESCC AND THE CURRENT IHOP SPACE MANAGEMENT POLICY

## BENCHMARK METRIC

## A/E SPACE MGMT POLICY

DIRECT & INDIRECT EXPENDITURES / SF

\$317/ SF

YEARS OF EXPENDITURES

PREVIOUS FISCAL YEAR

RESEARCH SPACE DEFINITION

- 250 (Lab)
- 255 (Lab Service)

CENTERS AND CORES

- MOVE THE \$ AND THE PI TO THE PARENT DEPARTMENT
- REMAINDER NOT MODELED

RAMP-UP PERIOD

- EXEMPT

# A/E Space Management Policy and RESCC Process

## AUTHORITY FOR APPROVALS

CONDITION	A/E SPACE MGMT POLICY	RESCC
ALLOCATION OF RESEARCH SPACE FROM PROVOST SPACE POOL	Chief Research Officer (CRO)	DOES NOT REVIEW
EXPANSION OF RESEARCH SPACE WITHIN DEPARTMENT	Department Chair	DOES NOT REVIEW
EXPANSION OF RESEARCH SPACE INTER- DEPARTMENT	Department Chairs Approve Or CRO Executive Advisory Group makes binding decision	DOES NOT REVIEW
CHANGE IN USE OF SPACE	Defers to RESCC	Committee reviews all expected costs at Stage 2 and recommends approval to Executives Stakeholders: Design/Construction, Interiors, Movers, EHS, Portfolio Management, IT, Signage, Lock Shop and Finance
RENOVATION OF SPACE	Defers to RESCC	Committee reviews all expected costs >\$25000 at Stage 2 and recommends approval to Executives after Stakeholder review: Design/Construction, Interiors, Movers, EHS, Portfolio Management, IT, Signage, Lock Shop and Finance