

Capital Project Process Flow Chart

Developed by Office of University Architect and (CPPM) Campus Planning and Project Management

Step...1

Concept Inception

Action:
Identify current university facilities as inadequate to satisfy current and/or anticipated program requirements.

By:
Faculty / Staff /Dept. Chair or Unit Leadership

Dean / Director

Cabinet Member

Supports the project as consistent with university priorities and strategic plan

If Yes then Go to Step 2

2

Early Opinion of Cost

Dean / Director

Facilities Campus Planning
Director Assigns a Project Manager to work with the Department to Identify:

Target GSF
Target Cost/GSF
Time Schedule Factors

Confirmation:
Planning Director

Confirmation:
University Architect

Early Opinion of Cost

Dean / Director

Cabinet Member

If confirmed by Dean and Cabinet Member Then Go to Step 3

3

Needs Assessment

Cabinet Member presents project concept and Early Probable Cost to Cabinet

Cabinet Evaluates:
*Overall Need
*Consistency w/ university Strategic plan
Master plan
Cabinet Priorities
*Identify possible funding sources

Approval from Cabinet for continuation of step 3

Provost VPAF

Funding Master Plan Confirmation

State / Other Private Gifts

President Provost VPAF

Foundation Project Feasibility Study

1. Campus Planning
2. U-Arch
3. CPDAC

Provost/Sr VP and VPAF Status Report to Cabinet

Approval from Cabinet for continuation of step 3

Facilities Campus Planning Includes on BOR 5yr Cap Project Plan

Hold for Program Funding

4

Programming

Cabinet Member / Department

Program funding identified and in hand

Facilities Campus Planning

Program Development

- Campus Planning PM or Programming Architect
1. Introduction
 2. Project Budget/Funding Sources
 3. Project Schedule
 4. Space Projections
 5. Space Summaries
 6. Space Descriptions
 7. Impact of added space on inventory and master plan
 8. Yearly reoccurring utilities/operational & maintenance costs
 9. Identified source of funding for items in # 8
 10. Capital Renewal (Sustainability)

Confirmation Reviews:
Director Campus Planning
Operations & Maintenance
Campus Partners (IT / EHS
Parking / Public Safety)
University Architect
CPDAC

Dean / Director

Cabinet Member

If confirmed by Dean and Cabinet Member Then Go to Step 5

5

Program Statement (Approval)

Cabinet Member presents project program to Cabinet

Review and comment by Cabinet
1. Design Funding
2. Construction Funding
3. O&M Funding
4. Cap Renewal Funding

Approval from Cabinet for continuation of step 5

VPAF Submits to BOR for approval and amends 5yr Cap Project Plan

Hold for Design Funding

6

Design

Cabinet Member / VPAF

Design Funding in hand

Facilities Campus Planning

*Prepares more detailed budget roll-up based on Program Project Budget
*Request New Building Number
*Request Construction Account from Admin Support Ctr
*Enter project in AiM
*Request Procurement of AE Services

Foundation Funds (No State funding source)
State Funds

DofA SBAC or Foundation RFP (University Arch & Foundation)
DofA SBAC

A/E Selection

BOR / U-Arch and DofA
Includes Department Stakeholders

Negotiate contract

*BOR / U-Arch and DofA
*University Architect / CPPM - Request and procure CMatRisk contract through DofA / SBAC

Design Coordinated by CPPM and includes A/E /Stakeholders / Facilities / EHS / Campus IT / Campus ITAC / Public Safety / Parking

Schematic Design submittal / review

Design Development submittal / review

BOR Architect Review & Approval

Construction Documents submittal / review

OSFM / OFPM approve For Bidding & Construction

Hold for Construction Funding

7

Construction

Cabinet Member / VPAF

Construction Funding in hand

CPPM PM is responsible for construction delivery and maintaining schedule, coordination of contractors with Dept. leadership staff and project budget management.

Procurement of Construction

CPPM PM releases the construction documents for bidding

Foundation Funds DofA procurement or Foundation RFP (University Architect/ previously Foundation)
State Funds DofA Procurement Hard Bid Process or GMP process if CMatRisk approved

*Bids received
*CPPM PM reviews bids / GMP w/ dept.
*CPPM will issue award of bid

Construction

CPPM PM
*coordinate construction progress meetings with contractor / A/E / Dept representative / other campus departments as needed
* verify contractor is scheduling OFPM progress inspections
*process pay applications
*coordinate changes and scope requests with department
*coordinate Owner installations – AV / IT / Furniture

Final Inspections

CPPM PM
*coordinate to include department representatives and other campus departments
*CPPM PM will request for occupancy through OFPM and coordinate OSFM inspections

OSFM / OFPM approve Certificate of Occupancy

Project Closeout

CPPM PM coordinates commissioning / final completion paperwork / provide warranty information to Facilities Operations / Maintenance

Department to contact Facilities Operations / Maintenance for any warranty items during the 1 year warranty period