

Small Projects Process

Project
Initiation

- Division/Department (Client) has a need for construction services arising from faculty recruitment, change in use, and submits Project Initiation Form, etc.
- Preliminary discussions with Design and Construction services (D&CS) re: project goals, general scope, project cost, and timeframe.

Programming/
Scope

- Client and Faculty stakeholders determine more specific scope, and detailed requirements for the project
- D&CS determines who can provide architectural services (in-house vs. consultant)
- Consultant or D&CS prepares schematic drawings
- D&CS prepares estimate and schedule
- Estimate and drawings are reviewed by Client
- Meeting is held between D&CS and Client to review scope, estimate and schedule
- D&CS and Client agree on scope, budget and timeline
- Client confirms funding for the project

Minor Capital
Project Review

- If project is over \$50,000 and less than \$750K, must be approved as a Minor Capital Project – requires approval from Dean/Provost, Department/Control Point, Budget Office and the Chancellor
- If project is more than \$750,000 a Capital Improvement Budget (CIB) is prepared

Bid Process

- Construction documents are prepared by in-house staff or consultant architect depending on timing and complexity
- If the project construction cost is between \$50 - \$100K, informal bidding process allows D&CS to obtain 3 bids
- If the project construction cost is greater than \$100K, formal bidding process requires advertising
- Bids are reviewed and contractor is selected

Contract
Review and
Sign

- Contract is reviewed and signed
- Notice to proceed is issued

Construction

- Construction begins
- Client is notified if change order is needed
- Monthly or weekly progress report is provided to client

Project Phases

-  Project Initiation
-  Programming/
Scope
-  Minor Capital
Project Approval
-  Bid
-  Contract Review
& Sign
-  Construction