

CONSTRUCTION PROJECT PROCESS

Step 1: Initiate Contact

- a) Client defines scope, timeline, and available funds (if known);
- b) Initial assessment by FAP; max 2 hrs without a charge #; does not include creating drawings;
- c) Hand out to client “Things to Consider” and “Projects: How long does it take?”
- d) Use Triage Team for preliminary assessment; this is not to generate a hard estimate;
- e) Give input back to client within two weeks; this may include a SWAG;
- f) Request index number and funds to develop a hard estimate; usually a min. of \$1200 depending on scope of project;

Step 2: Design

- a) Client approves development of a hard estimate, timeline and drawings;
- b) PM uses “FAP Project Management” Meeting Maker proxy to create deadlines for submittal of bids from crews (if using crews);
- c) Reminder to include in the estimate funds for:
 - i. Contract Administration
 - ii. Space Planner
 - iii. Signage
 - iv. Locks/access
 - v. Interior bike storage (involve TAPS)
 - vi. Furniture for general pool classrooms
 - vii. ?Other
- d) Make sure Mail room/Space Planner notified on any room changes.
- e) Get approval from Associate Director and Director before taking estimate to client;
- f) PM sends client written hard estimate and final scope using AECS project estimate summary sheet.
- g) Client approves project initiation, in writing; identifies funding source/project number;
- h) Take into consideration
 - i. Items that might be long lead time issues: such as ordering equipment or LEED applications;
 - ii. 1% for Art
 - iii. SEED requirements
 - iv. MBE/WBE requirement
 - v. Crime prevention survey
 - vi. All major projects need to have 1.5% solar

Step 3: Permits/Bidding

- a) FAP confirms who the Project Manager is to be;
- b) Reminder to include NBS on any projects that affect bldgs. under their management;
- c) Record all companies invited to bid, (even if no response) and bid amounts; be aware of BOLI requirements;
- d) PM must follow contracting procedures set by FAP Acct'ing;

Step 4: Construction

- a) Place emergency contact information on FAP website;
- b) PM and client identify stakeholder group; Set on going construction mtg. schedule;
- c) PM holds Kick Off mtg.: all affected FAP staff are required to attend;
 - i. Take attendance, keep minutes, record assignment/clarification of roles and responsibilities, action items assigned; distribute Microsoft Project schedule and attach schedule to the minutes; set construction meeting schedule and who needs to attend, when;
- d) Use Building Notification list for tenant notifications.
- e) Begin Construction! Update schedule for crews as needed.
- f) Follow change order process set forth by Accounting; change orders that increase costs need to also proportionately increase FAP administrative costs and fees; remember that change orders can affect BOLI requirement;
- g) Client approval of scope/budget changes needs to be documented via e-mail or client signed memo;
- h) Initiate and keep up client-tenant notifications and communication throughout the project;
- i) Stakeholder team mtgs. continue throughout the project; minutes distributed;
- j) If work will extend beyond contract end date, have CA implement an amendment;
- k) If a large project or one with great impact to the University, keep schedule and project updates on AECS website under "Large Projects".

Step 5: Project Close Out

- a) Develop and then complete the punch list;
- b) Commissioning, as needed;
- c) Ensure all keys are returned.
- d) As-builts to AECS Drafter;
- e) Give warranty information to the AECS OS2 for input into Facility Focus;
- f) Transfer archive money;
- g) Update the asbestos drawings;
- h) Update the Facility Condition Assessment database;
- i) Place on the FAP public web site:
 - o Code appeals;
 - o Fire-life-safety summaries;
 - o FEMA reports
 - o ADA access reports;

- Geotechnical reports;
 - Others;
- j) Get keys back from contractors.
- k) Remove emergency contact information from website;
- l) Officially close project with Accounting;
- m) Organize construction file using the Project Filing System Master template (D:\Contract_forms\Forms_2006\Project_Filing_Master.xls); give to OS2 to apply color tabs; give to archivist for filing in basement;
- n) Last contact with client on this project;
- o) Lessons Learned.

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