

PHASES INVOLVED IN DESIGN & CONSTRUCTION PROJECTS

There are a series of phases involved in detailed design and cost estimation. The number of steps and length of time spent in each phase varies depending on the specific scope of work for individual projects, but the framework of the process is fundamentally the same.

PROGRAMMING AND DISCOVERY

During the discovery phase, a Project Manager (PM) seeks to identify existing site conditions that may affect the project scope. Depending on the complexity of the scope of the project, architectural and engineering services may be required.

SCHEMATIC DESIGN/DESIGN DEVELOPMENT - PRELIMINARY

Once the PM has performed field verification, they will begin developing a detailed scope of work for discussion and review with the client. This may take several visits, interviews and revisions to accurately represent a complete solution. During this phase it will be determined if an architect and/or engineer will be brought in.

Classrooms are not departmentally owned; rather, are the property of the university and therefore may be subject to alteration during the design phase if upper administration elects.

SCHEMATIC DESIGN/DESIGN DEVELOPMENT - COMPLETE

After a design has been approved, the PM will move forward with fully managing the details needed to create a set of drawings that a contractor can use to substantially complete the renovation project. Even if no construction is involved, detailed drawings of furniture layouts will be generated to assure adherence to all applicable codes and standards, as well as all SFA Policies. Function of the space is crucial to the design but maintenance should also be considered. This phase of the project requires close coordination with several different parties within Physical Plant, Procurement & Property, Information Technology, Safety and the Design Center. It may also include an internal design review process to ensure the accuracy of the job.

PROJECT ESTIMATE

When construction drawings or furniture plans for non-construction projects are completed, the PM will work to develop a comprehensive budget that aligns with historical data, industry pricing and takes into account possible unforeseen developments. Depending on the funding source of the project, the estimate and final drawings may be presented to the client for final review and signature. Client signature is required to proceed with or schedule the work.

PROJECT PROCUREMENT

Once the PM has received approval to move forward, the PM may request to transfer funds to a project account. The PM will begin requesting purchase orders and work orders for work to commence. All procurement must adhere with pertinent purchasing laws and guidelines as well as all SFA policies.

Prior to the start of construction or installation of furniture, a Pre-Construction Meeting is held

REQUEST FOR SPACE MODIFICATION OR DESIGN

by the PM and attended by the project team, including the contractor and any subcontractors, as well as various internal parties. At this time the PM will provide a proposed construction schedule which may be reviewed with the client.

CONSTRUCTION ADMINISTRATION / FURNITURE INSTALLATION

The Physical Plant Department is responsible for all construction, whether completed internally or through outside vendors. Any work performed on campus is subject to SFA policies. If any problems arise during construction, the design team and PM will meet and discuss with the client if necessary.

During construction, the PM will monitor and oversee the construction site at regular intervals and will keep the client informed on progress. The client may request to view the construction site but must be escorted by the PM with prior notice. The client may not meet with subcontractors, etc. and make changes without first meeting with the PM. Changes, including additional work, may result in a change order and the cost of the project will be adjusted if necessary.

MOVE-IN

When construction is substantially complete, the PM will inspect the project with the client. If all is satisfactory, the project is ready for move-in. If furniture is part of the project it will be coordinated by the Design Center. Removal of surplus items and coordination with the Property Office is the financial responsibility of the client. Moving services should be included in the design development and project estimate phase.