FACILITIES MANAGEMENT PROJECT PROCESS FLOW CHART

PROJECT REQUEST
- Customer submits project request per direction indicated at ou.edu/facilities
- Project number assigned
- Requests are reviewed and prioritized based on the University's best interests and assigned to the project office for scope development

SCOPE DEVELOPMENT
- Project Manager schedules a meeting with customer, estimator and engineering team at the project site
- A general scope of work is developed for a preliminary estimate

PRELIMINARY ESTIMATE
- Estimator prepares the preliminary estimate and sends to the project manager for review
- Project Manager provides preliminary budget letter to customer for approval

PRELIMINARY BUDGET APPROVAL
- Customer declines estimate and states funding is not available in returned preliminary budget letter
- Customer accepts estimate and states funding is available in returned preliminary budget letter

Project is canceled and removed from projects request file

DESIGN DEVELOPMENT
- Engineering develops design details and conducts reviews with customer and Project Manager as necessary to complete the design - a minimum of one design review at 30% - 50% will be conducted
- 95% drawings will be issued for bid or issued for review

ISSUED FOR BID - NON SELF PERFOMED
- On Call Contractors - bid packages are produced by the Project Manager and Estimator and sent to purchasing with 95% IFB drawings for bid package solicitations - a site visit will be conducted
- General Contractor - 95% IFB drawings and specifications are sent to purchasing for the 21 day public bid process - a site visit will be conducted

CONSTRUCTION ESTIMATE - ISSUED FOR REVIEW - SELF PERFORMED
- 95% IFR drawings are provided to the Estimator by engineering
- Estimator completes the construction estimate and provides it to the Project Manager

TRADES REVIEW - 95% DRAWINGS & CONSTRUCTION ESTIMATE
- Project Manager issues 95% IFR drawings and construction estimate to trades one week prior to review
- Trade supervisors review and document constructibility and estimate issues
- Project Manager, Estimator, Engineering and Trade supervisors meet to discuss
- 95% IFR drawings and construction estimate are corrected if needed

CONSTRUCTION DOCUMENTS
- Engineering addresses any constructibility issues or bid clarifications and issues IFC drawings for MEP code enforcement review and approval
- IFC drawings are issued to the Project Manager and Estimator

FINAL ESTIMATE
- Estimator incorporates any trade supervisors input on final estimate and issues to Project Manager for customer final budget approval

CUSTOMER BUDGET APPROVAL
- Project Manager issues a final budget letter to the customer for approval
- The customer has 14 business days to return the signed letter with funding source / account number or the project will be removed from the FM project list
- If the customer declines to proceed with the project at this time they may be charged estimating and engineering fees

PENDING SCHEDULE - NON - SELF PERFORMED
- Project Manager issues POs for approval
-Project Manager discusses schedule and start date with contractors
- Project Manager obtains building permit
- Project Manager discusses schedule with customer

PENDING SCHEDULE - SELF PERFORMED
- Project Manager obtains building permit
- Project Manager submits activity phase break down to Work Control for project number associated work order
- All long lead items are released
- Project Manager discusses schedule with customer

CONSTRUCTION SCHEDULE
-Project is given a start date, duration and completion date
- Project site is property of Facilities Management and can only be accessed by customer with escort from Project Manager
- Proper personal protection equipment must be worn on site
- Project completion, CO obtained and customer orientation of completed space