Step 2 – Scope Development

Planner/PM

Business Operations

Step 2 – Scope Development

Approval of budget estimate in POR?

Yes

Step 2

starts

Approved by AVC-

Research Project

No

Step 3

Reviews the request

SD1

Contacts customer & validates project scope & Identify Stakeholders

SD2

Prepares POR/Preliminary estimate

SD3

Reviews POR/Preliminary estimate with customer

SD4

Prepares project schedule and milestones

SD5

Completes project submittal information form & POR

SD6

Submit to Director of Capital Projects

SD7

Receive POR & Submittal Form

SD8

Provide to Business Operations to initiate funding process

SD9

Create Resolution if required by funding amount (this may include multiple iterations to achieve final format to send to the stakeholders)

SD10

Committee approval as required

SD11

Follow funding process based on project budget amount

SD12

Stakeholders

SD13

BO or Property Accounting will Create Journal entry for funding based on Plant or Renovation

SD14

Notify Stakeholders

SD15
Step 3 - Selection of Design Team

**Step 3 Starts**

- **A/E Planner/PM**
  - Reviews scope with Director of Capital Projects
  - Proceed to Step 5 if Emergency Project
  - Identify next choice with justification
  - Solicits proposal from A/E
  - Reviews scope with Director of Capital Projects
  - Follow WUSM A/E selection for projects

- **Director of Capital Projects**
  - Make recommendation to Director of Capital Projects
  - Review and ranks A/E firms based on scope, experience & expertise
  - Solicits proposal from A/E

- **A/E**
  - Solicits proposal from A/E
  - Proposal is compliant with schedule?
  - Approve or deny proposal

- **Business Operations**
  - Provide Business Operations with approved proposal and other checklist docs
  - Send approval of draft contract to Business Operations
  - Proceed to Step 5

**Step 3 Selection of Design Team – Direct Select**

- **A/E Planner/PM**
  - Solicits proposal from A/E
  - Agreement required?
  - No: Send approval of contract to Business Operations to obtain Electronic Signature from A/E
  - Yes: Send approval of contract to Business Operations

- **Director of Capital Projects**
  - Send approval of contract to Business Operations

- **Business Operations**
  - Send contract to A/E for signature
  - Create Purchase Order and routes to the appropriate people

**Completion**

- Complete the electronic signature and return to Business Office
Step 3 – Selection of Design Team

1. **Prepares RFP & Identifies Selection Committee**
   - Reviews RFP draft, proposed selection committee, and recommended short listed firms
   - Director approves?

2. **Sends RFP to Resource Management**
   - Reviews RFP documents
   - Resource Management approved?
   - Sends RFP to A/E/Consultants
   - Conducts pre-submittal conference
   - Receives list of providers questions or request for clarifications

3. **Provides written response to questions/clarifications**
   - Enters formal RFP responses from A/E into matrix & recommends short list to Director of Capital Projects
   - Approved by AVC/VC?
   - Yes
   - No

4. **Reviews recommended short list**
   - Shares short list with AVC/VC
   - Reviews recommended short list
   - Reviews & provides approval/denial
   - Request approval from AVC/VC
   - Solicits proposals & clarification if necessary

5. **Conducts Interviews**
   - PM creates interview schedule & evaluation criteria
   - Short list reviewed & approved by AVC/VC?
   - Yes
     - No
   - Approved by Director?
   - Yes
     - No
   - Selection Committee scores based on evaluation criteria
   - Compiles results & reviews recommendation with Director of Capital Projects
   - Approved by AVC/VC? Yes
     - No
   - Yes
     - No
   - Yes
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   - Yes
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   - Yes
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   - Yes
   - No
**Step 4 - Design Phase**

**A/E Planner/PM**
- Prepare design project kick-off meeting agenda
- Engage all stakeholders & project team
- PM engages project audit for projects > $10M
- Conducts kick-off meeting & clarify details of project scope, schedule, budget
- Conduct charter endorsement by entire project team & prepare charter doc. For review & endorsement
- Update POR
- Proceed to Schematic Design

**Customer/Stakeholders**
- Reviews and provides endorsement
- Charter endorsed by entire Project Team?
- Edit project? Stakeholders endorsements, approvals?
- Reviews POR & budget and provides approvals
- POR verification approval?
Step 5 – Selection of Contractor

From Step 4

Is the project/service sole source justification?

Approved?

Provide reason for Business Operations to create the sole justification form for Director of Capital Projects review.

SC3 Documents prepared by A/E for construction

Will the contract be <$25k?

SC6 Will the contract be <$25k?

Can In House Construction team be used?

SC4 A/E Planner/PM

Yes

No

Solicits proposal from In House Construction via Service Now

Yes

No

Solicits 3 informal bids & follows standard bidding & evaluation for contracting process

Prepares business justification form for Capital Projects review

Yes

No

Modifies form and reissues or seeks alternate delivery process

Documents prepared by A/E for construction

Yes

No

Seeks quotes from CSA or emergency vendor and follows standard bidding & contracting & evaluation process

Follow ITB or CM-GMP CMAR process

Follow DB<$250K process

Go to Step 3

Are bids acceptable

Yes

No

Follow standard contracting & evaluation process

Yes

No

Solicits bids after explaining scope, schedule to bidders & providing WUSM design & construction standards

Yes

No

Solicits proposal from In House Construction via Service Now

Prepares the sole justification form for Director of Capital Projects review

Approved?

Yes

No

Step 5 – Selection of Contractor
Step 5 – Selection of Contractor

The image contains a flowchart for Step 5 of the selection process for a contractor. The flowchart outlines the steps and decisions involved in choosing a contractor. Here is a brief overview of the process:

1. **GMP1** - Resource Management approves the RFP sent to Resource Management for review & approval.
2. **GMP2** - AVC/AVP approves a short list.
3. **GMP3** - Schedules pre-bid meeting.
4. **GMP4** - Prepares addenda (if any) to address changes during bidding.
5. **GMP5** - Proposal received & shortlisted by PM & Director reviewed with AVC/AVP.
6. **GMP6** - Notifies shortlisted firms of interview time & date.
7. **GMP7** - Prepares & shares interview questions & evaluation criteria with selection committee & shortlisted firms.
8. **GMP8** - Interview & presentations conducted & selection committee submits evaluation.
9. **GMP9** - PM compiles scores & recommends award to highest ranked firm.

The flowchart includes decision points where Yes or No outcomes lead to different paths. The process is designed to ensure a thorough and systematic approach to selecting a contractor.
Step 5 – Selection of Contractor

- A/E Planner/PM
- Director of Capital Projects/AVC

Begin DB<$250K Dir approves?

1. Prepares front end documents DB1
2. Establishes bid time frame & request for bid sent to bidders DB3
3. Assembles list of bidders & recommends to Director of Capital Projects for Approval DB2
4. Bids received by resource management with PM in attendance DB4
5. Evaluates & tabulates bids & alternates & identifies lowest qualified bid DB5

Follow standard contracting & evaluation process

Yes
No
Step 5 – Selection of Contractor

PM/Resource Management notifies successful bidder

PM estimates initial project budget, initiates with awarded bid amount & reviews with Director of Capital Projects

No

Initiate resolution budget & funded approval

Yes

Subbudget within initial estimate

PM/Resource Management notifies successful bidder

Director reviews & approves?

Yes

No

PM issues PO or standard form of agreement

SCP1

PM updates total project budget estimate with awarded bid amount & reviews with Director of Capital Projects

SCP2

Director reviews & approves?

Yes

No

YES

SCP3

Is budget within prelim estimate?

Yes

No

SCP4

写入预算及资金审批

SCP5

写入ECPR议程项目

SCP6

建立新的项目账户在AIS/CMS或增加到现有项目在AIS/CMS

SCP7

向相关方通知

SCP8

向相关方发出提案及/或合同检查表

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Step 6 – Construction Phase

**Business Operations**

- From Step 5: Issuance & execution of PO or agreement to the contractor

**A/E Planner/PM**

- Reviews all terms & conditions of the PO/Agreement
- Reviews WUSM badging, policies/guidelines, infection control risk assessment completion, EH&S requirements, initiates project specific & WUMC communication contact list, etc
- Reviews construction schedule in coordination w/ owner related project activities
- Reviews construction schedule in coordination w/ owner related project activities
- Submits asbestos, material testing reports & other owner specific pertinent information to contractor
- Schedules all project construction & coordination meetings
- Reviews construction schedule in coordination w/ owner related project activities
- Discusses safety, emergency process, site logistics, signage, etc
- Reviews all information & submits safety data sheets
- Updates overall project schedule w/ actual milestones & timelines incorporating all owner activities
- PM Coordinates owner services & activities while managing contractor performance & overall project coordination, A/E manages adherence to scope
- PM/A/E De periodis site visits & reports deficiencies to GC, PM engages customer & stakeholders when necessary
- GC, PM, A/E & customer regularly meet, track, and report progress (safeties, record drawings, RFICD, outages, etc)

**GC/Contractor**

- STOP no work to start without executed contract documents
- Schedules a pre-construction meeting with the project team/ update charter document
- Purchases & provides all contract document items (except owner provided items)
- From Step 5: Stops construction of building
Step 6 – Construction Phase

**A/E Planner/PM**
- Addresses PM/A/E comments
- Submits pay applications for PM & A/E reviews
- Schedules necessary testing & inspection thru out this phase
- Corrects deficiencies & retests as necessary
- All testing & inspection reports submitted to PM/A/E

**PM**
- Validates work in pay apps & authorizes GC to submit it to Business Operations
- Monitors testing & inspection process along with A/E for compliance
- Files reports in the project records file
- To manage getting necessary approvals
- To provide periodic project reports to stakeholders
- Responsible for project controls & changes in budget, scope & schedule & initiating suggested change orders

**GC/Contractor**
- Submits pay applications for PM & A/E reviews
- Schedules necessary testing & inspection thru out this phase
- Corrects deficiencies & retests as necessary
- All testing & inspection reports submitted to PM/A/E

**Business Operations**
- Reviews progress payments for GC & routes for appropriate approvals & payment
- Reviews change orders and route for approvals & input into AG/CMS

**When project substantially complete GC requests substantial completion walk thru w/PM & A/E**
- PM & A/E validate substantial completion & generate punchlist
- GC to complete punchlist within 30 days

**PM**
- Provides periodic project reports to stakeholders
- Files reports in the project records file
- To manage getting necessary approvals
- Issues substantial completion certificate
- Validates work in pay apps & authorizes GC to submit it to Business Operations

**Go to Step 7**
Step 6 – Move Coordination

**Move Coordinator**
- Move coordination begins
  - Validate move time frame & schedule in coordination with project schedule
  - Account for all neighbors, grant due dates, conf. events, experiment cycles in scheduling move
  - Work w/resource management & select moving vendor based on scope, schedule, expertise from pre-selected vendor list
  - Schedules pre-bid walk-thru & seeks proposals
  - Coordinates w/ business operations; once acceptable proposal is received & contract gets executed
  - PM, MC & vendor finalize the move plan & schedules while accounting for delivery & install of appliances, furniture, AV equip etc

**End**
Step 7 – Transition, Activation and Closeout

**A/E Planner/PM**

1. Project achieves substantial completion & warranty period begins.
2. PM schedules Activation, transition & close-out (ATC) meeting with ATC partners.
3. Work with move coordinator (MC) & follows up on the move details.
4. To Move Coordination.
5. PM, A/E, CxA updates the ongoing list of outstanding items.
6. PM, A/E, Contractor CxA schedule orientation, equip start-up, training, walk thru for operations, custodial, EHS, Protective Svcs, infect. control.
7. Yes, project is ready for final inspection.
8. PM & A/E review if project is ready for final inspection.
9. Yes, seeks final inspection & sign-off from all Authorities having jurisdiction (AHJ) & provides any outstanding deliverables.
10. Completes all outstanding items & punch list items & submits all deliverables.
11. Yes, Final Inspection approval & project moves into transition phase.
12. Schedules Final inspection w/ customer. Project now transitions to FMD Operations & customer.
13. Yes, confirms all deliverables & sign-off before approving final pay app. Ensures all claims are resolved.
14. PM completes lab quality assessment and submits to Space Planner for input into OSIS.
15. PM notifies customer & project team & prepares for close-out.
16. Go to Step 7 Closeout.

**Contractor**

1. Provides all deliverables including O&M, training material, attic stock, warranty certificates info.
2. PM (contractors) commence activation phase & schedule necessary startup, training activities.
3. Yes, FINAL inspection with customer.
4. Project now transitions to FMD Operations & customer.
5. Yes, project moves into close-out steps.
6. Yes, submits final pay application.
Step 7 – Transition, Activation and Closeout

**Step 7 – Closeout**

- **PM** requests & reviews all project related accounting & validates it for accuracy
- **PM** confirms all project documents are received & distributed
- **PM** coordinates document archiving w/ records coordinator
- Project moves to administrative & business/financial close-outs
- PM & Records Coordinator send project evaluation & surveys to customer & stakeholders
- All operations stakeholders & CxA or select consultants participate in 11 month post substantial completion walk-thru/inspection
- Any identified deficiency shared w/ contractor for resolution

**End**
Step 7 – Transition, Activation and Closeout

Move Closeout coordination begins

Address Post-move clean-up & decommissioning of existing lab/space is addressed

Validates invoices & request corrections or approve payments

Conduct vendor evaluation & close-out activities for move portion of project

Vendor

MCC2 Submits invoices

MCC3 Validates invoices & request corrections or approve payments

MCC4 Conduct vendor evaluation & close-out activities for move portion of project

End

Start

Move Coordinator

Step 7 – Move Closeout Coordination