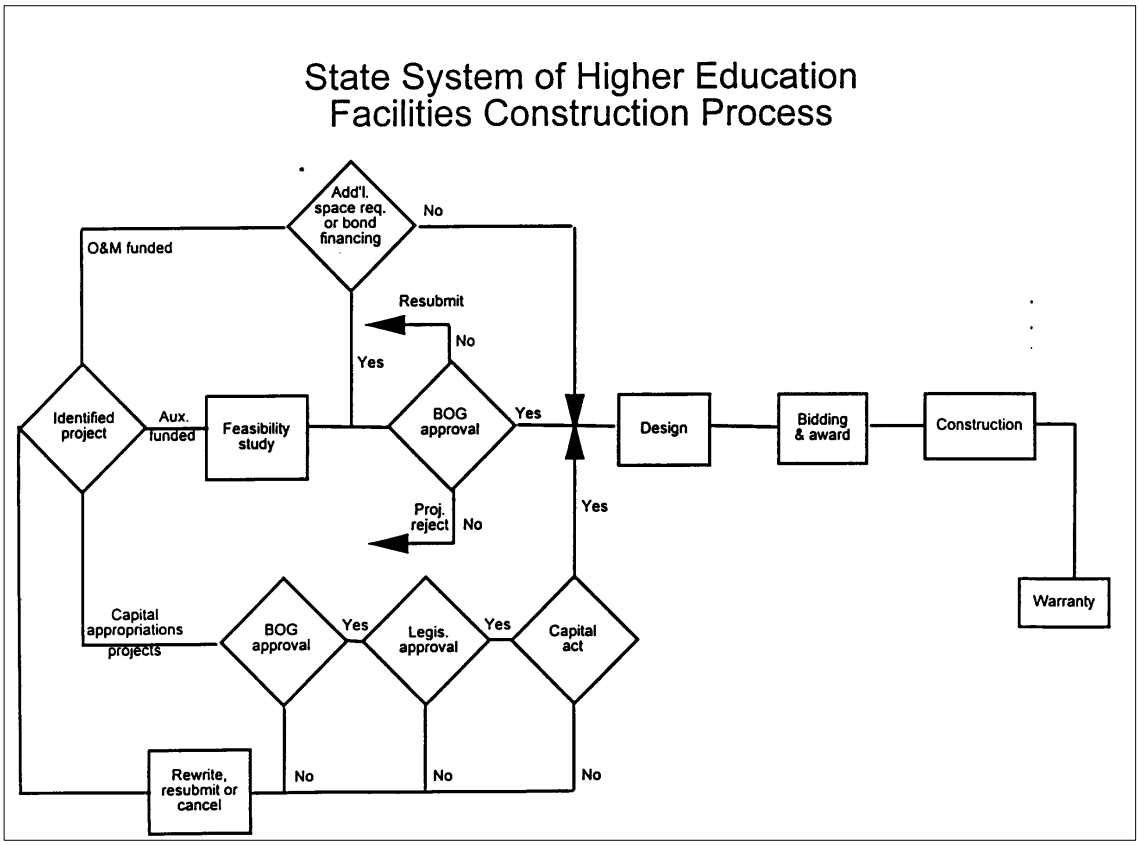
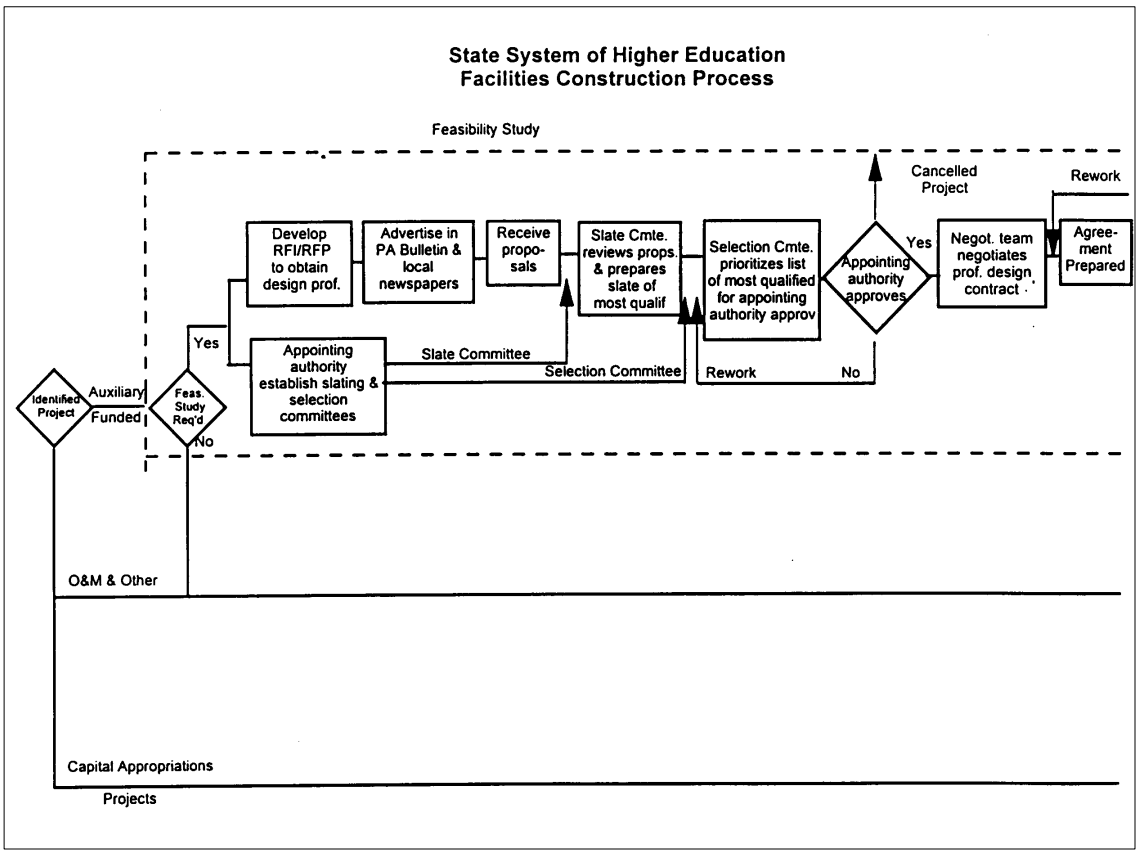
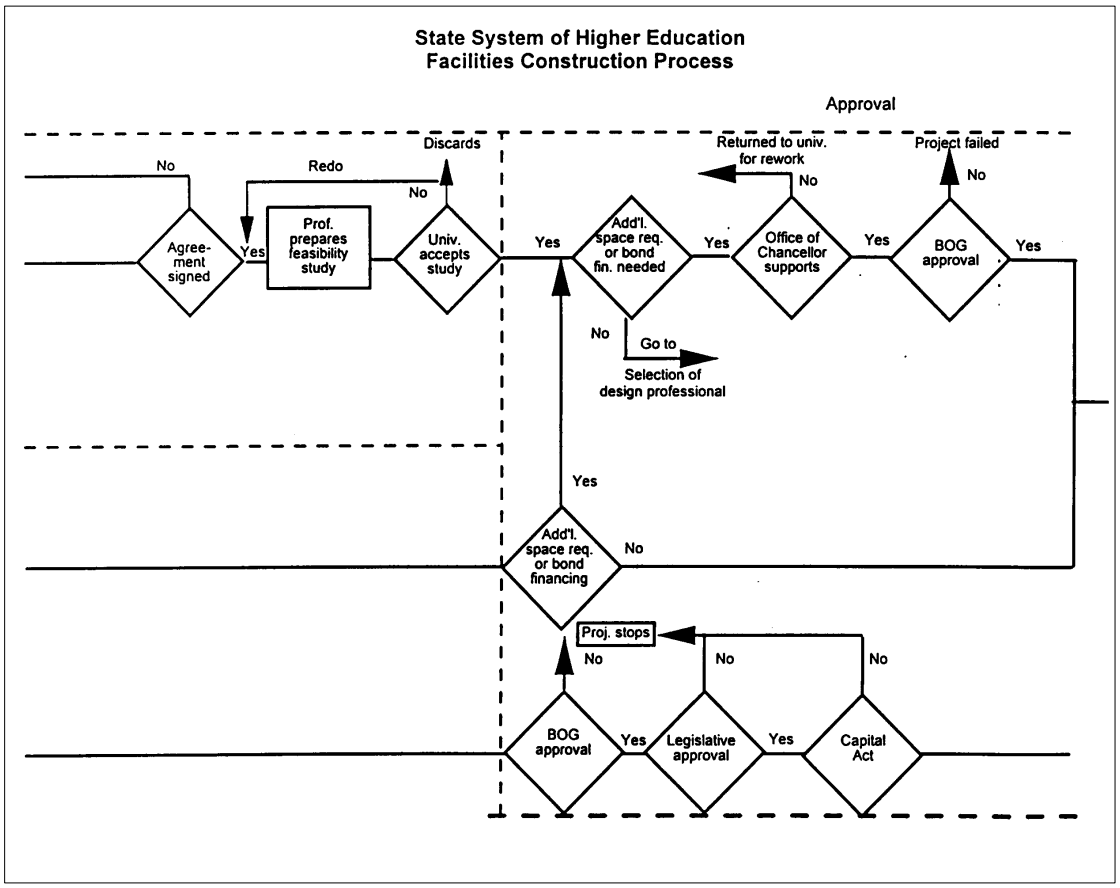

State System of Higher Education
Facilities Construction Process
Add'l. space req. or bond financing
No
O&M funded
Resubmit
No
Yes
Identified project
Aux. funded
Feasibility study
BOG approval
Yes
Design
Bidding & award
Construction
Proj. reject
No
Yes
Warranty
Capital appropriations projects
BOG approval
Yes
Legis. approval
Yes
Capital act
Rewrite, resubmit or cancel
No
No
No

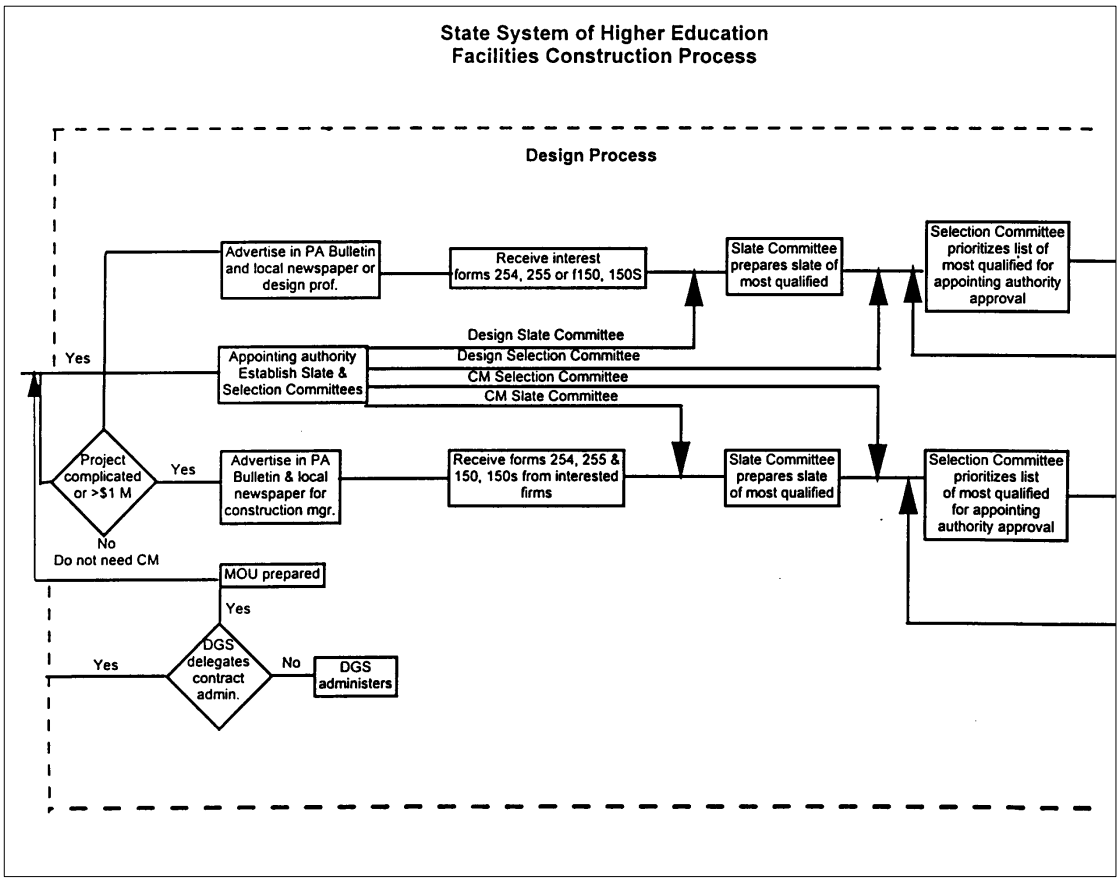
1


State System of Higher Education
Facilities Construction Process
Feasibility Study
Cancelled Project
Rework
Develop RFI/RFP to obtain design prof.
Advertise in PA Bulletin & local newspapers
Receive propo-sals
Slate Cmte. reviews props. & prepares slate of most qualif
Selection Cmte. prioritizes list of most qualified for appointing authority approv
Appointing authority approves
Yes
Negot. team negotiates prof. design contract
Agree-ment Prepared
Yes
Appointing authority establish slating & selection committees
Slate Committee
Selection Committee
Rework
No
Identified Project
Auxiliary Funded
Feas. Study Req'd
No
O&M & Other
Capital Appropriations Projects

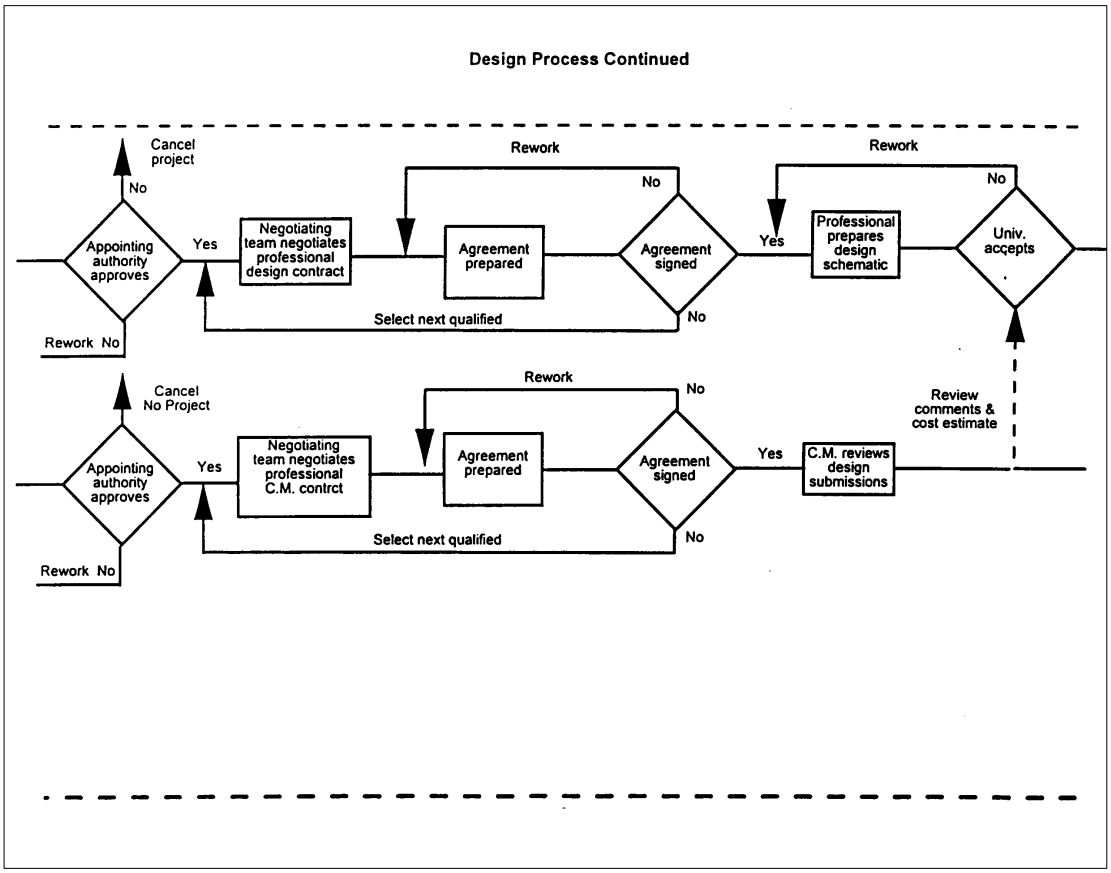
2


State System of Higher Education
Facilities Construction Process
Approval
Discards
Returned to univ. for rework
Project failed
No
Redo
No
No
No
Agree-ment signed
Yes
Prof. prepares feasibility study
Univ. accepts study
Yes
Add'l. space req. or bond fin. needed
Yes
Office of Chancellor supports
Yes
BOG approval
Yes
No
Go to
Selection of design professional
Yes
Add'l. space req. or bond financing
No
Proj. stops
No
No
No
BOG approval
Yes
Legislative approval
Yes
Capital Act

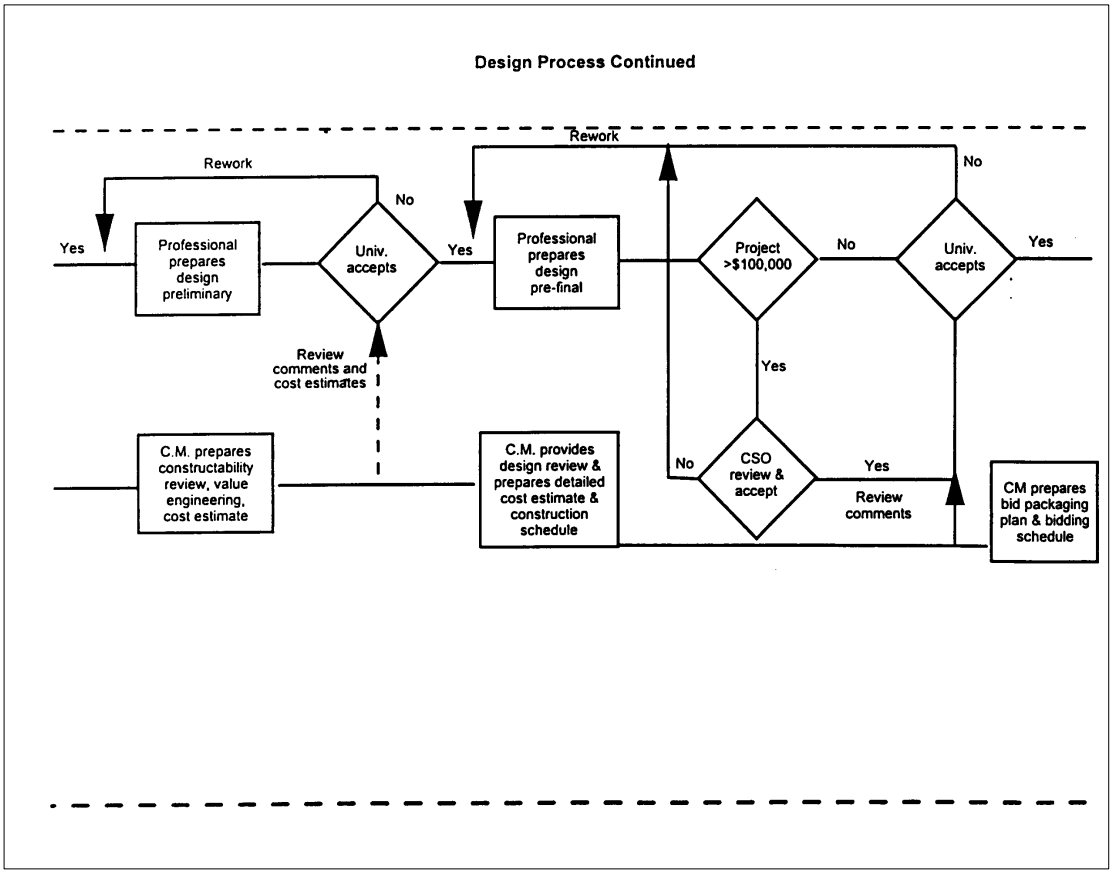
3


State System of Higher Education
Facilities Construction Process
Design Process
Advertise in PA Bulletin and local newspaper or design prof.
Receive interest forms 254, 255 or f150, 150S
Slate Committee prepares slate of most qualified
Selection Committee prioritizes list of most qualified for appointing authority approval
Design Slate Committee
Design Selection Committee
CM Selection Committee
CM Slate Committee
Yes
Appointing authority Establish Slate & Selection Committees
Project complicated or >$1 M
Yes
Advertise in PA Bulletin & local newspaper for construction mgr.
Receive forms 254, 255 & 150, 150s from interested firms
Slate Committee prepares slate of most qualified
Selection Committee prioritizes list of most qualified for appointing authority approval
No
Do not need CM
MOU prepared
Yes
Yes
DGS delegates contract admin.
No
DGS administers

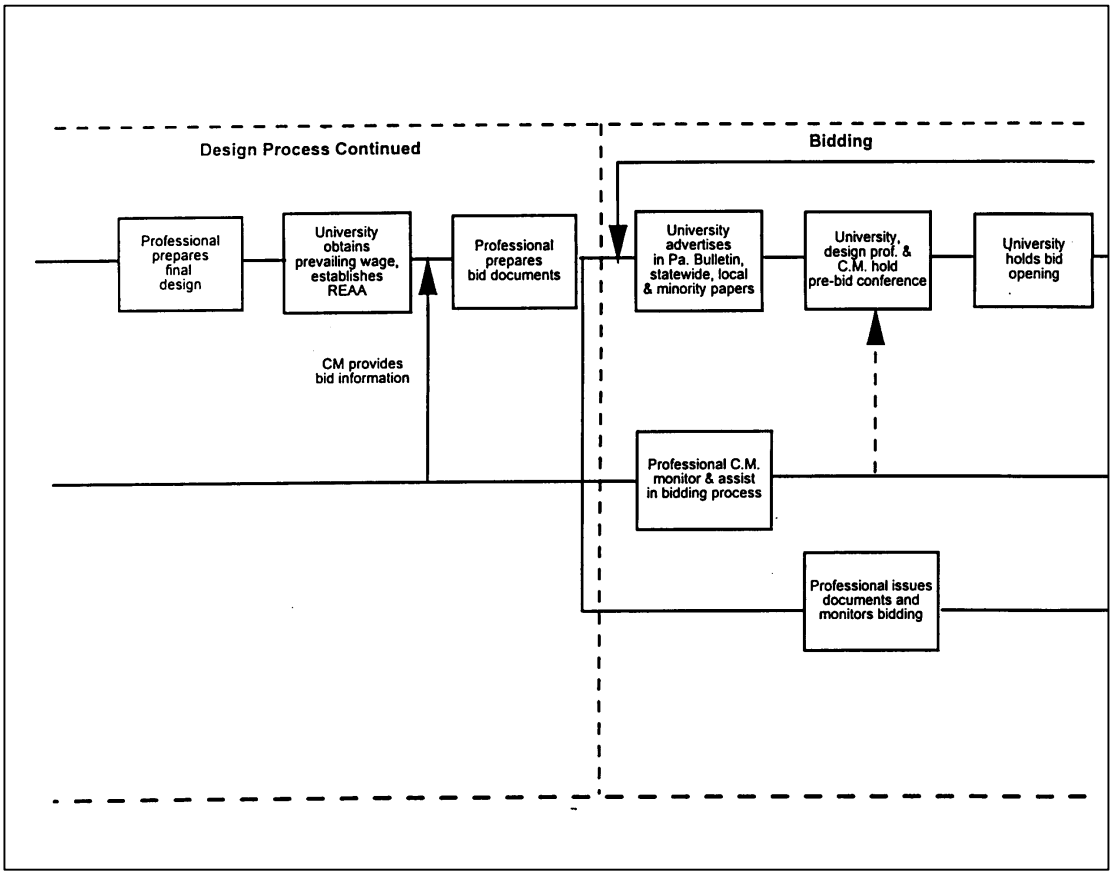
4


Design Process Continued
Cancel project
No
Appointing authority approves
Yes
Negotiating team negotiates professional design contract
Rework
Agreement prepared
No
Agreement signed
Yes
Professional prepares design schematic
Rework
No
Univ. accepts
Select next qualified
No
Rework No
Cancel No Project
Appointing authority approves
Yes
Negotiating team negotiates professional C.M. contrct
Rework
Agreement prepared
No
Agreement signed
Yes
C.M. reviews design submissions
Review comments & cost estimate
Select next qualified
No
Rework No

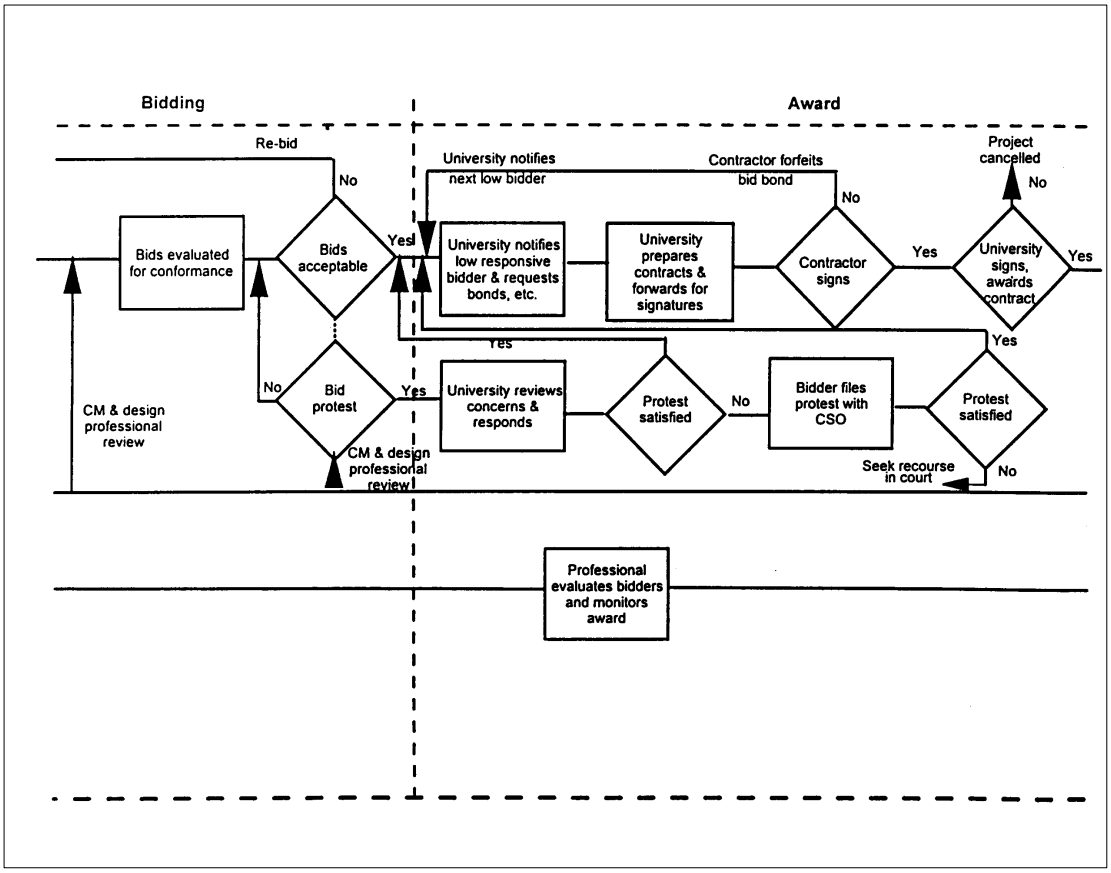
5


Design Process Continued
Rework
Rework
No
Yes
Professional prepares design preliminary
Univ. accepts
Yes
Professional prepares design pre-final
Project >$100,000
No
Univ. accepts
Yes
Review comments and cost estimates
Yes
C.M. prepares constructability review, value engineering, cost estimate
C.M. provides design review & prepares detailed cost estimate & construction schedule
No
CSO review & accept
Yes
Review comments
CM prepares bid packaging plan & bidding schedule

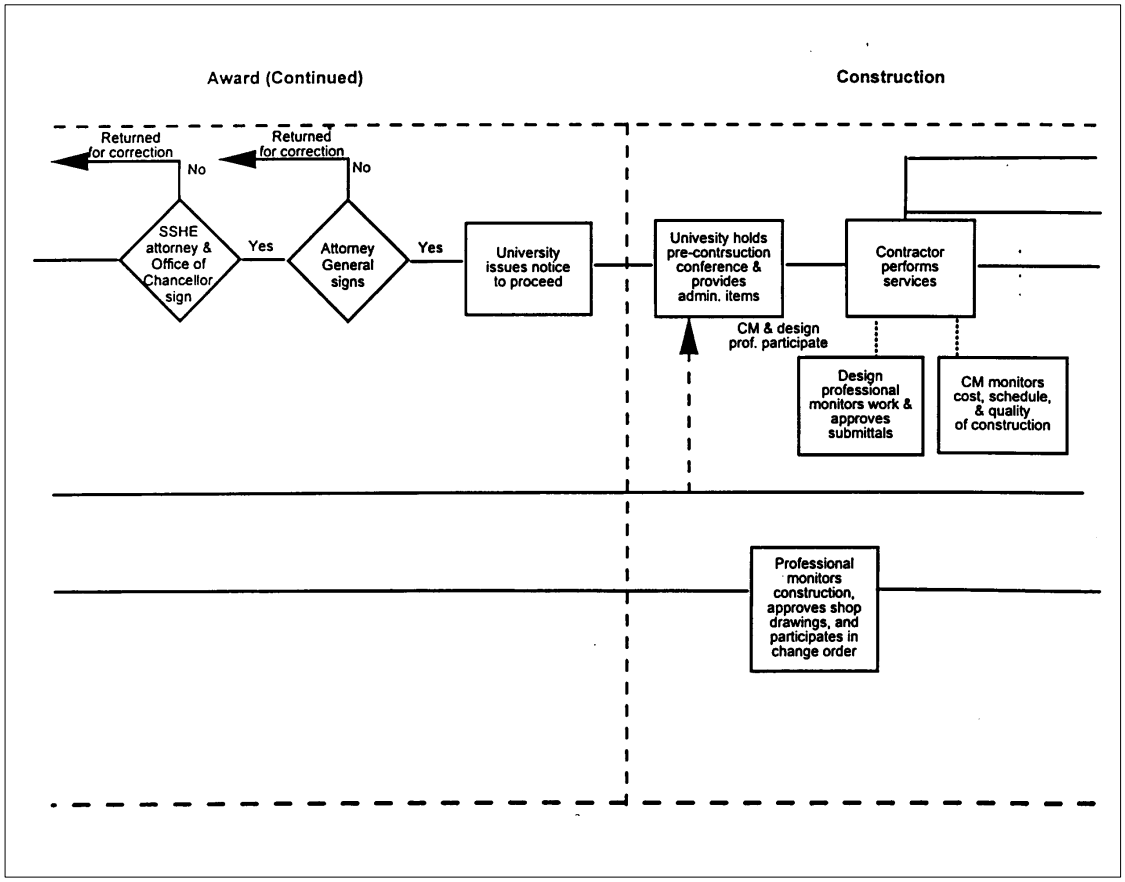
6


Design Process Continued
Bidding
Professional prepares final design
University obtains prevailing wage, establishes REAA
Professional prepares bid documents
University advertises in Pa. Bulletin, statewide, local & minority papers
University, design prof. & C.M. hold pre-bid conference
University holds bid opening
CM provides bid information
Professional C.M. monitor & assist in bidding process
Professional issues documents and monitors bidding

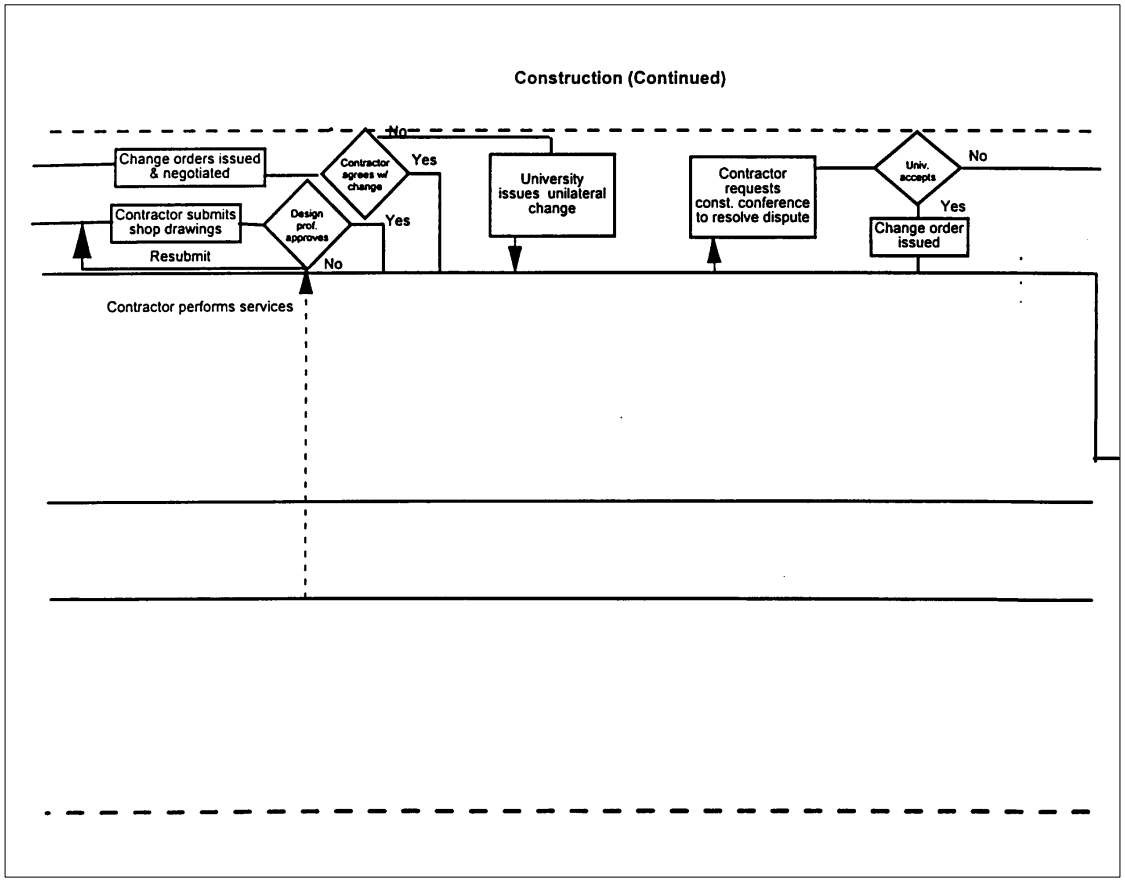
7


Bidding
Award
Re-bid
No
University notifies next low bidder
Contractor forfeits bid bond
No
Project cancelled
No
Bids evaluated for conformance
Bids acceptable
Yes
University notifies low responsive bidder & requests bonds, etc.
University prepares contracts & forwards for signatures
Contractor signs
Yes
University signs, awards contract
Yes
Yes
Yes
No
Bid protest
Yes
University reviews concerns & responds
Protest satisfied
No
Bidder files protest with CSO
Protest satisfied
CM & design professional review
CM & design professional review
Seek recourse in court
No
Professional evaluates bidders and monitors award

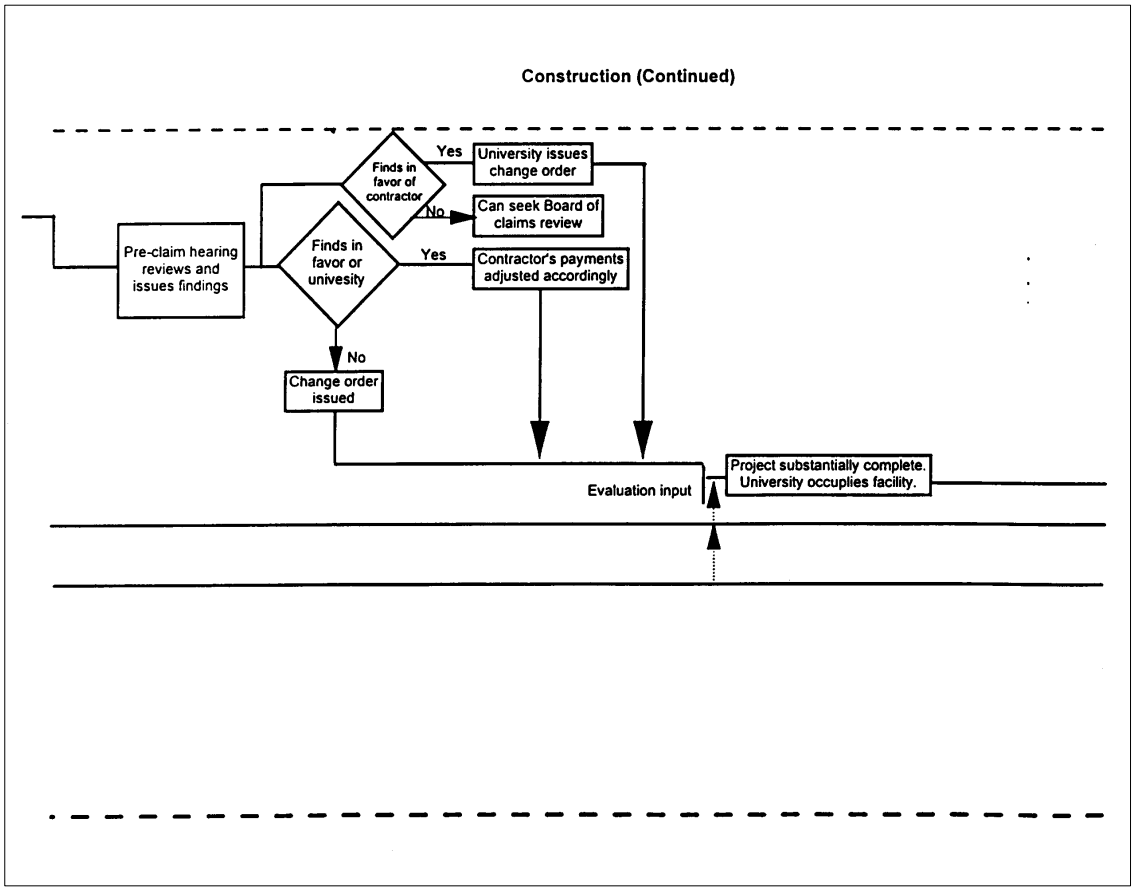
8


Award (Continued)
Construction
Returned for correction
No
Returned for correction
No
SSHE attorney & Office of Chancellor sign
Yes
Attorney General signs
Yes
University issues notice to proceed
Univesity holds pre-contrsuction conference & provides admin. items
Contractor performs services
CM & design prof. participate
Design professional monitors work & approves submittals
CM monitors cost, schedule, & quality of construction
Professional monitors construction, approves shop drawings, and participates in change order

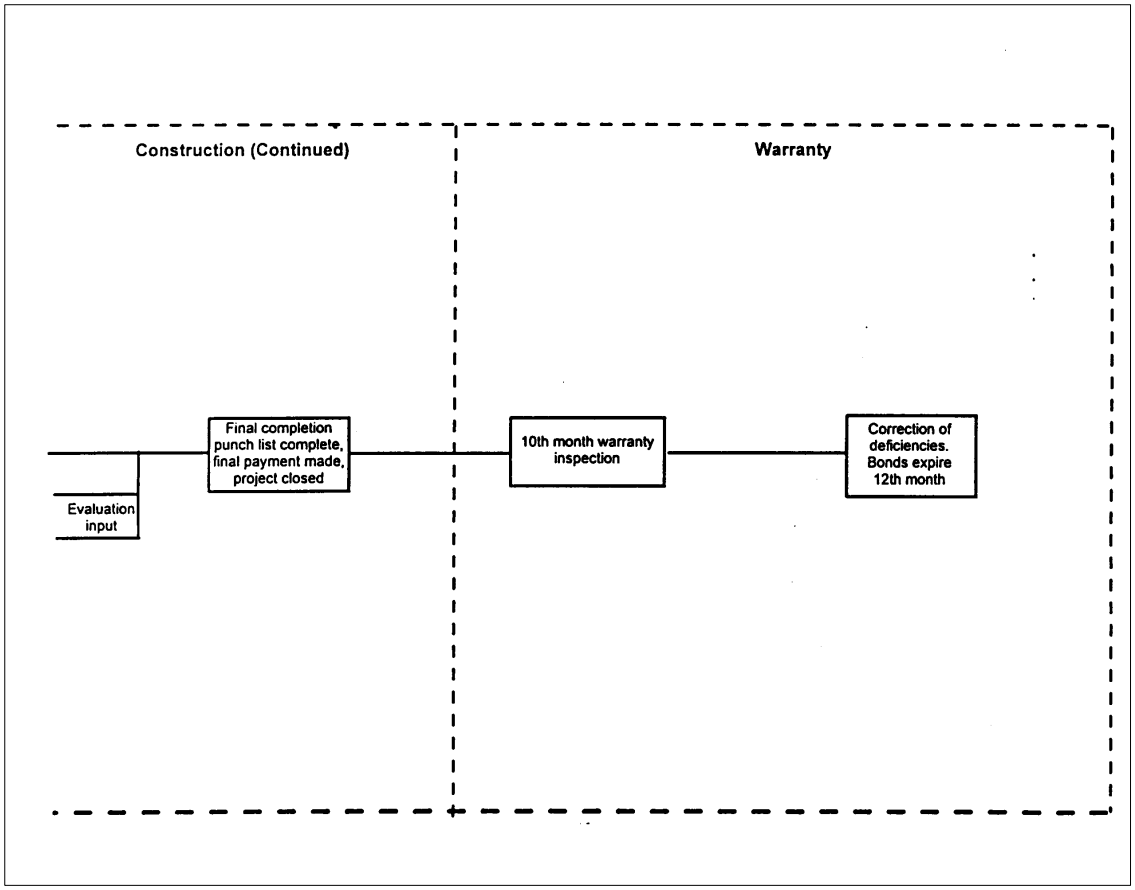
9


Construction (Continued)
No
Change orders issued & negotiated
Contractor agrees w/ change
Yes
University issues unilateral change
Contractor requests const. conference to resolve dispute
Univ. accepts
No
Yes
Change order issued
Contractor submits shop drawings
Design prof. approves
Yes
Resubmit
No
Contractor performs services

10


Construction (Continued)
Pre-claim hearing reviews and issues findings
Finds in favor of contractor
Yes
University issues change order
No
Can seek Board of claims review
Finds in favor or univesity
Yes
Contractor's payments adjusted accordingly
No
Change order issued
Evaluation input
Project substantially complete. University occuplies facility.

11


Construction (Continued)
Warranty
Evaluation input
Final completion punch list complete, final payment made, project closed
10th month warranty inspection
Correction of deficiencies. Bonds expire 12th month

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