



UNIVERSITY OF NORTH TEXAS
OFFICE OF FACILITIES MANAGEMENT AND CONSTRUCTION

STEPS INVOLVED IN DESIGN & CONSTRUCTION OF RENOVATION PROJECTS

WHAT TO EXPECT

There are a series of phases involved in FM&C projects. 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.

STEP 1: SUBMISSION OF PIW AND PROJECT ASSIGNMENT

Upon receipt of a Project Initiation Worksheet (PIW), the project request is entered into Facilities' project tracking system and is assigned. Depending on the size and scope of the project, it may be managed by an FM&C Project Manager (PM) or by Facilities Maintenance. Typically, projects over \$3,500 or that require more than one specific trade are handled by FM&C. Once the PM is notified that they have been assigned a new project, they will contact the client listed on the PIW form within three to five days.

STEP 2: PROGRAMMING AND DISCOVERY

The PM will set an appointment to have an initial discussion with the client contact regarding what the request entails. Once those details have been thoroughly discussed, the PM will return at a later date to perform a field verification on the space(s) affected by the project. In unoccupied spaces, the PM will perform the field verification as quickly as possible. In occupied spaces, the PM will coordinate with the occupants' schedule.

During the discovery phase, the PM seeks to identify existing site conditions that may affect the project scope. For example, when creating two offices out of one larger room, the heating and air conditioning must be adjusted accordingly. Likewise, additional power and data may be required. Because these details will affect the total price of the project, the PM ensures that adequate attention has been paid to all relevant details before moving forward.

STEP 3: SCHEMATIC DESIGN/ DESIGN DEVELOPMENT

Once the PM has performed a field verification, they will begin developing preliminary conceptual drawings for discussion and review with the client. Depending on how complex the scope of work is, this phase may take several passes to accurately represent the client's true design intent.

STEP 4: CONSTRUCTION DOCUMENTS

After a design has been approved, the PM will move forward with fully fleshing out all the details needed to create a set of drawings that a contractor can use to build out the renovation project. This phase of the project requires close coordination with several different parties within Facilities and also includes an internal design review process to collect Facilities-wide feedback to ensure the thoroughness and accuracy of the plans.

STEP 5: PROJECT ESTIMATE

When construction drawings are completed, the PM works to develop a comprehensive budget estimate that is representative of the requested design and all affected site conditions and infrastructure. The project estimate is reviewed by the Facilities Estimator to ensure that it aligns with historical data and industry pricing. Then the estimate and final drawings are presented to the client for final review and signature. Client signature is the notice to proceed with the project.

STEP 6: PROJECT PROCUREMENT

Once the PM has received signed drawings and the project estimate has been approved by both the account holder and the Budget Office, the PM will withdraw the project funding and begin requesting purchase orders and work orders for work to commence. All procurement must adhere with pertinent purchasing laws and guidelines.

Prior to the start of construction, a Pre-Construction Meeting is held by the PM and attended by the project team, including the contractor and any subcontractors, as well as various internal parties such as Risk Management, UNT Telecomm and Datacomm, etc. At this time, the contractor will provide a proposed construction schedule, which the PM will then review and discuss with the client contact.

STEP 7: CONSTRUCTION ADMINISTRATION / FURNITURE INSTALLATION

While the contractor is physically responsible for the construction, the PM must ensure the project is built according to the plans.

During construction, the PM will monitor and oversee the construction site at regular intervals usually daily 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.

STEP 8: MOVE-IN

When construction is complete, the PM will inspect the project with the client. If all is satisfactory and the project is ready for move-in, the client will be asked to sign a certificate of occupancy. After move-in the client will be asked to complete a customer satisfaction survey.