

## APPENDIX G

### PHASE I/PHASE II CONSTRUCTION ONLY POLICY

**Phase I – Construction PIP Submittal:** The Phase I – Construction PIP Submittal is a request for approval to acquire professional services for pre-design services (as necessary) and/or design services, through development of concept design and preparation of a project budget for complete project design and construction. The product of these services shall be a statement of project scope and budget used to support a request, consistent with Section 2-47-40, for approval of the Phase II – Construction PIP Submittal: Design and Construction Budget.

**A. Pre-design services consist of:**

1. Programming services to establish and document the following detailed project requirements:
  - a. Design objectives, limitations, and criteria;
  - b. Approximate gross facility areas and space requirements;
  - c. Required space relations;
  - d. Facility flexibility and expandability requirements;
  - e. Special equipment and systems required;
  - f. Site requirements;
  - g. Operating procedures;
  - h. Security requirements;
  - i. Communications relationships; and
  - j. Project Schedule.
2. Space Schematics - Flow Diagrams consisting of diagrammatic studies and descriptive text for:
  - a. Converting programmed requirements to net area requirements;
  - b. Internal functions;
  - c. Human, vehicular, and material flow patterns;
  - d. General space allocations;
  - e. Analysis of operating functions;
  - f. Adjacency;
  - g. Special facilities, materials, and equipment; and
  - h. Flexibility and expandability.
3. Existing Facilities Surveys consisting of researching, assembling, reviewing, and supplementing information for projects involving alterations and additions to existing facilities or determining new space usage in conjunction with a new building program including:
  - a. Field measurements;
  - b. Review of existing drawings for accuracy and the development of required measured drawings;
  - c. Restrictions on modifying historic properties;
  - d. Review of existing design data;
  - e. Investigation of hazardous materials (asbestos, lead, mold, etc.); and
  - g. Analysis of existing structural, mechanical, and electrical capabilities.
4. Site Analysis consisting of:
  - a. On-site observation;
  - b. Movement systems, traffic, and parking studies;
  - c. Topography analysis;
  - d. Utility systems

- e. Analysis of deed, zoning, and other legal restrictions (including permits & approvals);
- f. Structures placement;
- g. Surface and subsurface conditions;
- h. Environmental requirements (wetlands, threatened and endangered species, flood zones, archeological, etc.);
- i. Landscape concepts and forms;
- j. Studies of availability of construction materials, equipment, and labor;
- k. Studies of construction market; and
- l. Site analysis and evaluation.

**B.** Design services through concept design consist of services to prepare concept design documents that establish the conceptual design of the project illustrating the scale and relationship of the project components. If appropriate, concept design documents may include a conceptual site plan and preliminary building plans, sections, and elevations. Concept design documents may include preliminary selections of major building systems and construction materials.

**Phase II – Construction PIP Submittal:** The Phase II – Construction PIP Submittal is a request for approval to acquire professional services to prepare complete design and construction documents and to acquire construction. Such request must be supported by a complete program statement, a statement of the scope of work, concept design documents, an estimate of the cost prepared by a party independent of the agency/institution, projected date for the execution of the construction contract, projected date for completion of the construction, and any other information required by Section 2-47-40. At the time of the construction PIP submittal, the agency/institution will be expected to complete execution of the construction contract by the projected date designated. If the construction contract is not in place by the projected date, the agency/institution must report to the Joint Bond Review Committee the reason(s) said contract is not in place and the projected impact the delay will have on the project's costs and funding. In the event of a protest of the successful bid, the requirement to complete a construction contract by the projected date is suspended until the protest is resolved. The agency should notify the Capital Budgeting Unit in the event of a protest.