### Campus Services Capital Project Process

**OFFICE OF UNIVERSITY ARCHITECT & PLANNING, DESIGN & CONSTRUCTION**

**Step 1**
**Project Idea Inception**
- School or department initiates the need for capital project
- Works with UA and PDAC to better define scope
- Discuss with PC and others for consensus building

**MILESTONES:**
- Formal Request to PC & WAM for approval to begin project planning work
- Preliminary budget is developed for funding to take project through Step 3

**Feasibility Study**
- UA reviews project for compliance w/ Master Plan
- UA works with client to prepare Feasibility Study
- Establishes the Scope of the Project

**DOCUMENTATION NEEDED:**
- User’s outline program
- Initial cost studies
- Environmental impacts/LEED analysis
- Site limits, uses, traffic and parking issues
- Infrastructure/utility requirements
- Concept design for fundraising (optional)

**Step 3**
**Feasibility Study Review**
- Feasibility Study (FS) distributed and discussed with President’s Cabinet and others as appropriate by UA
- Provide adjustments/revisions as required
- Brought by UA to REBG as an information item when appropriate
- FS is shared with WAM for approval

**MILESTONES:**
- Project Manager is chosen once project is found and approved to move forward into design (Steps 4-8)
- WAM approves feasibility study and funding for design
- If project exceeds $1ml, PC must approve

**Step 4**
**Program Document**
- Develop program document including:
  - Detail space program/scope criteria
  - Site limits, utilities, conditions and exterior spaces
  - Total project budget
  - A/E scope of work/consultants
  - Preliminary schedule
  - Environmental/LEED analysis
- Emory Project Team identified Concept Design for fundraising (optional)

**MILESTONE:**
- Final A/E contract is submitted to VP of Campus Services for approval and agreement to begin work

**Step 5**
**Consultant Selection**
- Selection Committee identifies A/E long list for consideration
- List is presented and approved by REBG
- Selection Committee solicits for qualifications proposals, then short lists and interviews the firms being considered
- A/E selection is made and a contract is negotiated

**MILESTONE:**
- Final A/E contract is submitted to VP of Campus Services for approval and agreement to begin work

**Step 7**
**Design Development**
- Design work continues
- Early site package prepared at end of DD (optional)
- Cost estimate is reconciled by Contractor, A/E consultant and cost consultant

**MILESTONES:**
- Completed 3D document are shared within Campus Services for compliance with design and construction standards

**Step 8**
**Construction Documents**
- Final cost estimate prepared
- A/E consultant completes drawings and specifications for Contractor’s use

**MILESTONES:**
- Complete documents released for construction, project presented to PC for construction funding approval

**Step 9**
**Construction**
- Construction begins
- PDAC project manager oversees the project

**MILESTONES:**
- Construction is completed, certificate of occupancy issued, and users move into the project
- LEED Application for certification; Campus Services “Key” exchange

**Participants in the process**
- PDAC: Planning, Design & Construction (part of Campus Services)
- UA: University Architect (part of Campus Services)
- PC: President’s Cabinet
- WAM: Ways and Means Committee
- CDC: Campus Development Committee
- FC: Finance Committee
- REBG: Real Estate, Buildings & Grounds Committee of the Board of Trustees
- COE: Committee on the Environment

Questions about the process should be directed to:
University Architect at 404.727.1493