

# Significant Project Flow Chart

(for Board Approved Capital Construction Projects 2 million and above)

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## Phase 1: Project Request

- Funding is Identified
- **Feasibility Study** is developed
- The project **Concept Document** is written
- **Concept Document** for Capital Construction Projects are reviewed by the Board of Governors, Committee for Building & Grounds for subsequent approval.

## Phase 2: RRQ/RFP Process and Architect & Engineer (A/E) Firm Selection

- RFQ/RFP is created and sent to selected A/E's from a pre-approved A/E Firm Master List
- A/E Firms are Interviewed
- A/E Firm is selected to provide the design for the capital construction project

## Phase 3: Design

- **Programming** is developed
- **Schematic Design** is developed. Project scope and general concepts are refined. Schematic design includes scaled floor plans, building sections, elevations and site plans.
- **Design Development** documents include detailed drawings and represent the final design of the project.
- **Construction** documents include final detailed drawings, specifications, material lists and all information needed to construct the project.

## Phase 4: General Contractor Bids

- General Contractors are Pre-Qualified
- General Contractors are issued Construction Bid Documents to place a bid
- Received Bids are reviewed
- Bid is Awarded

## Phase 5 Construction

- A "**Notice to Proceed**" is issued to a General Contractor once the construction contract is executed.
- **Construction:** The General Contractor determines the means and methods by which the project will be constructed, schedules work with his subcontractors, and orders materials.
- **Building Commissioning** occurs during the later stages of construction to ensure the project will function as it was designed upon completion of the project.

## Phase 6 Completion

- **Close Out** includes the completion of all punch list items and the receipt of all required documentation from the General Contractor and the A/E.
- **Turn Over:** The building is officially turned over from the General Contractor to Rutgers University.
- **Move-In:** Building occupants move into to use the newly completed facility.