

Mississippi State University

Capital Improvements Procedures

Note: All capital improvement projects in excess of \$250,000 shall be reviewed and coordinated with the University Architect, for approval.

Project Initiation

- **Project Initiation Form completed and approved**
 - Space utilization report
 - Program of Requirements
 - Relationship to existing facilities (*site location etc.*)
 - Project Budget Analysis
 - Funding Source Determined
 - Estimated Annual Operational and Maintenance Cost
 - Funding Source for Annual Operational and Maintenance Cost Identified
 - Preliminary estimate
 - Submit Project Initiation Form to user for approval

- **Space Planning Group**
 - Submit project initiation form to space planning group for review
 - Submit justification and space utilization report for review to space planning group
 - Submit proposed site location for new building
 - Submit to University Architect, Director of Facilities, & Chief of Staff for approval
 - Submit recommendation to President for approval
 - Submit Project Initiation Form to President for approval

- **IHL Approval**
 - IHL Agenda Item submitted and approved for projects over \$250,000
 - Project Initiation Form submitted to IHL for approval
 - Project A/E short list submitted to IHL for approval
 - IHL submittal to Bureau of Buildings if required by funding source
 - Project assigned an IHL number or a General Services number
 - Professional A/E selection submitted to IHL for approval

- **Professional Selection Process (*varies with Bureau of Buildings*)**
 - Selection committee formed (Core to consist of University Architect, Dept Head, IHL Rep.)
 - Request for Professionals solicited (*issued by Procurement*)
 - Review evaluation list on firms answering request for professionals
 - Firms selected will be in accordance with MSU Policy
 - Short list created minimum three maximum five firms
 - Each firm evaluated using MSU Selection Form for Professional selection
 - Prepare in conjunction with A/E schedule for submission of Documents
 - Prepare contract with professional using MSU's Standard Contract

Planning and Design

- **Programming**
 - Review program requirements and develop final list of project requirement
 - Describe scope of project
 - Review and approve project budget
 - Create project schedule cradle to grave
 - Verify Campus Standards are met

- **Schematic Design / Preplanning**
 - Schematic Design requirements are met per A/E contract
 - Schematic Design is approved by the University
 - Schematic Design is submitted to IHL for approval
 - Funding source is reviewed and identified
 - Project budget is reviewed
 - Review project schedule
 - Verify Campus Standards are met

- **Design Development**
 - Design Development requirements are met per A/E contract
 - Design Development is approved by the University
 - Design Development is submitted to IHL for approval
 - Funding source is reviewed and identified
 - Project budget is reviewed
 - Review project schedule
 - Verify Campus Standards are met

- **Contract Documents 50%**
 - Contract Document requirements are met per A/E contract
 - Documents are reviewed congruently by FM, User, and A/E
 - Funding source is reviewed and identified
 - Project budget is reviewed
 - Verify Campus Standards are met
 - Review project Schedule

- **Contract Documents 75%**
 - Contract Document requirements are met per A/E contract
 - Documents are reviewed congruently by FM, User, and A/E
 - Funding source is reviewed and identified
 - Project budget is reviewed
 - Verify Campus Standards are met
 - Review project Schedule

- **Contract Documents 95%**
 - Contract Document requirements are met per A/E contract
 - Funding source is reviewed and identified
 - Project budget is reviewed
 - Verify Campus Standards are met
 - Review project Schedule

- **Contract Documents 100%**
 - Contract Document requirements are met per A/E contract
 - Funding source is reviewed and identified
 - Project budget is reviewed
 - Verify Campus Standards are met
 - Contract Documents are submitted to IHL for approval
 - Contract Documents are approved at 100% by the University for Advertisement
 - Review project Schedule
 - Submit to IHL for approval

Bidding / Contract Phase

- **Bidding**
 - Advertise project for bids
 - Pre bid conference
 - Receive bids
 - Evaluate bids and budget requirements
 - Recommendation for award of bids
 - Evaluation of Professional within thirty days of bid opening
 - Review evaluation on low bidder must adhere to University policy
 - Submit to IHL for approval
- **Contracts**
 - Prepare contract for construction
 - Verify insurance and surety requirements are met
 - Execute contract

Construction Phase

- **Preconstruction Conference**
 - Conduct preconstruction conference
 - Issue Notice to proceed with Commence Date and Completion Date identified
 - Review construction procedures and University requirements
 - Obtain letter of agreement for utilities
 - Set dates for progress meetings
 - Weather days are discussed
 - Submission of colors to University are discussed
 - Approval of schedule of values by Surety is obtained

- **Progress meetings (*each month*)**
 - Review and approve minutes of previous meeting
 - Review work progress since last meeting
 - Note field inspections, problems and decisions
 - Identify problems which impede planned progress
 - Review off site fabrication problems
 - Review and revise construction schedule as required
 - Review the monthly pay application
 - Review planned progress during the next work period
 - Review proposed changes
 - Review Request for Information
 - Complete other current business

- **Substantial Completion**
 - Contractor has prepared his punch list
 - A/E has prepared his punch list
 - Contractor has completed preliminary punch list
 - A/E has issued substantial completion
 - Warranties are in effect
 - Consent of Surety is obtained to reduction of Retainage

- **Final Completion**
 - A/E recommends final inspection
 - Owner, A/E, Contractor makes final inspection
 - All close out documents and warranties are secured
 - Consent of surety to final payment is obtained
 - All punch list items are complete
 - Final completion is obtained
 - Evaluation of professional
 - Evaluation of Contractor

- **Warranty Period**
 - Verify all warranties and close documents are received
 - Conduct one year warranty inspection