The requirements, procedures and approvals set forth in this policy are applicable to all construction undertaken on any IIT campus, whether relating to new facilities or the remodeling of exiting facilities. The various phases of the construction process include:

1. Project Request,
2. Design Team Selection,
3. Scope of Services and Fees,
4. Pre-design,
5. Schematic Design,
6. Design Development,
7. Construction Documents,
8. Bidding,
9. Construction, and
10. Occupancy.

The construction process assumes an architect or engineer will be hired to prepare drawings and specifications and administer construction contracts. A project may proceed without an architect or engineer only with the approval of the Vice President for Facilities and Public Safety (or designee). For most projects, an architect’s seal will be required for architectural and related drawings, and engineering registration will be required for mechanical, electrical, plumbing, fire protection, structural, civil, data and telephone wiring and related engineering documents. The need for an architect’s seal and/or engineering registration may only be waived by the Vice President for Facilities and Public Safety (or designee). At the discretion of the Vice President for Facilities and Public Safety (or designee), a project that is particularly complex may require specialists to provide specialty services.

Although not all phases are required for every construction project, the following description reviews the purposes for and requirements of each of these phases.

1. **Project Request**

This is the initial phase, and it defines what is required of the project in terms of addressing an end user’s needs, space requirements, building functions, systems and desired features. During this phase the following actions shall be taken:

   A. The Dean, Director or Department Head (the “Requesting Party”) requesting a project must complete and execute the attached *Project Program Request Sheet*, and forward it to the Associate Vice President for the Department of Facilities, Real Estate & Construction (“Facilities”). The Associate Vice President for Facilities (or designee) will review the Form for completeness,
and if it is complete, he or she will forward the Form to the Space Planning Board (the “Board”) for its review and approval of the project.

B. If the Board approves the project, the Associate Vice President for Facilities (or designee) will establish a preliminary statement of anticipated project costs. Once this estimate is finalized, it will be sent the Requesting Party, who will be required to (i) secure any necessary budgetary approvals for the project, and (ii) report to Facilities an account number against which project expenses should be charged.

C. Upon receipt of an account number, the Associate Vice President for Facilities (or designee) will assign the project an estimated start date, which will be reported to the Requesting Party.

2. Design Team Selection

Upon completion of the Project Request Phase, the Director (or designee) of Facilities’ Office of Design & Construction (the “Office”) will coordinate the selection of the project’s architect and/or engineering consultant. In conjunction therewith, the Director may also develop a list of qualified firms to be considered, schedule selection committee meetings and coordinate any needed communications with consultants.

Based upon the size and complexity of a project, the Director may waive this phase.

3. Scope of Services and Fee Negotiation

Upon selection of a project’s architect and/or engineering consultant, the Director (or designee) will oversee, in consultation with the Requesting Party, the preparation of a proposed scope of services and negotiation of fees for the requested services. The proposed scope should define what design services are necessary to achieve the project’s goals and should be used as the basis for negotiating the contract scope and professional services fee(s). For projects that are managed internally by the Office, Facilities will charge a project management fee for coordinating and managing the construction process.

Depending upon the size and complexity of a project, the Director may elect to undertake the Scope of Services and Fee Negotiation Phase after the Schematic Design Phase.

4. Pre-design

For projects of a large and/or complex nature, the Director may undertake a Pre-design Phase during which he or she will coordinate, in consultation with the Requesting Party and any other necessary departments, the services required to precede to the Schematic Design Phase, including, but not limited to, programming, site or space selection, evaluation and documentation of existing facilities.
5. **Schematic Design**

In conjunction with the Requesting Party, the Director (or designee) will oversee the production of outline specifications, a more detailed statement of anticipated or probable cost, the area of construction and the schematic floor plan, site plan and exterior drawings (if required). Upon completion of these elements, the project, along with the documentation and drawings produced to date, will be submitted to the Board for review and approval. If approved by the Board, any required adjustments will be made to the project budget, and the Requesting Party will confirm that sufficient funds are available in the designated account to complete the project. A project shall not move forward until Facilities has received such a confirmation from the Requesting Party.

6. **Design Development**

For projects receiving approval at the Schematic Design Phase, the Director (or designee), in consultation with the Requesting Party, will coordinate the detailed defining of project characteristics and scope. Materials will be selected, specifications will be refined, and probable cost will be reviewed. Products of this phase will include dimensioned floor plans, wall sections, structural layouts, heating, ventilation and air conditioning (HVAC) system layouts, plumbing and electrical system layouts and technology system layouts.

7. **Construction Documents**

The Director will coordinate the production of working drawings and technical specifications, which will be known as the Construction Documents. The Construction Documents will serve as the documents upon which contractors will base their bids.

8. **Bidding**

Upon receiving any required university approvals, the Director (or designee) will coordinate the bidding of the project, which will include issuing construction documents for bid, receiving bids, reviewing bids and determining the lowest responsive, responsible bid. The Vice President for Business & Administration shall have, consistent with university policies, final authority to award project-related contracts, and he or she shall execute any and all contracts related to the project.

9. **Construction**

The Director (or designee) will take the steps necessary to ensure that the university receives the construction products and quality of construction required in the Construction Documents.

10. **Occupancy**

The Director (or designee) will notify the Requesting Party when occupancy is permissible or when a project is complete. At the time of occupancy or completion, architectural and engineering services generally will have ended; however, additional services such as an inspection prior to the expiration of the typical one-year construction warranty period and commissioning of HVAC systems may be undertaken. The Director, in consultation with the Requesting Party, as needed, will coordinate any additional services required given the nature, size and complexity of the project.
Illinois Institute of Technology  
Project Program Request Sheet

To be completed by end user

Please submit completed form to AVP Facilities & Construction electronically via Department Head, Dean and Provost

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<td>Department:</td>
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Project Funding Source:

Project Description or Program Rationale: (Completed by end user - See project rationale sheet - Add additional sheets as needed)

To be completed by AVP Facilities, Construction & Rental Properties

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Review & Approval

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Design & Construction Review:

Finance Office (Review of Funding)

VP Bus & Admin approval:

Space Comm Approval (if Req)

Executive Comm Approval (if Req)

Other

Comments:

Project Program Sheet fy-2007-1  1/22/2013