

PROJECT WORKFLOW ROLES AND RESPONSIBILITIES

| PROJECT TASK | ROLES | | | |
|---|-------------|--|-----------------------------------|-------------------|
| | ACCS Office | Design Team (Architects and Engineers) | Owner's Designated Representative | College President |
| Project Initiation | | | | |
| Determine Need | R | | C | A |
| Pre-Programming | C | I | A | R |
| Develop a Project Estimate | C | A | I | I |
| Project Request Form (PRF) Submittal | C | C | A | C |
| Project Request Form (PFR) Review & Approval | A | I | I | I |
| Assign Project Number | A | I | I | I |
| Design Phase | | | | |
| Agreement Between Owner & Architect (OA) Preparation | R | A | C | |
| Agreement Between Owner & Architect (OA) Execution | A | R | I | R |
| Programming & Due Diligence | C | A | C | C |
| Schematic Design Development & Submittal | C | A | | |
| Schematic Design Review & Project Program Approval | A | R | C | C |
| Construction Industry Notice | I | A | | |
| Pre-Application Code Review | I | A | | |
| Preliminary Design Development & Submittal | C | A | | |
| Preliminary Design Review & Approval | A | R | C | C |
| Facilities Committee Update | A | C | C | I |
| Final Design Development & Submittal | C | A | | |
| Final Design Review & Approval | A | R | C | C |
| Code Authority Review and Approval | I | A | | |
| Procurement | | | | |
| Advertisement for Bids | C | A | C | I |
| Board Work Session | A | | I | I |
| Bid Documents | C | A | C | I |
| Bid Opening | I | A | C | I |
| Delivery of Certified Bid Tabulation | I | A | C | I |
| Recommendation from Design Team | C | A | I | I |
| Notice of Award (Design Team to Contractor) | C | A | I | I |
| Revised Project Request Form (PRF) Submittal | C | C | A | C |
| Board Meeting | A | | I | I |
| Construction | | | | |
| Construction Contract Preparation | C | A | | |
| Construction Contract Executed | R | A | I | R |
| Notice to Proceed (Authorization from ACCS) | A | I | I | I |
| OAC Meetings | C | A | R | I |
| Change Orders (ALL require CFACO approval) | R | A | C | R |
| Construction Inspections | I | A | C | |
| Substantial Completion | R | A | R | I |
| Final Punch List (30 Days from Substantial) | I | A | R | I |
| Close Out | | | | |
| Project Close Out (Warranties, Lien Waivers, Manuals, etc.) | I | A | R | I |
| Project Files digitally updated | I | C | A | |
| Final Project Request Form (PRF) Submittal | C | C | A | C |
| 1-Year Inspection | A | R | C | C |

| | | |
|----------|--------------------|--|
| R | Responsible | Responsible to complete part of the task. |
| A | Accountable | Accountable for completion of the task. |
| C | Consulted | Consulted before a decision or action is made. |
| I | Informed | Informed after a decision or action. |