

# PROJECT WORKFLOW ROLES AND RESPONSIBILITIES

PROJECT TASK	ROLES			
	ACCS Facilities Division	Design Team (Architects and Engineers)	Owner's Designated Representative	College President
<b>Project Initiation</b>				
Determine the Need	R		C	A
Pre-Programming Viability Review	R		C	A
Project 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 (PRF) Review & Approval	A	I	I	I
Assign Project Number	A	I	I	I
<b>Design Phase</b>				
Agreement Between Owner & Architect (OA) Preparation	R	A	C	
Agreement Between Owner & Architect (OA) Execution	A	R	I	R
Schematic Design Development & Submittal	C	A		
Schematic Design Review & Project Program Approval	A	R	C	C
Construction Industry Notice & 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
College to Purchase HVAC/Elect Long-Lead Time Items	C	C	A	R
Final Design Development & Submittal	C	A		
Final Design Review & Approval	A	R	C	C
Code Authority Review and Approval	I	A		
<b>Procurement</b>				
Advertisement for Bids	C	A	C	I
Submit Bid Date onto ACCS Facilities Bid Calendar	A	C	R	
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 (Approval)	A		I	I
<b>Construction</b>				
Construction Contract Preparation	C	A		
Construction Contract Executed	R	A	I	R
Notice to Proceed (Authorization from ACCS)	A	I	I	I
Pre-Construction Conference	C	A	R	I
Owner Architect Contractor (OAC) Meetings	C	A	R	I
Change Orders (ALL require ACCS approval)	R	A	C	R
Construction Inspections	I	A	C	
Certificate of Substantial Completion	R	A	R	I
Final Punch List (30 Days from Substantial)	I	A	R	I
Advertisement of Completion	I	A	R	I
<b>Close Out</b>				
Documents Delivered (Warranties, Lien Waivers, Manuals, Reports, Tests, Owner Training, etc.)	I	A	R	I
Project Files digitally uploaded and updated	I	C	A	
Final Project Request Form (PRF) Submittal	C	C	A	C
Certificate of Final Completion	C	A	R	I
Final Pay Application	C	A	R	C
1-Year Inspection Scheduled	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.

