

# PROJECT WORKFLOW ROLES AND RESPONSIBILITIES

PROJECT TASK	ROLES				
	ACCS Facilities Division	Design Team (Architects and Engineers)	Contractor	College Designated Representative	College President
<b>Project Initiation</b>					
Determine the Need	C			C	A
Pre-Programming Viability Review	C			C	A
Project Programming	C	I		R	A
Develop a Initial Project Estimate	C	C		A	C
Project Request Form (PRF) Submittal	C	C		A	R
Project Request Form (PRF) Review & Approval	A	I		I	I
Assign Project Number	A	I		I	I
Selection of Design Professional	A	I		I	I
<b>Design Phase</b>					
Agreement Between Owner & Architect (OA)	R	A		I	R
Pre Project Orientation Review	A	R		R	C
Schematic Design Development & Submittal	C	A			
Schematic Design Review & Project Program Approval	A	R		R	C
Construction Industry Notice & Code Review	I	A			
Preliminary Design Development & Submittal	C	A			
Preliminary Design Review & Approval	A	R		R	C
Facilities Committee Update	A	C		C	I
College to Purchase HVAC/Elect Long-Lead Time Items	C	C		A	I
Final Design Development & Submittal	C	A			
Final Design Review & Approval	A	R		R	C
Code Authority Review and Approval	I	A			
<b>Procurement</b>					
Advertisement for Bids	C	A		C	I
Post Bid Date onto ACCS Facilities Bid Calendar	A	R		C	
Board Work Session	A			I	I
Bid Documents	C	A		C	I
Bid Opening	I	A	I	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	I
Revised Project Request Form (PRF) Submittal	C	C		A	R
Board Meeting (Approval)	A			I	I
<b>Construction</b>					
Construction Contract Preparation	C	A	R		
Construction Contract Review and Execution	R	A	R	I	R
Notice to Proceed (Authorization from ACCS)	R	A	I	I	I
Pre-Construction Conference	R	A	R	R	I
Owner Architect Contractor (OAC) Meetings	C	A	R	R	I
Pay Applications	I	A	R	R	C
Change Orders (ALL require ACCS approval)	R	A	R	C	R
Construction Inspections	I	A	R	C	
Pre Close Out Meeting Review	R	A	R	R	I
Certificate of Substantial Completion	R	A	R	R	I
Final Punch List (30 Days from Substantial)	C	A	R	R	I
Advertisement for Completion	I	R	A	I	I
<b>Close Out</b>					
Close Out Documents Delivered	I	A	R	I	I
Project Files digitally uploaded and updated	R	A		A	
Final Project Request Form (PRF) Submittal	C	C		A	R
Certificate of Final Completion	C	A	R	R	I
Final Pay Application (Contractor)	R	A	R	R	C
Final Pay Application (Design Professional)	R	A		R	C
1-Year Inspection Scheduled	C	A	C	C	I

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

