

FACILITIES MANAGEMENT

STEP 2 – SCOPE DEVELOPMENT PROCESS

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FROM NEED DEVELOPMENT
PROCESS

FROM NEED DEVELOPMENT PROCESS

SD-1
PM solicits customer input and
develops a draft scope of work

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The Project Manager meets with the customer within 2 days of receipt of the work request to develop the initial scope of work. PM will utilize the project Initial Project Assessment (IPA) form to annotate project requirements and considerations.

Documents Required: Initial Project Assessment Form

SD-2
PM refines scope of work

SD-2 PM refines scope of work

Based on the IPA form (from SD-1) the PM solicits input from contractors and/or UH Trades and Tech Shops for budget estimates.

SD-3
PM develops PCB and PFA for
customer approval

SD-3 PM develops PCB and PFA for customer approval

Project Manager develops estimate using the Project Control Budget (PCB). The PM then fills out the Project Funding Agreement (PFA) and sends to customer for approval. The customer and the department's certifying official must sign both the PCB and PFA.

Documents Required: PCB: Project Control Budget

PFA: Project Funding Agreement

Process Required: PCB Process: Project Funding Agreement Process

PFA Process: Project Funding Agreement Process

Does
Certifying official
approve?

Does certifying official approve?

YES: To SD-6

NO: To SD-4

SD-4
Retrieves estimate fee &
applies to appropriate cost
center

SD-4 Retrieves estimate fee and applies to appropriate cost center

For projects estimated over \$20K, Business Services retrieves the appropriate estimate fee from the cost center listed on the PFA and applies to the appropriate FM cost center. If the project is estimated under \$20K, continue to SD-5.

Process Required: Project Management Fees Guidelines

SD-5
Go to Project Close-Out

SD-5 Perform "Close the Project Checklist"

Process Required: FM Project Files Management Procedures

Plant Operations Closeout Procedures

- Upon the certifying official or customer denying the estimate letter, the Project Manager will perform the "Cancelled Project" close-out procedures. Upon project close out, the PM will purge duplicate forms, correspondence and/or paperwork that adds no value.
- PM will ensure that the project summary form (Attachment A) is completed. They will then batch scan all project documents, in the order of the Standardized File Structure, to the Archivist for uploading in the ADEPT system. The Project Summary Form should be the first document in the batch scan.
- The PM will give the project folder and associated reports, surveys and operation and maintenance (O&M) manuals to the Archivist for permanent filing and retention. The Pm will ensure that copies of O&M's are distributed to the Facilities Service Center Trades Shops and the affected building's Building Maintenance Coordinator as applicable.

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SD-6
PM forwards signed PCB and
PFA to Business Services

SD-6 PM forwards PFA to Business Services

The PM will forward the approved PFA to Business Services for the retrieval of funds from the cost center provided by the certifying official. The customer will prompt their Certifying Official, through providing a cost center and withdrawal approval, sends funding authorization to Business Services for estimate fee. PM will notify the customer in writing of the estimate fee. Customer receives Estimate Letter and submits to internal stakeholders for approval. Internal stakeholders will notify Certifying Official of approval. The department's certifying official will sign the PFA approving or denying the project based on the internal stakeholders direction. The certifying official will fill in funding information on the PFA if approved.

Documents Required: PFA: *Project Funding Agreement*

Process Required: PFA Process: *Project Funding Agreement Process*

SD-7
Business Services creates
budget journal & Plant
Accounting retrieves funding

SD-7 Business Services creates budget journal & Plant Accounting retrieves funding

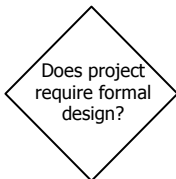
Business Services creates budget journal and Plant Accounting retrieves funding. Funding is applied to the Project Number assigned by Business Services.

Process Required: *Set Up Cost Center*

SD-8
Customer Service links funding
to Work Request

SD-8 Customer Service links funding to Work Request

Customer Service will link the additional funding to the appropriate Work Request after being prompted by Business Services. Business Services E-Mails Certifying Official, PM, and Facilities Customer Services Center



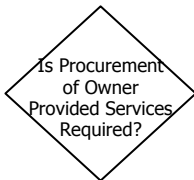
Does Project Require Formal design?

YES: To **Selection of Design Team (CSA)** Flow Chart or **Selection of Design Team (RFQ)**

TO SELECTION OF DESIGN TEAM (CSA)

TO SELECTION OF DESIGN TEAM (RFQ)

NO: To Is procurement of Owner Provided Services required?

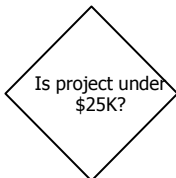


Is Procurement of Owner Provided Services Required?

YES: To **Procurement of Owner Provided Services** Flow Chart

TO PROCUREMENT OF OWNER
PROVIDED SERVICES

NO: To Is project under \$25K?



Is project under \$25K?

YES: To **Informal Bid or Job Order Contract Procurement** Flow Chart

TO INFORMAL BID

TO JOB ORDER CONTRACTOR
PROCUREMENT

NO: To Is project under \$250K? Decision Diamond

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Is project under \$250K?

YES: To Formal Competitive Bid, Formal Competitive Sealed Proposal or Job Order Contract Procurement Flow Chart

TO JOB ORDER CONTRACT

TO FORMAL COMPETITIVE SEALED
PROPOSAL (RFP)

TO FORMAL COMPETITIVE BID
(IFB)

NO: To Formal Competitive Bid or Formal Competitive Sealed Proposal Flow Chart

TO FORMAL COMPETITIVE BID
(IFB)

TO FORMAL COMPETITIVE SEALED
PROPOSAL
(RFP)