

## PROJECT PROCESS (condensed)

1. Initiate
  - Define initial project definition
  - Produce a rough order of magnitude estimate
  - Compile a Capital Improvement Projects (CIP) form for BCC approval
  - Receive approved and funded project
  - Procure land if necessary
2. Pre-Design
  - Prepare design request for proposal or letter of interest
  - Process the design request documents thru the firm selection
  - Negotiate design cost then process for proper level of approval
  - If Construction Manager is utilized, initiate the pre-construction services request for proposal
3. Design and Permitting
  - Start the design process with programming, testing, and data collection
  - Master plan site if applicable
  - Move into the design phases of schematic and design development
  - Collect information from stakeholder and public input process
  - After design development, start the external permit and review process
  - Utilizing the responses and additional stakeholder input, complete the permitting plans finalizing in construction/bid documents
4. Construction
  - For hard bid, compile bid documents then process thru the bid procedures
  - For construction manager, process the construction documents for a guaranteed maximum price
  - Both methods require the appropriate approval before construction begins
  - Construction begins upon receipt of permits and proper approval
  - During construction, additional coordination happens with furniture fixture & equipment vendors, and utility companies merging facility completion
5. Closure
  - Complete stakeholder finalization inspection
  - Correct discrepancies
  - Close out all building department and external organization requirements
  - Transfer operational facility to customer for opening