

Capital Projects Delivery – Roles and Responsibilities

Initiation

Feasibility Study (optional step for complicated or large projects)

Project Charter

Programming and Concept Design (large)

Schematic Design

Design Development

Construction Documents

Bidding and Procurement

Construction

Closeout/Warranty

PLANNING & ANALYSIS

DEVELOPMENT OF DESIGN

CONSTRUCTION & IMPLEMENTATION

University Processes Pre-requisite to Initiation

- For a Project that intends to address space not in the control of a Leadership Unit, needs to have gone through the Space Advisory Group process with Provost authorization for use prior to being submitted as part of a project.
- For a Feasibility Study, for space not controlled by a Leadership Unit, coordination with the Space Advisory Group needs to be secured in order to proceed with the study.
- For projects that may require fund raising, moving the project forward needs to be coordinated with the Advancement Office/VPFA.
- For projects that include institutional or state secured Bond Funds, authorization must be provided by the VPFA and Treasury.

Primary Decisions During Phases of a Project

Basic Principles the Decision Matrix:

- The basis of Decision Matrix is to identify a number of the primary decisions that are made during a project and which participating group has primary decision making responsibility for the item, based upon the context of their function on campus.
- For a project to be successful, decisions associated with all of these items require a collaborative and interactive process to ensure fact driven decisions can be made which support the mission of the University. Optimally, a project team will collaboratively reach a direction for each of these items.
- If the circumstance arises in which a collaborative direction cannot be reached, the Responsible Unit identified below will provide final direction associated with the subject item.
- The issue escalation process can be implemented if the decision needs to go beyond the project team.
- This list is intended to be inclusive of items across projects of multiple sizes, so not all items will relate to every project.

Project Participants

**LEADERSHIP UNIT/
REQUESTING DEPARTMENT**

**CAMPUS PLANNING &
FACILITIES MANAGEMENT**

CONTRACTOR

**DESIGN TEAM
& 3rd PARTY CONSULTANTS**

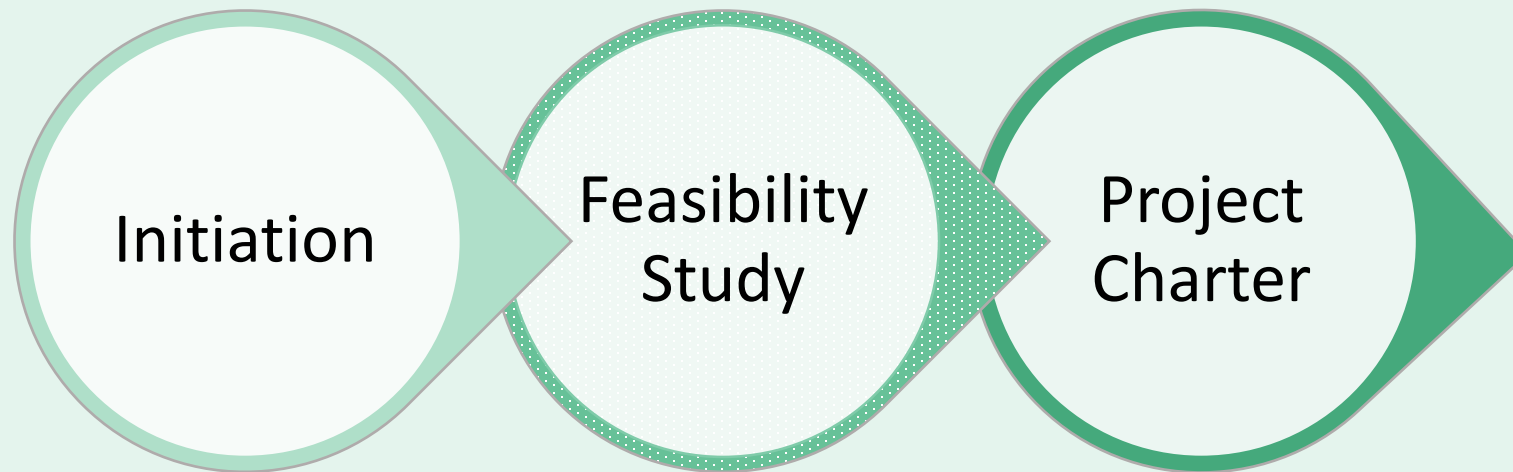
CAMPUS TECHNICAL TEAMS

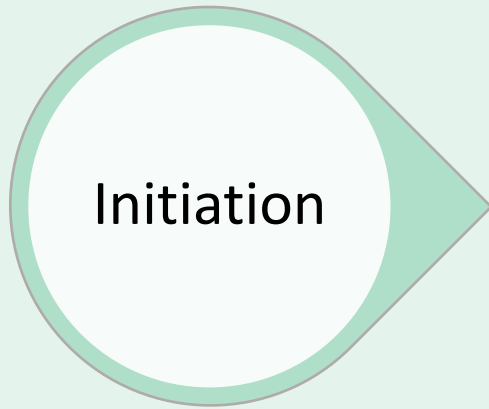
**RECOMMENDING CAMPUS
COMMITTEES**

**FINAL AUTHORITY
& REGULATORY AGENCIES**

Planning & Analysis

Develop the project program, concept, scope, budget and schedule. For complicated or large projects, a *Feasibility Study* may be conducted during Pre-Design. Once the user approves the Project Charter and provides funding, the project will proceed to the Design Phase.





OBJECTIVES

- Define project need, space, target budget/range, and desired schedule between Requesting Department and the Leadership Unit
- Initiation of project is sent to CPFM Design & Construction
- Leadership Unit will designate their project roles and responsibilities

ASSUMPTIONS

- Project is contained with Leadership Unit Controlled Space or space allocation has been approved by the Provost through the Space Advisory Group (SAG) process
- Project pre-planning is conducted between Leadership Unit and Requesting Department

LEADERSHIP
UNIT/REQUESTING
DEPARTMENT

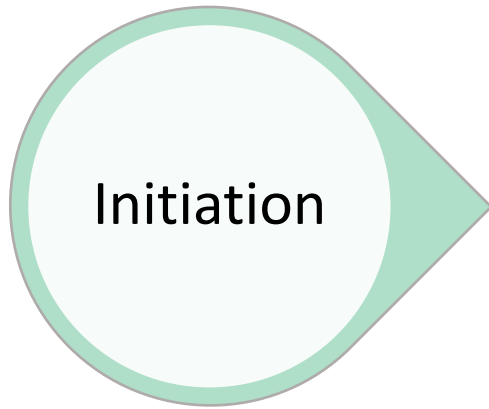
CAMPUS PLANNING &
FACILITIES
MANAGEMENT

Initiation: CPFMM Maintained Building

PRIMARY DECISIONS	RESPONSIBLE UNIT
Scope/Funding/Schedule	
Target Budget	Leadership Unit / Occupying Department
Identified Project Scope	Leadership Unit / Occupying Department
Target Schedule	Leadership Unit / Occupying Department
Site/Campus Planning	
Building/Addition Placement Request	Leadership Unit
Campus Plan Requirements – Initial Draft	CPFMM - Campus Planning Office
Space Use and Assignment	
Function of Space	Leadership Unit / Occupying Department
Space Assignment within Unit	Leadership Unit
New Space Assignment	CPFMM - Campus Planning (Provost / SAG)
Systems	
General Description of Need	Leadership Unit / Occupying Department
Finishes	
General Description of Need	Leadership Unit / Occupying Department

Initiation: Non- CPFM Maintained Building

PRIMARY DECISIONS	RESPONSIBLE UNIT
Scope/Funding/Schedule	
Target Budget	Leadership Unit / Occupying Department
Identified Project Scope	Leadership Unit / Occupying Department
Target Schedule	Leadership Unit / Occupying Department
Site/Campus Planning	
Building/Addition Placement Request	Leadership Unit
Campus Plan Requirements – Initial Draft	CPFM - Campus Planning Office
Space Use and Assignment	
Function of Space	Leadership Unit / Occupying Department
Space Assignment within Unit	Leadership Unit
New Space Assignment	CPFM - Campus Planning (Provost / SAG)
Systems	
General Description of Need	Leadership Unit / Occupying Department
Finishes	
General Description of Need	Leadership Unit / Occupying Department



Leadership Unit

Roles and Responsibilities (Can delegate any and all aspects to the Requesting Department. Delegation occurs during the **Initiation and Project Charter** processes.)

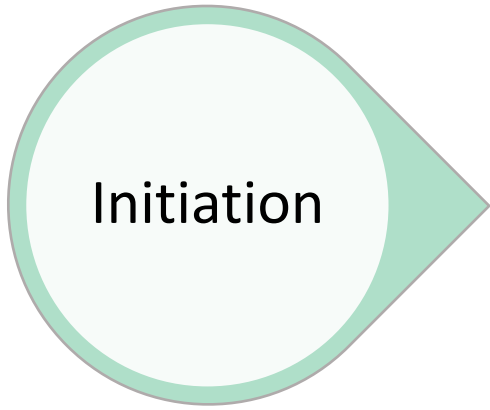
- Establishes primary decision authority on project need, unit controlled space, target budget/range, schedule and authorizes project initiation
- May identify project need on behalf of Department
- Initiates project request to D/C

Requesting Department

Roles and Responsibilities

- Launches project pre-planning between Requesting Department and Leadership Unit
- Identifies and establishes agreement with Leadership Unit on high-level project goals, space, target budget, and schedule
- Primarily responsible for initiating project with Design & Construction (upon approval by Leadership Unit)





Campus Planning Facilities Management
Roles and Responsibilities

- Upon project initiation, *Design and Construction* assigns a PM/OR to the project

LEADERSHIP
UNIT/REQUESTING
DEPARTMENT

CAMPUS PLANNING &
FACILITIES
MANAGEMENT

Feasibility Study: CPFM Maintained Building

PRIMARY DECISIONS	RESPONSIBLE UNIT
Scope/Funding/Schedule	
Establish and Manage Meetings/Schedules/Agendas	CPFM - Design & Construction
Scope Requirements	Leadership Unit / Occupying Department
Scope Options	Leadership Unit / Occupying Department
Scope Risks	CPFM - Design & Construction
Scope Based Direct Const. Budget Range	Consulting Designer/Estimator
Budget Range Established in Charter	CPFM - Design & Construction
Draft Schedule Established in Charter	CPFM - Design & Construction
Budget Authorization	Leadership Unit / Occupying Department
Scope Authorization	Leadership Unit / Occupying Department
Funding Assignment	Leadership Unit
CIP Funding to Address Risk Issues	CPFM - Design & Construction
Bond Funds/Financing Available	VPFA/Treasury
Site/Campus Planning	
Building Location (Site Selection Options)	CPFM - Campus Planning
Campus Plan Requirements – Refined Draft	CPFM - Campus Planning
Space Use and Assignment	
Space Program Needs	Leadership Unit/Occupying Department
Space Guidelines Conformance	CPFM - Campus Planning (Provost/SAG)

Feasibility Study: CPFM Maintained Building (Cont.)

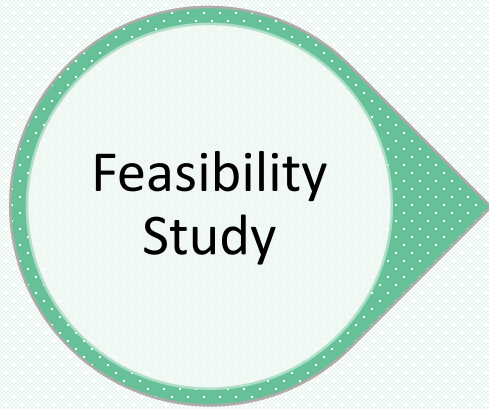
PRIMARY DECISIONS	RESPONSIBLE UNIT
Systems	
Part of Scope Risks Above	
Interior Materiality	
Part of Scope Above	
Services	
Communication & Coordination with Leadership Unit/Occupying Department, and all other involved participants.	CPFM - Design & Construction
Internal/External Delivery of Design Services	CPFM - Design & Construction

Feasibility Study: Non-CPFM Maintained Building

PRIMARY DECISIONS	RESPONSIBLE UNIT
Scope/Funding/Schedule	
Establish and Manage Meetings/Schedules/Agendas	CPFM - Design & Construction
Scope Requirements	Leadership Unit / Occupying Department
Scope Options	Leadership Unit / Occupying Department
Scope Risks	CPFM - Design & Construction
Scope Based Direct Const. Budget Range	Consulting Designer/Estimator
Budget Range Established in Charter	CPFM - Design & Construction
Draft Schedule Established in Charter	CPFM - Design & Construction
Budget Authorization	Leadership Unit / Occupying Department
Scope Authorization	Leadership Unit / Occupying Department
Funding Assignment	Leadership Unit
CIP Funding to Address Risk Issues	CPFM - Design & Construction
Bond Funds/Financing Available	VPFA/Treasury
Site/Campus Planning	
Building Location (Site Selection Options)	Campus Planning
Campus Plan Requirements – Refined Draft	
Space Use and Assignment	
Space Program Needs	
Space Guidelines Conformance	

Feasibility Study: Non-CPFM Maintained Building (Cont.)

PRIMARY DECISIONS	RESPONSIBLE UNIT
Systems	
Part of Scope Risks Above	
Interior Materiality	
Part of Scope Above	
Services	
Communication & Coordination with Leadership Unit/Occupying Department, and all other involved participants.	CPFM - Design & Construction
Internal/External Delivery of Design Services	CPFM - Design & Construction



OBJECTIVES – Optional Step

- Feasibility studies are implemented for more complex project types where a detailed assessment of scope requirements, space and systems constraints, budget and schedule analysis are required.
- Feasibility Options:
 - Option A: Initiating a Feasibility Study from the very start, through the selection of “Feasibility Study” in the project initiation portal. This will trigger the immediate start of a Feasibility Request document.
 - Option B: A follow up to an initial Project Charter. Occurring when a project Charter identifies elements resulting in a more complex/expensive project than initially anticipated, requiring investigation beyond that performed as part of the Charter, to develop detailed enough information for a Leadership Unit to make decisions.

LEADERSHIP
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CAMPUS PLANNING &
FACILITIES
MANAGEMENT

CAMPUS TECHNICAL
TEAMS



Leadership Unit

Roles and Responsibilities (Can delegate any and all aspects to the Requesting Department. Delegation occurs during the Initiation and Project Charter processes.)

- Endorses and authorizes general study objectives
- May establish the study objectives on behalf of the occupying department
- Authorizes the feasibility budget and funding within the unit.

Requesting Department

Roles and Responsibilities

- Helps identify high-level project objectives
- Helps define project requirements and options





Campus Planning & Facilities Management **Roles and Responsibilities**

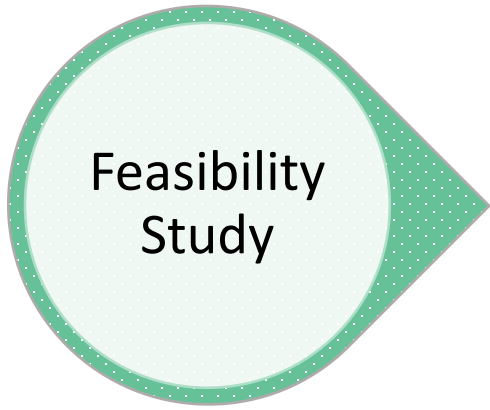
Design and Construction

- Facilitates initial meeting with Leadership Unit to define requirements of study.
- Establishes the process for selection of the design team based upon Campus Policy.
- Collaborates with Leadership Unit to determine the design team for the study
- Establishes the Feasibility Study budget
- Establishes the schedule for the study
- Develops and submits the *Feasibility Request* to Requesting Department and/or Leadership Unit for review and approval.
- Facilitates the overall study.
- Additional funding may be committed from CPFM for additional scope as identified by CPFM.

LEADERSHIP
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CAMPUS PLANNING &
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MANAGEMENT

CAMPUS TECHNICAL
TEAMS



Campus Technical Teams
Roles and Responsibilities

- Provides technical analysis and any supporting narratives for the basis of the study.
- Helps to identify project risks
- Informs D/C of impacts to the budget range

LEADERSHIP
UNIT/REQUESTING
DEPARTMENT

CAMPUS PLANNING &
FACILITIES
MANAGEMENT

CAMPUS TECHNICAL
TEAMS

Project Charter: CPFM Maintained Building

PRIMARY DECISIONS	RESPONSIBLE UNIT
Scope/Funding/Schedule	
Scope Requirements	Leadership Unit / Occupying Department
Scope Options	Leadership Unit / Occupying Department
Scope Risks / University Impacted Scope	CPFM - Design & Construction
Budget Range Established in Charter	CPFM - Design & Construction
Draft Schedule Established in Charter	CPFM - Design & Construction
Bond Funds/Financing Available	VPFA/Treasury
Authorized Scope	Leadership Unit
Authorized Budget	Leadership Unit
Funding Assignment	Leadership Unit
CIP Funding to Address Scope Risk Issues	CPFM - Design & Construction
Site/Campus Planning	
Define Project Planning Process	CPFM - Campus Planning Office
Building Location Process (Site Selection Process)	CPFM - Campus Planning Office
Campus Plan Requirements – Draft	CPFM - Campus Planning Office

Project Charter: CPFM Maintained Building (Cont.)

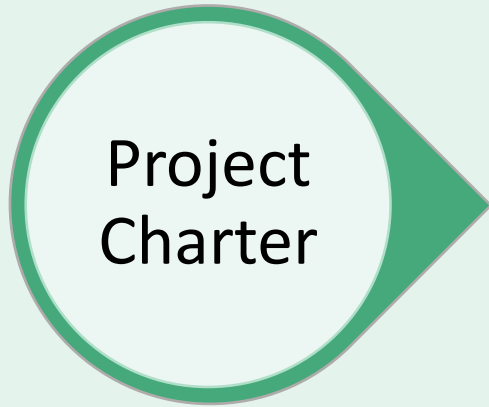
PRIMARY DECISIONS	RESPONSIBLE UNIT
Space Use and Assignment	
Part of Scope Above	
Finishes	
Part of Scope Above	
Services	
Communication & Coordination with Leadership Unit/Occupying Department, and all other involved participants.	CPFM - Design & Construction
Internal/External Delivery of Design Services	CPFM - Design & Construction

Project Charter: Non-CPFM Maintained Building

PRIMARY DECISIONS	RESPONSIBLE UNIT
Scope/Funding/Schedule	
Scope Requirements	Leadership Unit / Occupying Department
Scope Options	Leadership Unit / Occupying Department
Scope Risks / University Impacted Scope	CPFM - Design & Construction
Budget Range Established in Charter	CPFM - Design & Construction
Draft Schedule Established in Charter	CPFM - Design & Construction
Bond Funds/Financing Available	VPFA/Treasury
Authorized Scope	Leadership Unit
Authorized Budget	Leadership Unit
Funding Assignment	Leadership Unit
CIP Funding to Address Scope Risk Issues	CPFM - Design & Construction
Site/Campus Planning	
Define Project Planning Process	
Building Location Process (Site Selection Process)	CPFM - Campus Planning Office
Campus Plan Requirements – Draft	CPFM - Campus Planning Office

Project Charter: Non-CPFM Maintained Building (Cont.)

PRIMARY DECISIONS	RESPONSIBLE UNIT
Space Use and Assignment	
Part of Scope Above	
Finishes	
Part of Scope Above	
Services	
Communication & Coordination with Leadership Unit/Occupying Department, and all other involved participants.	CPFM - Design & Construction
Internal/External Delivery of Design Services	CPFM - Design & Construction

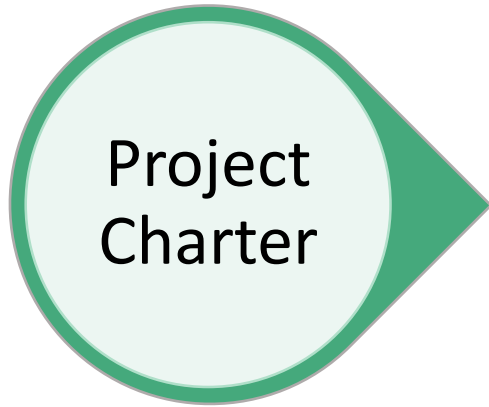


OBJECTIVES

- Documents the goals of the project in terms of project parameters, budget range, schedule and funding identified in the initial request, specifically-
 - Delegation of Authority
 - Scope Description
 - Scope Elements
 - Assumptions
 - Risks
 - Exclusions
 - Budget Opinion
 - Timeline and Funding Sequence
 - Sources of Funding
 - Budget Authorization
- Leadership Unit will designate their project roles and responsibilities

**LEADERSHIP
UNIT/REQUESTING
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**CAMPUS PLANNING &
FACILITIES
MANAGEMENT**



Leadership Unit

Roles and Responsibilities (Can delegate any and all aspects to the Requesting Department. Delegation occurs during the Initiation and Project Charter processes.)

- Authorizes the Project Charter
- Authorizes the project funding provided by the Unit
- May participate in the development of the Project Charter
- Identifies project participants within the Unit
- May help identify 'requirements' and 'options' regarding scope

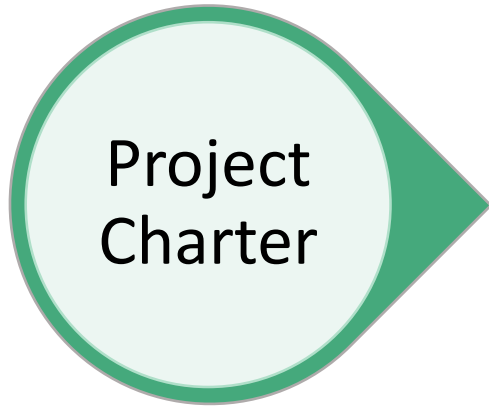
Requesting Department

Roles and Responsibilities

- May participate in meetings with D/C in developing the Project Charter
- May refine the project requirements and options
- May recommend project participants to the Leadership Unit
- May assist in identifying project funding
- May identify 'requirements' and 'options' regarding scope

**LEADERSHIP
UNIT/REQUESTING
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**CAMPUS PLANNING &
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MANAGEMENT**



Campus Planning & Facilities Management **Roles and Responsibilities**

Design and Construction

- Initiates meetings with the Requesting Department and/or Leadership Unit to discuss project goals
- Informs the client of the general project delivery process
- Documents the client's project requirements and options
- Responsible for coordinating with UO Technical Team and other Campus entities to inform the project
- Identifies and reviews with the client, other drivers (risks) that can influence the base project (such as building infrastructure, regulatory, and institutional requirements).
- Provide technical expertise in establishing:
 - Budget Range
 - Schedule
 - Risks
 - Assumptions
 - Exclusions
- OR/PM completes and distributes the Project Charter

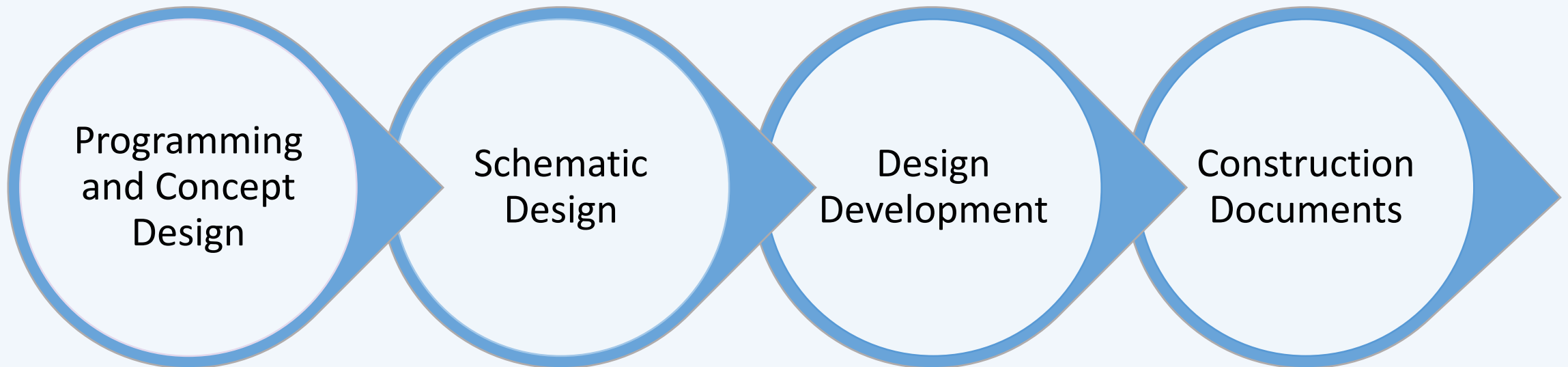
**LEADERSHIP
UNIT/REQUESTING
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**CAMPUS PLANNING &
FACILITIES
MANAGEMENT**

Development of Design

The Development of Design involves construction drawings, specifications, and other necessary details to complete the work. Detailed estimates and schedules are also developed.

Design is typically involves multiple phases (see below), which may be consolidated for simpler projects.



Program/Concept Development: CPFM Maintained Building

PRIMARY DECISIONS	RESPONSIBLE UNIT
Scope/Funding/Schedule	
Establish and Manage Meetings/Schedules/Agendas	CPFM - Design & Construction
Approval of Scope Change from Charter	Leadership Unit
Approval of Budget Change from Charter	Leadership Unit
Establish and Manage Meetings/Schedules/Agendas	CPFM - Design & Construction
Site/Campus Planning	
Campus Plan Requirements – Final	CPFM - Campus Planning Office (CPC Meeting One)
Building Location (Site Selection)	CPFM - Campus Planning Office (CPC Meeting One)
Exterior Building Materials	Campus Architect / Design Review Board
Exterior Building/Service Area Design	CPFM - Campus Planning Office
Open Space/Circulation Enhancements and Design	CPFM - Campus Planning Office
Transportation Planning (auto/bike routes and parking)	CPFM - Campus Planning Office/Transportation Services Tech. Team - Transportation Services
Historic Preservation Issues	CPFM - Campus Planning

Program/Concept Development: CPFM Maintained Building (Cont.)

PRIMARY DECISIONS	RESPONSIBLE UNIT
Space Use and Assignment	
Departmental/Research Space Requirements /Adjacencies/ Functions	Leadership Unit / Occupying Department
Public Space Requirements	CPFM - Campus Architect / Campus Planning
Space Guidelines Conformance	CPFM - Campus Planning (Provost/SAG)
General Classroom Sizing / Function	Registrar
Joint Controlled Classrooms	Registrar/Leadership Unit
Specialty Classroom Sizing / Function	Leadership Unit / Occupying Department
Systems	
Needs to Support Occupant Use	Leadership Unit / Occupying Department
Building Systems Type	CPFM - Design & Construction (Engineering)
Central Utility Infrastructure Use	CPFM – Utilities and Energy
Safety and Security Systems	Tech. Team - UOPD/SRS
IT / AV / DAS Systems Requirements	Tech. Team - Information Services
Interior Materiality	
Establish Functional Requirements	Leadership Unit / Occupying Department

Program/Concept Development: CPFM Maintained Building (Cont.)

PRIMARY DECISIONS	RESPONSIBLE UNIT
Services	
Communication & Coordination with Leadership Unit/Occupying Department, and all other involved participants.	CPFM - Design & Construction
Design Team Selection	CPFM - Design & Construction
Construction Delivery Approach	CPFM - Design & Construction
Art delivery approach (OAC or UO)	CPFM - Design & Construction
Misc.	
Advance to Prepare for BOT Approval (>\$5M)	VPFA/Leadership Unit

Program/Concept Development: Non-CPFM Maintained Building

PRIMARY DECISIONS	RESPONSIBLE UNIT
Scope/Funding/Schedule	
Establish and Manage Meetings/Schedules/Agendas	CPFM - Design & Construction
Approval of Scope Change from Charter	Leadership Unit
Approval of Budget Change from Charter	Leadership Unit
Establish and Manage Meetings/Schedules/Agendas	CPFM - Design & Construction
Site/Campus Planning	
Campus Plan Requirements – Final	CPFM - Campus Planning Office (CPC Meeting One)
Building Location (Site Selection)	CPFM - Campus Planning Office (CPC Meeting One)
Exterior Building Materials	Campus Architect / Design Review Board
Exterior Building/Service Area Design	CPFM - Campus Planning Office
Open Space/Circulation Enhancements and Design	Campus Planning (CPC)
Transportation Planning (auto/bike routes and parking)	CPFM - Campus Planning Office/Transportation Services Tech. Team - Transportation Services
Historic Preservation Issues	CPFM – Planning Office

Program/Concept Development: Non-CPFM Maintained Building (Cont.)

PRIMARY DECISIONS	RESPONSIBLE UNIT
Space Use and Assignment	
Departmental/Research Space Requirements /Adjacencies/ Functions	Leadership Unit / Occupying Department
Public Space Requirements	Leadership Unit / Occupying Department
Space Guidelines Conformance	CPFM - Campus Planning
General Classroom Sizing / Function	Registrar
Joint Controlled Classrooms	Registrar/Leadership Unit
Specialty Classroom Sizing / Function	Leadership Unit / Occupying Department
Systems	
Needs to Support Occupant Use	Leadership Unit / Occupying Department
Building Systems Type	Leadership Unit
Central Utility Infrastructure Use	CPFM – Utilities and Energy
Safety and Security Systems	Tech. Team - UOPD/SRS
IT / AV / DAS Systems Requirements	Tech. Team - Information Services
Interior Materiality	
Establish Functional Requirements	Leadership Unit / Occupying Department

Program/Concept Development: Non-CPFM Maintained Building (Cont.)

PRIMARY DECISIONS	RESPONSIBLE UNIT
Services	
Communication & Coordination with Leadership Unit/Occupying Department, and all other involved participants.	CPFM - Design & Construction
Design Team Selection	CPFM - Design & Construction
Construction Delivery Approach	CPFM - Design & Construction
Art delivery approach (OAC or UO)	CPFM - Design & Construction
Misc.	
Advance to Prepare for BOT Approval (>\$5M)	VPFA/Leadership Unit

Schematic Design: CPFM Maintained Building

PRIMARY DECISIONS	RESPONSIBLE UNIT
Scope/Funding/Schedule	
Establish and Manage Meetings/Schedules/Agendas	CPFM - Design & Construction
Approval of Scope Change from Prog. & Concept	Leadership Unit
Approval of Budget Change from Prog. & Concept	Leadership Unit
Baseline LEED Criteria	CPFM - Design & Construction (Engineering)
LEED Criteria Beyond Policy Baseline	Leadership Unit
Scope Based Direct Const. Budget Range	Consultant / Estimator (CM/GC >\$5M)
Defining Design Schedule Duration	Consultant
Quantification of Bid Alternate Requirements	CPFM - Design & Construction
Identification of Bid Alternate Scopes	Leadership Unit / Occupying Department
Overall Schedule Development	CPFM - Design & Construction / CM/GC (>\$5M)
Site/Campus Planning	
Campus Plan Requirements	CPFM - Campus Planning Office (CPC Meeting One)
Building Location (Site Selection)	CPFM - Campus Planning Office (CPC Meeting One)
Exterior Building Materials	CPFM - Campus Architect / Design Review Board
Exterior Building/Service Area - Design	CPFM - Campus Planning Office (CPC Meeting Two)
Open Space/Circulation Enhancements and Design	CPFM - Campus Planning Office
Transportation Planning (auto/bike routes and parking)	CPFM - Campus Planning Office/Transportation Services
Historic Preservation Issues	CPFM – Campus Planning Office

Schematic Design: CPFM Maintained Building (Cont.)

PRIMARY DECISIONS	RESPONSIBLE UNIT
Space Use and Assignment	
Space Guidelines Conformance	CPFM - Campus Planning Office (Provost/SAG)
Departmental/Research Space Requirements /Adjacencies/ Functions	Leadership Unit / Occupying Department
Public Space Requirements	CPFM - Campus Architect / Campus Planning
General Classroom Layout and Function	Registrar
Specialty Classroom Layout and Function	Leadership Unit / Occupying Department
Room Numbering	CPFM - Design & Construction
Systems	
Building Systems - Primary Type Identification	CPFM - Design & Construction (Engineering)
Central Utility Infrastructure Extension	CPFM – Utilities & Energy
Central Utility System Connection Location	CPFM – Utilities and Energy
Life Safety Systems	Tech. Team - Safety & Risk Services
Safety and Security Systems	Tech. Team - UOPD/SRS/Access Control Shop
IT / AV / DAS Systems Requirements	Tech. Team - Information Services
Interior Materiality	
Defining Primary Functional Requirements	Leadership Unit / Occupying Department

Schematic Design: CPFM Maintained Building (Cont.)

PRIMARY DECISIONS	RESPONSIBLE UNIT
Services	
Communication & Coordination with Leadership Unit/Occupying Department, and all other involved participants.	CPFM - Design & Construction
Third Party Consultants (selection, scope, fee, etc)	CPFM - Design & Construction
Regulatory Issues	CPFM - Design & Construction
Additional Services Request – All Consultants	CPFM - Design & Construction
Project Phasing Identification	CPFM - Design & Construction
Misc.	
Approval to move project forward (maybe DD)	BOT

Schematic Design: Non-CPFM Maintained Building

PRIMARY DECISIONS	RESPONSIBLE UNIT
Scope/Funding/Schedule	
Establish and Manage Meetings/Schedules/Agendas	CPFM - Design & Construction
Approval of Scope Change from Prog. & Concept	Leadership Unit
Approval of Budget Change from Prog. & Concept	Leadership Unit
Baseline LEED Criteria	CPFM - Design & Construction (Engineering)
LEED Criteria Beyond Policy Baseline	Leadership Unit
Scope Based Direct Const. Budget Range	Consultant / Estimator (CM/GC >\$5M)
Defining Design Schedule Duration	Consultant
Quantification of Bid Alternate Requirements	CPFM - Design & Construction
Identification of Bid Alternate Scopes	Leadership Unit / Occupying Department
Overall Schedule Development	CPFM - Design & Construction / CM/GC (>\$5M)
Site/Campus Planning	
Campus Plan Requirements	CPFM - Campus Planning Office (CPC Meeting One)
Building Location (Site Selection)	CPFM - Campus Planning Office (CPC Meeting One)
Exterior Building Materials	CPFM - Campus Architect / Design Review Board
Exterior Building/Service Area - Design	Campus Planning (CPC)
Open Space/Circulation Enhancements and Design	CPFM - Campus Planning Office
Transportation Planning (auto/bike routes and parking)	CPFM - Campus Planning Office/Transportation Services
Historic Preservation Issues	CPFM – Campus Planning Office

Schematic Design: Non-CPFM Maintained Building (Cont.)

PRIMARY DECISIONS	RESPONSIBLE UNIT
Space Use and Assignment	
Space Guidelines Conformance	CPFM - Campus Planning Office (Provost/SAG)
Departmental/Research Space Requirements /Adjacencies/ Functions	Leadership Unit / Occupying Department
Public Space Requirements	Leadership Unit / Occupying Department
General Classroom Layout and Function	Registrar
Specialty Classroom Layout and Function	Leadership Unit / Occupying Department
Room Numbering	CPFM - Design & Construction
Systems	
Building Systems - Primary Type Identification	Leadership Unit
Central Utility Infrastructure Extension	CPFM – Utilities and Energy
Central Utility System Connection Location	CPFM – Utilities and Energy
Life Safety Systems	Tech. Team - Safety & Risk Services
Safety and Security Systems	Tech. Team - UOPD/SRS/Access Control Shop
IT / AV / DAS Systems Requirements	Tech. Team - Information Services
Interior Materiality	
Defining Primary Functional Requirements	Leadership Unit / Occupying Department

Schematic Design: Non-CPFM Maintained Building (Cont.)

PRIMARY DECISIONS	RESPONSIBLE UNIT
Services	
Communication & Coordination with Leadership Unit/Occupying Department, and all other involved participants.	CPFM - Design & Construction
Third Party Consultants (selection, scope, fee, etc)	CPFM - Design & Construction
Regulatory Issues	CPFM - Design & Construction
Additional Services Request – All Consultants	CPFM - Design & Construction
Project Phasing Identification	CPFM - Design & Construction
Misc.	
Approval to move project forward (maybe DD)	BOT

Design Development: CPFM Maintained Building

PRIMARY DECISIONS	RESPONSIBLE UNIT
Scope/Funding/Schedule	
Establish and Manage Meetings/Schedules/Agendas	CPFM - Design & Construction
Approval of Scope Change from Sch. Design	Leadership Unit
Approval of Budget Change from Sch. Design	Leadership Unit
Scope Based Direct Const. Budget Range	Consultant / Estimator (CM/GC >\$5M)
Development of Bid Alternates	CPFM - Design & Construction
Overall Schedule Refinement	CPFM - Design & Construction / CM/GC (>\$5M)
Site/Campus Planning	
Campus Planning Requirement Comformance (including CPC conditions)	CPFM - Campus Planning Office (CPC – additional meetings)
Building Materials	CPFM - Campus Architect / Design Review Board
Exterior Signage	CPFM - Campus Planning Office
Vehicle Signage Placement	Tech. Team - Transportation Services
Landscaping – Plantings & Irrigation	CPFM – Facilities Services
Site Logistics Development	CPFM - Design & Construction

Design Development: CPFM Maintained Building (Cont.)

PRIMARY DECISIONS	RESPONSIBLE UNIT
Space Use and Assignment	
Departmental/Research Space Requirements /Adjacencies/ Functions	Leadership Unit / Occupying Department
Space Guidelines Conformance	CPFM - Campus Planning Office (Provost/SAG)
Public Space Requirements	CPFM - Campus Architect / Campus Planning Office
Lab Safety Requirements	Tech. Team - SRS - EHS
General Classroom Internal Configuration	Registrar
Joint Controlled Classroom Internal Configuration	Registrar / Leadership Unit
Specialty Classroom Internal Configuration	Leadership Unit / Occupying Department
Systems	
Utility System Components and Configuration	CPFM – Utilities & Energy
Central Utility System Connection Metering	CPFM – Utilities and Energy
IT / AV / DAS Systems Requirements	Tech. Team - Information Services
Building Systems Configuration Development Within Standards	CPFM - Design & Construction (Engineering)
Building Systems Configuration Development Outside of Standards	CPFM – Facilities Services
Life Safety Systems Locations	Tech. Team - Safety & Risk Services
Safety, Security Systems Locations	Tech. Team - UOPD/SRS/CPFM - Access Shop

Design Development: CPFM Maintained Building (Cont.)

PRIMARY DECISIONS	RESPONSIBLE UNIT
Interior Materiality	
Interior Finish Color and Material Selection within Established Standards	Leadership Unit / Occupying Department
Interior Finish Standards Compliance	CPFM - Design & Construction
Departmental Furniture Types & Layout	Leadership Unit / Occupying Department
Public Furniture Types & Layout	CPFM - Design & Construction
Furniture Standards Compliance	CPFM - Design & Construction
Building Code Signage - Materiality	CPFM - Design & Construction (STDS) + Leadership Unit on New Building/Complete Reno.
Lab Safety Signage	Tech. Team - Safety & Risk Services
Branding Development	UO Communications Office / Leadership Unit
Wayfinding – Public Space	Leadership Unit / CPFM - Design & Construction
Services	
Communication & Coordination with Leadership Unit/Occupying Department, and all other involved participants.	CPFM - Design & Construction
Additional Services Request – All Consultants	CPFM - Design & Construction
OFCI/CFCI – Equipment Purchase Responsibility	CPFM - Design & Construction
OFOI – Equipment Purchase Responsibility	Leadership Unit
Regulatory Issues	CPFM - Design & Construction
Misc.	
Approval to move project forward (50% DD)	BOT

Design Development: Non-CPFM Maintained Building

PRIMARY DECISIONS	RESPONSIBLE UNIT
Scope/Funding/Schedule	
Establish and Manage Meetings/Schedules/Agendas	CPFM - Design & Construction
Approval of Scope Change from Sch. Design	Leadership Unit
Approval of Budget Change from Sch. Design	Leadership Unit
Scope Based Direct Const. Budget Range	Consultant / Estimator (CM/GC >\$5M)
Development of Bid Alternates	CPFM - Design & Construction
Overall Schedule Refinement	CPFM - Design & Construction / CM/GC (>\$5M)
Site/Campus Planning	
Campus Planning Requirement Comformance (including CPC conditions)	
Building Materials	CPFM - Campus Architect / Design Review Board
Exterior Signage	CPFM - Campus Planning Office
Vehicle Signage Placement	Tech. Team - Transportation Services
Landscaping – Plantings & Irrigation	CPFM – Facilities Services
Site Logistics Development	CPFM - Design & Construction

Design Development: Non-CPFM Maintained Building (Cont.)

PRIMARY DECISIONS	RESPONSIBLE UNIT
Space Use and Assignment	
Departmental/Research Space Requirements /Adjacencies/ Functions	Leadership Unit / Occupying Department
Space Guidelines Conformance	CPFM - Campus Planning
Public Space Requirements	CPFM - Campus Architect / Campus Planning Office
Lab Safety Requirements	Tech. Team - SRS - EHS
General Classroom Internal Configuration	Registrar
Joint Controlled Classroom Internal Configuration	Registrar / Leadership Unit
Specialty Classroom Internal Configuration	Leadership Unit / Occupying Department
Systems	
Utility System Components and Configuration	CPFM – Utilities and Energy
Central Utility System Connection Metering	CPFM – Utilities and Energy
IT / AV / DAS Systems Requirements	Tech. Team - Information Services
Building Systems Configuration Development Within Standards	Leadership Unit
Building Systems Configuration Development Outside of Standards	Leadership Unit
Life Safety Systems Locations	Tech. Team - Safety & Risk Services
Safety, Security Systems Locations	Tech. Team - UOPD/SRS/CPFM - Access Shop

Design Development: Non-CPFM Maintained Building (Cont.)

PRIMARY DECISIONS	RESPONSIBLE UNIT
Interior Materiality	
Interior Finish Color and Material Selection within Established Standards	Leadership Unit / Occupying Department
Interior Finish Standards Compliance	Leadership Unit
Departmental Furniture Types & Layout	Leadership Unit / Occupying Department
Public Furniture Types & Layout	Leadership Unit / Occupying Department
Furniture Standards Compliance	Leadership Unit
Building Code Signage - Materiality	Leadership Unit
Lab Safety Signage	Tech. Team - Safety & Risk Services
Branding Development	UO Communications Office / Leadership Unit
Wayfinding – Public Space	Leadership Unit
Services	
Communication & Coordination with Leadership Unit/Occupying Department, and all other involved participants.	CPFM - Design & Construction
Additional Services Request – All Consultants	CPFM - Design & Construction
OFCI/CFCI – Equipment Purchase Responsibility	CPFM - Design & Construction
OFOI – Equipment Purchase Responsibility	Leadership Unit
Regulatory Issues	CPFM - Design & Construction
Misc.	
Approval to move project forward (50% DD)	BOT

Construction Documents: CPFM Maintained Building

PRIMARY DECISIONS	RESPONSIBLE UNIT
Scope/Funding/Schedule	
Establish and Manage Meetings/Schedules/Agendas	CPFM - Design & Construction
Approval of Scope Change from Des. Dev.	Leadership Unit
Approval of Budget Change from Des. Dev.	Leadership Unit
Scope Based Direct Const. Budget Range	Consultant / Estimator (CM/GC >\$5M)
Packaging of Bid Alternates	CPFM - Design & Construction
Schedule Refinement for Bidding	CPFM - Design & Construction / CM/GC (>\$5M)
Site/Campus Planning	
Authorization of any Changes/Alternates to Campus Planning Requirements (e.g., Building/Openspace Design)	CPFM – Campus Planning Office
Site Logistics Finalization	CPFM - Design & Construction
Space/Function	
Departmental/Research Space Requirements /Adjacencies/ Functions	Leadership Unit or Occupying Department
General Classroom Details	Registrar
Specialty Classroom Details	Leadership Unit / Occupying Department
Lab Safety Requirement Details	Tech. Team - SRS - EHS

Construction Documents: CPFM Maintained Building (Cont.)

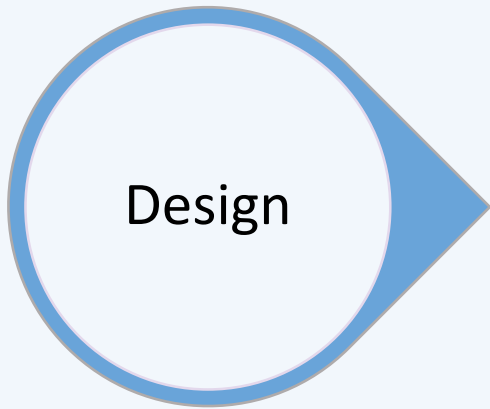
PRIMARY DECISIONS	RESPONSIBLE UNIT
Systems	
Utility System Details & Metering	CPFM – Utilities & Energy
Safety, Security Systems Details	Tech. Team - UOPD/SRS
Life Safety Systems Details	Tech. Team - Safety & Risk Services
Building Systems Detailing & Controls – W/I Standards	CPFM - Design & Construction (Engineering)
Building Systems Detailing & Controls – Outside of Standards	CPFM – Facilities Services
IT / AV / DAS Systems Details	Tech. Team - Information Services
Interior Materiality	
Interior Installation Details / Standards	CPFM - Design & Construction
Departmental Furniture Selection	Leadership Unit / CPFM - Design & Construction (STDS)
Public Furniture Selection	CPFM - Design & Construction
Services	
Communication & Coordination with Leadership Unit/Occupying Department, and all other involved participants.	CPFM - Design & Construction
Regulatory Issues	CPFM - Design & Construction
Additional Services Request – All Consultants	CPFM - Design & Construction

Construction Documents: Non-CPFM Maintained Building

PRIMARY DECISIONS	RESPONSIBLE UNIT
Scope/Funding/Schedule	
Establish and Manage Meetings/Schedules/Agendas	CPFM - Design & Construction
Approval of Scope Change from Des. Dev.	Leadership Unit
Approval of Budget Change from Des. Dev.	Leadership Unit
Scope Based Direct Const. Budget Range	Consultant / Estimator (CM/GC >\$5M)
Packaging of Bid Alternates	CPFM - Design & Construction
Schedule Refinement for Bidding	CPFM - Design & Construction / CM/GC (>\$5M)
Site/Campus Planning	
Authorization of any Changes/Alternates to Campus Planning Requirements (e.g., Building/Openspace Design)	CPFM – Campus Planning Office
Site Logistics Finalization	CPFM - Design & Construction
Space/Function	
Departmental/Research Space Requirements /Adjacencies/ Functions	Leadership Unit or Occupying Department
General Classroom Details	Registrar
Specialty Classroom Details	Leadership Unit / Occupying Department
Lab Safety Requirement Details	Tech. Team - SRS - EHS

Construction Documents: Non-CPFM Maintained Building (Cont.)

PRIMARY DECISIONS	RESPONSIBLE UNIT
Systems	
Utility System Details & Metering	CPFM – Utilities & Energy
Safety, Security Systems Details	Tech. Team - UOPD/SRS
Life Safety Systems Details	Tech. Team - Safety & Risk Services
Building Systems Detailing & Controls – W/I Standards	Leadership Unit
Building Systems Detailing & Controls – Outside of Standards	Leadership Unit
IT / AV / DAS Systems Details	Tech. Team - Information Services
Interior Materiality	
Interior Installation Details / Standards	Leadership Unit/ Occupying Department
Departmental Furniture Selection	Leadership Unit/ Occupying Department
Public Furniture Selection	Leadership Unit/ Occupying Department
Services	
Communication & Coordination with Leadership Unit/Occupying Department, and all other involved participants.	CPFM - Design & Construction
Regulatory Issues	CPFM - Design & Construction
Additional Services Request – All Consultants	CPFM - Design & Construction



PROCESS OBJECTIVES

- Selects the Design Team and 3rd Party Consultants
- Complete project design through the following phases:

Programming and Concept Design

- Identifies space, relational and organizational requirements

Schematic Design

- Develops spatial layout, volumes, massing and initial systems requirements

Design Development

- Refine and solidify project details, materials and systems

Construction Documents

- Document preparation for bidding and construction

LEADERSHIP
UNIT/REQUESTING
DEPARTMENT

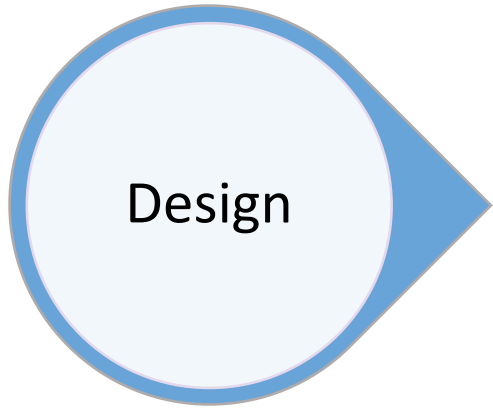
CAMPUS PLANNING &
FACILITIES
MANAGEMENT

DESIGN TEAM & 3RD
PARTY CONSULTANTS

CAMPUS TECHNICAL
TEAMS

RECOMMENDING
CAMPUS COMMITTEES

FINAL AUTHORITY
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AGENCIES



Leadership Unit

Roles and Responsibilities (Can delegate any and all aspects to the Requesting Department. Delegation occurs during the Initiation and Project Charter processes.)

- Authorizes scope, budget, and schedule changes for all projects
- Receives project status updates from CPFM
- May lead, participate, or not be involved in the roles of the *Requesting Department*, as identified below

Requesting Department

Roles and Responsibility

- Integral participation in design process through:
 - May establish criteria for program, space/function and interior organization
 - May provide input associated with site development, campus fabric, and systems
 - May participate in development of criteria for scope of services for consultants
 - May participate in design reviews
 - May help develop add/deductive alternates based on the requirements/options formed during the Project Charter.

**LEADERSHIP
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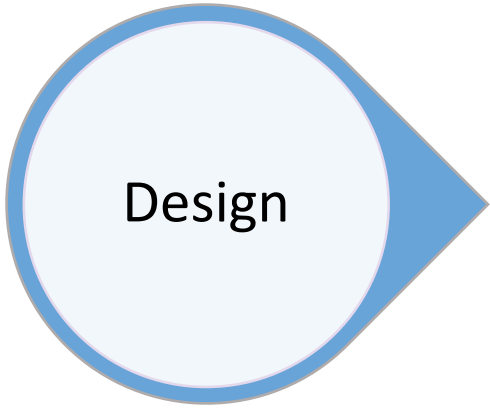
**DESIGN TEAM & 3RD
PARTY CONSULTANTS**

**CAMPUS TECHNICAL
TEAMS**

**RECOMMENDING
CAMPUS COMMITTEES**

**FINAL AUTHORITY
& REGULATORY
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Campus Planning & Facilities Management **Roles and Responsibilities**

Design and Construction

- Leads the design process
- Coordinates all design activities with the project participants
- Communicates verbally and in writing with project participants
- Issues regular budget and status reports
- Leads the process for the selection of the Design Team and 3rd Party Consultants
- Develops and manages the design contract
- Manages the scope, budget, and schedule as defined in the Project Charter
- Ensures UO Design Standards, Policy, Regulatory conformance
- Reviews contingency expenditures with Leadership Unit
- Assists in the development of Add/Deductive Alternates

D/C – Engineering and Utilities

- Responsible for building systems and infrastructure design requirements per the Campus Plan and UO Design Standards

Planning

- Responsible for historic preservation, exterior building materials, open space, and CPC coordination.

LEADERSHIP
UNIT/REQUESTING
DEPARTMENT

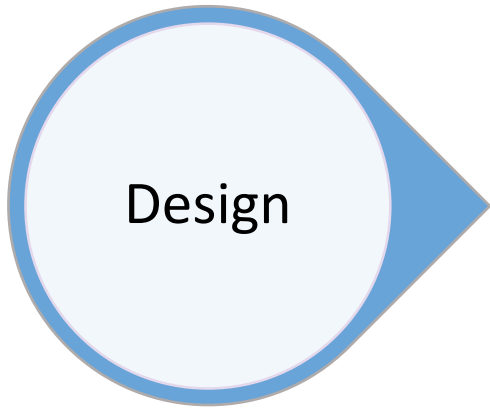
CAMPUS PLANNING &
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MANAGEMENT

DESIGN TEAM & 3RD
PARTY CONSULTANTS

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TEAMS

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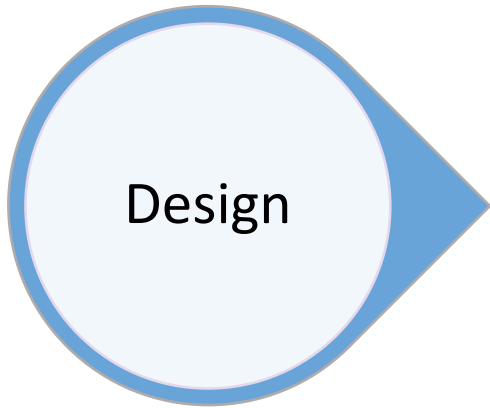
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& REGULATORY
AGENCIES



Design Team and 3rd Party Consultant **Roles and Responsibilities**

- Develops plans and specifications for construction through Concept, Schematic, Design Development and Construction, based upon UO participant direction, including the development of add/deductive alternates based on the Project Charter.
- Confirm adherence to UO Design Standards, Policies, and Regulatory compliance
- Documents design phases (see definitions) per design standards
- Participates in design reviews, document response and meet to review UO comments
- Provides design schedules
- Provides detailed direct construction estimates
- Proposes project phasing recommendations, if applicable
- Facilitates project permitting
- Participates in campus recommending committee meetings





Campus Technical Teams **Roles and Responsibilities**

Provides technical expertise and surrounding institutional and regulatory requirements under their oversight:

Information Services

- IT, AV, and DAS infrastructure

Safety and Risk Services

UOPD - Building security, cameras

Fire Marshal's Office - Life safety systems

EHS – Hazardous materials and lab safety

Accessible Education Center – Provides design input for accommodations associated with ADA and Universal Access

Registrar - Authorizes classroom sizing and pedagogy

UO Communications - Authorizes branding

Transportations Services - Authorizes transportation and parking

CPFM – (See Slide 18)

Utilities and Energy (Power Station) – Utility distribution and access.

Facilities Services – Serviceability

UO Planning – *Campus Plan* compliance, Campus space

D/C Engineering & Utilities – MEP Design Standard compliance, Energy analysis management, *Campus Plan* (OMSD) compliance, MEP Plan Review process

LEADERSHIP
UNIT/REQUESTING
DEPARTMENT

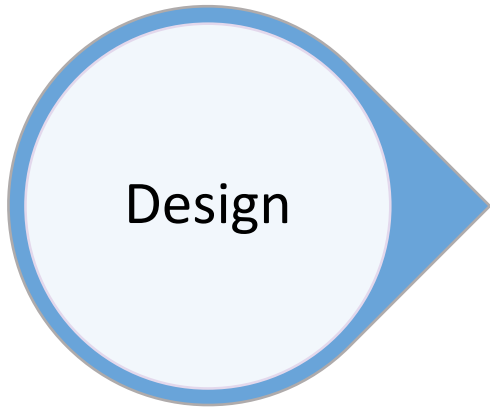
CAMPUS PLANNING &
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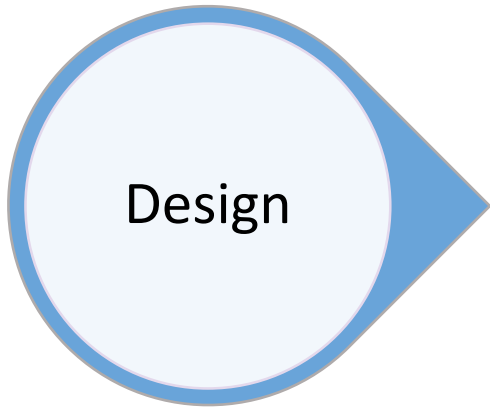
Recommending Campus Committees

Roles and Responsibilities

Provides recommendations to the final authority (Campus Planning Committee **CPC** , Design Advisory Board **DAB**)

- **CPC** - Reviews project impacts from the context of the Campus Plan and makes recommendations to the President (also includes Neighborhood Associations)
- **DAB** - Reviews the project architecture and makes recommendations to the UO Architect





Final Authorities and Regulatory Agencies **Roles and Responsibilities**

Final authority on space, project approval, regulation, and policy

Final Authorities (UO)

- **Provost** - Final authority of campus space
- **President, BOT** - Final authority of project – (for projects > \$5M)
- **President** - Final authority on UO projects

Regulatory Agencies

- **City of Eugene, State, Federal** - Final authority on building and life/life safety codes and permitting



LEADERSHIP
UNIT/REQUESTING
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CAMPUS PLANNING &
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DESIGN TEAM & 3RD
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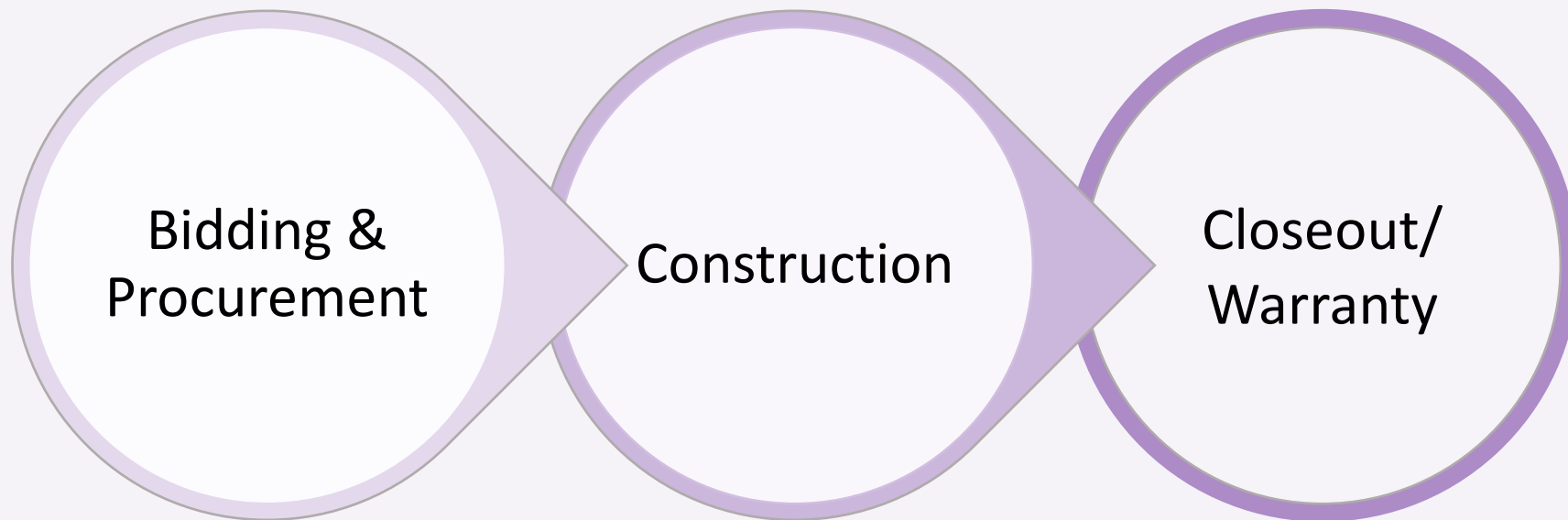
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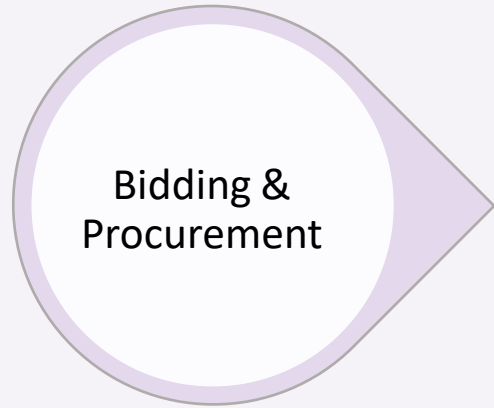
RECOMMENDING
CAMPUS COMMITTEES

FINAL AUTHORITY
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Construction & Implementation

This phase is the bidding and construction of the physical environment per the design. Construction documents are reviewed by the City of Eugene for code compliance, permitting, and used for solicitation of project bids. When construction is completed, warranty and the closeout process begins.





OBJECTIVES

- A formal and regulated process to receive contractor and vendor pricing (competitive or direct procure) from contractors
- Building permits are often secured during this period
- 'Locks in' and establishes the *post*-bid project budget

**LEADERSHIP
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**CAMPUS PLANNING &
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PARTY CONSULTANTS**

**FINAL AUTHORITY
& REGULATORY
AGENCIES**

Bidding: CPFM Maintained Building

PRIMARY DECISIONS	RESPONSIBLE UNIT
Scope/Funding/Schedule	
Establish and Manage Meetings/Schedules/Agendas	CPFM - Design & Construction
Development of Bid Packaging	CPFM – Design & Construction
Bid Phasing (>\$5M)	CPFM - Design & Construction - CM/GC
Bid Determination/Evaluation	CPFM - Design & Construction
Authorization of Scope Bid Alternates	Leadership Unit / Occupying Department
Authorization of Risk Bid Alternates	CPFM - Design & Construction
Development of Budget for Construction	CPFM – Design & Construction
Authorization to Proceed - Post Bid	Leadership Unit / Occupying Department
Authorizataion of Additional Budget if Required	Leadership Unit
Site/Campus Planning	
Approval of any Alternates to Campus Plan Requirements (e.g. Building/Openspace Design)	CPFM – Campus Planning Office
Space and Assignment	
No Activity in this Phase	
Systems	
Substitution of MEP Products	CPFM – Facilities Services
Substitution of Utility System Products	CPFM – Utilities & Energy

Bidding: CPFM Maintained Building (Cont.)

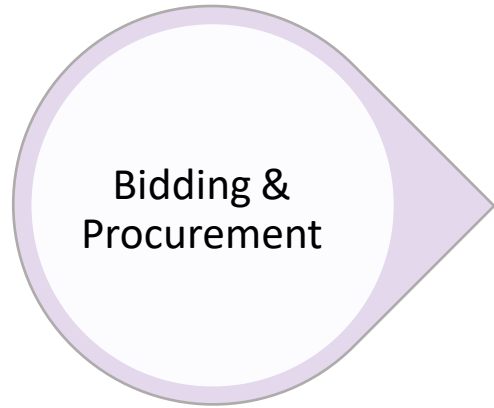
PRIMARY DECISIONS	RESPONSIBLE UNIT
Interior Materiality	
Furniture Procurement (OFOI)	Leadership Unit or Occupying Department / CPFM - Design & Construction
Furniture Procurement (OFCl)	CPFM – Design & Construction
Substitutions of Products Effecting Function	Leadership Unit / Occupying Department
Substitutions of Products Effecting Standards	CPFM – Design & Construction
Services	
Communication & Coordination with Leadership Unit/Occupying Department, and all other involved participants.	CPFM - Design & Construction
Regulatory (Haz. Mat.) Bidding	Tech. Team - Safety & Risk Services
Additional Services Request – All Consultants	CPFM - Design & Construction

Bidding: Non-CPFM Maintained Building

PRIMARY DECISIONS	RESPONSIBLE UNIT
Scope/Funding/Schedule	
Establish and Manage Meetings/Schedules/Agendas	CPFM - Design & Construction
Development of Bid Packaging	CPFM – Design & Construction
Bid Phasing (>\$5M)	CPFM - Design & Construction - CM/GC
Bid Determination/Evaluation	CPFM - Design & Construction
Authorization of Scope Bid Alternates	Leadership Unit / Occupying Department
Authorization of Risk Bid Alternates	Leadership Unit / Occupying Department
Development of Budget for Construction	CPFM – Design & Construction
Authorization to Proceed - Post Bid	Leadership Unit / Occupying Department
Authorizataion of Additional Budget if Required	Leadership Unit
Site/Campus Planning	
Approval of any Alternates to Campus Plan Requirements (e.g. Building/Openspace Design)	CPFM – Campus Planning Office
Space and Assignment	
No Activity in this Phase	
Systems	
Substitution of MEP Products	Leadership Unit
Substitution of Utility System Products	CPFM – Utilities & Energy

Bidding: Non-CPFM Maintained Building (Cont.)

PRIMARY DECISIONS	RESPONSIBLE UNIT
Interior Materiality	
Furniture Procurement (OFOI)	Leadership Unit or Occupying Department / CPFM - Design & Construction
Furniture Procurement (OFCl)	CPFM – Design & Construction
Substitutions of Products Effecting Function	Leadership Unit / Occupying Department
Substitutions of Products Effecting Standards	Leadership Unit
Services	
Communication & Coordination with Leadership Unit/Occupying Department, and all other involved participants.	CPFM - Design & Construction
Regulatory (Haz. Mat.) Bidding	Tech. Team - Safety & Risk Services
Additional Services Request – All Consultants	CPFM - Design & Construction



Leadership Unit

Roles and Responsibilities (Can delegate any and all aspects to the Requesting Department. Delegation occurs during the Initiation and Project Charter processes.)

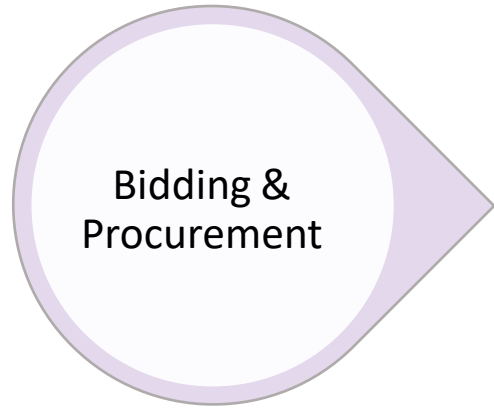
- Participate in discussions associated with VE (for CMGC contract process on large projects)
- Participate in discussions and provide final approval regarding Alternates
- Reviews and authorizes the final post-bid project budget

**LEADERSHIP
UNIT/REQUESTING
DEPARTMENT**

**CAMPUS PLANNING &
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**DESIGN TEAM & 3RD
PARTY CONSULTANTS**

**FINAL AUTHORITY
& REGULATORY
AGENCIES**



Campus Planning & Facilities Management **Roles and Responsibilities**

Design and Construction

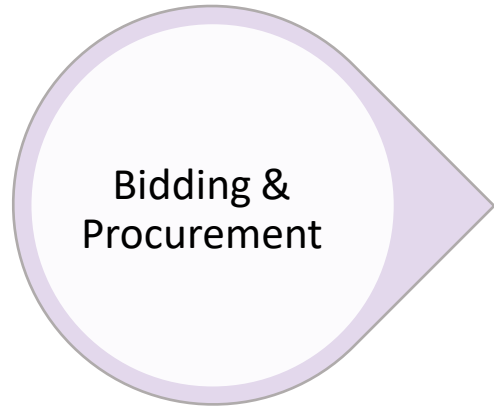
- Facilitates bidding process
- Updates and provides finalized budget to Leadership Unit for review and approval.
- Generates construction contracts
- Reviews additive and deductive alternates
- Coordinates discussion regarding Alternates and VE (for CMGC contracts on large projects) with Design Team and Leadership Unit.

LEADERSHIP
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CAMPUS PLANNING &
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DESIGN TEAM & 3RD
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FINAL AUTHORITY
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AGENCIES



Design Team and 3rd Party Consultants **Roles and Responsibilities**

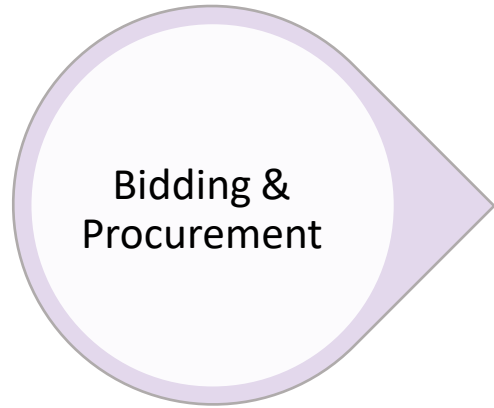
- Submit Construction Documents for Permits
- Evaluates and responds to contractors' substitution requests
- Participate in post bid additive and deductive alternate evaluations, if necessary
- Participate in discussions and provide final approval

LEADERSHIP
UNIT/REQUESTING
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CAMPUS PLANNING &
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DESIGN TEAM & 3RD
PARTY CONSULTANTS

FINAL AUTHORITY
& REGULATORY
AGENCIES



Approving Regulatory Agencies **Roles and Responsibilities**

- Regulates the bidding and procurement processes (State of Oregon, the University, and sometimes, federal agencies)
- Provides legal guidance on areas in question or dispute – (UO General Counsel)

**LEADERSHIP
UNIT/REQUESTING
DEPARTMENT**

**CAMPUS PLANNING &
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MANAGEMENT**

**DESIGN TEAM & 3RD
PARTY CONSULTANTS**

**FINAL AUTHORITY
& REGULATORY
AGENCIES**

Construction: CPFM Maintained Building

PRIMARY DECISIONS	RESPONSIBLE UNIT
Scope/Funding/Schedule	
Establish and Manage Meetings/Schedules/Agendas	CPFM - Design & Construction
Approval of Scope Change from Bid Approval	Leadership Unit
Approval of Budget Change from Bid Approval	Leadership Unit
On-Site Construction Issues	CPFM – Design & Construction
Allocation of Funds within Budget	CPFM – Design & Construction
Release of Budget Savings	CPFM – Design & Construction
Site/Campus Planning	
On-Site Issues Impacting Campus Plan Requirements (e.g. Building/Openspace Design)	CPFM – Campus Planning Office
Site Logistics and Lay Down Area	CPFM – Design & Construction
Space Use and Assignment	
On-Site Issues Impacting Function	Leadership Unit / Occupying Department
Systems	
Shut Down Determination and Coordination	CPFM - Design & Construction
Utility Systems Issues/Changes Impacting Function/Quality	CPFM – Utilities & Energy
Buiding MEP Issues/Changes Impacting Function/Quality	CPFM – Facilities Services

Construction: CPFM Maintained Building (Cont.)

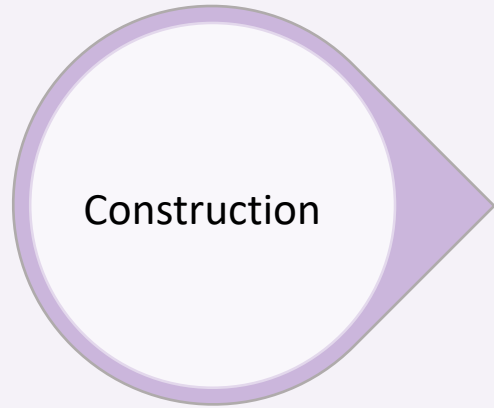
PRIMARY DECISIONS	RESPONSIBLE UNIT
Interior Materiality	
On-Site Issues Impacting Function / Quality	Leadership Unit / Occupying Department
Services	
Communication & Coordination with Leadership Unit/Occupying Department, and all other involved participants.	CPFM - Design & Construction
Additional Services Request – All Consultants	CPFM - Design & Construction
Misc.	
QA/QC	CPFM - Design & Construction

Construction: Non-CPFM Maintained Building

PRIMARY DECISIONS	RESPONSIBLE UNIT
Scope/Funding/Schedule	
Establish and Manage Meetings/Schedules/Agendas	CPFM - Design & Construction
Approval of Scope Change from Bid Approval	Leadership Unit
Approval of Budget Change from Bid Approval	Leadership Unit
On-Site Construction Issues	CPFM – Design & Construction
Allocation of Funds within Budget	CPFM – Design & Construction
Release of Budget Savings	CPFM – Design & Construction
Site/Campus Planning	
On-Site Issues Impacting Campus Plan Requirements (e.g. Building/Openspace Design)	CPFM – Campus Planning Office
Site Logistics and Lay Down Area	CPFM – Design & Construction
Space Use and Assignment	
On-Site Issues Impacting Function	Leadership Unit / Occupying Department
Systems	
Shut Down Determination and Coordination	CPFM - Design & Construction
Utility Systems Issues/Changes Impacting Function/Quality	CPFM – Utilities & Energy
Buiding MEP Issues/Changes Impacting Function/Quality	Leadership Unit/ Occupying Department

Construction: Non-CPFM Maintained Building (Cont.)

PRIMARY DECISIONS	RESPONSIBLE UNIT
Interior Materiality	
On-Site Issues Impacting Function / Quality	Leadership Unit / Occupying Department
Services	
Communication & Coordination with Leadership Unit/Occupying Department, and all other involved participants.	CPFM - Design & Construction
Additional Services Request – All Consultants	CPFM - Design & Construction
Misc.	
QA/QC	CPFM - Design & Construction



OBJECTIVE

- Construct the physical environment
- Manage project budget and schedule to meet requirements
- Communicate and coordinate with campus community regarding impacts
- Conduct regular walks through the project to confirm quality and design intent
- Conduct weekly update meetings with project team

**LEADERSHIP
UNIT/REQUESTING
DEPARTMENT**

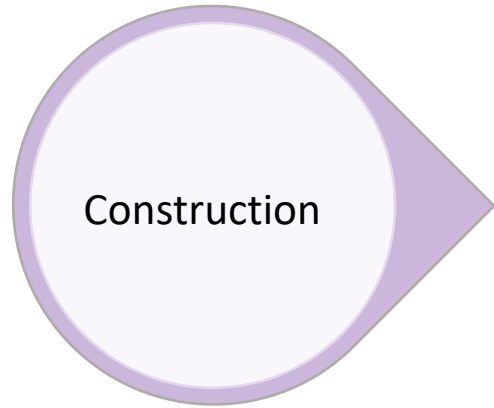
**CAMPUS PLANNING &
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MANAGEMENT**

CONTRACTOR

**DESIGN TEAM & 3RD
PARTY CONSULTANTS**

**CAMPUS TECHNICAL
TEAMS**

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& REGULATORY
AGENCIES**



Leadership Unit

Roles and Responsibilities (Can delegate any and all aspects to the Requesting Department. Delegation occurs during the Initiation and Project Charter processes.)

- Authorizes scope changes on project
- Authorizes increases to the overall budget
- May participate in the Owner, Architect, Contractor OAC meetings

Requesting Department

Roles and Responsibilities

- Participate in regular communication with CPFM regarding project standing and issues
- May participate in the Owner, Architect, Contractor OAC meetings
- May recommend any desired scope changes to Leadership Unit for approval
- May assist in phasing and relocating process for project implementation
- May participate in the punch list process
- May authorize Occupancy
- Significant participation in move-in process

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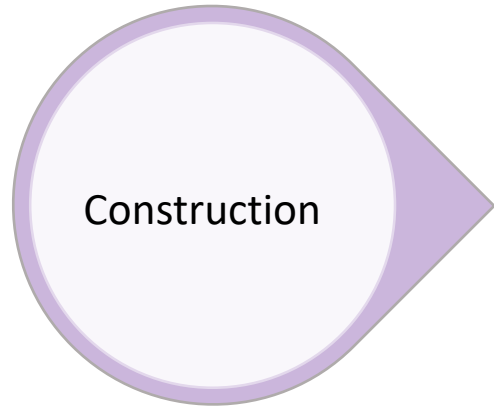
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CONTRACTOR

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Campus Planning & Facilities Management **Roles and Responsibilities**

Design and Construction

- Campus's primary point of contact for the project
- Regular communication with Leadership Unit/Requesting Department regarding project status, budget, and issues
- Manages overall project budget and schedule
- Facilitates site logistics and staging
- Regularly reviews contingency expenditures for unforeseen conditions and communicates standing with Leadership Unit
- Facilitates scope change authorization with Leadership Unit
- Coordinates and communicates any infrastructure shutdowns related to project
- Administers payments to paid participants
- Participates in the Owner, Architect, and Contractor OAC meetings
- Administers QA/QC, commissioning, training

Facility Services

- Systems shutdown support, campus communication (Work Control) for all projects
- May act as the primary contractor or sub-contractor and assume Contractor responsibilities (see slide 32)

LEADERSHIP
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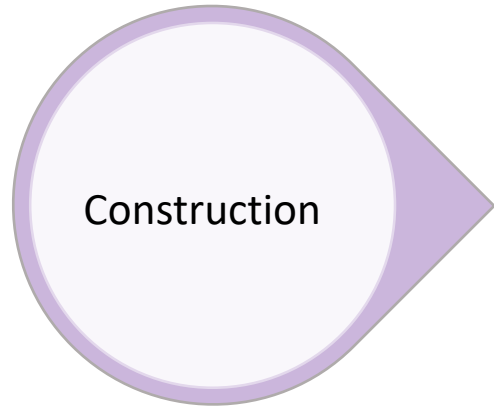
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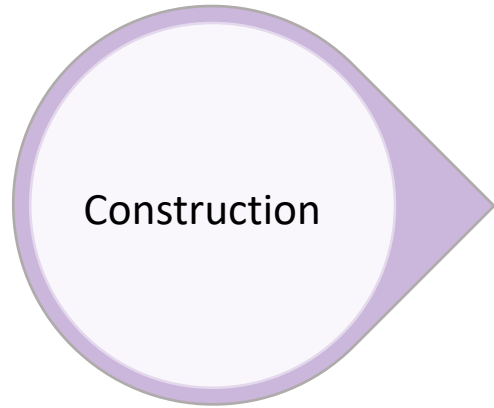


Contractor
Roles and Responsibilities

- Constructs the project per the design
- Has primary responsibility for site during construction
- Responsible for construction site safety
- Leads the Owner, Architect, Contractor OAC meetings
- Generates and monitors detailed construction budgets and schedules
- Communicates budget and schedule impacts to project
- Manages contractor controlled contingencies as part of their contract

Note: CPFM FS Construction Services may assume the Contractor role for small projects





Design Team and 3rd Party Consultants **Roles and Responsibilities**

- Provides Construction Administration
- Monitors construction to ensure it aligns with the design
- Reviews and captures field changes for design compliance and final drawing updates
- Reviews payment applications
- Participates in the Owner, Architect, Contractor OAC meetings
- Performs special inspections
- Performs QA/QC functions such as Commissioning, Air Balancing, etc.

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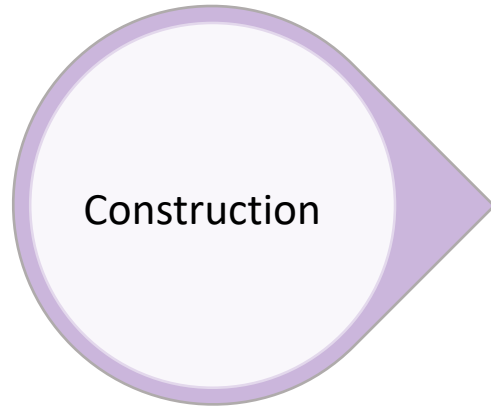
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Campus Technical Teams **Roles and Responsibilities**

- Performs oversight and may perform work* based on their technical authority
 - Information Services**** – telecom/data
 - Installations of systems
 - Safety and Risk Services***
 - **FMO** – Occupational safety, fire systems
 - **EHS** – Manage Lead/hazardous materials abatement
 - D/C Engineering and Utilities***
 - Commissioning Oversight and Management
 - QA/QC reviews on MEP systems
- Monitors construction related to their expertise to ensure it aligns with design
- Participates in any infrastructure shutdowns that requires their involvement
- Reviews and captures field changes for design compliance and provides final drawing updates when performing work

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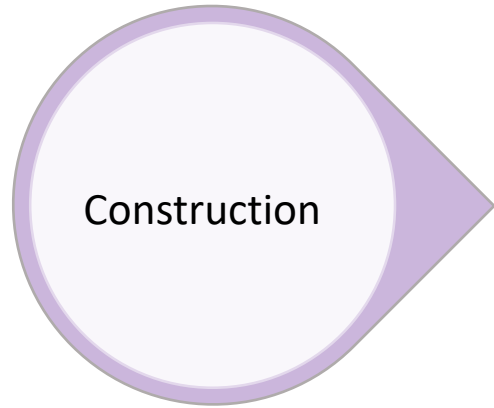
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Approving Regulatory Agencies **Roles and Responsibilities**

- Issues contractor trade permits
- Inspects work for regulatory compliance
- Authorizes temporary occupancy and final occupancy (City of Eugene)



Closeout/Warranty: CPFM Maintained Building

PRIMARY DECISIONS	RESPONSIBLE UNIT
Scope/Funding/Schedule	
Establish and Manage Meetings/Schedules/Agendas	CPFM - Design & Construction
Contract Closeout and Funding Returns	CPFM - Design & Construction
Site/Campus Planning	
Warranty Follow up (First Year)	CPFM - Design & Construction
Warranty Follow up (Extended Warranties)	CPFM – Facilities Services
Space Use and Allocation	
As-Built Documents and Data into system	CPFM - Design & Construction
Report space Occupancy to UO Spaces	Leadership Unit / Occupying Department
Finalize/confirm space data in UO Spaces	CPFM – Campus Planning Office
Systems	
Warranty Follow up (First Year)	CPFM - Design & Construction
Warranty Follow up (Extended Warranties)	CPFM – Facilities Services
Interior Materiality/Building Function	
Notification of Warranty Issues	Leadership Unit / Occupying Department
Warranty Follow up (First Year)	CPFM - Design & Construction
Warranty Follow up (Extended Warranties)	CPFM – Facilities Services

Closeout/Warranty: CPFM Maintained Building

PRIMARY DECISIONS	RESPONSIBLE UNIT
Services	
Communication & Coordination with Leadership Unit/Occupying Department, and all other involved participants.	CPFM - Design & Construction
Moving Services Coordination	CPFM - Design & Construction
Additional Services Request – All Consultants	CPFM - Design & Construction
Warranty Follow up (First Year)	CPFM - Design & Construction
Warranty Follow up (Extended Warranties)	CPFM – Facilities Services
Misc.	
Punchlist Process	CPFM - Design & Construction
Post Occupancy Evaluation Surveys	CPFM - Design & Construction
Lessons Learned Review Meeting	CPFM - Design & Construction
10 – Month Walk Through	CPFM - Design & Construction
Participation in Surveys, Walk Throughs, Review Meetings and Punchlists	Leadership Unit / Occupying Department

Closeout/Warranty: Non-CPFM Maintained Building

PRIMARY DECISIONS	RESPONSIBLE UNIT
Scope/Funding/Schedule	
Establish and Manage Meetings/Schedules/Agendas	CPFM - Design & Construction
Contract Closeout and Funding Returns	CPFM - Design & Construction
Site/Campus Planning	
Warranty Follow up (First Year)	CPFM - Design & Construction
Warranty Follow up (Extended Warranties)	Leadership Unit/ Occupying Department
Space Use and Allocation	
As-Built Documents and Data into system	CPFM - Design & Construction
Report space Occupancy to UO Spaces	Leadership Unit / Occupying Department
Finalize/confirm space data in UO Spaces	CPFM – Campus Planning Office
Systems	
Warranty Follow up (First Year)	CPFM - Design & Construction
Warranty Follow up (Extended Warranties)	Leadership Unit/ Occupying Department
Interior Materiality/Building Function	
Notification of Warranty Issues	Leadership Unit / Occupying Department
Warranty Follow up (First Year)	CPFM - Design & Construction
Warranty Follow up (Extended Warranties)	Leadership Unit/ Occupying Department

Closeout/Warranty: Non-CPFM Maintained Building

PRIMARY DECISIONS	RESPONSIBLE UNIT
Services	
Communication & Coordination with Leadership Unit/Occupying Department, and all other involved participants.	CPFM - Design & Construction
Moving Services Coordination	CPFM - Design & Construction
Additional Services Request – All Consultants	CPFM - Design & Construction
Warranty Follow up (First Year)	CPFM - Design & Construction
Warranty Follow up (Extended Warranties)	Leadership Unit/ Occupying Department
Misc.	
Punchlist Process	CPFM - Design & Construction
Post Occupancy Evaluation Surveys	CPFM - Design & Construction
Lessons Learned Review Meeting	CPFM - Design & Construction
10 – Month Walk Through	CPFM - Design & Construction
Participation in Surveys, Walk Throughs, Review Meetings and Punchlists	Leadership Unit / Occupying Department



OBJECTIVES

- Finalization of all drawings, permits, accounting, and project databases.
- Collect project lessons-learn through project reviews and surveys
- Launch project warranty process

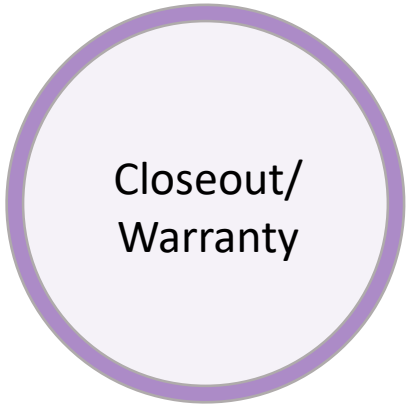
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Closeout/
Warranty

Leadership Unit

Roles and Responsibilities (Can delegate any and all aspects to the Requesting Department. Delegation occurs during the Initiation and Project Charter processes.)

- Monitors function and operation of space
- Participates in post-project reviews/surveys
- Participates in final budget review and reconciliation
- Receives any remaining fund balance for unit controlled funds

Requesting Department

Roles and Responsibilities

- Monitors function and operation of space
- Participates in post-project reviews and/or surveys

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Campus Planning & Facilities Management

Roles and Responsibilities

Design and Construction

- Administers Project Closeout process including on-site and administrative activities
- Coordinates equipment training
- Administers Post-Project reviews and surveys
- Authorizes final design team and contractor payments
- Reconciles project budget and issues and remaining fund balances to funding sources
- Archives final documents
- Coordinates 10-month warranty walk
- Respond to Emergency Warranty issues, to then be followed up with Contractor.
- Reviews final budget with Leadership Unit during final reconciliation

D/C Engineering and Utilities

- Monitors function and operation of systems in project area

Planning

- Space management

Facility Services (Auxiliary Units may self-perform this function)

- Receives training on new equipment
- Participates in the 10-month warranty review
- First responders to all emergency calls for space/building; warranty and non-warranty
- Responsible for all standard campus services and non-project related maintenance elements within project space





Contractor
Roles and Responsibilities

- Completes work identified on punchlist
- Provides Training on equipment
- Responds to non-emergency warranty calls
- Repair warranty related items
- Participates in project close-out process
- Provides Final Payment Application

Note: CPFM FS Construction Services will assume this role if acting as the *Contractor*

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Design Team and 3rd Party Consultants
Roles and Responsibilities

- Participates in on-site Project Closeout process
- Finalizes and submits record drawings
- Participates in 10-month warranty review

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Campus Technical Teams
Roles and Responsibilities

- Participates in Project Closeout process
- Participates in post-project review
- Remedies any warranty issues associated with construction work performed
- Issues final billing associated with consulting and/or construction work performed

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