

START

**Request Project:
Submit Initiation Form**

PROJECT DELIVERY PROCESS PHASES

SMALL TO MEDIUM PROJECTS

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Develop the project concept, define scope, establish budget and schedule. Once the user has approved the Scoping Package and provided funding, the project will proceed.

During this phase, the solicitation of an external design team will begin, if necessary. Fees are not charged for this phase of the project.

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Design team develops construction documents, technical working drawings with specifications and other necessary details to complete the work.

Design may be comprised of three sub-phases:

- Schematic Design
- Design Development
- Construction Documents

UO Technical team meetings occur throughout, as necessary.

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Construction Documents are reviewed by the City of Eugene for permitting and used for the solicitation of project bids.

Furniture is typically procured during this phase.

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Construction, physical assembly of specified materials and equipment. This phase does bring with it noise and utility shut-downs that are coordinated by the Project Manager.

A schedule will be submitted for review and approval prior to the start of construction.

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Install furniture and finishes, prepare punchlist, coordinate building turnover and facilitate user occupancy.

If necessary, commissioning and training for building operations systems occurs in this phase.

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Close out the project: final payments are made and the warranty phase is initiated.

Completion of construction initiates a 12-month warranty phase for applicable items.