

Capital Project Protocol

	Protocol	Description	Days/Months
1	Project Type	Identify Project: Athletic Building/Stadium/Practice Facility, Academic Building, Administrative Building, Residence Life, Support Building...etc.	1 Day
2	In House Budget Estimate	Initial conversation to determine the building/facility usage, approximate acreage/square footage required, any auxiliary services required. Use previous history on completed projects and determine rough cost per square foot. We have estimated structures from \$1M to \$85M.	3 to 4 Days
3	Executive Council Approval	Executive Council Meeting's are scheduled every two weeks by the President's Office.	1 to 14 Days
4	President's Approval	President's approval is needed on motion document sent to Board of Trustees	1 Day
5	Finance Planning and Facilities Committee Mtg.	Type up motion, with description of project and cost estimate, to be approved by the Finance, Planning and Facilities Committee. Board Meetings are scheduled five times a year. Timing depends on when project receives President's approval.	1 Day to 3 Months (92 days)
6	CCU Board of Trustee Approval	Once passed by Finance, Planning and Facilities Committee, motion sent to full Board of Trustees for approval.	1 Day
7	Land Transfer County approvals	Need signed letters by Horry County and the Horry County School Board to send with Land Transfer to Columbia.	14 days
8	Land Transfer of Property to State	If property needs be transferred from Coastal Educational Foundation (CED) or Coastal Housing Foundation(CHF) then their BOD have to approve this and then approved by Coastal Carolina University (BoT). Any Land transfers has to be approved by Real Property Services with the SC Dept of Administration.	90 to 120 days
9	A-1 Phase I	A1 Generated Phase I - (design phase) Write using estimate information from internal design, CFO sign and submit A-1 to CHE for the first step in approvals process.	2 Days
10	Q&A for CHE	Answer questions from CHE staff concerning the project between submission time and meeting date.	30 to 45 days
11	CHE Approval for Phase I	Once approval is given project moves to JBRC for the second approval.	
12	Q&A for JBRC	Answer questions from JBRC staff concerning the project.	20 to 30 days
13	JBRC Approval for Phase I	Once approval is given project moves to SFAA for the final approval.	
14	Q&A for SFAA	Answer questions from SFAA staff concerning the project.	6 to 10 days
15	SFAA Approval for Phase I	Cleared to move forward with project.	
16	Advertise A/E	A-1 approved for Phase I - Submit SE-210 to OSE for approval - Advertise A/E services in SCBO.	28 days

	Protocol	Description	Days/Months
17	A/E Selection	Receive resumes from A/E design teams - resumes are submitted to committee for review - committee meets to short list firm for project	28 days
18	Interviews	Firms short listed for interview - letter e-mailed to firms noting such - interviews of firms short listed - following interview - selection made of firm for project	21 days
19	A/E Contracts	Following A/E selections - contracts mailed to architect with contract amount no more than approved on A-1 - architect returns signed contract along with W-9 and COI.	21 days
20	CCU Signature & PO Issued	Contracts received from architect signed - contracts submitted to President for signature - once signed, contracts, COI, W-9, Title IX forms and documents sent to Purchasing for a BPO to be issued.	7 to 10 days
21	Phase I Design	Programming committee begins meetings with A/E design team - Schematic Design, programing, renderings, cost estimate once complete are submitted to CCU in report form for submittal to CHE for	6 to 9 months
22	Board Approval for Phase II	If not approved in first motion for an amount not to exceed. Submit Phase II A-1 to Board for Approval with final construction budget details.	1 Day to 3 Months (92 days)
23	A-1 Phase II to CHE	A-1 Generated -Phase II (construction phase) A-1 Paperwork , signed by CFO, send to CHE	2 Days
24	Q&A for CHE	Answer Questions and provide additional justification to the CHE prior to the meeting	30 to 45 days
25	CHE Approval for Phase II	Once approval is given project moves to JBRC for the second approval.	
26	A-1 Phase II to JBRC	Submission of the Project for Phase II approval by the SC Commission on Higher Education.	20 to 30 days
27	Q&A for JBRC	Answer Questions and provide additional justification to the JBRC prior to the meeting.	
28	Q&A for SFAA	Submission of the Project for Phase II approval by the Joint Bond Review Committee.	6 to 10 days
29	A-1 Phase II to SFAA	Answer Questions and provide additional justification to the Budget and Control Board prior to meeting.	
30	Phase II design	Once Phase II is approved, modification is made to Architect contract - architects proceed with design in both DD and then CD phases with CD submittal to OSE for review and comment.	9 to 12 months
31	OSE review	CD documents submitted to OSE and CCU for review and comment.	21 days
32	Revisions to Plans & Specs	Revisions made to the plans and specs per comments - documents submitted back to OSE for review and approval	21 days
33	Project Advertisement	Project is advertised in SCBO for construction services to the project - pre-bid meeting followed by bid opening.	28 days

	Protocol	Description	Days/Months
34	Bids & posting	Bids received and opened - following bid opening, bid documents along with SE-360 submitted to OSE for review and approval - once approved, post SE-370 Notice of Intent to Award (10 day protest period begins)	7 days
35	GC Contracts & Pre-construction meeting	Following OSE approval - contracts are submitted to GC for signature - contracts along with COI, Title IX, W-9 and Bonds are returned to CCU - after 10 day protest period is up and waiting on contracts - pre-construction meeting with GC, Arch. and all subcontractors is held on project site.	21 to 30 days
36	BPO	Contracts submitted to President for signature - once signed, Purchase Requisition along with Bid documents and contracts are submitted to Purchasing for a BPO to be issued.	7 to 10 days
37	Notice to Proceed	Signed contracts mailed out to contractor - SE-390 Notice to Proceed issued to start project.	7 to 10 days
38	Construction	Construction begins on the project to substantial completion.	12 to 15 months
39	Substantial Completion	Substantial completion declared - contractor has 30 days to complete all punch list items that have been presented to them by the architect/MEP/OSE and university during this day long inspection.	1 day
40	Final Completion	Final Completion - All punch list items have been completed and inspected by the architect/MEP/OSE and university. Ready for final payment request.	30 days
41	Close A-1	Submit paperwork to close out A-1 with the State. The State will hold the project until the expenses submitted in State system tie to closing budget.	30 days