Tarleton State Facilities Services
PDC Project Flowchart
Pre-Construction

1. Project Manager means PDC Senior Construction Project Manager (Construction Project Manager), PDC Architect or PDC Engineer.
2. Architect/Engineer (A/E) services. 7-90+ days to contract A/E and complete Project Design and Construction Documents, dependent on complexity of the project. Customer approval of A/E fees required before entering into contract with A/E.
3. Education Occupancies higher than the 12th grade are considered “Business Occupancy”.

**Work Request Submitted to TEXAN WORKS**

**TEXAN WORKS**
- Reviews work request
- Verifies fund source
- Forwards request via
- Maintenance Connection to
  - Director Planning, Design, and Construction (Director PDC) for review

**Director PDC**
- Performs preliminary review and
  - Preliminary review criteria:
    - Complexity of project
    - Desired completion date
    - Are customer expectations clear?
    - Are A/E Services required?
    - Is project required to be Capitalized?
    - CBED/Rec approval

**Director PDC**
- Assigns Project Manager (See Note 1)
  - Project Manager (PM) makes initial call to customer within 72 hours of assignment
  - Project Manager schedules site visit if required to finalize customer expectations and determine scope of work
  - Within 3-5 days

**Director PDC**
- Proceed approved by Customer?
  - YES
  - NO

**Renovation/ New Business or Assemble Occupancy (See Note 3)**
- YES
- NO

**Mechanical Electrical or Plumbing (MEP) Engineering needed?**
- YES
- NO

**Civil/ Structural, or other engineering needed?**
- YES
- NO

**Project estimate > $20K?**
- YES
- NO

**Project estimate > $50K?**
- YES
- NO

**Will walls or exits be modified, added, or deleted?**
- YES
- NO

**State of Texas Licensed Architect Required**
- PM requests Architectural design services through
  - Open-End Architectural contract or Request for Qualifications (RFQ).
- (See Note 2)

**State of Texas Licensed Engineer Required**
- PM requests Engineering design services through
  - Open-end Engineering contract or Request for Qualifications (RFQ).
- (See Note 2)

**State of Texas Licensed Civil/Structural Engineer Required**
- PM requests Engineering design services through
  - Open-end Engineering contract or Request for Qualifications (RFQ).
- (See Note 2)

**PM, CUSTOMER & Director PDC Construction Procurement**

**PM**
- Completes PDC Pre-construction checklist prior to start of any construction procurement action.
- NO
- YES

**Customer approves final Construction Documents, Budget and Preliminary Schedule?**
- YES
- NO

**PM Re-scopes Project Cancel or Classify**
- YES
- NO

**PM obtains abatement pricing and forwards pricing to customer for approval.
- NO
 **PM also coordinates a required abatement with the PDC Hazardous Materials Manager after customer approval.

**PM**
- Obtains customer approval and requests asbestos or lead survey from Environmental Health & Safety Department (EHS).
- EHS
  - Personal site visit, collect samples of suspect materials, ship samples to independent testing lab, receive results from lab, and provide abatement recommendation to PM.
  - NO
  - YES

**PM**
- Performs final review of scope

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Methods of procurement/execution include:
- Job Order Contracts (JOC)
- Services Agreements
- Competitive Sealed Proposals (CSP), Design Build, CMAR
- Work Order Requirements Contract (WORC)

**Texan Works**

**TEXAN WORKS**

**TEXAN WORKS**
- 1-3 Days

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  - Preliminary review criteria:
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- (See Note 2)

**State of Texas Licensed Civil/Structural Engineer Required**
- PM requests Engineering design services through
  - Open-end Engineering contract or Request for Qualifications (RFQ).
- (See Note 2)

**PM, CUSTOMER & Director PDC Construction Procurement**

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