



CAPITAL OUTLAY PROJECT SCHEDULE OF EVENTS

| <u>ACTIVITIES</u> | <u>SCHEDULED DATE OF COMPLETION</u> | <u>PEOPLE INVOLVED</u> | <u>PROCEDURES FOR IMPLEMENTATION</u> |
|--|-------------------------------------|--|--|
| Facilities Plan | _____ | Local Staff, Facilities Services Consultant and Appropriate State Staff | Select the next priority(ies) in Facilities Plan and use new projections to update Plan |
| Site Selection | _____ | Local Staff, Facilities Services Consultant, Appropriate State Staff, and Local Health Department Official | Select site, complete approval forms, schedule site visit with FS Consultant & Health Dept. Official before purchasing site. Completed site approval forms must be on file with Facilities Services. |
| Certificate of Title | _____ | Local Staff and Facilities Services Staff | Submit copies of Certificate of Title to Facilities Services. |
| Flood Plain Letter | _____ | Local Staff and Facilities Services Staff | Submit copies of Flood Plain Letter to Facilities Services. |
| Project Application | _____ | Local Staff and Facilities Services Consultant | Submit to Facilities Services. Develop & approve by September 1. Delete from Tabulation of Priorities in Plan. |
| Architectural Contract | _____ | Appropriate System Staff and Architect | Select architect, negotiate, and sign contract. Submit copy of contract to Facilities Services. |
| Construction Management Contract (if applicable) | _____ | Appropriate System Staff and Construction Management Firm (if applicable) | Select construction management firm, negotiate, and sign contract. Submit copy of contract to Facilities Services. (If applicable) |
| Pre-Design Conference | _____ | Appropriate System Staff, Architect, and Const. Management Firm (if applicable) | Schedule with Facilities Services Unit. |
| Guaranteed Maximum Price (GMP) | _____ | Local Staff and Construction Manager (if applicable) | Submit copy of GMP (complete with line item amounts) to Facilities Services Unit. |
| Approve Drawings and Specifications for Project | _____ | Facilities Services Architect and School System | Submit preliminary plans, submit check set drawings for review, and submit revised drawings for final approval. |
| Advertisement | _____ | School System and Architect | Advertise for 30 days after final approval of drawings and specifications is received. |
| Bid Opening | _____ | System, Architect, and Construction Manager (if applicable) | Schedule with Facilities Services. |
| Certified Tabulation of Bids | _____ | System and Architect | Submit certified copy to Facilities Services Unit. |
| Construction Contracts | _____ | System, Architect, Construction Management Firm (if applicable) | Submit copy of contract to Facilities Services Unit. |
| Pre-Construction Conference | _____ | Local Staff, Architect, Contractor, Construction Manager (if applicable), and Facilities Services | Discuss roles, details, and expectations during the construction phase of the project. |
| Notice to Proceed | _____ | Local Staff, Contractor(s), and Construction Manager (if applicable) | Owner gives written notice (letter) to contractor(s) to permit construction activities to begin. |

Schedule of Events – Capital Outlay Projects (Continued)

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| Performance & Payment Bonds | _____ | System, Architect, and Construction Management Firm (if applicable) | Submit copy of Performance and Payment Bonds (supported by Power of Attorney) to Facilities Services. |
| Requests for Reimbursement | _____ | System, Architect, Construction Manager (if applicable), and Facilities Services | Submit appropriate forms to Facilities Services for review, approval, and payment. |
| Final Inspection | _____ | Architect, Construction Manager (if applicable), System, and Facilities Services Representative (whenever possible) | Schedule with Facilities Services. |
| As-Built Drawings and Warranties Received | | | |
| Final Request for Reimbursement | _____ | Architect, Construction Manager (if applicable), and Facilities Services Unit | Submit documents to Facilities Services Unit. |
| Board of Education's Statutory Affidavit | _____ | School System | Adopted by Local Board of Education. Submit to Facilities Services Unit. |
| Architect's Final Certificate | _____ | Architect | Submit completed document to system and to Facilities Services Unit. |
| Project Cost Certification | _____ | System and Facilities Services Unit | Developed by Facilities Services Unit based on documentation submitted by system. Copy sent to system for review and approval. System to return approved and signed copy to Facilities Services. |