

**THE CONSTRUCTION SIDE OF PROCUREMENT AND CONSTRUCTION
CONTRACTING (PaCC)**

CHECKLIST OF DOCUMENTS NEEDED BY PACC BEFORE THEY CAN BEGIN CONTRACT PROCESS

- Design services - Email request including WRN, A/E proposal date, proposal amount/statement of funding availability, brief project description, copy of A/E proposal
- Construction Services – Email request including WRN, project budget (all costs, not just work estimate); and
- Plans and Specifications; and
- List of Contractors you'd like to see bids sent to (if retainer project); and
- Your desired project timeline that you need the project out to bid in – please be reasonable. One week probably isn't reasonably going to happen.

Total Contract Value	Design required?	Can I get my Own Retainer Design Proposal?	Review Process Needed?	Can I write PO for Design Services?	Department of Justice Approval Needed? This typically adds 10+ days to the process	Legislative approval required?
Design \$0-\$200,000	N/A	Yes, in coordination with Facilities Services	Yes	No	Only over \$75,000	No
Design \$200,000+	N/A	No	Yes	No	Yes	No
Construction \$25,000 - \$500,000	Maybe		Yes	No	No	No
Construction (Repair) \$500,000 - \$3,000,000	Yes	No, must be bid through PaCC	Yes	No	Only if the project is being bid through other than a straight advertised hard bid	Yes for Cap Repair over \$1,000,000
Construction (Renovation, Improvement) \$1,000,000 +	Yes	No, must be bid through PaCC	Yes	No	Yes if over \$3,000,000 for regular contract <u>or</u> if CM/GC or other alternative bid process is used	Yes for construction over \$500,000

CHECKLIST OF STEPS NEEDED IN CONTRACT PROCESS

- At the beginning of a project, the Facilities Services Project Manager initiates work request (if there is not one already) and meets with department to develop scope of work.
- Project Manager coordinates design work with design firm (if any) and client.
- Project Manager develops budget and obtains construction funding, determines if project will be done through retainer process; works with Contracts to develop project schedule.
- Construction Manger conducts pre-bid walk-through, with Project Manager and design firm representative (if any) in attendance.
- Project Manager collects/develops addendum information from designer (if any) and coordinates preparation of addendum with Contracts for distribution.
- Contracts conducts bid opening. Project Manager reviews bid results and determines if project is to proceed.
- Contracts notifies Project Manger when contract has been signed.