

**Prairie View A&M University
Construction & Planning
Operational Procedures**

III. PROJECT INITIATION - Construction & Planning Office Projects

A. REQUEST FOR SERVICES

1. The initiation of a Construction & Planning project is accomplished via a PVAMU:
Service Request Form
 - a. Service Request Form steps:
 1. The user contacts the Construction/Planning Office.
 2. Construction/Planning Office faxes, mail or user's pick-up the Service Request Form.
 3. Client fills out and returns form to the Construction & Planning Office. Construction/Planning notifies Building & Grounds, Utilities and others of the pending project requirements.
 - a. If a project is funded by the user, a C-1 is initiated to transfer funds if greater than \$25,000. If project is less than \$25k then Construction/Planning service fee is requested thru IDO, Purchase Requisition done by user.
 - b. If a project is funded by Finance & Administration no additional signatures are needed.

B. SERVICE REQUEST INFORMATION BY USER

1. State reason for project.
2. Give brief description of construction parameters.
3. Give funding source for project.
4. Give location of a project.
5. CPM assigns project number.
6. CPO provides conceptual estimate to user upon request.

C. FORM C-1 INITIATION (Actual Project Start-Up)

1. A/E Quotes sent to user in the form of a C-1 for billing account.
(All "C-1's" are to have 3 signatures minimum before going to Auxiliary & Administration: initiator, user, OSP.)
2. User returns signed C-1 to Construction & Planning Office who processes it to the next level until it comes back to CPO in order to receive P.O. from Purchasing.
3. Construction/Planning Office receives P.O., sets meetings with users and Architect/Engineer to discuss project goals.
4. Architect/Engineer generates (POR) Program of Requirements/(SOW) statement of work which includes an initial construction estimate.
5. POR review by CPO, Construction/Planning Manager amends it before being sent to user.
6. If all funding is secured or POR/Design funding only secured then paperwork routing will be a minimum of 2 times if there are no scope changes. Please see routing chart for further information.