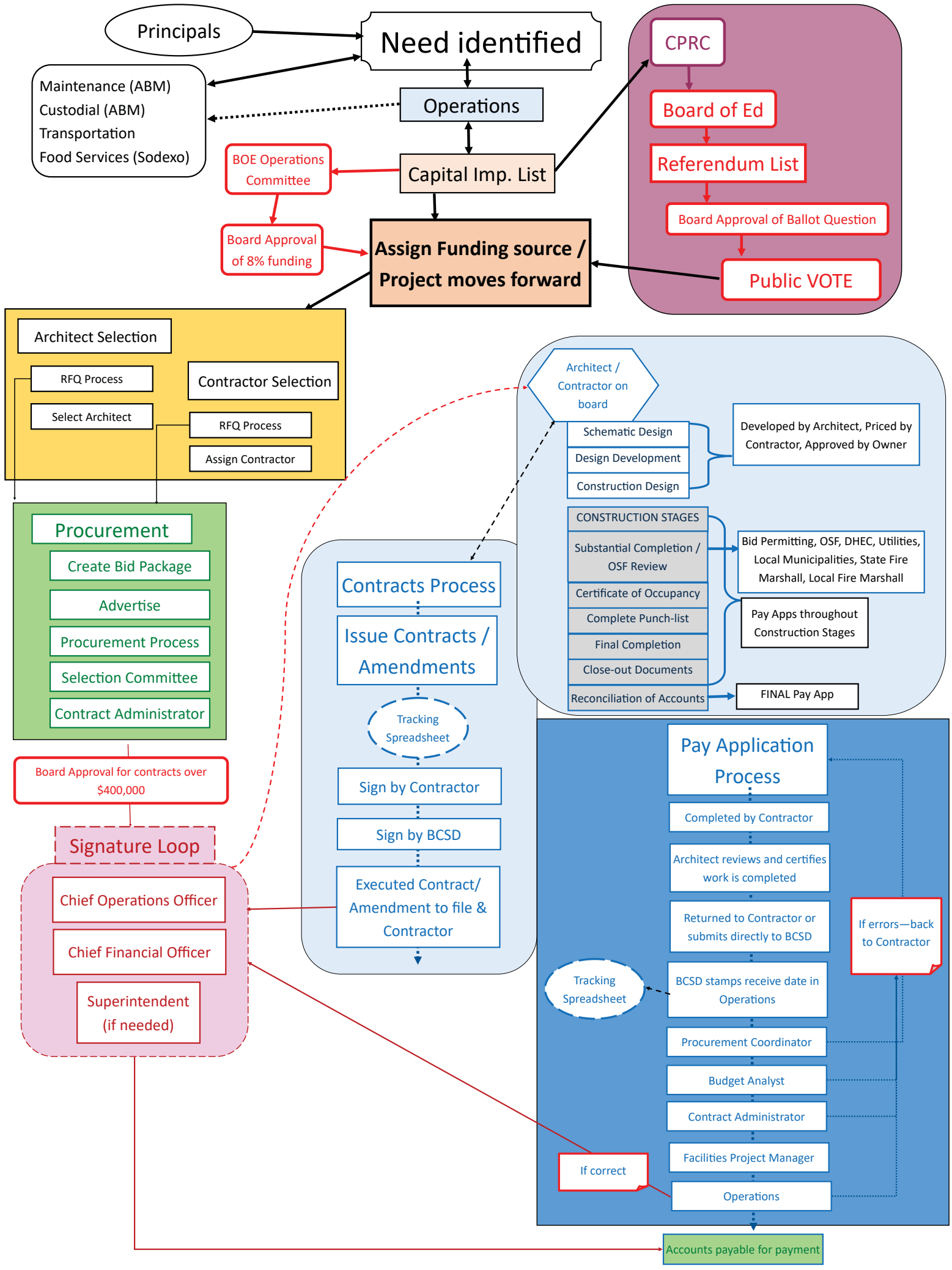
Principals
Need identified
Maintenance (ABM)
Custodial (ABM)
Transportation
Food Services (Sodexo)
Operations
BOE Operations Committee
Capital Imp. List
CPRC
Board of Ed
Referendum List
Board Approval of Ballot Question
Public VOTE
Board Approval of 8% funding
Assign Funding source / Project moves forward
Architect Selection
RFQ Process
Select Architect
Contractor Selection
RFQ Process
Assign Contractor
Procurement
Create Bid Package
Advertise
Procurement Process
Selection Committee
Contract Administrator
Board Approval for contracts over $400,000
Signature Loop
Chief Operations Officer
Chief Financial Officer
Superintendent (if needed)
Architect / Contractor on board
Schematic Design
Design Development
Construction Design
Developed by Architect, Priced by Contractor, Approved by Owner
CONSTRUCTION STAGES
Substantial Completion / OSF Review
Certificate of Occupancy
Complete Punch-list
Final Completion
Close-out Documents
Reconciliation of Accounts
Bid Permitting, OSF, DHEC, Utilities, Local Municipalities, State Fire Marshall, Local Fire Marshall
Pay Apps throughout Construction Stages
FINAL Pay App
Contracts Process
Issue Contracts / Amendments
Tracking Spreadsheet
Sign by Contractor
Sign by BCSD
Executed Contract/ Amendment to file & Contractor
Pay Application Process
Completed by Contractor
Architect reviews and certifies work is completed
Returned to Contractor or submits directly to BCSD
If errors—back to Contractor
Tracking Spreadsheet
BCSD stamps receive date in Operations
Procurement Coordinator
Budget Analyst
Contract Administrator
Facilities Project Manager
If correct
Operations
Accounts payable for payment