1. Project Planning
   1.1. Department contacts LSU Office of Facility Services and provides preliminary scope, cost, availability of funds, and departmental approval
   1.2. OFS reviews scope and identifies a OFS Project Manager/Designer
   1.3. University confirms source of funds
       1.3.1. University funds
       1.3.2. Grants
       1.3.3. Private foundation
       1.3.4. Auxiliary
       1.3.5. Cash

2. Project Approval
   2.1. OFS Designer assigned to project
   2.2. OFS Designer confirms appropriate approvals to proceed with project (PM60)

3. Design - In house (if outsourced skip to 4)
   3.1. OFS Designer assigned to project
   3.2. OFS Designer confirms appropriate approvals to proceed with project (PM60)
   3.3. Skip to 4. Pre-Design

4. Design – Outsourced (if in house skip to 5)
   4.1. Designer Selection
       4.1.1. OFS requests project be placed on Designer Selection Agenda
           4.1.1.1. Formal program developed by University defining scope and cost
           4.1.1.2. Preliminary program is created by OFS for project implementation
           4.1.1.3. Request through Finance & Administrative Services (FAS)
           4.1.1.4. Request through Chancellor
           4.1.1.5. Request through System
           4.1.1.6. Request to Facility Planning & Control (FP&C)
               4.1.1.6.1. Meeting Dates set by FP&C
               4.1.1.6.2. Applications are prioritized
               4.1.1.6.3. Designer selected by State Designer Selection Board
               4.1.1.6.4. CEA Delegating Authority (currently required)
               4.1.1.6.5. University contracts with selected Designer

5. Pre-Design
   5.1. Pre-Design meeting coordinated and conducted by OFS
5.2. OFS notifies System
5.3. OFS notifies Designer (if outsourced)
   5.3.1. Formal Program provided to Designer
   5.3.2. Pre-Design conference initiates designer contract start time

6. Programming
   6.1. Program Confirmation submitted by Designer to OFS
   6.1.1. OFS forwards Program Confirmation to System
           6.1.1.1. OFS and the department reviews and provides comments System
           6.1.1.2. System reviews and provides comments to OFS
           6.1.1.3. OFS provides review comments to Designer with authorization to progress design
   6.2. Project proceeds to Schematic Design

7. Schematic Design
   7.1. Schematic Design submitted by Designer to OFS
   7.2. OFS forwards Schematic Design to System
           7.2.1. OFS reviews and presents overview to University Facility Development & Design Committee (FD&DC)
                   7.2.1.1. Designer presents to FD&DC
                   7.2.1.2. FD&DC reviews and forwards comments to OFS and Chancellor
                   7.2.1.3. System provides comments to OFS (when Schematic Design is approved by BOS)
                   7.2.1.4. OFS provides comments to Designer
                   7.2.1.4.1. Designer addresses comments during Design Development
   7.3. OFS provides Schematic Design to FAS to request placement of Board of Supervisors (BOS) agenda
   7.4. FAS approves and provides to Chancellor
           7.4.1. University Planning Council (UPC) reviews and reports to Executive Vice Chancellor and Provost
   7.5. Chancellor approves and provides to BOS for review and approval
   7.6. BOS approves Schematic Design
   7.7. Project proceeds to Design Development

8. Design Development
   8.1. Design Development submitted by Designer to OFS
   8.2. OFS forwards Design Development to System
   8.3. System reviews and forwards comments to OFS
   8.4. OFS forwards review comments to Designer
   8.5. Project proceeds to Construction Documents

9. Construction Documents
   9.1. Construction Documents submitted by Designer to OFS
   9.2. OFS forwards Construction Documents to System
   9.3. System reviews and forwards comments to OFS with Recommendation to Bid
   9.4. OFS forwards review comments to Designer
   9.5. Project ready to bid

10. Bidding
    10.1. Bid date requested by Designer through OFS
10.1.1. OFS confirms all permits are obtained
10.1.2. OFS confirms with System that funds are in place
10.1.3. System confirms funds are in place and University concurs with proceeding to bid
10.2. LSU Purchasing legally advertises project per state bid laws
10.3. LSU Purchasing conducts bid opening

11. Pre-Construction
11.1. Contract established with selected Contractor
   11.1.1. Designer submits Bid Recommendation Letter to Planning, Design, & Construction
   11.1.2. Planning, Design, & Construction concurs with Designer’s recommendation and submits recommendation to LSU Purchasing
   11.1.3. LSU Purchasing contracts with selected Contractor
   11.1.4. Contractor records completed contract at Clerk of Court (See 4. Bidding)
11.2. Pre Construction Items coordinated by Facility Development
   11.2.1. Planning, Design, & Construction notified by LSU Purchasing of completed/recorded contract
   11.2.2. Planning, Design, & Construction notifies Designer that construction contract is in place
   11.2.3. Designer schedules Pre-Construction meeting
      11.2.3.1. OFS contacts appropriate department(s) for attendance: Traffic & Parking, Utilities and Building Coordinator
   11.2.4. Designer Issues Contractor a Notice To Proceed
   11.2.5. OFS determines scope of required testing and Implements required contracts

12. Construction
12.1. Designer responsible for maintaining schedule, visiting the jobsite to inspect construction progress, control quality, etc.
12.2. Change Orders
   12.2.1. Request for Proposal submitted by Designer to Contractor
   12.2.2. Contractor responds to Designer with Change Order proposal on appropriate Change Order form with Sub-Contractor worksheets (if necessary)
   12.2.3. Designer reviews Change Order proposal, approves and submits to Planning, Design, & Construction with appropriate Cover Letter.
   12.2.5. LSU Purchasing officially amends the contract and notifies all parties
12.3. Designer responsible for maintaining schedule, visiting the jobsite to inspect construction progress, issuing Field Reports, maintaining control quality, etc.

13. Project Close-out
13.1. Final Designer Inspection
   13.1.1. At project completion, Designer and Contractor coordinate a final inspection of the project
      13.1.1.1. Punch List is created listing incomplete items
      13.1.1.2. Contractor submits Close Out Documents (Warranties, Certifications, Service Agreements, etc.)
      13.1.1.3. Contractor delivers specified extra material, spare parts and keys to Project Manager
      13.1.1.4. All equipment and hardware must be tested
      13.1.1.5. OFS Department performs inspection and provides to Designer
13.1.1.6. Technical air performance reports required prior to substantial completion

13.2. Fire Marshal Inspection
13.2.1. Fire Marshal Acceptance is required before Substantial Completion can be awarded

13.3. Substantial Completion
13.3.1. Designer submits Final Acceptance Recommendation forms to Planning, Design, & Construction
13.3.1.1. If in outside Designer, form is submitted to Project Manager
13.3.1.2. If in house Designer, form is submitted to Director of Planning, Design, & Construction
13.3.2. OFS concurs and submits “Recommendation of Acceptance” to Finance & Administrative Services for approval
13.3.2.1. Copy forwarded to LSU Purchasing
13.3.3. Finance & Administrative Services approves and forwards to LSU Accounts Payable
13.3.3.1. Copies issued to Purchasing and Facility Development
13.3.4. LSU Accounts Payable processes and forwards closing documents to Contractor

13.4. Lien Period
13.4.1. Contractor files closing documents at the Clerk of Court
13.4.2. Retainage held for a 45 day Clear Lien Period
13.4.3. At the end of 45 days, Contractor submits Clear Lien to Designer
13.4.4. Designer submits Clear Lien and Final Payment Application to OFS
13.4.5. Planning, Design, & Construction processes and forwards to LSU Accounts Payable
13.4.6. LSU Accounts Payable releases final payment to Contractor.

14. Warranty
14.1. Eleven months after the substantial completion date, Designer, Contractor, and OFS completes a final walkthrough for inspection
14.1.1. Inspection deficiencies are documented and the Contractor is notified for correction
14.1.2. Follow up inspection performed by all parties
14.1.3. Project is closed out