**FLOW CHART FOR CAPITAL IMPROVEMENT PROJECTS - (Required to bid through DCC Plan Room)**

Department of Administration, OFPM-DCC

A/E provides Design Services.

Part B. Ch. 3, 4 & 5

Depending on the size of the Capital Improvement project there may be various design phases & submittal requirements.

Part A, Ch. 6   
Part B, Ch. 5

Part B, Ch. 5

When applicable submit Code Footprint (CF) for DCC Review.

Part A, Ch. 4 &5

Agency obtains project number from DCC.

Part A, Ch. 8

Agency procures A/E Services through SBAC process or assigns agency staff architect/engineer.

Part A, Ch. 3

Part B, Ch. 2, 3 & 4

A/E submits 100% review documents prior to submitting bid document deliverables.

Part A, Ch. 4

Part B. Ch. 3, 4 & 5

A/E submits bid document deliverables for DCC review & release to bid.

Part A, Ch 6

DCC & OKSFM reviews & approves the CF. The CF must be approved before a project can be released for bidding.

Part A, Ch. 5

Project released to bid, bids received, contract awarded & Notice to Proceed issued.

Part A, Ch. 6

Bids rejected if lowest responsible bid exceeds allocated funds.

Options:

Reissue & rebid

Revise & rebid

Table project until later date.

Construction underway, A/E provides construction administrative services.

Part B, Ch. 6

Project Completion & Final Payment, Post Construction Services.

Part B, Ch. 6

DCC will perform code related inspections. At the completion of Phases or Project Substantial Completion DCC will issue Certificate of Occupancy. Relevant code requirements must be accepted.

Part A, Ch.5

If required by the permit to build, submit A/E approved Fire Alarm and/or Fire Suppression shop drawings to DCC. DCC will review for code compliance approval.

Part A, Ch. 4