Donated Structure Approval Process - Flow Chart

January 20, 2012

Start

1 a-f
Fill out Building Alterations form. Principal must sign the form.

2.
Recommendation by Area Superindentent?

Yes

3.
Facilities Services assigns PFR# and conducts a Concept Review.

Is project feasible?

No

Revise project.

No

2.
Facilities Services assigns PFR# and conducts a Concept Review.

Yes

4.
Project Sponsor hires architect and/or engineer(s) and orders geotechnical study if applicable.

4 a.
Project Sponsor engages local building department or consults third party permitting/inspections firm.

4 b-k.
Professionally prepared drawings are submitted to Facilities Services.

5.
Facilities Services conducts a Technical Review

Are changes or more information required?

No

Technical Review is complete. Facilities Services signs the Alterations Request Form.

Yes

Is project feasible?

No

Revise project.

6 a-h.
MOU is prepared by Project Sponsor and submitted to Facilities Services.

Are changes or more information required?

No

Facilities Services sends project out for two-week legal review.

Yes

Is estimated cost $100,000 or more?

No

Project Sponsor obtains cost estimate.

Yes

Board approval is not necessary. Project is added to News and Notes on next Board agenda. Project is submitted to COO, Superintendent, and Board President for signatures.

7a.
Board approval is necessary. Executive summary is drafted by Facilities Services and submitted to COO.

7b.
If approved by COO, project is submitted to the Superintendent for inclusion on the agenda at the next Board Work Session.

7c.
If approved at the Board Meeting, project is submitted to the Superintendent and Board President for signature.

7d.
When all signatures are in place, project is ready for bid.

8.
State law O.C.G.A. 36-91-21 states that Competitive Bid or Competitive Proposal is mandatory for projects of $100,000 or more.

8a.
Project Sponsor submits drawings and specifications to FCS Contracting Department for procurement process.

8b.
Contracting department sends contract out for a two-week legal review.

8d.
After 30 day public notice, FCS Contracting opens sealed bids and reviews.

9.
Project Sponsor hires lowest responsible bidder. Project Sponsor coordinates Contract Administration services with architect/engineer of record.

9a.
Project Sponsor obtains building permit.

9e.
When project passes all inspections, Project Sponsor alerts Facilities Services so final walk-through can be coordinated with building inspector.

10a.
Project Sponsor obtains Certificate of Occupancy from Building Department and submits it to Facilities Services.

10b-d.
Contractor provides three sets of "as-built" drawings, copies of all inspection reports, and statement of final dollar amount to Facilities Services.

11.
Project Sponsor installs plaque on structure identifying it as a donated project.

12.
Facilities Services submits project information to FCS Property Control for inclusion in FCS financial records.