WSU Facilities Capital Project Timelines and Steps

**Sample Project Timeline – WSU Shops**

### 1) Planning Phase
- **Inception**
  - MyFacilities Work Request (Proceed vs. Request Estimate)
  - Facilities Estimator Assignment
- **Concept Estimate**
  - Site Visit, Phone Conversation, Existing Document Research
  - Concept Estimate and Funding Request (delivered via email)
- **Funding Approval**
  - Receive Funding Approval from Client
  - Facilities PM Assignment

### 2) Design Phase
- **Documents**
  - Drawings, Specifications, Calculations, Drafting, etc.
  - 30 Day Demand Metering (if needed for Electrical L&I)
  - Design Review (Facilities Services and Client)
- **Permitting**
  - City of Pullman Permit (Annual vs. Standalone)
  - Labor & Industries (L&I) Permit (if electrical or elevator)
- **Misc.**
  - Bargaining Union Notification
  - Good Faith Survey (for asbestos or lead)
  - Coordination with Cougar Card, ITS, FAIS, AMS, etc.

### 3) Pre-Construction Phase
- **Approvals**
  - when necessary
- **Construction Estimate**
  - Architectural Review Committee, Tree Committee
  - State Environmental Protection Agency (SEPA)
  - Carpet Approval (for new installations)
- **Construction**
  - Detailed Construction Estimate
  - Funding Request for Construction Costs
- **Funding Approval**
  - Receive Funding Approval from Client
  - Finalize Construction Schedule

### 4) Construction Phase
- **Kickoff**
  - Pre-Construction Meeting
  - Material Orders (long-lead, non-stock, stock, etc.)
  - Equipment (when necessary)
- **Construction**
  - Construction Activities (scheduled based on shop availability - first come first served basis, can be tentatively set during design)
  - Commissioning (when necessary)
- **Closeout**
  - Punch List Corrections
  - Accounting Closeout and Liquidation
Sample Project Timeline – WSU Shops

Planning
2-4 weeks

Design
2-16 weeks

Pre-Construction
2-8 weeks

Construction
varies

Examples

Simple
- MyFacilities Request: Feb. 1
- Design Funding Approval: Feb. 15
- Construction Funding Approval: Apr. 12
- Construction Start: May 15

Complex
- MyFacilities Request: Oct. 2
- Design Funding Approval: Nov. 1
- Construction Funding Approval: Mar. 15
- Construction Start: May 15
### Sample Project Timeline – Public Works

#### 1) Planning Phase
- **Inception**
  - MyFacilities Work Request (Proceed vs. Request Estimate)
  - Facilities Estimator Assignment
  - Duration: 1 wk

- **Concept Estimate**
  - Site Visit, Phone Conversation, Existing Document Research
  - Concept Estimate and Funding Request (delivered via email)
  - Duration: 1-4 wks

- **Funding Approval**
  - Receive Funding Approval from Client
  - Facilities PM Assignment
  - Duration: Clients Discretion

#### 2) Design Phase
- **Documents**
  - Drawings, Specifications, Calculations, Drafting, etc.
  - 30 Day Demand Metering (if needed for Electrical L&I)
  - Design Review (Facilities Services and Client)
  - Duration: 8-24 wks

- **Permitting**
  - City of Pullman Permit (Standalone)
  - Labor & Industries (L&I) Permit (if electrical or elevator)
  - Duration: 3-6 wks

- **Misc.**
  - Bargaining Union Notification
  - Good Faith Survey (for asbestos or lead)
  - Coordination with Cougar Card, ITS, FAIS, AMS, etc.
  - Duration: 2-10 wks

#### 3) Pre-Construction Phase
- **Approvals (when necessary)**
  - Architectural Review Committee, Tree Committee
  - SEPA, SWPPP, DOH
  - Carpet Approval (for new installations)
  - Duration: Varies

- **Bid**
  - Advertisement, Pre-Bid Meeting, Addendums
  - Bid Opening, Validation
  - Duration: 5-7 wks

- **Funding Approval**
  - Receive Funding Approval from Client
  - Notice To Proceed
  - Baseline Schedule Review
  - Duration: Clients Discretion

#### 4) Construction Phase
- **Kickoff**
  - Pre-Construction Meeting
  - Material Orders (long-lead, non-stock, stock, etc.)
  - Equipment (when necessary)
  - Duration: 1 wk

- **Construction**
  - Construction Activities (scheduled based on bid documents)
  - Commissioning (when necessary)
  - Duration: Varies

- **Closeout**
  - Punch list Corrections
  - Accounting Closeout and Liquidation
  - Duration: 2-4 wks

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Sample Project Timeline – Public Works

- **Planning**: 2-4 weeks
- **Design**: 8-24 weeks
- **Bid**: 5-7 weeks
- **Pre-Construction**: 4-12 weeks
- **Construction**: varies

**Examples**

- **Simple**
  - MyFacilities Request: Sep. 1
  - Design Funding Approval: Oct. 2
  - Bid Advertisement: Feb. 15
  - Bid Award: Mar. 30
  - Construction Funding Approval: April 12
  - Construction Start: May 15

- **Complex**
  - MyFacilities Request: July 1
  - Design Funding Approval: Aug. 1
  - Bid Advertisement: Dec. 15
  - Bid Award: Feb. 15
  - Construction Funding Approval: Mar. 1
  - Construction Start: May 15