

## Facilities Agile Workspace Design and Construction Schedule Milestones with Time Estimates

Note: Ideally, initial requirements should be provided by Coordination team to Facilities before step 1, the Scoping Meeting, so the information can be provided to all attendees prior to the meeting. As requirements are iteratively refined they can be fed back to the designers via Facilities, but this should taper off to zero by step 4, the 30% Design Submission. If necessary, some changes can be made up to step 5, the 60% Design Submission. Any changes after step 5 will most likely cause delays because the design will have to be reworked.

Step	Min Step Duration (weeks)	Max Step Duration (weeks)	Min Cumulative Duration (weeks)	Max Cumulative Duration (weeks)
1: Scoping Meeting	1	2	1	2
2: Design Fee	2	3	3	5
3: PRD* Submission	2	3	5	8
4: 30% Design Submission	4	4	9	12
5: 60% Design Submission	8	12	17	24
6: 90% Design Submission	4	8	21	32
7: IFC** Submissions	2	3	23	35
8: Bid Process	2	3	25	38
9: Award	1	2	26	40
10: Construction	12	24	38	64
11: Tails	4	4	42	68

Totals: 42 weeks    68 weeks  
(10.5 mo)    (1 yr, 4 mo)

\* Project Requirement Documentation

\*\* In For Construction

Start: Facilities Request placed for agile workspace construction.

1. Scoping Meeting (takes place 1-2 weeks from start)
  - a. This meeting is with the Facilities Project Manager, key stakeholders including customer POC, Facilities/Building Engineers, and design team
2. Design Fee (2-3 weeks in duration, takes place 3-5 weeks from start)
  - a. Present design team's fee for funding approval
3. Project Requirement Documentation (PRD) submission (2-3 weeks duration depending on complexity, takes place 5-8 weeks from start)

- a. This word document provided written documentation of what was discussed at the Scoping Meeting as well as other information the design team needs to add for the Scope of Work. This also includes existing conditions.
  - b. Sent out to all who attended the Scoping Meeting
  - c. Can have a formal review meeting, especially if the project schedule skips 30% design submission.
4. 30% Design Submission (1 month in duration depending on complexity)
  - a. This includes the PRD but also includes design concepts in the form of plan sketches/layouts.
  - b. Culminates in a formal design meeting. Documents are put out for review prior to the meeting, and comments are collected and given to designers before the meeting.
  - c. During the meeting the overall design is reviewed as well as the collected comments. All meeting comments, questions and actions for designers are formally captured and given to designers to be addressed by next meeting.
5. 60% Design Submission (2-3 months duration depending on complexity)
  - a. Building on the 30% Design and review, this submission has far more drawings that show code analysis, architectural, mechanical, plumbing, electrical, and networking plans.
  - b. Steps 4b and 4c are repeated for this submission
6. 90% Design Submission (1-2 months depending on complexity)
  - a. Building on the 30% Design and review, this submission is a last check for the project team to review.
  - b. Steps 4b and 4c are repeated for this submission, with all comments, questions and actions addressed during the next step.
7. In For Construction (IFC) Submission (2-3 weeks) depending on complexity)
  - a. Roll up and resolution of all comments from previous review meetings. Final project set to send out for competitive bid.
8. Bid Process (2-3 weeks)
  - a. Buyer sends the IFC package out to our Construction Partners
  - b. Pre-Bid meeting and walk through held.
  - c. Question and Answer period
  - d. Receive and review bid proposals
9. Award (1-2 weeks)
  - a. Pending funding, the Purchase Order is placed.
10. Construction (3-6 months depending on complexity and long lead items)
  - a. Pre-Construction meeting held
  - b. Contractor to submit Notice to Proceed (NTP) items
  - c. Construction activities to begin.
  - d. Progress meetings held at one or two week intervals
  - e. Construction Complete
11. Tails (items that come at the end of construction and affect the timeline of personnel move in) (1 month)
  - a. Furniture Install
  - b. Networking activation
  - c. HVAC equipment test and balance
  - d. AV Install
  - e. Phone Install