

**Construction--Time Allowances for Initiation of Construction**

Major campus construction and renovation projects that require a method of financing form fall in this procedure. Projects done by Facilities Management would be exempt from many of these procedures; therefore, do not consider this policy applicable for minor office renovations.

The following table will give you an idea of what time allowances should be considered when planning major construction projects:

1.	Review of construction bid documents	2 weeks
	a. State Fire Marshal	
	b. State Health Department	
	c. Facilities Management	
	d. Facilities Planning	
2.	Advertisement of bids	3 weeks
3.	Bid review and award	1 week
	a. Bonds checked	
	b. Insurances checked	
	c. Comparisons made	
4.	Execution of contracts and purchase orders	5 weeks
	a. Contract preparations	
	b. Purchase order preparations	
	c. Contracts sent to UA System Office	
	d. Legislature approval of contracts	
5.	Preconstruction meeting	1 week
6.	Initiation of construction	2 weeks
	Total time	14 weeks (3-1/2 months)

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