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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