**CAPITAL CONSTRUCTION PROJECT PROCESS**

**This document describes typical steps required to mount a**

**capital development project.**

**Specific steps will vary, depending upon**

**goals and objectives of the agency.**

**Stage 1: Long-Range and Strategic Planning**

Preparation of preliminary project plan and program

**Stage 2: Project Analysis**

Preliminary site analysis

Conceptual designs

Preliminary architectural work

Project financing

Fundraising feasibility study

**Stage 3: Detailed Planning**

Final site analysis

Final program

Layout and renderings

Fundraising plan

Operating plan

**Stage 4: Final Design and Implementation**

Blueprints and mechanicals

Fundraising

**Stage 5: Bidding and Contracts**

**Stage 6: Construction**

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**STAGE 1: LONG-RANGE AND STRATEGIC PLANNING**

Stage 1 includes confirmation and updating of the long-range business plan. Commitment to a new facility requires enlightened long-range planning as well as realistic short-term objectives and strategies to accomplish the goals.

* Confirmation of organization Mission
* Short and long-term goals (10 to 20-year horizon)
* Short term objectives and strategies (1-2 years)
* Preliminary financing and operating plan

A preliminary building and capital development plan will be drafted to include:

* Capital and leasehold development plan (10 to 20-year horizon)
* Functional program
* Preliminary funding requirements

Required municipal or state approval processes

**STAGE 2: PROJECT ANALYSIS**

Preliminary site analysis to assure long range development and expansion goals can be met at the location selected including:

* Public response and satisfaction to the site
* Space needs
* Adaptability of the site to organizational needs
* Constraints and opportunities related to the site; zoning restrictions; environmental impact issues; political considerations
* Utility needs
* Site accessibility
* Code requirements

Initial architectural treatments and concepts and alternative schematic solutions

Preparation of a preliminary development, construction, financial and operating plan for the project

Use projections for the new facility

Market research and a fundraising feasibility study including interviews with key potential supporters of the project to determine:

* Their interest in the project
* Reaction to program, financial and fundraising goals
* Best ways to approach anticipated sources of support
* The most effective way to make the "case" to potential supporters
* If the proposed project timetable is realistic
* What volunteer support is available to assist the project
* What large leadership contributions might be expected

**STAGE 3: DETAILED PLANNING**

Required environmental impact studies; securing necessary permits and approvals

Adoption of a final functional building program

Architectural layouts and renderings including schematics illustrating the proposed functional character of the building, elevations and floor plans:

* Equipment and furnishing lists
* Listing of construction materials and mechanical systems

Estimated cost of the facility

A detailed operating plan including:

* Administrative and management structure
* Staff and volunteer requirements1, 5 and 10-year operating budgets and cash flow projections
* Financial sustainability plan

A capital fundraising plan consisting of:

* General campaign strategy
* Pledge level chart including giving expectations from potential donors
* Campaign organization and structure
* Job descriptions for key campaign workers
* Volunteer training outline and guidelines
* Marketing and public information strategy
* Campaign administration
* Contributor recognition plan
* Campaign budget and timetable

**STAGE 4: FINAL DESIGN AND IMPLEMENTATION**

Blueprints and final mechanicals

Final review of energy conservation materials and mechanical and electrical systems

Detailed development of construction documents by bidding division:

* General construction
* Plumbing, electrical and HVAC
* Detailed specifications including alternatives to promote creative competitive bidding
* Detailed cost estimates used to evaluate bids
* Plans, specifications and necessary reports to be submitted for state and local approvals
* Preparation of advertisement documents to Builders Exchanges, F.W. Dodge and contractors for bidding purposes

Secure project financing:

* Fundraising:
* Recruitment and training of campaign workers
* Establish fundraising office, business procedures
* Preparation of campaign materials
* Compilation of prospect lists
* Training of volunteers and assignment of prospects
* Conduct pacesetter and leadership drive
* Campaign kick-off and special events
* Secure pledges and gifts; pledge follow-up
* Construction loans, mortgage commitments

**STAGE 5: BIDDING AND CONTRACTS**

At a given time, date and place, contractors of the various trades will submit their sealed bids. Key members of the design team will be available to receive, open, inspect and tabulate all valid proposals.

After proposals are tabulated, the design team will review and evaluate all proposals, alternatives and options and prepare written recommendations and tabulated totals.

After acceptance, contracts will be prepared which will include performance bonds and builders liability insurance.

**STAGE 6: CONSTRUCTION**

After contracts are signed, work in the field begins immediately and the design staff provides experienced construction supervision. Construction services include:

\* Review and approval of shop drawings

\* Administration and observance of construction of all phases and disciplines

\* Preparation, review and implementation of interior color design

\* Construction coordination meetings

\* Weekly construction reports

\* Meetings with officials to review construction activities and time scheduling

\* Recording all discussions at meetings and preparation of notes for distribution to all persons involved

\* Review and evaluation of all payment requests from contractors to assure that contractor is only being paid for materials on the job and work performed

\* Supervision of purchase of all fittings and furnishings

\* Performing close-out of the project including final inspection, final payments to contractors, required lien waivers from all vendors, and completion statements to the state, county and city

\* Secure occupancy certifications

\* Conducting appropriate warranty inspection after completion of the project and follow-up with the respective contractors to assure all faulty warranty items, or work, is corrected

\* Regular review of the management and funding plans extending 12 months after the facility is occupied

**CAPITAL DEVELOPMENT TIMETABLE**

Stage 1 can be completed in approximately 90 days.

Stage 2 takes approximately 120 days.

Stages 3 through 6 normally encompass 16 to 24 months.

A fundraising campaign (Stage 4) can be completed within a period of 12 to 24 months. While solicitation can be accomplished in a relatively short period of time, realization of pledges and follow-up may be spread over a number of years. This may require the organization to secure interim financing for the project until pledges are fulfilled. Financing costs will be included in the project and operating budgets.