STEWARDSHIP
Promote and practice sustainable principles as proactive stewards of resources.

ACCOUNTABILITY
Be accountable to our Clients, coworkers, University Community and the Citizens of Montana.

BALANCE
Balance the Client need and project requirements with the University Mission and larger community.

RESPECT
Treat our Clients, colleagues and coworkers with respect.

MISSION STATEMENT
Provide responsible leadership and systematic guidance to preserve and advance the physical environment of MSU in support of education, research and community outreach.

Campus Planning, Design & Construction (CPDC) consists of two service management sections; the Planning group and the Design & Construction group. As stewards of MSU’s physical assets, our Planners, Designers and Project Managers are committed to guiding Clients through the construction process with approaches that enhance and preserve the Campus, historic buildings, landscapes, and cultural features.

In addition, the office is the liaison with local, state and federal agencies as related to planning and construction issues.

SERVICES OFFERED:
- Design Services
- Project Construction Management
- Master and Capital Planning
- Landscape Design
- Interior Design Services
- Long Range Building Program Planning
- Construction Standards and Guidelines
- Signage and Wayfinding
- Space Management
- Utility Locates
- Mapping, Drafting (CAD) and Geographic Information System (GIS)
- ADA Upgrades and Compliance

SCHEDULING YOUR PROJECT
The project delivery process is long and complex. Clients are encouraged to contact CPDC as soon as possible to facilitate a successful and pleasant project experience.
**1 PROJECT INITIATION AND FEASIBILITY**
- **GOAL:** Identify project parameters and requirements, and initiate feasibility study
  - Define project parameters and scope along with delivery options
  - Outline preliminary project schedule
  - Ascertain preliminary order of magnitude cost
  - Identify project study funding source
  - Overview of state, BOR, LRBP, Legislative and University authorities and requirements
  - Up to 1 month

**2 PROGRAM PLANNING**
- **GOAL:** Establish agreement on scope, schedule, budget, and funding source
  - Define and confirm the project scope and program
  - Outline proposed project schedule
  - Develop estimate of probable cost
  - Confirm overview of state, BOR and University authorities and requirements
  - Identify delegation responsibility with State A&E division regarding administration of project
  - Determine desired project delivery method: Design Bid Build is most common, GCCM option for large complex projects
  - Up to 6 months

**3 SPENDING AUTHORITY AND APPROVALS**
- **GOAL:** Secure spending authority, approvals and funding
  - Initiate formal internal project approvals (i.e. Deans, VPs, Provost, etc.)
  - Transfer project funding and set up project accounting (i.e. Plant Funds, MOU’s etc.)
  - Secure appropriate spending authority based on project budget and type of project:
    - $0-75k = President (up to 2 weeks)
    - $75k-350k = OCHE (up to 3 weeks)
    - $ > $350K = BOR (up to 3 months)
    - $ > LRBP = Legislative 2 year cycle
  - Up to 6 months

**4 CONSULTANT SELECTION**
- **GOAL:** Select professionals to design the project
  - Project cost dictates design option:
    - $ > $75K Client has an option for in-house or outsourced design services
    - $ > $75K MCA (state code) requires outsourcing design services
  - Project costs and Consultant fees dictate selection process:
    - $ > $20K Consultant fees and $ < $500K project cost:
      - CPDC recommends 3 firms to State A&E
      - State A&E makes final selection
    - Up to 1 month
    - $ > $500K project cost requires formal selection process
      - State advertisement and interviews
      - Up to 4 months

**5 CONCEPT AND SCHEMATIC DESIGN**
- **GOAL:** Confirm Schematic Design aligns with intended budget
  - Develop Schematic Design options
  - Translate the project program into preliminary drawings
  - Verify physical requirements
  - Refine and update cost estimate or probable cost and project schedule
  - Up to 6 months

**6 DESIGN DEVELOPMENT**
- **GOAL:** Verify that Design Development aligns with approved scope and budget
  - Continue development of the Schematic Design
  - Refine programmatic requirements
  - Develop project details
  - Integrate infrastructure and MEP (mechanical, electric, plumbing) systems
  - Continue to refine project budget and schedule
  - Finalize design decisions
  - Up to 6 Months

**7 CONSTRUCTION DOCUMENTS**
- **GOAL:** Finalize bidding and permit documents
  - Translate design intent into documents from which to construct the project
  - Final reconciliation of project scope and budget
  - Final review of project schedule
  - Confirm construction/contingency funds in plant fund
  - Up to 6 months

**8 BIDDING AND NEGOTIATION**
- **GOAL:** Execute contract for construction
  - Project cost dictates construction option:
    - $ < $75K Client has an option for in-house or outsourcing construction services
    - $ > $75K MCA (state code) requires outsourcing construction services
  - Project costs dictate contractor selection process:
    - $ < $25K CPDC and Client direct select contractor
    - $ > $25K and $ > $75K 3 informal Bids are obtained
    - $ > $75K state code requires formal bid process
  - Evaluate Contractor bid proposal
  - Contract with lowest responsible bidder
  - Up to 6 weeks

**9 CONSTRUCTION**
- **GOAL:** Realize project vision
  - Contractor constructs the project
  - CPDC coordinates construction with client, project team, campus entities, and local and state authorities having jurisdiction
  - Project design team ensures project is built per construction documents and expectations
  - Project testing and training
  - Sign off by state and local authorities
  - Up to 2 years

**10 OCCUPANCY AND WARRANTY PERIOD**
- **GOAL:** Close out project and client occupies space
  - Project is accepted
  - The project is turned over to the occupants for its intended use
  - Occupants move in (activities coordinated by CPDC)
  - Final accounting and reconciliation of funding
  - Project is in warranty period for 12 months (inspect near end of period)
  - Up to 12 Months