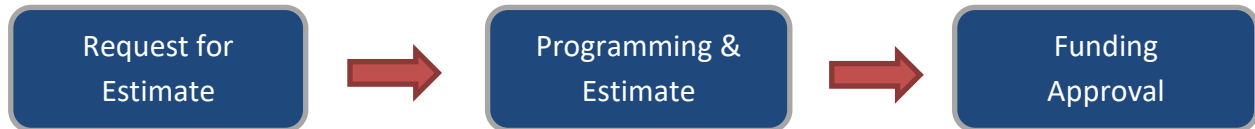


## Construction Services Project Request Approval Process

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### Flow of Project Request Approval Process:



### STEP I – Request for Estimate:

The requesting department contact person completes Step I of the Request for Estimate (RFE) form and submits to the **Assistant Director of Construction Services**, Dustin Montgomery, [dustin.montgomery@slu.edu](mailto:dustin.montgomery@slu.edu). The contact person will need to verify that all following information is provided and authorized signatures are in place before submitting. Note: The RFE form will be returned to the contact person for re-submission if any of the below information is insufficient.

1. Requesting Dept. (Department Name)
2. Dept. Contact (Requesters Name, Email, Phone ext.)
3. Project Description/Requirements
  - 3.1. Goal of the project
  - 3.2. Detailed scope of work to be performed
4. Project Location (Building, Floor, Room)
5. Project Justification
  - 5.1. Explanation of why the project is necessary/essential
6. Anticipated Funding Source
7. Desired Start & Completion Date
8. Authorizing Signatures
  - 8.1. Chairman/Dept. Head, Dean, Vice President (required on all requests)

### STEP II – Programming / Estimate in Progress:

1. Once received, the Assistant Director of the Construction Services Department will:
  - 1.1. Review and validate the RFE based on the items listed above
  - 1.2. Return RFE to contact person if any information is missing or incomplete
  - 1.3. Assign a Project Manager
2. Once assigned, the Project Manager will:
  - 2.1. Contact the requester/contact person
  - 2.2. Coordinate with requester and other internal/external University departments to capture scope and program requirements, determine design requirements and establish agreed upon timeline

## Construction Services Project Request Approval Process

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- 3.1. Begin budget development – requesting proposals from contractors as necessary
- 3.2. Prepare the Project Funding Request (cover letter, project request form, cost estimate, and conceptual drawings if applicable) for review by Asst. Director and Asst. VP

### **STEP III – Authorization to Proceed / Funding Approval:**

1. The Account Coordinator of the Construction Services Department will email the completed Project Funding Request to the requester/contact person for department review and funding approval
  - 1.1. Department head must designate funding source
2. If approved by the department head and division VP, the requester should send the entire Project Funding Request, including the completed Project Request Form, to the VP of Facilities Services for review at Wool Center, 2<sup>nd</sup> Floor, Suite 210
3. Once approved, the VP of Facilities Services will send the Project Funding Request to the VP of Business and Finance and/or the Comptroller for final approval
  - 3.1. In the event that the Project Funding Request is not approved, the AD of Construction Services will notify the requester
4. Business and Finance will return the completed Project Funding Request to Construction Services with project account verified and authorized
  - 4.1. In the event that the Project Funding Request is not approved, the AD of Construction Services will notify the requester
5. Construction Services will notify requester/contact person that the project has been approved and authorized to proceed