



IMPLEMENTATION OF A CAPITAL PROJECT

The Office of Capital Planning & Policy (OCP) is responsible for implementing and monitoring the County's Capital Program and reviewing policy as it pertains to capital construction throughout Cook County.

REQUESTING A PROJECT

- User Agencies submit requests for Capital Improvements (Projects) to OCPP once a year during the County budget year
- The requests include an explanation of the need for the project; a scope of work explaining the project in detail; any consultant or other studies the User Agency commissioned to substantiate the need; copies of violation notices, and a cost estimate.

PROJECT APPROVAL

The Office of Capital Planning & Policy:

- Reviews the request, confirms the scope of work and estimate and develops a budget for the project.
- Prioritizes the project, adds it to a 5-year plan and submits the Capital plan to the Board for approval.
- Assigns a Project Director to the project who manages the project from beginning to end.

THE PROJECT DIRECTOR

The OCPP Project Director

- Develops the project / refines the scope of work
- Administers the Contract/s
- Manages and administers the approved budget and schedule

FACILITIES MANAGEMENT (FM) & USER AGENCIES

FM & the User Agency assign "Point People" to:

- Maintain coordination and information flow within their organization for the project
- Participate in various phases to provide information and input for design of the project

SELECTING A CONSULTANT

- OCPP prepares a Request for a Proposal (RFP) for Consultants (Architects, Engineers, other specialists).
- Proposals are reviewed by OCPP, a Consultant is selected for the project, and an agreement is compiled.
- The County's Agreement with the Consultant is placed on the Board Agenda for award and execution.

WORKING WITH THE CONSULTANT

- Under the supervision of OCPP the Consultant designs the project and prepares the Contract Documents.
- OCPP, Facilities Mgmt. and the User Agency review the documents with the Consultant at set milestones.
- FM and the User Agency sign off on all phases before OCPP gives the Consultant permission to continue to the next phase.

DESIGN

- PROGRAM PHASE: Consultant gathers information and confirms the intent and scope of the work
- SCHEMATIC PHASE: Consultant prepares a preliminary design concept
- DESIGN PHASE: Consultant prepares detailed design drawings and begins construction specifications
- CONTRACT DOCUMENTS: Consultant prepares the Bid Documents

THE BID PHASE

- The Project is placed on the Board Agenda for permission to Advertise for Bid for Construction
- The Project is Advertised and available for pick up for a minimum of 15 business days
- There is a mandatory Pre-Bid Meeting and Site Inspection with the Bidders
- Bidders have between 12 and 30 days or more, depending on the scope of work, to prepare a Bid
- The Lowest Responsive Bidder is Awarded the Contract for Work which is placed on the Board Agenda for

PERMITTING & CONSTRUCTION

- The General Contractor applies for and obtains a permit for construction. Depending on the size and scope of the work, this can take from 30 days to 90 days or more.
- The Construction begins after OCPP receives a copy of the permit and issues a 'Notice to Proceed with Construction' to the General Contractor. The Consultant performs construction observation to assure the Work is being performed per specifications.
- During Construction the point person for the User Agency and Facilities Management participates in scheduled progress meetings to keep apprised of the project, address concerns, and maintain coordination and communication.
- When Construction is complete a walk-through is performed to assure that all work has been properly executed.

PROJECT DEVELOPMENT

DESIGN & CONSTRUCTION