

GENERAL TIME RANGES FOR CAMPUS FACILITIES CONSTRUCTION AND IMPROVEMENTS

The following table provides a very broad overview of the time necessary to complete discretionary customer-requested work (e.g., work that is not an emergency and/or health and safety priority) based on current workload constraints and State laws regarding contract procurement. The low end of cost and time represents a very simple job that does not involve outside procurement of labor or materials, such as changing a lock to an office; the high end of cost and time could involve constructing a new building.

MAY 2015

ACTION STEP		PROJECT SIZE/COST*			
		< \$25K	\$25K - \$250K	\$250K - \$1M.	> \$1 M.
1	SUBMIT A WORK ORDER REQUEST Client/department uses on-line system to notify Facilities of project request.	ASAP	ASAP	ASAP	ASAP
2	FIRST ANALYSIS OF THE JOB Starts when work order is submitted; Facilities staff review and assess scope; develop preliminary program, preliminary budget, and required next steps; large value projects require more time as they likely involve a formal space analysis and program study and preliminary assessments of engineering and system impacts.	1 - 3+ weeks	2 - 3+ weeks	3 - 6+ months	3 - 18+ months
3	GETTING SENIOR LEVEL REVIEW & APPROVAL New space requires senior VP-level approval; large projects require coordination of funding, site planning, and/or other senior administrative authorization. Large dollar projects would not likely progress if not already scoped and identified as a future job in the Facilities Master Plan.	0 - 4+ weeks	0 - 4+ weeks	1 - 3+ months	1 - 3+ months
4	DOING THE ACTUAL DESIGN Time is required, of course, to do the actual architectural and engineering work, including the time necessary for the State Finance Law-required process of public advertising, bid, MWBE assessment, and contract award. Larger (+\$25k) contracts require State Comptroller and Attorney General review and approval. Time is also required for code reviews and construction issuance.	0 - 16+ weeks	0 - 4+ months	4 - 15+ months	9 - 24+ months
5	DOING THE ACTUAL CONSTRUCTION This is the time required to do the actual construction work. As above, includes time for necessary for State Finance Law-required public advertising, bid, MWBE assessment, and contract award. Construction time, of course, will vary considerably based on scope of construction work, site conditions, time of year, level of ITS involvement, special conditions, and other factors.	1 - 16+ weeks	1 - 8+ months	6 - 16+ months	9 - 40+ months
6	OCCUPYING THE NEW/IMPROVED SPACE Includes time necessary for cleaning the work site, installing and setting-up of tele/data communications, installing and setting-up of furniture and other equipment, and all associated moves.	0 - 4+ weeks	1 - 2+ months	1 - 2+ months	1 - 2+ months
GENERAL TIME RANGE		.5 - 10+ months	1 - 16+ months	15 - 42 months	23 - 87 months

**NOTE: While there is not a linear relationship between a project's cost and a project's duration, the cost of a project is nonetheless a good indicator as to the complexity and scale of a job; whether the project requires administrative and budget office/account coordination; whether the work will require outside procurement (and thus State-required contracting timelines) for design and construction; and whether code review and building permit coordination will be required.*