

00 00 01 Project Lifecycle

Revision 01/04/2019

Purpose:

The information provided in this standard is to inform Architects, Engineers, and Contractors of how construction projects at Rice University are managed. As every project is unique, Rice may alter the following procedures as best benefits the University. As Architects, Engineers, and Contractors are brought on board for a project, they should familiarize themselves with the procedures of this standard, and request of the Rice Project Manager, any project-specific changes to the procedures. Rice may alter these procedures at any time during the project to better address the specific developments of the project.

1. Project Initiation

- a. Once the University has decided to move forward with a project, the Facilities Engineering and Planning Department (FE&P) is given the responsibility to manage the project.
- b. FE&P will assign a project manager, who will manage all aspects of the project from its concept, through design, construction, completion and move in.

2. Selection of Architect

- a. A short list of architects is prepared by a selection committee that may include some or all members of the following groups:
 - i. FE&P management team
 - ii. University Architect
 - iii. Representative of the school(s) or departments(s) that will be in the building
 - iv. Members of the Building and Grounds Subcommittee
 - v. Members of the Board
- b. Short listed architects will be interviewed by the selection committee.
- c. Short listed architects may be required to present a general design concept and rendering as part of the selection process.
- d. The selection committee will pick one or two architects as finalists for recommendation to the Buildings and Grounds Subcommittee.
- e. The finalists will then make a presentation to the Buildings and Grounds Subcommittee.
- f. A winning architect may be selected, or the decision may be moved to the Board of Trustees.

3. Selection of Architect's Engineers and other subcontractors.

- a. Architect must receive Rice approval for subcontracted engineering firms.
- b. Structural engineers will be required to demonstrate to Rice University previous design experience with the highly expansive soils typical to the Houston area.
- c. HVAC engineers shall have multiple successful projects located in the Gulf Coast region.

4. Formation of a Steering Committee

- a. The University will form a project-specific steering committee.

- b. The steering committee will be the decision-making body, and shall have authority over project design decisions, project budget and schedule.
- c. The steering committee may include some or all members of the following groups:
 - i. FE&P management team
 - ii. University Architect
 - iii. Representatives of the school(s) or departments(s) that will be in the building
 - iv. University Administration
 - v. University technical advisors
 - vi. Other key stakeholders as determined by the University Administration.

5. Selection of a Contractor as a Design Consultant

- a. Typically a construction Contractor is brought on board as a construction consultant for the purpose of providing accurate construction budgets and durations, and to review project designs for constructability.
- b. The Contractor is hired by the University, and shall act as an advocate for the University.
- c. The activities of the Contractor are continuous and iterative throughout the entire design process.
- d. A list of contractors will be developed by FE&P, who shall issue invitations to bid.
- e. Note: Rice University is a private university and may legally include or exclude any contractor without limitation or explanation.

6. Project Steering Committee Meetings

- a. Refer to section 00 03 00 Project Meetings for how meetings will be handled.
- b. Steering committee meetings will deal with the larger issues of design and budget, and are normally combined with design meetings.
- c. Steering committee meetings must end with the project still within budget and on schedule.
- d. For decisions to be made, the presenter shall come prepared with complete and vetted decision-ready information.