**PROJECT TIMELINE**

for Virginia School Divisions

6 months A. Preliminary Planning:

 §*22.1-138*, *Code of*

 *Virginia*

1. Recognize and define present and long term needs.
2. Analyze existing buildings, site requirements, transportation needs, finances and budget, school’s grade structure, joint use of facilities, etc.
3. Identify funding source.
4. Select site.
5. Review VDOE’s *Guidelines for School Facilities in Virginia’s Public Schools*.
6. Notify the Office of Support Services of the planned project in the online School Building Construction and Renovation (SBCR) application located in the Single Sign-on for Web Systems (SSWS) to obtain project numbers.
7. Discuss objectives, funding, educational trends, and project schedule within the local community.
8. Set RFP for professional services to select architect.
9. Prepare timetable for planning and construction.

1 -2 months B. Programing

1. Prepare education program and goals.
2. Translate to architectural program.
3. Prepare a cost estimate for budgeting.
4. Review and approval by School Board.

2 -4 months C. Development of Preliminary Drawings

1. Prepare preliminary plans and specifications based on approved architectural program.
2. Update cost estimate.
3. Review and approval by School Board.

12-18 months D. Development of Contract Documents

1. Set timetable.
2. Develop approved preliminary plans into final working drawings and specifications.
3. Review and update cost estimate.
4. Review and approval by School Board.

(§ 22.1-140, *Code of Virginia)* Submit one copy of final drawings (half size preferred) and specifications (bid documents) with the approval letter from the Superintendent and a design statement letter from the project architect including a statement that the plans have been reviewed for building security and crime prevention through building designto the Office of Support Services, Department of Education.

2 -3 months E. Contract Administration

1. Review state procurement requirements.
2. Receive and analyze bids
3. Execute contract and bonds.
4. Provide for adequate supervision of construction.

18 – 36 months F. Execution of Construction Contract

1. Award of Construction Contract.
2. Submit bid cost data with the Office of Support Services, using the School Building Construction and Renovation (SBCR-SSWS) electronic tracking system.

TOTAL TIME 41 – 69 months