JOC – Construction CO and Payment Process
June 2012

After Funding & Design Compete

FAPS develops RTP & MOU based upon JOC cost proposal submitted and routes for approval signatures from Tarleton and JOC.

Dir Purchasing signs MOU and based upon RTP issues PO to JOC. Date of PO is the notice to proceed date for contract. Copy of PO is sent to FAPS for project file and PDC admin asst. for inclusion in construction report.

JOC begins construction. Inspections made by Dir PDC staff and AVP Inspector. AVP Inspector assists in photo documentation of project.

JOC encounters problem and requests information to determine if change order is needed.

JOC sends final invoice for payment. FAPS reviews and verify correctness and vouchers for approval by Dir PDC, AVP and VP F&A.

Dir PDC provides FAPS with data to issue Contract/P.O./Change Order. If drawings have been revised new revised construction drawings are attached and sent to JOC.

Clerk IV sent copy of CO for inclusion into construction report and notes time change as well as CO number.

JOC completes project and informs Dir PDC of final inspection date. JOC provides all warranty info and operating instructions if req.

Dir PDC documents punch list. Provide client with feedback questionnaire for IE data. Warranty begins.

Dir PDC updates THECB facilities database if required as part of project completion. Any warranty info is sent to Dir Fac Maint.

Dir PDC provides FAPS with closeout document and verifies that feedback questionnaire is received from client.

FAPS completes C30 reverting funds. Project is officially closed out. Info sent to Clerk IV to update construction report.

Dir PDC sends memo to FAPS explaining additional cost. A C1 requesting additional fund is sent by FAPS through Dir PDC, AVP and VP F&A for approval.

Work is not done.

Scope change? Yes

Additional funding approved? Yes

Work is not done.

Funding available? Yes

Additional funding approved? Yes

Scope change? No

Yes

No