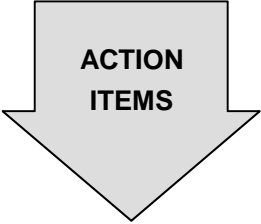
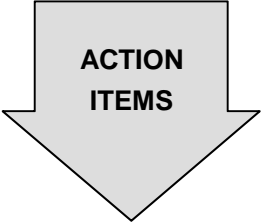


# TTU Responsibility Matrix - 3.2.18

		THEC				TTU										SVC		State-Wide								
		Fiscal Staff	Facilities Staff	Executive Director	Full Commission	Board of Trustees	President / Vice President	Legal Counsel	Plng.Fin.-Dr. Stinson, Bobby	Stakeholders/Users	Dir. Capital Projects - Jim	Proj. Design Mgr.-Christine	Const. Administrators (4)	Bidding & Contracts - Jody	Facilities Services	PFI/PFS/Archives - Jody & Nina	Designer	Contractor	State Building Com. & ESC	State Architect	Dept. of Finance & Adm.	Dept. of General Services	State Fire Marshal	Regulatory		
		<p><b>Legend:</b>                      L=Lead Responsibility                      S=Support                      A=Approve                      I = Informed                      R = Recommend</p>																								
<b>1.1 Master Planning</b>																										
1	Review Master Plan		I								L															
2	Decide update or new plan is needed		I			A	R				L															
3	Decide how to obtain: Designer named or RFP		I				A				L															
4	Make formal planning project request for SBC action		R				A				L															
5	Designer is obtained																									
5a	if RFP		I				A		S	L	S		S	S						A	S					
5b	if RFP contract		I							L	S							A		A	S					
5c	if Appointment contract		I							L	S						A		A	S						
6	Coordinate planning process		I				S		S	L	S		S			S										
7	Facilitate planning meetings		I				S			S	S		S			L										
8	Presentation of master plan to campus		I				S		S	S	S		S			L										
9	Presentation of master plan to governing board (and OSA)		I				S		S	S	S		S			L										
10	Presentation of master plan to THEC review / approval																									
10a	Full Master Plan	I	L	R	A	I	I			I						L			I	I						
10b	Master Plan Update	S	L	R	A	I	I			I						L			I	I						
10c	Master Plan Amendment	S	L	A		I	I			I						L			I	I						
11	Presentation of master plan & master plan update to the SBC		S	R			S			S						L			A	S						
<b>1.2 Project Programming</b>																										
1	Review Program Guidelines										L	S														
2	Document academic need																									
2a	Educational Specifications & equipment needs								S	L	S															
2b	Program Statement								S	L	S															
3	Decide if to obtain: Designer named or RFP						A		I	L																
4	Make formal planning project request for SBC action if required		S				A			L																
5	Retain designer as required																									
5a	if RFP		I							L			S							A	S					
5b	if RFP contract		I							L			S				A		A	S						
5c	if Appointment contract		I							L			S				A		A	S						
6	Prepare Facility Program																									
6a	if Campus						A		S	L	S		S													
6b	if Designer						A		S	A	S		S			L										
7	Circulate final document for approval		I				A		S	L	S		S													

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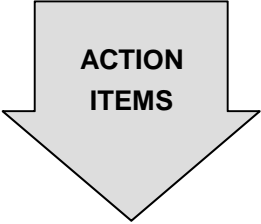
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 <p><b>Legend:</b>                      L=Lead Responsibility                      S=Support                      A=Approve                      I = Informed                      R = Recommend</p>																											
<b>2 Capital Budget - Project Request(s)</b>																											
1	Validate current State objectives	L	L	L																							
2	Review / Update capital budget submittal criteria	S	L																								
3	Review / Update capital budget scoring criteria	S	L																								
4	Issue capital budget criteria to Systems & LGIs	S	L	A	I																						
5	Receive and review capital budget criteria						I		I	L	S					I											
6	Update project information & gather supporting information & details	S	S							L	S																
7	Review institution priorities and objectives						A		S	L	S			S													
8	Develop construction cost and total cost for each project							S	S	L	S	S		S													
9	Complete required documents for each capital outlay budget request						A	S	S	L	S																
10	Complete required documents & priority for maintenance projects						A		S	L	S																
11	Complete required documents for each disclosed project	I	I				A	S	S	L	S																
12	Respond to capital budget questions	S	S				I	S	S	L	S					S											
13	CC & TCAT & UT institutions submit requests to their System	I	I																								
14	TBR & UT Systems review and prioritize institutions requests	I	I																								
15	Submit capital budget request to governing board for approval		I				A	R		L																	
16	Receive approval of capital budget from governing board		I					L		I																	
17	Submit all required forms to THEC (Capital Outlay - Maintenance - Disclosed)	I	S							L																	
18	Respond to THEC questions	I	S							L																	
19	Receive all capital budget submittals	S	L																								
20	Assemble review team	S	L																								
21	Evaluate submittals and score each request	S	L	I																							
22	Develop capital budget recommendations (including Maintenance & Disclosed)	S	L	I																							
23	Submit capital budget recommendations to THEC Commission for approval	S	L	R	I																						
24	Receive approval of capital budget from THEC Commission	S	L	R	A																						
25	Submit capital budget recommendations to F&A / Gov.		S	L																	I	S					
26	Answer follow-up questions		S	I																	S	L					
1	Review criteria for Schedule D and distribute to Systems & LGI's	I	L							I																	
2	Validate institution data and complete Schedule D & related data	I	S							L					S												



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<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; transform: rotate(180deg); display: flex; align-items: center; justify-content: center;"> <div style="text-align: center;"> <p><b>ACTION ITEMS</b></p> </div> </div> <p><b>Legend:</b>                      L=Lead Responsibility                      S=Support                      A=Approve                      I = Informed                      R = Recommend</p>																									
<b>3B Acquisition Lease - (if &gt;150K or &gt; 5 Yr)</b>																									
<b>3B.1 Pre-Review</b>																									
1	Assemble/submit lease pre-review package utilizing previously approved forms								S	S	L				S							S			
2	Submit lease pre-review package to OSA & THEC		I			A	R				L				S					S					
3	Review, comment and make recommendations		L																	S		L			
4	To SBC or ESC for approval		S								S			S				A	S			L			
5	Determine if included in Master Plan or if Master Plan must be revised		S				I				L			S					I						
<b>3B.2 Advertising</b>																									
1	Select Lead for Advertising role																					L			
2	Advertising process																								
2a	if by Institution									L				S					I			I			
2b	if by STREAM - all in hands of SPA now									S					S				I			L			
3	Receive proposals/analyze/prepare agreement																								
3a	if by Institution									S				L					I						
3b	if by STREAM - all in hands of SPA now									S				S	S				I			L			
<b>3B.3 Approval</b>																									
1	Obtain necessary institution and correspondent signatures						S	S	S						L										
2	Obtain necessary approvals						S	S	S					L											
3	Approval by SBC		S			I	I		S		L							A	S			S			
4	Additional signatures						S	S	S					L											
5	Distribute signed leases						S	S	S					L											

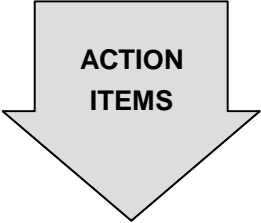
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<b>4A SBC Process for Appropriated Projects</b>																											
1	Prepare agenda item, lead sheet and supporting documents						A					L	S		S												
2																											
3	Request item(s) to be placed on SBC agenda		I				I		S			L	S		S						S						
4	Post notice for designer interest											S	S		L												
5	Receive and evaluate all designer responses						I		S		S	S	S	L	S												
6	Prepare & submit SBC agenda item with supporting documents		I				I		S			L	S		S						S						
7	Prepare SBC presentation notes for President or designee						I					L															
8	Attend Pre Agenda conference call		S				S		S		S	S									L						
9	Attend Pre Agenda Meeting		S				S				S	S									L						
10	Submit designer recommendations to State Architect		I				I				L	S		S	I					I	S						
11	Approval of project & Selection of Designer		I				I		I		L	S	S	S	I					A	I						
12	Update the project tracking system								I		I	L															
<b>4B SBC Process for Non Appropriated &amp; Other Projects</b>																											
1	Prepare agenda item, lead sheet and supporting documents						A					L	S		S												
2	Request item(s) to be placed on SBC agenda		I						S			L	S		S						S						
3	Request project approval		S									L	S								S						
3a	SBC-1 Form & supporting Document						I		I			L	S		S												
3b	Educational specification & Program statement.						I		I	S		L	S														
3c	Designer recommendations						I		I			L	S														
3d	Funding Verification						I		S			L	S														
4	Prepare & submit SBC submittal agenda		I									L	S		S						I	S					
5	Prepare SBC presentation notes for President or designee						I					L															
6	Pre Agenda conference call		S				S		S		S	S									L						
7	Attend Pre Agenda Meeting		S				S				S	S									L						
8	Submit designer recommendations to SBC						I					L	S			I				I	S						
9	Approval of project & selection of Designer		S				I		I			L	S			I				A	S						
10	Update the project tracking system								I		I	L															
A1	Threshold projects require approval of OSA						A		I	S		L	S		S	S				I	A						
A2	Demolition projects require approval of ESC						A		I			L	S		S	S				A							

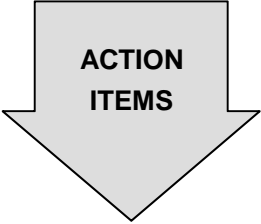
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<p><b>Legend:</b>                      L=Lead Responsibility                      S=Support                      A=Approve                      I = Informed                      R = Recommend</p>																									
<b>5.1 Project Initiation</b>																									
1	Monitor costs and schedule throughout design								S	I	I	L					S								
2	Designer agreements & determine required signatures						I	S			L	S		S						A					
3	Review terms & conditions							L	S		S	S		S						S					
4	Circulate agreement for signature						A	A			A	S		L						A					
5	Distribute agreement						I		I		I		L												
6	Pre-design conference / Designers' Manual agenda									I	S	L	I	I	I										
7	FF&E Plan (furniture, fixtures, movable equip, voice, data, video eq., signage)									S	S	S													
8	Special consultants as required									S	I	S								S					
9	Special considerations (power, temporary facilities, security)								S	S	L	S		S											
10	Confirm project budget, program and schedule								I	I	I	I		I											
11	Designer payment(s)								S		I	A	S								A				
12	Update the project tracking system								I		I	L													
A	All Phases:																								
A1	Designer additional services > 20% or > \$100K require OSA approval								S	S	L	S								A					
A2	Changes in scope, funding or budget require SBC - or ESC approval								S	S	L	S	S							A	S				
<b>5.2 Schematic Design</b>																									
1	Authorize Designer to proceed						I				I	L	I		I										
2	Establish site analysis										S	S													
3	Concept drawings, narrative & alternatives						A				S	S	S		S										
4	Evaluate alternative delivery methods										L	S													
5	Review with Fire Marshal and regulatory authorities as required										I	S			I							S	S		
6	Budget cost estimate						I		I	I	S	S	I		I										
7	SDP Review/Designers' Manual agenda										I	S	I									S	S		
8	Designer payment(s)								S			A								A					
9	Update the project tracking system								I		I	L													

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<b>5.3 Design Development</b>																										
1	Authorize Designer to proceed						I																			
2	Fully develop design concept																									
2a	Outline specs/Drawings						S			S	S	S	S												S	S
2b	Cost estimate						I			I	I	I														
2c	Campus meetings									I	S	I														
2d	Milestone meetings						I			S	S	S	S													
3	DDP review/ Designers' Manual Agenda						S			S	I	S	I													
4	Approval of DDP by VP/Pres as required						A			I	L	A	I													
5	EDP presentation for SBC if required		I	S			S			I	S	S	I													
6	Designer payment(s)									S		I	A													
7	Update the project tracking system									I	I	L														
<b>5.4 Construction Documents</b>																										
1	Authorize Designer to proceed						I				I	L	I													
2	Develop documents																									
2a	Drawings									S	S	S	S													
2b	Project Manual										I	S	S													
2c	Final cost estimate									I	I	I	I													
2d	Campus meetings									I	S	S	I													
2e	Milestone meetings						I				S	S	S													
3	Campus review documents						S			S	S	L	S													
4	CDP review / Designers' Manual agenda											S														
5	Completion of CDP										A	S	I													
6	Fire Marshal and/or Regulatory agency										I	S	I												A	A
7	Designer payment(s)									S	I	A														
8	Update the project tracking system									I	I	L														

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<b>5.5 Project Bid</b>																												
1	Authorize to proceed with bid						I		I	I	I	L	I	S	I													
2	Establish date & location										S	I	L			I												
3	Advertise for bid										I	I	I	L		S												
4	Distribute Documents										I	S	I	S		L												
5	Pre-bid conference						I			S	S	S	S		S	L												
6	Bid Opening						I				I	S	I	S	I	L				I								
7	Bid irregularities sent to OSA						I				L	S	I	S	I	S			S									
8	Recommendations of award										I	S	I	S		L												
9	Prepare & Issue Agreement										I	S		L		I	I			I								
10	Circulate Agreement for approval						A	A	I		I	S	I	L			A		A									
11	Present Agreement											L				I	I											
12	Complete T-100 (Insurance form)											S		L												S		
13	Designer evaluation										A	L	I		S	I												
14	Designer payment(s)								S		I	A				L				A								
15	Update PFI & PFS information											L		S	S													
16	Update the project tracking system											L																
<b>5.6 Construction Administration</b>																												
1	Monitor costs and schedule throughout construction								S	I	I	I	S		I	L	S											
2	Pre-construction conference										S	I	S		S	L	S							I	I			
3	Notice to proceed						I				I	I	I	S	I	L	I											
4	Project meetings/Designers' Manual Agenda										I		S		I	L	S											
5	Permits										I		S		I	S	L								A			
6	Establish site presence										I		I		I	S	L											
7	Submit project schedule						I			I	I	I	I		I	S	L											
8	Update the project tracking system											L	S															
9	Submit schedule of values										I	I	I			A	L											
10	Construction progress site visits									I	S	S	S		S	L	S							S	S			
11	Evaluation of progress schedule update									I	I	I	S		I	L	S											
12	Reports																											
12a	Daily work reports											I	I			I	L											
12b	Field reports and meeting minutes									I	I	I	S		I	L	L											





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<b>5.6 Construction Administration</b>																													
30	Substantial Completion																												
30a	Request						I		I	I	I	I	I		I			A	L										
30b	Perform inspection, punch list additions									S	S			S		S		L	S							A	A		
30c	Certify Substantial Completion						I			I	A	I	I		I			L	A										
30d	Evaluation of Designer										A	S	L					I											
30e	Evaluation of the Contractor										A	S	L					I											
31	Punch list												S		I		S	L											
32	Transfer responsibility for Insurance								I		S	S		L			I	I											
33	Transfer responsibility for utilities													S		L		S	S										
34	Install permanent keying									I				S		L		I	S										
35	Update the project tracking system											L	S																
<b>5.7 Project Closeout</b>																													
1	Transmit Record documents & project binders											I	I		I	A	I	L											
2	Request Final Inspection										I	I	I		I		S	L											
3	Inspect & certify final completion										I	I	I		I		L	S											
4	Campus review record documents										S	L	S		I		S												
5	Transmit record documents											A	I		I		L	S											
6	Monitor remedies and performance solutions										A	L	A		A		I	S											
7	Designers final request for payment								S		S	A	I				L					A							
8	Schedule one year inspection									S	S	L	S		S		S	S											
9	Perform one year inspection												S		S		L	S											
10	Written Report of one year inspection												S		S		L	S											
11	Follow-up on Report Items												S		S			L											
12	Update the project tracking system								S			L	S																
		L	1	15	2	0	0	3	1	0	0	80	26	5	15	2	0	56	26	0	4	1	6	0	0				
		X					0																						
		S	13	22	0	0	0	17	5	32	38	38	94	46	43	41	3	26	18	0	27	1	5	4	5				
		A	0	0	2	3	5	28	2	0	0	9	10	1	0	1	1	13	6	15	6	8	0	3	4				
		I	9	33	3	2	4	44	0	23	20	66	24	47	1	50	0	20	5	8	17	0	3	1	1				
		R	0	1	5	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				