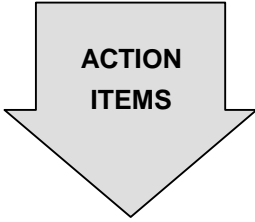


TTU Responsibility Matrix

		THEC				TTU											SVC		State-Wide							
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1.1 Master Planning																										
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				I	I	S	S	S	L		S					A	S						
5b	if RFP contract		I				A	A	A	S	S	L		S			A		A	S						
5c	if Appointment contract		I				A	A	A	S	S	L		S			A		A	S						
6	Coordinate planning process		I				S	S		S	S	L		S			S									
7	Facilitate planning meetings		I				S	S			S	L		S			L									
8	Presentation of master plan to campus		I				A	A		S	L	S		S			L									
9	Presentation of master plan to governing board (and OSA)		I			A	L	S		S	S	S		S			L			A						
10	Presentation of master plan to THEC review / approval																									
10a	Full Master Plan	I	L	R	A	I	L	S			S	S					L		I	I						
10b	Master Plan Update	S	L	R	A	I	L	S			S	S					L		I	I						
10c	Master Plan Amendment	S	L	A		I	L	S			S	S					L		I	I						
11	Presentation of master plan & master plan update to the SBC		S	R		I	L	S			S	S					L		A	S						
1.2 Project Programming																										
1	Review Program Guidelines										S	L														
2	Document academic need																									
2a	Educational Specifications & equipment needs									S	S	L		S												
2b	Program Statement									S	S	L														
3	Decide if to obtain: Designer named or RFP						A	A		I	L	S														
4	Make formal planning project request for SBC action if required		S				A	A		I	L	S		S												
5	Retain designer as required																									
5a	if RFP		I				A	A			S	L		S					A	S						
5b	if RFP contract		I				A	A	A		A	L		S					A	S						
5c	if Appointment contract		I				A	A	A		A	L		S					A	S						
6	Prepare Facility Program																									
6a	if Campus						I	I		S	S	L		S												
6b	if Designer						I	I		S	A	L		S			L									
7	Circulate final document for approval		I				A	A		S	L	S		S												

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2 Capital Budget - Project Request(s)																												
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		S	I												
6	Update project information & gather supporting information & details	S	S						S	S	S	L	S		S													
7	Review institution priorities and objectives						A	L			S	S	S		S													
8	Develop construction cost and total cost for each project						A	R		S	S	L	S		S													
9	Complete required documents for each capital outlay budget request						A	R		S	S	L	S		S													
10	Complete required documents & priority for maintenance projects						A	A				L	S		S	A												
11	Complete required documents for each disclosed project	I	I				A	A		S	S	L	S		S	S												
12	Respond to capital budget questions	S	S				I	I		S	S	L	S		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			I	L	S			S	S																
16	Receive approval of capital budget from governing board		I			A	L	S			I	I																
17	Submit all required forms to THEC (Capital Outlay - Maintenance - Disclosed)	I	S								L	S		S														
18	Respond to THEC questions	I	S								L	S		S														
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																									
26	Answer follow-up questions	S	I																									
1	Review criteria for Schedule D and distribute to Systems & LGI's	I	L				I				I																	
2	Validate institution data and complete Schedule D & related data	I	S				I				L			S	S													

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3A Deed or Easement or Disposal Lease																									
3A.1 Fact Finding																									
1	Determine whether to acquire or dispose of property					A	L	S		S		S				S									
2	Determine key aspects of transaction:		I																						
2a	Acquisition (gift or non-gift) or disposal?						I	I				L			S										
2b	Included in Facilities Master Plan?						I	I				L	S		S	S									
2c	Determine impact of identity of counterparty - (advertisement needed, FMV, etc.)						I	I				L			S										
3	Consider and assess relocation impact (if any)		I							S	L	S			S										
4	Coordinate the conduct of an environmental identification survey and develop follow-up plan if needed		I							S	L				S							S			
5	Coordinate the conduct of a facilities evaluation survey of bldgs. on property		I								L	S	S		S	S						I			
6	Determine if any impact on a SBC project (report easements for SBC projects, timing of acquisitions, etc.)		I								L	S			S							I			
3A.2 Approval																									
1	Submit key documents to STREAM		S																			I		S	
	Real estate transaction request form						A	I				L			S										
	Recorded deed to property						I	I				L			S										
	Survey of property						I	I				L			S	S									
	Tax assessor's map						I	I				L			S	S									
	Facilities evaluation (if req'd)						I	I				L			S	S									
	Historical Commission approval (if req'd)						I	I				L			S										
	Environmental identification (if req'd)						I	I				L			S										
2	Assess all documentation for quality and completeness before proceeding											L				S									
3	Approval by SBC		S									L			S					A	S		S		
4	Execute title transfer instrument								I			S			S								L		
5	Distribute instrument											L			S										
6	Modify master plan accordingly		S									L	S									I			

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3B Acquisition Lease - (if >150K or > 5 Yr)																									
3B.1 Pre-Review																									
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	I				L	S		S						I				
3B.2 Advertising																									
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		
3B.3 Approval																									
1	Obtain necessary institution and correspondent signatures						S	S	S	S		S			L										
2	Obtain necessary approvals						S	S	S	S		S			L										
3	Approval by SBC		S			I	I	I		S		L							A	S			S		
4	Additional signatures														L										
5	Distribute signed leases						I	I	I	I		I			L										

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

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

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

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5.5 Project Bid																										
1	Authorize to proceed with bid									I	I	I	L	I	S	I										
2	Establish date & location											I	S	I	L		I									
3	Advertise for bid											I	S	I	L		S									
4	Distribute Documents											I	S	I	S	I	L									
5	Pre-bid conference										S	S	S	S		S	L									
6	Bid Opening							I	I		S	S	S	S	S	S	L				I					
7	Bid irregularities sent to OSA							I			L	S	I	S	I		S			S						
8	Recommendations of award								I		I	S	I	S			L									
9	Prepare & Issue Agreement										I	S	I	L			I	I			I					
10	Circulate Agreement for approval						A	A	A	I		A	S	I	L			A			A					
11	Present Agreement											I	S	I	L		I	I								
12	Complete T-100 (Insurance form)											I	S		L											S
13	Designer evaluation, final										A	L	I		I		I									
14	Designer payment(s)								S		I	A					L				A					
15	Update PFI & PFS information										I	S	S		I	L										
16	Update the project tracking system								I		I	L	I													
5.6 Construction Administration																										
1	Monitor costs and schedule throughout construction								S	I	I	I	L		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								

TTU Responsibility Matrix

		THEC				TTU										SVC		State-Wide							
<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="text-align: center; width: 80%; height: 80%;"> <p style="font-size: 24px; margin: 0;">ACTION ITEMS</p> </div> </div> <p style="margin-top: 10px;">Legend: L=Lead Responsibility S=Support A=Approve I = Informed R = Recommend</p>		Fiscal Staff	Facilities Staff	Executive Director	Full Commission	Board of Trustees	President	Vice President	Legal Counsel	Accountant - Scott	Stakeholders/Users	Dir. Capital Projects - Jim	Proj. Design Mgr.-Christine	Const. Administrators (4)	Bidding & Contracts - Jody	Facilities Services - Craig	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
5.6 Construction Administration																									
13	Action items log											I		I		I		S	L						
14	Visitor log											I		I		I		I	L						
15	Shop drawings											I		I		I		A	L						
16	Shop drawing log											I		I		I		I	L						
17	Request for information											I	I	I		I		S	L						
18	RFI log											I		I		I		S	L						
19	Request for Proposals											I	I	I		I		L	S						
20	RFP Log											I		I		I		S	L						
21	Modifications																								
21a	Program Change (discretionary)											L	S	S				A	A						
21b	Design Change request						I			I	A	S	S		S			L	A						
21c	General requirements changes						I			I	I	I	S		I			A	L						
21d	Claims										I	I	S					A	L						
21e	Construction necessities										I		S		I			A	L						
21f	COs exceeding 10% cumulative or > \$500K require OSA approval		I				I		S		L	S	S					A	A	I	A				
21g	Replacement of a subcontractor requires SBC approval		I								L	S	S					A	A	A	S				
21h	Extended overhead										I	S	S					A	L		I				
21i	Change Order Preparation and Directives										I	L	S					I							
22	Change order log											S	S					S	L						
23	Contractor payment								S		S	A	S					A	L			A			
24	Designer payment								S		S	A	I					L				A			
25	FF&E implementation																								
25a	Moving coordination									S		S	L					S	S						
25b	Furniture, fixtures, movable equipment, voice, data, video eq., signage									S		S	L					S	S						
26	Special considerations (power, temporary facilities, security)										I		L		S			S	S						
27	Operations & Maintenance Manuals and training										I	I	S		I	S		S	L						
28	Certificate of Occupancy						I				I	I	I		I			S	L				A	A	
29	Update the project tracking system											L	S												

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<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 10px; margin-right: 20px;"> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">ACTION ITEMS</p> </div> <div> <p>Legend: L=Lead Responsibility S=Support A=Approve I = Informed R = Recommend</p> </div> </div>																										
5.6 Construction Administration																										
30	Substantial Completion																									
30a	Request						I			I	I	I	I						A	L						
30b	Perform inspection, punch list additions									S	S		S						L	S					A	A
30c	Certify Substantial Completion						I			I	A	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	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													
5.7 Project Closeout																										
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	8	1	0	1	0	60	49	6	21	2	1	56	26	0	5	1	6	0	0
		X					0																			
		S	13	24	0	0	0	5	12	4	32	37	71	79	54	62	46	7	27	18	0	28	1	5	5	6
		A	0	0	2	3	5	23	22	6	0	4	17	20	3	0	7	1	12	6	15	7	8	0	3	4
		I	9	33	3	2	6	43	36	2	27	24	57	21	51	1	47	0	21	5	8	15	0	3	1	1
		R	0	1	5	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0