What is a “Small Project”?  

- Small project does not necessarily mean insignificant or quick to accomplish. Projects can be categorized into two different types.  

1. Straight-forward  
   - Alter existing space or building systems: NO 

2. Complex*  
   - Requires professional design services: NO 
   - Requires State plan review & permit: NO 
   - Ref: RI Statute Title 23 - Health & Safety, Ch. 23-27.3 State Building Code
Type 1 - Project Delivery Process

Anticipated Duration 3-5 mos.

1. Project Request
   - Request Form
   - Assign PM
   - Scope Meeting

2. Project Approval
   - Scope Budget Schedule
   - Fund Transfer
   - VP or FC Approval

3. Design (in-house)
   - Pre-Design
   - Design Documents
   - Furniture Selection & Order

4. Solicitation
   - Request for Quotes
   - Site Walkthrough
   - Quote Review
   - College Requisition

5. Procurement
   - Tentative Award Letter
   - MBE & EEO Approvals
   - PO Issue (URI)

6. Construction
   - Submittals Review
   - Material Lead Time
   - Furniture Delivery
   - Move-in

* Dependent on project specifics, overall small project workload & resources.
* Highlighted activities are subject to timelines by outside agencies / departments.
Type 2 - Project Delivery Process

Anticipated Duration 4-8 mos.

Project Request
- Request Form
- Assign PM
- Scope Meeting

Project Approval
- Scope Budget Schedule
- Fund Transfer
- VP or FC Approval

Engage AE Consultants
- Request for Proposals
- Proposal Preparation & Review
- College Requisition
- PO Issue (URI)

Design
- Pre-Design
- Due-Diligence
- Design Documents
- Furniture Selection & Order
- PO Issue (URI)

Plan Review & Solicitation
- State Building & Fire Plan Review & Approval
- Request for Quotes
- Site Walkthrough, preparation & Review
- College Requisition

Procurement
- Tentative Award Letter
- MBE & EEO Approvals
- PO Issue (URI)

Construction
- Permit Issue
- Submittals Review
- Material Lead Time
- Furniture Delivery
- Move-in

* Dependent on project specifics, overall small project workload & resources.
* Highlighted activities are subject to timelines by outside agencies / departments.