

Idaho State Board of Education (SBOE)  
and  
Permanent Building Fund Advisory Council (PBFAC)

**Capital Facilities Approval Process (excluding UI)**

Step	SBOE Actions	PBFAC/DPW Actions
1.	Approves project concept submitted by Institution	
2.	Staff sends Board approval letter to DPW	DPW sets up project, selects Architecture /Engineering firm (& other consultants) PBFAC approves selection & proceeding with preliminary design.
3.	Approves project budget & preliminary design (through design development) and project budget *	
4.	Staff sends Board approval letter to DPW	Approves preliminary design (through design development, authorizes proceeding with construction documents
5.	Approves final budget financing and final design **	
6.	Staff sends Board approval letter to DPW	Approves final design and authorizes bidding and award of contract for construction
7.		DPW reviews bids, determines responsive contractor
8.		DPW awards construction contract, if within budget, as requested by institution
9.	If bids exceed budget review, approve request for increase as presented by institution	
10.	Staff sends Board approval letter to DPW if necessary	DPW awards construction contract after budget increase is authorized by SBOE
11.		DPW confirms all contract documents are correct, then issues Notice to Proceed
12.	Review and approve increase in budget during course of construction, if needed	
13.	Staff sends Board approval letter to DPW if necessary	DPW establishes Substantial Completion
14.		Review final accounting of project expenditures, compare to approved budget
15.		Submit report to SBOE

\* If Project Delivery Method has been determined, report method to the Board.

\*\* Project Delivery Method will be known and reported to the Board.

Note: PBFAC and/or SBOE staff provide project updates as determined to be needed, or at request by SBOE members. University of Idaho follows these guidelines for projects using State General Funds or Bonds.