

New Project Design and Construction Procedure



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1. The University Council identifies the need for making a new construction.
2. The University Council identifies the specifications of the new construction.
3. The University Council contacts the Engineering Projects Office (EPO).
4. The Engineering Projects Director (EPD) holds a series of meetings with the new construction users (academic departments) to discuss the specifications, the requirements, the safety aspects and the technical needs for the new construction. These meetings will be frequently held during all the project phases to ensure compliance with the users' needs and expectations.
5. The user departments will form teams to serve as a liaison between the department and the EPO.
6. Users communicates specific needs/requirements and the EPO Staff will do field investigation regarding the layout of the existing area of the project.
7. The EPO shall prepare preliminary design based on the info gathered from the users and form field investigation. The schemes will be reviewed by the user departments and by the University council. Any suggested changes shall be taken into consideration when preparing the final design.
8. The EPD Develops preliminary scope of work.
9. The EPD develops initial feasibility study and a cost estimation.
10. The initial feasibility study and the cost estimation are forwarded to the board of trustees for the funding approval. If the approval is obtained, the Board issues an official project approval and funding acceptance.
11. The EPD prepares a formal conceptual study of the details of the project.
12. The EPO consults with the University Engineering Consultants Bureau for preparing the final design including the architectural and the civil engineering drawing plans. The final design is developed by adding more details to the preliminary design.

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13. EPO staff must get inputs from the environmental health and safety consultants, fire marshals, mechanical and electrical engineering consultants,...etc.
14. The EPO determines the construction needs and prepares a Request of Quotation which includes all of the drawing plans, the specifications, and the scope of work.
15. The EPO advertises the Request of Quotation in the local market.
16. The EPO reviews the offers and quotations.
17. Bidders are evaluated. The best bidder is determined and the contract is awarded.
18. The EPD holds a pre-construction meeting which includes:
 - The EPD staff
 - The contractors
 - The users representatives
 - Sub-contractors
 - TIU Engineering Consultant Bureau
19. During the meeting, the followings are discussed:
 - The project phases.
 - The planed work activities
 - The construction schedule
20. During the construction, the EPD Serves as a main point of contact and shall ensure that the project finishes on time and on budget.
21. Expenses shall be monitored throughout the construction phases to be within the planned budget.
22. Meetings with the users are encouraged to review the construction progress and addressing any issues that come up during construction activities.
23. The EPD declares the project completion.
24. The EPD evaluates the project and submits the evaluation to the Board of Trustees

