Start
At construction contract award

Bidding Coordinator
1) access PITS
2) print SBC-7
3) give form to Project Manager
   Designer Evaluation of Design Phase (F566)

SBC-7
Designer Evaluation at end of design

Project Manager
1) complete form
2) give to Director
3) enters date in PITS

Evaluation form is completed in consultation with the
Facility Coordinator

Director of Project Mgmt
1) review evaluation
2) initial form

TBR-OFD
1) Fax to Designer
2) Fax to State Architect
3) Fax to Facility Coordinator
4) Uploads into PITS

Facility Coordinator

Designer
1) may return the copy
2) may add comment or rebuttal
   Reply with designer signature

TBR OFD
If reply received from Designer, review and upload to file, with copy to State Architect

State Architect
per SBC policies 6.07 and 15.01.B.4.e
Start
At construction Substantial Completion

Construction Representative
- access PITS
- print SBC-8 & CER-1
- SBC-8 Designer Evaluation at end of construction (F 966)
- CER-1 Contractor Evaluation at end of construction (F 866)

Construction Rep
- Completes form
- Gives to Director

Director of Construction
- reviews
- signs
- enter date in PITS

SBC-8
- copy to Designer
- copy to State Architect

Designer
- may return the copy
- may add comment or rebuttal

if reply received from Designer, send copy to State Architect

Designer performance file

State Architect
per SBC policies 6.07 and 15.01.B.4.e

CER-1
- copy to Contractor
- copy to State Architect

Contractor
- may return the copy
- may add comment or rebuttal

if reply received from Contractor, review and send copy to State Architect