**202 – Pre-Design Responsibilities of DFMS Project Management**

DFMS Project Manager shall provide the following during Pre-Design:

* Assist the University Department in determining the initial total project cost of the project.
* Prepare an overall cost estimate of the total project cost. **See Section 202.1 for Total Estimate of Funds Required through Design (B-210)**
* Receive and process documents, initiated by the University Department, as necessary to set up the project account.
* Assist the University Department in developing their program. Arrange to hire consultants, if necessary, to assist in program development.
* If Federal Funding is involved, the DFMS Project Management may hire the appropriate consultants to:
* Provide assistance during the permitting process.
* Determine the level of environmental consideration for each specific Project.
* Investigate and determine any endangered species, some of which have seasonal survey periods,
* Determine which endangered species may affect project scheduling and deadlines due to Federal review or construction.
* The Project Manager in conjunction with the University Department is responsible for completion of the Pre-Design Checklist which includes considering all permitting needs.
* Consider the need for a Phase I Environmental Site Assessment (ESA).