



PIMA COUNTY PROJECT MANAGEMENT AND GATE PROCESS MANUAL

QUALIFYING CRITERIA FOR GATES

I. General Requirements for All Capital Improvement Projects

- A. All capital improvement projects must be delivered in accordance with Pima County Administrative Procedure 3-28, Implementation of the Project Management Manual and Exit Gate Process.
- B. All capital improvement projects must have an approved Project Charter that is: 1) signed by the Department Director, at a minimum, if the total project cost is less than \$500,000 or 2) signed by the Department Director and Public Works Administration, at a minimum, if the total project cost is equal to or greater than \$500,000.

II. Qualifying Criteria for Gates

- A. All capital improvement projects must hold a Gate 6-1 (Closeout) meeting and obtain approval to close the project, even if it is a department-only process and meeting.
- B. All capital improvement projects equal to or greater than \$3 million, unless listed as exempt in II.D below, require approval through all gates; although, the Gate Committee may grant a “pass” for the next gate.
- C. All capital improvement projects equal to or greater than \$500,000 and up to \$3 million, unless listed as exempt in II.D below, require Gate 1-1 (Entry) approval as well as Gate 3-2 (100% PS&E) approval and Gate 4-1 (Substantially Complete) approval, or as determined by the Gate Committee at Gate 1-1 (Entry).
- D. The types of capital improvement projects listed below are exempt from Gate 1-1 (Entry) through Gate 5-1 (Construction Acceptance), unless: 1) the department elects for a project hold some or all of the gates; 2) Public Works Administration requires a project to hold some or all of the gates, and/or 3) a project is funded partially or fully with federal funds, in which case II.C, above, applies.
 - ✓ Capital improvement project with a total project cost of less than \$500,000
 - ✓ Capital improvement project funded by Pima County but managed by other jurisdictions (IGA’s)
 - ✓ Projects not considered capital improvements
 - ✓ Tenant improvement projects not considered capital improvement projects
 - ✓ Planning studies that do not anticipate proceeding to design and/or construction
 - ✓ On-hold projects
 - ✓ Floodprone land acquisitions
 - ✓ Property acquisitions only (no engineering or construction)
 - ✓ SCADA (Supervisory Control and Data Acquisition) projects
 - ✓ Major (funding) programs
 - ✓ Equipment upgrades and replacements
 - ✓ Conveyance rehabilitation projects less than \$1 million
 - ✓ Pavement preservation projects