

SUPERVISION OF CONSTRUCTION

(Project Management)

(Regulation)

The Director of Facilities or Construction Program Manager (if staffed), shall appoint a Project Manager (PM) for each project. The PM will serve as the District's primary representative to ensure the success of the project.

Responsibilities and authorities of a Construction Project Manager include:

- Identify project funding source and budget
- Define / refine the project scope, keeping it within budget.
- Manage the project planning, including coordination with Principal, Building Design Advisory Committee (BDAC) and/or various District entities (food service, transportation, security, technology, etc) regarding the details of project planning and execution.
- Coordinate procurement strategy and details of solicitation of design and construction services with the Contracting Officer.
- Manage the project design process, including design reviews and final acceptance of design.
- Manage the project construction process, including schedule, quality and final acceptance.
- Manage the project budget, tracking all projected and actual expenditures and continuously updating the project Current Working Estimate (CWE).
- Serve as Contracting Officer's Technical Representative on assigned projects.
- Provide / manage all technical reviews and approvals (submittals, requests for information / clarification, etc.).
- Interpret and enforce technical specifications, clarifying standards and expectations at the beginning of each phase of work.
- Prepare scope, request for proposal, independent estimate, and then negotiate and recommend for Administrative Contracting Officer (ACO) / Contracting Officer (CO) signature all contract modifications.
- Manage contract Quality Assurance efforts to include materials testing and all formal and informal inspections.
- Review and approve progress payments and recommend to ACO and CO approval of final payment.
- Review and make recommendations to ACO and CO concerning any requests for time extensions or any assessment of liquidated damages.
- Make final inspection, manage "punchlist" and accept project technically.
- Prepare "Certificate of Substantial Completion".
- Manage project close-out, to include collection and distribution of O&M manuals, Warranty Statements, As-Built documents, etc.
- Follow-up on and enforce Warranty performance as necessary.

- Support other Project Managers in area of technical expertise.

The Project Manager will make decisions on behalf of the District about their assigned projects – within the limits of their contractual authority (see policy FEH). The Director of Facilities, or Construction Program Manager (if staffed), is the “appeal authority” on any decisions PMs make for their projects.

Project Managers are expected to hold regularly scheduled progress meetings for construction projects (usually weekly) to keep communication flowing between key participants. Open and honest communication and a “win-win” philosophy of project management is expected, along with firm, but fair contract administration.

Maintenance staff (plumbers, electricians, roofers, etc.) will be called upon to help check the quality of work. They will report their findings to the Project Manager.

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