

SUPERVISION OF CONSTRUCTION (Project Management) (Regulation)

The Capital Program Manager shall appoint a Project Manager (PM) for each project. The PM will serve as Colorado Springs School District 11's (the District's) primary representative to ensure the success of the project.

Responsibilities and authorities of the PM include:

- Identify project funding source and budget
- Define/refine project scope of work
- Maintain the project within budget
- Manage the planning process, including coordination with Principal and/or Building Design Advisory Committee (BDAC), and various District entities (food and nutrition services, transportation, security, information technology, etc.) as necessary.
- Coordinate procurement strategy and details of solicitation of design and construction services with the Contracting Officer.
- Manage the design process, including review and final acceptance of design.
- Manage the construction process, including schedule, quality, and final acceptance.
- Manage the 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.
- Manage contract Quality Assurance efforts to include materials testing and all formal and informal inspections.
- Regarding contract modifications: identify scope of work, request quote, develop independent estimate, negotiate if needed. Provide recommendation for signature to the Administrative Contracting Officer (ACO)/Contracting Officer (CO).
- Review and approve progress and final payments.
- Review requests for time extensions and/or make recommendations for the assessment of liquidated damages.
- Create and manage punch list.
- Prepare Certificate of Substantial Completion.
- Perform final inspection and provide final acceptance.
- Manage project closeout, 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 PM's in area of technical expertise.

The PM will make decisions on behalf of the District about their assigned projects – within the limits of their contractual authority (see policy FEH). Capital Program Manager is the “appeal authority” on

any decisions PM's make for their projects.

PM's 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.

Facilities subject matter experts (plumbers, electricians, roofers, etc.) will be called upon to review designs and provide on-site support to check the quality of work. The subject-matter experts shall report their findings to the PM.

Approved: June 1983

Revised: March 6, 2012

Revised: December 11, 2019