CONSTRUCTION DOCUMENTS PHASE (CD) -- 50%

Architectural Drawings

	Title Sheet: Indicate index, general notes, legends, and a small-scale site and project location map. Plan notes shall not include General Condition items. Notes must coordinate with and conform internally within the document set.	
	Site plan	
	Life/Safety plans, including applicable code analysis and tabulations	
	Key, reference and enlarged floor plans	
	Roof plan	
	Reflected ceiling plans showing all penetrations	
	Demolition plan (when appropriate)	
	Exterior elevations and sections	
	Furniture and equipment plans, where applicable	
	Wayfinding, signage plans, where applicable	
	Interior and casework elevations	
	Partition, ceiling, and design feature details	
	Schedules: door, window, and interior finishes	
	▲ Other schedules as appropriate	
	Enlarged wall sections	
	Stair and elevator plans, sections and details, where applicable	
	Updated materials board	
	Finish and Furniture Sample Binders	

Civil Drawings

	Existing civil survey	
	Site plan	
	Over excavation, grading and drainage plan	
	Site profile sections	
	Details	
	Composite site utilities plan	
	Horizontal control plans	
	Site demolition plan	

Structural Drawings

	Plans and sections: Indicate location, type of member, size, and material of each structural element for foundations, framing, floors, roofs, and any intermediate levels	
	Schedules : framing, beam and column	
	Details of connections, special assemblies, and expansion, drift and seismic joints	
	Details of structural framing systems required to support nonstructural components and equipment.	

Plumbing Drawings

	Site utility sewer lines sized with invert elevations at points of connection	
	Building waste line layouts, sized with vent stacks and connections to drains, fixutres and equipment	
	Building hot and cold water supply layouts, sized with circulation mains, tanks, branches, risers and connections to fixtures and equipment.	
	Riser diagrams for supply and waste systems	
	Fire-extinguishing equipment, risers and standpipes, where applicable	
	Plumbing fixtures, tanks, and pumps with drainage and supply connections	

	Locations and sizes of natural gas, vacuums and medical gas systems, where applicable.	
	Detail sections demonstrating coordination of structural, HVAC, and piping systems	

HVAC Drawings

	Schedules and legends	
	Floor plans, sections indicating air and piping systems including all branch distribution	
	Sections, details and enlarged floor plans depicting layout of mechanical equipment rooms	
	Air and piping systems, including all branches, on each floor plan	
	Air balance schedule for outside, supply, return, and exhaust air for each air system; sections demonstrating sufficient clearances and volumes for air flows and access of equipment, where applicable.	
	Flow diagrams for chilled water, condenser water, and boilers, where applicable	
	Air riser diagram for each type of system	
	Plans and detail sections depicting the complete HVAC systems and branches with duct and pipe sizes for heating, steam, refrigeration, exhaust and ventilation, wher applicable	
	Auxiliary HVAC required for 24/7 operating equipment service systems, where applicable	

Electrical / Telecommunications Drawings

	Electrical service to the building from public utility, with size of feeders	
	Site and building transformer locations and their connections	
	Main switchboard power panels, light panels, and associated equipment	
	Feeder and conduit sizes	
	Site and building light fixtures, receptacles, switches, and power outlets	
	Telecommunications system design including point and nature of connection to existing service, BDF's, IDF's, conduit routing, outlets, cabling/wiring, terminal cabinets, and backboards. Show coordination with supporting mechanical services and with site utilities plans.	
	Complete fire alarm system including its connection to eixsting system, where applicable	
	Emergency electrical power system including generator, transfer switches, fuel tanks, and all auxiliaries	
	Audio Visual Equipment	

Landscape Drawings

	Finished grading plan	
	Irrigation plan	
	Irrigation details	
	Planting plan	
	Planting details	
	Hardscape (paving) plan	
	Hardscape details (walls, walks, planters, etc.)	

Specifications

	Develop a draft Division I project special conditions for review by Project Manager. *(This is usually done by BLL & District)*	

Statement of Sustainable Design

	Documetantion of complance with Califronia Energy Code.	
	Statement demonstrting application of environmentally responsible design.	

Cost Estimate

	Provide an updated estimate using the same estimation method and building component format as used in DD Phase.	

Code Analysis Report & Plans

	Provide an update of the code analysis report & plans, documenting and illustrating the code implications of all design development and changes, and any requirements arising from outside agency reviews. Provide a narrative discussion on corrections made arising from reviews.	

Interdisciplinary Coordination Review

	Provide an updated interdisciplinary coordination check	

Reponses on Owner's Comments

	Provide a written response to all comments.	

CONSTRUCTION DOCUMENTS PHASE (CD) - 90%

Note: At the 90% completion phase, plans shall be submitted as 100% complete. Consultant drawings shall be coordianted with architectural and reconciled with a quality assurance review. Notes must coordiante with, and confrom to, the wirttine contract documents. Products and materials specified on the drawings must be identical to the products and materials required in the written contract documents and specifications. The 90% completion designation is solely to acknowledge that the plans have not been plan checked. In addition to the documents listed for the 50% CD submittal, the following items shall be submitted at 90%:

Architectural Drawings

	Detail the anchorage of all fixed equipment in accordance with the California Building Standards Code, Title 24, CCR, all applicable parts	

Structural Drawings

	Structural drawings shall be accomanied by computations, stress diagrams, and other pertinent data and shall be complete to the extent that the calculations for individual structural members can be readily interpreted. Computations shall be prefaced by a statement outlining the basis for the structural design and indicating the manner in which the proposed building will resist vertical loads and horizontal forces. Comutations shall be sufficiently complete as to establish that the strucutre will resist the loads and forces prescribed by the CCR, Title 24, all applicable parts. Assumed safe bearing pressures on soils and the ultimate strengths of concrete shall be provided in computations and noted on drawings. Where unusual conditions occur, any additional data that are pertinent to the work shall be submitted.	

Plumbing Drawings

	All plumbing drawings shall indicate the complete plumbing system in detail and shall include methods for fastening equipment to the structure to resist seismic forces.	

HVAC Drawings

	All HVAC drawings shall indicate the complete heating, ventilating, and air-conditioning systems in detail and shall include methods for fastening equipment to the structure to resist seismic forces.	

Electrical/Telecommunication Drawings

	Electrical drawings shall indicate all components of the electrical and telecom system in place and connected to the sources of services. Provide sufficient level of detail to illustrate connections, routings, and other items in complex areas. All wiring shall be final-sized. Indicate detailed methods for fastening equipment to the strucure to resist seismic forces. Indicate the following:	
	▲ Feeder and conduit sizes	
	▲ Schedule of feeder breakers or switches	
	▲ Locations of light fixtures, receptacles, switches, power outlets	
	▲ All circuits	
	▲ Complete telecommunication system design to accommodate terminal resources to be provided separtely by campus. Show point and nature of connection to existing service. Show BDF's, IDF's, terminal racks/cabinets and/or backboards. Show conduit routing, cabling/wiring and outlets.	
	▲ Complete Audio Visual system design	

Stamped Drawings and Specifications

	Stamp all drawings, calculations and specifications as required by law by a duly licensed architect and/or engineer.	

Materials Board

	Submit final updated materials board.	

Basis of Design Reports

	Submit updated Basis of Design Reports for all systems. The update should clearly indicate any changes proposed to the systems and any revisions to performance characteristics that have been discovered through the design process.	

Contract Documents

	The District will prepare the front end bidding documents, and will make all project documents available to the public during the bid process. Architect is responsible for submitting the following documents to the Project Manager:	
	▲ Certification Page	
	▲ Project Description	
	▲ Index to Specifications	
	▲ Specifications, Division 1 - special conditions, if any	
	▲ Specifications, Divisions 2 through 16	
	▲ List of Drawings, with dates	
	▲ Appendices, keyed to their respective CSI section, which list the following:	
	▲▲ Named manufacturers	
	▲▲ Required submittals	
	▲▲ Required warranties exceeding 12 months	
	▲▲ Required spare parts	
	▲▲ Required tests and inspections	
	▲▲ Tests and inspections to be paid for by contractor	

Estimated Project Construction Cost

	Provide updated estimates of the total construction cost of the project at 90%. Estimates shall be arranged in CSI Uniformat detailed to Level 4, and summarized in a 2-7 format.	
	The 90% cost estimate shall include materials quantities and unit prices. Estimates shall include itemized cost breakdowns of all work activities on the project; these breakdowns will be used to establish the format used by the Contractor in applying for progress payments.	
	Compare the 90% cost estimate with the construction budget. Any significant differences between the revised estimates and the construction budget shall be brought to the immediate attention of the Project Manager.	
	Provide written narrative explaining in detail and deviation from the approved estimated construction cost.	

Calculation of Areas

	Provide an area summary comparing the area allocations in the approved program and approved SD and DD plans with the 100% CD plans. The summary should include changes to the total assignable area, the total gross area, and the resulting building efficiency.	

Soils and Materials Testing

	Include a list of requriements for special testing and inspections, such as soils and materials testing, welding inspections, and dewatering requirements, to be conducted during the construction phase, as specificed in Divisions 1 through 16 of the contract documents.	

Interdisciplinary Coordination Review

	Provide interdisciplinary coordination check (IDC) drawings (hard copy and electronic files)	

Agency Plan Review Submittals

	Obtain approval of the CDs from the required plan check reviewers:	
	▲ DSA: Fire / Life / Safety	
	▲ DSA: Access Compliance Review	
	▲ DSA: Structural	
	▲ Third-parties: Building Code Compliance, Seismic, Constructablity	
	▲ Local Health Department Reviews: Projects with swimming pools and/or food service facilities will require submittal to local city/county health department. Coordinate requirements with Project Manager, as needed.	

CONSTRUCTION DOCUMENTS PHASE (CD) -- 100%

Contract Documents

	100% plans and specifications shall incorporate all review comments and shall be stamped/signed off as approved by the review agencies, including DSA, District, etc.	
	Certify, by a signed statement on the drawings and by provision of required calculations, that the CDs comply with the energy conservation standards set forth in Title 24	
	Stamp all drawings and specifications as required by law for registered architects and engineers	
	Submit three (3) full-size sets and one (1) 11x17 set of completed, stamped and signed construction documents to the Project Manager.	
	Provide on CD-ROM the same items in their electronic equivalents. Verify current sofware versions are acceptable to the Project Manager prior to transmitting electronic files.	

Estimated Project Construction Costs

	Provide final updated estimates of the total construction cost of the project, arranged in CSI Uniformat and detailed to Level 4.	
	The final 100% cost estimate shall include materials quantities and unit prices as well as itemized cost breakdowns of all work activities on the project.	
	The final 100% cost estimate shall be revised and updated from the 95% cost estimate to reflect any changes in the design of the Project as well as all revisions made to the CDs after the 90% submittal.	
	Compare the final 100% cost estimate with the construction budget. Any significant differences between the revised estimates and the construciton budget shall be rought to the immediate attention of the Project Manager.	
	Provide a written narrative explaining in detail any deviation from the approved estimated construction cost.	

Responses to District Comments

	Provide a written reponse to all comments from the District/Project Manager.	

LIST OF DESIGN REQUIREMENTS & DELIVERABLES

SCHEMATIC DESIGN PHASE (SD)

	SD General Requirements	**Submittal Required**
	Review program specifications upon receipt of authorization to begin work.	
	Attend planning conferences to receive instruction from the District.	
	Secure project planning information including information on U/G utilities and site constraints	
	Request any additonal data needed from District	
	Submit listing of proposed consultants planned for the project.	
	Coordinate project with other District projects.	
	Consult with the campus, consulting architect, and campus landscape architect regarding the project when directed by the District.	
	Design the facility in accordance with all applicable codes and standards.	
	Participate in DSA collaborative process (Fire-Life-Safety, Structural, ADA Accessibility) prior to 75% SD submittal	
	Obtain approval of SD work in progress from District's CMPCT team	
	Modify or redesign the project as necessary to secure approval from the campus, validation from CMPCT, and approval from DSA.	
	Request and obtain approval from the Project Manager before initiating any work to modify the project documents which may require performance of extra services.	

	SD Architectural Requirements	
	Site Civil and Landscape Drawings (Scale: Minimum 1 inch = 40 feet)	
	▲ Depict overall dimensions of proposed new or altered building(s).	
	▲ Depict and identify existing structures within a radius of 300 feet of project site. Indicate distances from proposed new buildings to adjacent existing buildings, property lines, and roadways.	
	▲ Depict major new exterior elements and, for alterations and additions, existing exterior elements that will remain in place. Show streets, service drives, easements, loading docks, parking areas, paved areas, walks, stairs, ramps, pools, retaining walls, fences, fire hydrants, above & below ground storage (dry & wet), and equipment.	
	▲ Depict proposed finished elevations of building entrances and major exterior elements	
	▲ Depict existing and proposed contours at one-foot intervals. Indicate method of general site drainage. Provide a written narrative on design grading and retention systems proposed. Discuss possible alternate systems.	
	▲ Provide sections through the site as needed to explain changes in levels within the proposed building as related to the site.	
	▲ Depict placement of ramps and other provisions for disabled access to the site and building.	
	▲ Depict landscape design	
	▲ Depict site demolition	
	▲ Show locations of existing utilities and proposed new utilities work.	
	▲ Document finding and design impacts from initial site investigations, geotechnical, and environmental reports.	

	Floor Plans (Scale: Minimum 1/4 inch = 1 foot)	
	▲ Indicate locations, room names, sizes (in assignable square feet), and space numbers for all programmed spaces and required gross area spaces including entrances, lobbies, corridors, stairs, elevators, toilet rooms, janitors' closets, and mechanical/electrical equipment rooms.	
	▲ Indicate overall dimensions of major elements of the building.	
	▲ Indicate building elements: walls, columns, doors, windows, openings, and major built-in equipment.	
	▲ Indicate compliance with applicable disabled access codes.	
	▲ Provide demolition plan if demolition required. Indicate existing work to be removed, and existing work to remain in place.	

	Elevations and Sections (Scale: Minimum 1/16 inch = 1 foot)	
	▲ Show all building elevations. Depict floor-to-floor dimensions, overall building height, and relationshi to natural and graded ground contours.	
	▲ Include sections as needed to explain the structure and its design features.	

	Code Analysis Report & Plans	
	Provide a narrative discussion and summary of building code issues, impacts and restrictions particular to this project. The outline shall include a written report and diagrammatic plan drawings delineating design criteria (e.g. exit paths, travel distances, required exits, rated walls, rated corridors, building occupancy, construction type, and fire zones). The analysis shall be updated for each design phase.	

	Interdisciplinary Coordination Review	
	Provide a narrative discussion of methodology used to segregate structural, mechanical electrical and plumbing systems. Describe any zoning or hierarchies used.	

	Building Materials and Massing	
	▲ Provide display board with mounted samples of actual proposed exterior materials.	
	▲ Provide study models as needed to analyze various alternative building site locations and building massing schemes.	
	▲ Provide narrative description of the design concept and important features of the Project.	
	Basis of Design Report (Building Envelope)	
	Provide analysis of at least two alternate building envelope solutions as part of the initial 75% progress SD review.	

SD Structural Requirements

	Provide detailed written description of recommended structural system and the basis for recommending this system over other approaches.	
	Provide conceptual foundation and structural framing plan of a typical floor. Indicate via a dimensioned grid reference system, columns, load-bearing walls, shear walls, footings, and related items.	

SD Plumbing Requirements

	Provide written analysis of calculated load demands of proposed new plumbing systems, the design demand of the project, and the capicity of the existing plumbing systems, if any. Show domestic water, sanitary systems, natual gas, domestic water, storm retention and release, and fire protection sub-systems.	

	Provide analysis of male and female fixture count and location with a comparison to plumbing code minimum requirements.	
	Provide plumbing plans with diagrammatic water service, storage, roof drainage, fire risers if applicable, and invert elevations at points of connection with site utilities.	

SD HVAC Requirements

	Provide written analysis of calculated loads of proposed new HVAC systems, and descrption of recommended system with the basis of recommendation over other approaches..	
	Provide a conceptual single-line mechanical diagram showing major ducts and equipment. Identify sizes and locations of major equipment items including cooling towers, chillers, pumps, fans, air-handling units, compresors, and related items.	
	Determine capacity of existing systems, if any, based on an examination of the facility's record drawings, an inspection of the existing system, and test reports.	
	Provide description of proposed fume hood ducting and exhaust system.	
	Show air intake and exhausts and demonstrate how air entrainment is avoided.	

SD Electrical & Telecom Requirements

	Provide site plan showing proposed method of service for electrical power, telecommuni-cations, and fire alarm systems	
	Provide single-line diagram showing:	
	▲ Method of service (campus or local utility)	
	▲ Major transformers and transformer substations	
	▲ Major switchboards, motor control centers, and panel and distribution boards	
	▲ Major components of emergency power	
	▲ Major components of telecommunications system:	
	▲▲ Building Distribution Facility (BDF)	
	▲▲ Intermediate Distribution Facility (IDF)	
	▲▲ Proposed point of connection to campus backbone	
	▲▲ Narrative on proposed system design, media type conduit routing and access	

SD Estimated Project Construction Cost

	Provide estimate of the total construction cost of the Project. Estimates for building projects shall be arranged in CSI Uniformat detailed to Level 2.	
	Provide written narrative explaining in detail any deviation from the initial project budget. Be prepraed to present program or design adjustment alternatives for District consideration when adjustments are needed to bring the project scope, proejct schedule, and construction budget into alignment.	
	Bring any unusual cost item to the attention of the District's Project Manager.	

SD Project Schedule

	Develop a simple project schedule identifying the following items. This schedule shall be reviewed with the Project Manager at all project meetings and updated by the Architect at each submittal.	
	▲ Project phase submittals (from Project Assignment)	
	▲ Review times assumptions	
	▲ Submittal dates for District Team review and submittal of CMPCT items	
	▲ CMPCT meeting date	
	▲ Plan submittal (from Project Assignment)	
	▲ Back check submittal (from Project Assignment)	
	▲ Pre-bid operations	
	▲ Construction duration	

	▲ Furnishing/installation of Group II equipment	
	▲ Commencement of operations/classes	

SD Basis of Design Reports

	Prepare a schematic phase Basis of Design Report for the following systems:	
	▲ Building Envelope	
	▲ HVAC	
	▲ Lighting	

SD Area Calculations (JCAF 31)

	At 100% SD submittal, provide a summary using Job Cost Accounting Form (JCAF) 31 to compare the area allocation in the Program specifications presented in the capital outlay request with the area allocations in the SD. Summary must include the total assignable area, total gross area, and resulting percentage efficiency of the design.	
	Develop a space-by-space comparison of the SD documents' ASF with the project program's ASF. These tabulations shall be made by floor and program component and include totals for the building or renovated area as a whole.	
	Provide a detailed written explanation of any major deviations from the area allocations in the program specifications presented in the capital outlay request.	

SD Presentation to CMPCT

	Architect shall make a progresss SD presentation to District Team early enough in the development of the phase (approximately 75%) so that design comments from this review meeting can be effectively incorporated into the final 100% SD submittal for CMPCT approval. Submittal requirements include:	
	▲ The latest approved Physical Master Plan (available from District)	
	▲ A colored 'presentation' site plan, showing the shape and lcoation of adjacent improvements, landscaping, shadows, and paving patterns	
	▲ A plan of each floor	
	▲ All elevations	
	▲ Sections necessary to show basic structural and vertical space organization	
	▲ A colored rendering perspective view, cast to provide a single overall view of the project from eye level. Samples of the rendering style shall be submitted to the Project Manager for approval prior to beginning rendering.	
	▲ A color photograph of the project site taken from a vantage point approximating that of the rendering.	
	▲ An estimate of the total construction costs	
	▲ Basis of Design reports for building envelope, HVAC, and lighting.	
	Adjust and complete SD incorporating comments received from the District team.	
	Prepare the following Presentation Materials for CMPCT Meeting:	
	▲ Provide in .JPG format on CD-ROM electronic image files of above items (except for cost estimate and Basis of Design reports). (*.JPG format shall be sized with an image area exclusive of titles and borders of 1024 x 768 resolution or greater.)*	
	▲ Provide a display board of the project rendering. Rendering shall be mounted on a rigid, non-warping base.	

Measure RR Bond Draft Agreement - EXHIBIT G

List of Program Responsibilities

	District	PM/CM	AoR	IoR	Notes
PLANNING					
Project Definition & Planning	A	A	A		Program Verification
Project Budgeting	B	A			Review and Verify
Maintain Campus Architectural Standards	C	B	A		Document and Monitor
Maintain Design Standards Div. 2 -16	C	A	B		Monitor and Update
Maintain Design Standards - EMS	A	B			Monitor and Update
Maintain Design Standards Audio Visual	A	B	C		Monitor and Update
Maintain Design Standards IT & Telecommunications	A	B	C		Monitor and Update
Maintain Design Standards- Landscape	A	C	B		Monitor and Update
Master Plan Update	B	A			Annual Review
Master Plan Coordination	B	A			
Five Year Construction Plan	A	B			
Facilities Space Inventory	A	B			
Facilities Condition Index Reports	C	B	A		
Energy Conservation Plan	A	B			Monitor and Update
ADA Transition Plan	A	B	C		Monitor and Update
	District	PM/CM	AoR	IoR	Notes
PROGRAM ADMINISTRATION					
Labor Compliance/Oversight Documents	B	A			3rd Party Consultant
Coordination of all Consultants (campus wide)		A			
Environmental Assessment/Coordination	B	A			3rd Party Consultant
	District	PM/CM	AoR	IoR	Notes
BUDGETING/FINANCIAL					
Master Budget	A	B			
Project Financial Monitoring/Management System		A			Computerized System
Financial Reporting - Expenditure Budget v. Actual	B	A			Monthly Report
Financial Reporting - Commitments v. Budget	B	A			Monthly Report
Financial Reporting - Cash Requirements	B	A			Monthly Report
Financial Reporting - Change Order & Claim Exposure	B	A			Monthly Report
Financial Reporting - Construction Contingency Status	B	A			Monthly Report
Financial Reporting - Bond Interest Commitments	B	A			Quarterly Report
Review Monthly Pay Applications	C	A			
Routing Pay Applications		A			
Accounts Payable Staff Support		A			1 FTE Account Clerk
Accounting/ Purchasing Coordination	A	B			Monthly Meeting
	District	PM/CM	AoR	IoR	Notes
MASTER SCHEDULING					
Scheduling - Review and Qualify	B	A			
Scheduling - Maintain and Update	B	A	C		
Assess, Advise and Coordinate Campus Impacts	B	A			Utility Shutdowns, etc.
Develop and Maintain Temporary Space Plan	B	A			

Legend *: A - D indicate levels of responsibility, with A - Primary and D - Least*

Measure RR Bond Draft Agreement - EXHIBIT G

List of Program Responsibilities

	District	PM/CM	AoR	IoR	Notes
PROCUREMENT					
A/E And Consultant Selection	A	B			
Contractor Pre-Qualification	A	B			
Contract General and Special Conditions	B	A			Monitor and Update
Public Bidding - Assemble Contractor Packages	A	B			
Public Bidding - Prepare Bidding Schedules	A	B			
Public Bidding - Conduct Required Contractor Meetings	B	A	C		
Public Bidding - Coordinate RFI and Addendum	C	A	B		
Public Bidding - Contractor Pre-Award Conference		A			
Public Bidding - Award Recommendation	A	B			
Contractor Notifications	A				
Response to Bid Protests	A	B			
Requisitioning Staff Support		A			1 FTE Clerical
	District	PM/CM	AoR	IoR	Notes
COMMUNICATIONS					
Public Relations	A	B			
Board of Trustees Monthly Meeting	A	B			
Citizen's Bond Oversight Quarterly Meeting	A	B			
Web Page Services	A	B			
Quarterly Reports to Campus Community	B	A			
Communication- Bi-Weekly Schedule Report		A			
Communication- Bi-Weekly Project Issues Report		A			
Communication - Construction Impacts	B	A			
Contractor Outreach	B	A			
	District	PM/CM	AoR	IoR	Notes
PROJECT DESIGN					
Design Phase Management		A	B		
Coordinate Peripheral Projects/ Infrastructure		A			
Coordinate DSA Collaborative Process		B	A		
Team Building Exercise	B	A	B	B	
Represent District Standards		A	B		
Coordinate District Plan Review	B	A	C		
Coordinate Facilities Trade Review		A	B		
Coordinate Code Compliance Review		A	C	B	
Third Party Estimate (in addition to A/E) (2 per project)		A			1 FTE Estimator
Prepare Multiple Prime Work Assignments		A	B		
Value Engineering and Specification Review	B	A			
Constructability Reviews		A			
Prepare Preliminary Construction Schedule		A	B		
Temporary Space Planning	B	A			
Coordinate Required Systems Office Submittals	A	B			
Relocation Planning	B	A			
Coordinate Systems Furniture Design	B	A			
FFE Planning	A	B			

Measure RR Bond Draft Agreement - EXHIBIT G

List of Program Responsibilities

	District	PM/CM	AoR	IoR	Notes
PROJECT CONSTRUCTION					
Construction Administration		B	A		Submittal, RFI, IB, PCO
Document Control		A			Route All Documentation
Schedule Management		A			
Safety Program Management		A			
Construction Management - Multiple Prime Contracts		A			Projects Over $3 Million
Construction Management - General Contracts		A			Projects Under $3 Million
Jobsite Control		A			
Quality Control		A	B	C	
Progress Photo Documentation	B	A			
District Staff and Student Pedestrian Safety		A			
Temporary Way finding Signage	B	A			
Coordinate District Site Visits	B	A			
Progress Meetings		A			
Project Cost Controls	A	B			
Change Order Management	C	A	B		
Change Order Estimating		A			
Change Order Administration	D	A	B	C	
Construction Contingency Management	B	A			
DSA Inspection Requests		A			
DSA Field Supervisor Site Visits		B		A	
Special Inspection & Testing Coordination		A			Fire, Health,AQMD, etc.
State Agency Coordination	B	A			
Systems Office Coordination	A				
Move-in Management	B	A			
Coordinate Systems Commissioning	B	A			3rd Party or Contractor
Temporary Space Decommissioning	B	A			
Preliminary Punch List Sign Off		A	B		
Coordinate Building Sign Package Design		B	A		
	District	PM/CM	AoR	IoR	Notes
PROJECT CLOSE-OUT					
Monitor Trade Contract Compliance		A	B	C	Close - Out Process
Retention Reduction Recommendation	B	A			
Final Change Order	C	A	B		
Final Punch List Sign Off	C	B	A		
Coordinate Building Operator Training	B	A			
Warranty Certificates, O & M Manuals, Attic Stock		A			
Approve Electronic and Hard Copy As-Built Documents	B	A			Review and Maintain
Maintain As-Built Archive	A	B			
Conduct 11-Month Warranty Walk	B	A			
Assist with Defect Claims	A	B	C	D	
Final Photo Documentation		A			

***Legend**: A - D indicate levels of responsibility, with A - Primary and D - Least*