

PBOT Construction Responsibilities for Capital Improvement Projects																		
	Construction Manager (Owner's Representative)	Construction Supervisor	Construction Inspector Supervisor	Construction Inspector	Construction Technician	Quality Compliance Specialist	Project Manager	Survey	Procurement Specialist	Engineer of Record (EOR)	Project Designer	CDS Supervisor	Local Certification Manager	Development & Capital Program Group Manager	Engineering and Technical Services Division Mgr	PBOT Director	Notes/Comments	
AA	=	Approval Authority																
LP	=	Lead Person																
RR	=	Review and Recommend																
PI	=	Provides Input																
IO	=	Information Only																
60% Plan Review																		
Site Review - Identify Issues and Provide to Designer		PI	LP								PI							Also known as the Inspector Constructability Review
Review Plans - Identify Issues and Provide to Designer			LP								PI							
Finalize PS&E (95% Plans)																		
Constructability Review (Includes Quantity Check by CM using quantity sheets)	PI	PI		PI	PI						LP							
Input Bid Items into SHARPE AT 95%					PI						LP							The standard SHARPE bid item listing should match the bid item listing used in the Engineer's Estimate. Use the estimating template off the web and make sure that it matches the bid item listing for SHARPE. Project Designer gets help from Project Construction Tech wrt to SHARPE.
Specs - Bid Item Review	PI				PI						LP							Construction Technician comparing plans with stated bid items and quantities, e.g. build curb - covered in specs and bid listing, BUT NOT PERFORMING A QUANTITY CHECK.
Develop CE Budget During PS&E (Check Timing)	LP	PI	PI			PI	RR	PI		PI		PI						EORs - confirm/review with Lola for staffing purposes.
Bid/Award																		
Bid Cost Data Input/Error Report					LP						PI							
Unbalanced Bid Checks	LP																	Check
Bid Tab Reviews									AA	PI	LP				RR			Tech checks error report, etc. Memo signed by SteveT to Procurement.
Review/ Revise CE Budget	LP	PI	PI			PI	RR	PI		PI		PI						
Pre-Construction																		
Issue 4th Utility Notification	PI										LP							Need to tighten this up a bit.
Provide Control Data to Survey								PI			LP							
Pre-Con Meeting	LP			PI	PI	PI			PI									
Photos of Pre-Construction Site				LP														Then to Construction Tech for filing.
Set-up and Maintain Electronic and Hard Files (throughout project)	PI	PI			LP													
Utility Coordination Meeting	LP			PI														May be delegated to contractor to schedule and lead.
Process BOLI Payment	PI				LP													
Set-up SAP Requisitioning					LP													
Staff Roles and Resp. Meeting	LP	PI	PI	PI	PI	PI	PI	PI	PI	PI	PI							
Construction																		
Issue Notice to Proceed	LP			PI	PI	PI			PI									Also, Auditor's Approval.
Weekly Construction Meetings	LP			PI	PI	PI	PI	PI	PI									
Site Inspections and Recording (Dailies, Pay notes, FIRs)	RR	PI	PI	LP	PI													Includes materials verification, measurement, safety, daily logs.
Document Review Report (DRR) (Includes resolving deficiencies, e.g. missing or incomplete documentation)	PI			PI	LP	PI												
Overall Construction Budget Forecasting (Construction Contract and CE)	LP						RR			PI								PM to provide SAP/BOBJ reporting with Costs to Date; CM to provide Construction Contract Costs to Date ALONG WITH PROJECTED COSTS TO COMPLETE. Change in quantities to be tracked, to avoid surprise quantity overruns.
Resolution of Requested Scope Changes and Conflicts	RR						LP			PI								
Change Order Processing	LP			PI	PI		RR											
Contractor Submittal Review	LP			IO	PI	PI				PI	PI							Here, Inspector receives THE APPROVED CONTRACTOR SUBMITTAL.
Quality Documents for Field Tested Items	LP			RR	PI	RR												
Quality Documentation for non-field tested items	LP			PI	PI	RR												
Materials Quality Assurance	RR			PI	PI	LP												Includes document reviews.
Progress Payments (Overall)	LP	AA		PI	PI	PI									AA			
- Progress Payments - Civil Rights	PI			PI	LP													
- Progress Payments - QA checks and quantity checks					LP	RR												
- Progress Payments - SAP Requisitioning		AA			LP										AA			
As-Paid Plans (Inspector's Check for Proposed Payment)				LP														
As-Paid Plans (Technician's Log of Actual Payment)					LP													
Neighborhood Relations/Public Involvement	PI			PI				LP										
Traffic Control Plan Implementation (check daily)				LP														
Utility Coordination During Construction	LP										PI							
Emergency/Unplanned Utility Coordination	PI			LP														
Survey Requests	LP			PI				PI										
Contract Amendments (beyond the 25%/5500k threshold)	PI				PI		LP		AA					AA	AA	AA		
Dispute Resolution (Claims, etc.)	LP			PI	PI	PI	PI								PI			Once a formalized claim, involve City Attorney.
Weekly Project Team Mtg	LP	PI	PI	LP	LP	PI												
Contract Management Checklist (ODOT checklist)	LP				PI		PI						AA					
Closeout																		
Punch List Items (including unsatisfied DRRs)	LP			PI	PI	PI												
Issue Substantial Completion Letter	LP			PI	PI	PI												
Issue Final Completion Notification	LP			PI	PI	PI												
Processing COC, Final Payment and Release of Retainage	LP	AA			PI													
Record Drawings (Asbuilts - Create and Maintain)	AA			LP														
Warranty/Guarantee Management	AA				LP		IO											
Closeout and Archiving	RR			LP	PI	PI		PI										PM closes project number.