

## 902 – Phase D Roles and Relationships

### 902.1 Relationships:

- The Architect-Engineer to Contractor relationship shall be as set forth in the General Conditions of the Construction Contract.
- The Owner to Contractor relationship shall be as set forth in the General Conditions of the Construction Contract.
- The Owner to Architect-Engineer relationship shall be as set forth in the General Conditions of the Construction Contract and in the Agreement between the Owner and Architect-Engineer.
- The Using Agency relationship to the Owner shall remain unchanged from the design phases. The Using Agency will not give direction to the Architect-Engineer or the Contractor during this phase.
- The Architect-Engineer will have continued interaction with the Project Manager during the construction of the Project. The Architect-Engineer's relationship to the Project Manager will not change.
- The Division of Engineering and Contract Administration may designate a Construction Specialist to assist the Project Manager as needed. The Construction Specialist shall be copied on all correspondence related to the progress of the construction, the workmanship of the contractor, progress meeting minutes, responses to requests for information, Change Order proposals, and other similar issues. The Project Manager will continue to be the primary contact for the duration of the Project.

**902.2 Construction Specialist:** is part of the Owner Team, and participates in the Owner's management of the Project. His duties may include:

- Perform regular site visits; attend project meetings and inspections.
- Confer with the Project Manager and Using Agency on matters of concern to the Owner, and to ensure that construction-related information is communicated in a timely manner. The Construction Specialist shall not have direct communication with the Architect-Engineer or Contractor on these matters unless approved by the Associate Director of the Division of Engineering and Contract Administration.
- Assist the Architect-Engineer and Contractor in Commonwealth of Kentucky project procedures and paperwork requirements. The Construction Specialist shall copy the Project Manager on all communications related to these matters.
- Assist the Project Manager and Architect-Engineer in review of payment requests, changes in the Work, and inspection certifications.
- Report to the Project Manager regarding the performance of the Contractor and the Architect-Engineer relating to the contractual obligations of each party. The Construction Specialist shall not have direct communication with Architect-Engineer or Contractor on these matters unless approved by the Associate Director of the Division of Engineering and Contract Administration.
- When authorized by the Project Manager, the Construction Specialist may have limited authority to approve modifications in the Work.

### 902.3 Roles and Relationships Diagram:

