

903 – Resident Observation

903.1 Resident Observation Services: During the construction period, resident observation services may be required to be provided through the Architect-Engineer. In general, full-time resident observation services will typically be authorized when the cost of the project exceeds \$2,000,000.; however, unusual projects under \$2,000,000 requiring considerable inspection of coverable work may require full-time inspection for certain portions of the Project.

When requested to provide resident observation services, the Architect-Engineer shall furnish a written proposal stating the name of the proposed Resident Observer, salary requirements, and a brief resume of his working experience. A formal Change Order will be executed to the Architect-Engineer's contract upon approval of the resident observation proposal.

Payments for the services of the Resident Observer shall be according to provisions in the Architectural/ Engineering Agreement.

The Architect-Engineer shall not restrict direct communication between the Resident Observer and the Project Manager.

903.2 Duties and Responsibilities of the Resident Observer: When required, the Resident Observation Services are provided through a full-time employee stationed at the Project site. Resident Observer duties and responsibilities include:

- Perform on-site observations of the progress and quality of the Work as necessary to determine if materials, equipment and workmanship conform to requirements of the Contract Documents. Any observed deficiencies in the Work are to be reported immediately to the Architect-Engineer and the Project Manager. **See Section 904 for an Example Resident Observer Daily Report Form.**
- Review drawings, specifications, addenda, Change Orders, Field Orders and directives, Shop Drawings, construction schedules, meeting minutes, Project correspondence and other Project related information for the purpose of being familiar with the work to be accomplished by the Contractor.
- Any observed deviations from the Contract Documents shall be reported immediately to the Architect-Engineer and the Project Manager.
- Monitor the Contractor's construction schedule on an ongoing basis. Alert the Architect-Engineer and Project Manager to conditions that may lead to delays in completion of the Work.
- Accompany officials of local, state or federal agencies during their presence on site for the purpose of inspection, observation or coordination. Record the on-site visit or inspection and report to the Architect-Engineer the results or conclusions reached by the official(s).
- Attend and participate in all construction related Project meetings as directed by the Architect-Engineer.
- Maintain in an orderly fashion and make available for on-site review, a complete set of original Contract Documents (with addenda) plus supplementary drawings, Change Orders, Field Orders and directives, Shop Drawings, product data, requests for payment and other Project correspondence issued after the award of Contract.
- Maintain the drawings approved by the Department for Housing, Buildings, and Construction or other authority having jurisdiction. Update these drawings with

supplemental information from the authority having jurisdiction that approves any changes to the construction or that provides a waiver or variance to the work.

- Review the Contractor's maintenance of Record Drawings for accuracy and timeliness. Report status at every progress meeting before approval of the Application for Payment.
- Complete and maintain daily field reports that indicate Work underway, weather and site conditions, construction issues that arose or were resolved, work inspected, governmental inspections, deliveries of materials and equipment, workers on site, etc. Send copies of these reports, on at least a weekly basis, to the Architect-Engineer. Simultaneously send copies directly to the Project Manager. Keep one complete set of reports at the job site.
- Maintain material samples which are required to be received at the Project site. Record the receipt of these samples including dates, times, and by who received. Notify the Architect-Engineer upon arrival of the samples so that the samples can be approved or rejected.
- Review Contractor's payment requests and forward with recommendations to the Architect-Engineer. Keep a record set of each approved Application for Payment on the job site.
- During the roofing phase of the project, provide full-time inspection of the roof and related flashing and will indicate either by detailed description or by rough sketch on his daily report, the roof areas worked by the Contractor each day.
- Take digital photographs of representative construction events and any noted deficiencies. Maintain digital photo files in an organized manner, accessible to the Architect-Engineer and Project Manager.
- Assist the Architect-Engineer in conducting inspections to determine Substantial Completion and Final Completion.

903.3 Limits of Authority: The Resident Observer shall not exceed the authority of the Architect-Engineer and shall NOT:

- Authorize any deviations or changes to the Construction Contract, including Change Orders or Field Orders.
- Approve substitute materials or equipment except as authorized in writing by the Architect-Engineer.
- Assume any area of responsibility of any Contractor or Subcontractors, Superintendent or Foreman.
- Participate in efforts to expedite any Contractor's or Subcontractor's Work.
- Have control over or charge of or be responsible for construction means, methods, techniques, sequences or procedures.
- Provide advice or issue directives concerning any aspect of construction or safety precautions in connection with the Project. The Resident Observer shall notify the Contractor and Architect-Engineer if safety violations are observed but shall not direct correction of such violations.
- Authorize or suggest that the Using Agency occupy any part of the Project prior to the established Substantial Completion Date.
- Conduct any tests unless specifically authorized by the Architect-Engineer.

- Issue a Certificate for Payment or Certificate of Substantial Completion.

903.4 Resident Observer Constraints: The Resident Observer's duties shall not include the following (unless specifically directed by the Project Manager):

- Physical involvement in constructing or maintaining the Contractor's temporary facilities.
- Recording, compiling and/or disbursing of meeting minutes or other Project correspondence.
- Reviewing and approval of Shop Drawings and other submittals made by the Contractor in compliance with the requirements of the Contract Documents. After approval of the Shop Drawings by the Architect-Engineer, the Resident Observer shall review the Shop Drawings to become familiar with the upcoming construction.
- Preparation of supplemental drawings, instructions or directives to the Contractor.
- Preparation of proposal requests, Change Orders, Field Orders and directives, etc. which are used by the Architect-Engineer to make modifications to the Work after Award of Contract.
- Compiling of punch lists or other such documents unless specifically directed by the Architect-Engineer or the Project Manager. The Resident Observer may act as an assistant to the Architect-Engineer during review of the Project and compilation of punch lists for the purpose of certifying Substantial Completion or Final Completion.

903.5 Resources and Documentation: The Project Manager and/or Construction Specialist will verify that the Resident Observer has the following:

- Copies of all Project construction related correspondence.
- The entire approved (Department of Housing, Buildings and Construction stamped) set of plans, specifications and Shop Drawings (for items reviewed by HBC).
- Copies of Architect-Engineer approved Shop Drawings and executed Change Orders.
- Adequate records of daily job progress and activities.
- Records concerning deliveries to the Project site.
- Copies of all test reports, inspection reports by governmental authorities, and product data safety sheets.
- Supplemental reference sheets as required by the specifications.
- Supplemental roof installation information such as kettle temperatures for asphalt and coal tar, etc.
- Supplemental material installation information such as Project conditions prior to installation, protection of installed materials, etc. (This would apply to items such as gypsum drywall, flooring, ceilings, etc.).