

910 - Phase D Responsibilities of the Division of Engineering and Contract Administration

910.1 Project Manager: The Project Manager performs the following functions during the construction process:

- Monitors the performance of the Architect-Engineer and construction progress of the Contractor for compliance with the requirements, terms and conditions of each respective contract.
- Attends all design and construction progress meetings.
- Is the Owner's Representative for all construction-related issues.
- Keeps the Using Agency and other interested entities informed of significant Project developments.
- Reviews and makes recommendations for the acceptance of Change Orders.
- Acts as arbiter of the Contract Documents when an issue of design errors and omissions arises, or when the Contractor and Architect-Engineer are in disagreement.
- Coordinates construction issues with the Using Agency.
- Monitors funding of the Project. Continually updates the **Total Estimate of Funds through Construction - Form B-210-12. See Section 612**
- Approves payments to the Contractor and Architect-Engineer for Work completed.
- Authorizes final acceptance of the Project and conducts transfer of the Project to the Using Agency.
- Provides the Using Agency with copies of warranties, guarantees and operations/maintenance manuals, etc.
- Verifies that the Contractor (and Resident Observer, when applicable) has the required documents on the job site.
- Makes payments of various construction related expenses (i.e. code review and inspection fees).
- Processes Change Orders for the Architect-Engineer Contract.
- Processes Change Orders for the Construction Contract.

910.2 Other Division of Engineering and Contract Administration responsibilities:

- Issue contracts to the Architect-Engineer and to the Contractor.
- Audit and process payments to the Architect-Engineer and Contractor.

910.3 LEED: For Projects seeking LEED certification:

- Provide any information required by the LEED checklist.
- The Division of Engineering and Contract Administration will pay all registration and/or appeal fees that may be required.