

**Planning Design & Construction**

Capital Project Management Roles & Responsibilities Checklist



**PROJECT:**

✓ Indicates LEAD Party; "A" indicates and/or ASSIST role

**PM = Project Manager; CM = Construction Manager; ARCH = Architect; DIR = Director of PDC; AVP = Associate VP, FD&O**

A. PROJECT INITIATION										
										Person who Completed Task
			PM	CM	ARCH	DIR	AVP	Date Completed		
1		Clarify goals and objectives of project	✓			A				
2		Confirm if project is a minor cap or major capital	✓							
3		Evaluate project scope and intent with end-users	✓			A				
4		Confirm & verify funding source for the project	✓			A	A			
5		Select project delivery method	✓			A				
6		Develop project directory / project lines of communication	✓							
7		Develop preliminary project schedule	✓							
8		Review project location for a verification of existing conditions	✓							
B. BUDGET										
1		Develop preliminary project budget	✓			A				
2		Prepare budget summary 2-7	✓							
3		Prepare Project Estimation & Cost Approval Request	✓			A	A			
C. DESIGN										
<b>1</b>		<b>Establish Design Team</b>								
	a	Initiate selection process for project Architect	✓							
	b	Issue RFQ for Architectural Services	✓							
	c	Conduct interviews for Architectural teams	✓			A				
	d	Make final selection and execute a professional services contract to ensure compliance with SJSU procurement procedures	✓			A	A			
<b>2</b>		<b>Review requirements for Special Consultants</b>								
	e	Initiate selection process as required	✓							
	f	Issue RFQ Special Consultants as required	✓							
	g	Conduct interviews for Special Consultants	✓			A				
	h	Make final selection(s) and execute professional services contract(s) to ensure compliance with SJSU procurement procedures	✓			A	A			



4 Design Development Phase								
a	Coordinate Design Development phase project meetings	✓						
b	Update project master schedule and track any variations	✓						
c	Review designer's monthly progress reports	✓						
d	Review and approve progress DD drawings	✓						
e	Review and approve outline specifications	✓						
f	Verify, review and approve established basis of design reports	✓		A				
g	Review & verify Architectural Requirements	✓		A				
h	Review & verify Structural Requirements	✓		A				
i	Review & verify Plumbing Requirements	✓		A				
j	Review & verify HVAC Requirements	✓		A				
k	Review & verify Electrical & Telecom Requirements	✓		A				
l	Review & verify project Outline Specifications	✓		A				
m	Develop updated estimate of construction cost in 2-7 format	✓						
n	Update Area Tabulation of Form 3-1	✓						
o	Conduct interdisciplinary disciplinary coordination (IDC) review	✓						
p	Evaluate requirements for construction phase testing and inspection - soils, materials, welding and dewatering	A		✓				
q	Coordinate 50% Preliminary Design CPDC	✓						
r	Verify & confirm FF & E requirements	✓						
s	Review progress designs to ensure alignment with end-user programming criteria	✓						
t	Confirm IT and AV specs, coordination information	✓		A				
u	Document department approval of DD Phase w/ authorized signatures	✓			A			
v	Coordinate 100% Preliminary Design to CPDC	✓						
w	Provide written response to CPDC comments	✓						
x	Issue DD Phase approval and NTP to the Construction Document Phase	✓						
5 Construction Document Phase								
a	Coordinate CD Phase meetings	✓						
b	Update project master schedule and track variations	✓						
c	Review designers monthly progress reports	✓						
d	Develop updated estimate of construction cost in 2-7 format	✓						
	<b>Coordinate 50% CD Progress submittal requirements:</b>							
e	Civil / Architectural / Structural / Plumbing / HVAC / Electrical & Telecom / Landscape / Specifications	✓		A				
f	Develop updated cost estimate	✓		A				
g	Code Analysis Report & Plans	A		✓				
h	Inter-Disciplinary coordination review	✓		A				
i	Provide written responses to CPDC Comments	✓						
j	Coordinate and monitor progress on CD package	✓						
			PM	CM	ARCH	DIR	AVP	Date Completed Person who Completed Task
	<b>Coordinate 95% CD Progress submittal requirements:</b>							
k	Civil / Architectural / Structural / Plumbing / HVAC / Electrical & Telecom /	✓		A				





5		Approved fire protection plan	A	✓						
6		Conduct pre-construction conference	A	✓						
7		Approved schedule of values	A	✓						
8		Approved construction baseline schedule	A	✓						
9		Secure parking permits and site access	A	✓						
10		Prepare and maintain project directory	A	✓						
11		Coordinate & prepare construction impact notices	A	✓						
12		Coordinate communication to campus community	A	✓						
13		If required, coordinate notices to local enforcement agencies	A	✓						
<b>G. SUBMITTAL &amp; SHOP DRAWING REVIEW</b>										
1		Prepare and maintain a submittal & shop drawing log	A	✓						
2		Assess contractor's submittal/shop drawing schedule on a regular basis	A	✓						
3		Receive contractor's submittals and shop drawings. Review for conformity with contract requirements	A	✓						
4		Review submittals & shop drawings	A	A	✓					
5		Monitor status of submittal & shop drawings. Follow up on outstanding or late documents	A	✓						
6		Receive and compile submittal and shop drawing comments from all sources. Update log to indicate final dispensation of document. Distribute returned submittals and shop drawings to contractor(s)	A	✓						
<b>H. CONSTRUCTION</b>										
1		<b>Construction Contract Administration</b>								
a		Administer and enforce all construction contracts on behalf of the University	✓							
b		Verify site conditions relative to FF & E to assure coordination	✓							
2		<b>Coordination</b>								
a		Coordinate all parties involved in the construction phase. This includes but not limited to: Contractors, direct material or equipment suppliers, inspection and testing companies, State and local authorities, project architects, engineers, consultants and university department staff.	A	✓						
			PM	CM	ARCH	DIR	AVP	Date Completed	Initial of Person who Completed Task	
3		<b>Record Keeping</b>								
a		Maintain and electronic and "hard copy" construction files to properly organize and keep all the necessary documents following University-standard filing protocols. Files shall be up to date and accessible to University staff at all times.	A	✓						
4		<b>Meetings</b>								







6	Develop a detailed move schedule with milestones and due dates.	✓						
7	Assess and verify if any furniture & equipment will be required to be surplus.	✓						
8	Work with campus move manager to assess need for contract moving services.	✓						
9	Create maps and signage as required.	✓						
10	Coordinate & manage new furniture & equipment to be furnished.	✓						