

EPWATER PROCEDURES FOR PROJECT MANAGEMENT AND ADMINISTRATION

The Project Management Procedures are divided into fourteen sections and outlines the specific activities (Tasks) that need to be completed as part of the process to carry out the management and administration of Studies, Designs, and Construction of projects for El Paso Water as follows:

- Section 1: Project Initiation
- Section 2: Preliminary Resource Planning and Identification
- Section 3: Project Team Organization
- Section 4: Consultant Task Order Scope and Fee Negotiation Process
- Section 5: Funding Request and Accounting Process
- Section 6: Preliminary Design or Report Study Phase
- Section 7: Pre-Design / Design Phase
- Section 8: Bid Phase
- Section 9: Construction Management Phase
- Section 10: Warranty Phase
- Section 11: Payment Process
- Section 12: Board Action Process
- Section 13: Contract Agreement / Master Contract Process
- Section 14: Task Order / Amendment / Construction Bids - Purchase Order Process

Project Management Procedures

Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
1.0	1 - PROJECT INITIATION				
1.1	For projects budgeted through the ordinary budgeting process, the Executing section will obtain a previously submitted Project Budget Request (Project Charter) that identifies Project Name, Project Phase and Limits, Scope, Purpose, Deliverables, CIP Number, Project Sponsor (Requestor), Budget, and Schedule. The executing section will assign a PM.		DM		
1.1.1	For projects not budgeted through the ordinary budgeting process, the project Sponsor will prepare a CIP Project Budget Request (PM 1110) (Project Charter), identifying Project Name, Project Phase and Limits, Scope, Purpose, Deliverables, CIP Number, Project Sponsor (Requestor), Budget and Schedule. The executing section will assign a PM.		DM	PM 1110	
1.2	Establish active project file using Filing System Setup format (GA 1200). Store Date from Task 1.1 including decisions, memorandums, management directives, et.al. in the Active Project File (APF).		PM	GA 1200	
1.3	Identify Project Delivery Method: Conventional Design-Bid-Build, CSP, CMAR, Design-Build, Cooperative, etc.		CTO DM		
2.0	2 - PRELIMINARY RESOURCE PLANNING & IDENTIFICATION				
2.1	Identify & Document CIP No., source & amount of project budget, funding distribution by phase, action pending to secure said funds, available material, or tangible assets where applicable. File in the DM File.		DM CTO	PM 1110	
2.2	Identify qualifications of personnel required for the project, Utility support groups needed, determine if RFP process is required.		DM		
2.3	Identify & document schedules for Engineering, Construction, and other phases, including milestones to be met. File in DM file.		DM		
3.0	3 - PROJECT TEAM ORGANIZATION				

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Task	Description	TAT	Responsible Party	Form	Extended Reference
3.1	Identify the internal Project Manager and support team by completing a Project Stakeholder Register (PM 3010A) and Stakeholder Analysis Matrix (PM 3010B) (vs. RASIC Form).		DM	PM 3010A PM 3010B	
3.2	Initiate a Request for a Task Order if using On-Call Services or Request for Submittal (RFS) process if required in Task 2.2 . Identify the Task Order or RFS requirements, apprise PM & delegate template where available.		DM PM		
3.2.1	If On-Call - Verify capacity and ability to provide services required of On-Call with Contracts Administrator (CA), select a qualified service provider, send the request for Task Order to submit a fee proposal, then proceed to Task 4.0. If One-Time Contract - Schedule and prepare presentation to Selection Committee to explain the use of this alternative, perform Tasks 3.15.1 to 3.16. Then proceed to Task 4.0 .		PM		
3.2.2	Edit preliminary draft for quality and content, revise, forward to Technical Services Secretary (TSS) for action per Sub-Task 3.2.3		DM PM		
3.2.3	Edit RFS, revise, insert RFS mailing list, produce final draft, forward to support staff & management identified in Task 2.2 for review and comment (limit to 2-day turnround).	2	TSS		
3.2.4	Produce the final approved RFS document with return comments incorporated.		TSS		
3.3	Perform RFS Quality Check		PM DM		
3.4	Email RFSs including mailing list to Contracts@epwater.org and to internal support staff, including CTO, CA, PM, and DM. File one set with the TSS.		TSS		
3.5	Post the RFS on the website.		PC		
3.6	Await proposals to be received from prospective Consulting Engineers/Architects via email. In the interim, respond to prospects procedural questions (CA) or		CA PM		

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Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
	technical questions (PM). Questions should be submitted via email to AESelections@epwater.org Answers to be included in subsequent addendum.				
3.7	Conduct a Pre-proposal Meeting, if necessary. Use Meeting Attendance Sign-In Sheet (GA 3070), if physical meeting. Issue Addenda as necessary, copy to CA.		DM PM	GA 3070	
3.8	Contracts receives proposals via email. Reject any late deliveries, create a departmental pending file.		CA		
3.9	Purchasing Clerk logs RFS. DM accesses Mail Box and extracts RFS for distribution to Shortlisting or Selection Committee.		PC DM		
3.10	Develop RFS Consultant Selection Evaluation Worksheet (PM 3100).		DM	PM 3100	
3.11	If more than 5 submittals are received per RFS, develop RFS Short List Evaluation Scorecard (PM 3110), and along with RFS responses to the Shortlisting Committee (SLC) with copy to CTO. If number of submittals is 5 or less, forward RFS Consultant Selection Evaluation Form (PM 3100), to Selection Committee (SCM) thru the CTO and proceed to Task 3.12.		DM CTO	PM 3110	
3.11.1	Evaluate proposals in accordance with evaluation criteria described in the RFS.		SLC		
3.11.2	Provide scoring to DM.		SLC		
3.11.3	Compile scores and forward top 5 ranking proposals to Selection Committee thru the CTO.		DM		
3.12	Schedule the Selection Committee meeting, usually coinciding with Board meeting date.		EA		
3.13	Notify PM to prepare presentation for Selection Committee.		DM PM		

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Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
3.14	Evaluate proposals in accordance with evaluation criteria described in the RFS.		DM PM SLC		
3.15	From the proposals, build a presentation summary including analysis of all the factors considered in Task 3.14 above.		PM		
3.15.1	Prepare to present summary presentation to Selection Committee.		PM		
3.16	Hold the Selection Committee meeting for consideration of proposals submitted.		CEO CTO		
3.16.1	From the deliberations of the Selection Committee, select the highest-ranking consulting engineer.		SCM		
3.16.2	Provide scoring sheet to DM.		SCM		
3.17	DM sends Selection Committee Score Sheets and tabulations to Purchasing & Contracts Manager (PCM), copy TSS & PM. Notify PM of consulting engineer selection for task order scoping and fee negotiation. PM proceed to Task 4.0. Notify the recommended consulting engineer.		DM		
4.0	4 - CONSULTANT TASK ORDER SCOPE & FEE NEGOTIATION PROCESS				
4.1	Schedule the Engineering Design Services scoping meeting within five (5) business days of the selection notification to the Consulting Engineer. The meeting date is to occur within 12 business days of the date of the notification letter.	5	PM CE/A		
4.2	Jointly develop Agenda for Engineering Services Scoping meeting. Include Budget, Schedule, Stakeholder Register (PM 3010A), Stakeholder Analysis Matrix (PM 3010B) and Project Risk Register Template (PM 4200), as items for discussion in agenda.		PM CE/A	PM 3010A PM 3010B PM 4200	

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Task	Description	TAT	Responsible Party	Form	Extended Reference
4.3	Conduct the scoping meeting, with the Consulting Engineer and the Division Manager (or his designee) taking the lead. Refer to Tasks 7.1 to 7.1.4 for discussion items. Timing from previous Task 4.2 = 7 business days.	7	CE/A DM		
4.4	Submit a draft Task Order (CM 4400A - D) to the PM. The task order contains information on scope, price for the engagement, and schedule of services (re: Task 4.2) 10 business days from scoping meeting (Task 4.3) 20 business days for plant jobs.	10	CE/A	CM 4400A CM 4400B,B1 CM 4400C,C1 CM 4400D	Professional Services Pricing Guidelines
4.5	Review Task Order scope, pricing, schedule. Perform cost effort comparison and analysis using established methods and develop counter cost proposal spreadsheet for negotiation meeting. 6 business days	6	PM		
4.6	Meet with DM to discuss Task Order counterproposal and other Task Order requirements. 1 business day.	1	PM		
4.7	Meet as an internal negotiating team to review the Task Order for technical scope, cost factors, changes, schedule, submittal format, and contractual issues. 2 business days	2	PM DM		
4.8	Schedule negotiation meeting. 1 business day	1	PM		
4.9	PM provides final Task Order draft for review to CA. 7 business days from Task 4.3	7	PM CA		
4.10	After the internal Task Order review, conduct a negotiating conference. 2 business days	2	PM CE/A		
4.11	Consultant submits final Task Order Scope (CM 4400A), Schedule (CM 4400B), Pricing Exhibits (CM 4400C), Subcontracts, and Organization Chart (CM 4400D) including designation of Engineer of Record to PM electronically. 2 business days.	2	CE/A	CM 4400A CM 4400B CM 4400C CM 4400D	

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Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
4.12	Submit a Funding Request and generate a Project Funding Statement Report in accordance with Task Section 5 Funding Request process. Proceed to Task 5.1 and return when completed.		PM		
4.13	Prepare submittal of consulting engineer's package from Task 4.11 with Project Funding Statement Report for Contracts. If this is for an On-Call Contract, proceed to Requisition Process, Task 14.1 . If this is for a New Contract with value equal or greater than \$100,000, proceed to Request for Board Action Process, Task 12.1 , while also performing in parallel, Contract Agreement Preparation Process, Task 13.1.1. If New Contract value is less than \$100,000, proceed just to Contract Agreement Preparation Process, Task 13.1.1 .		PM		
5.0	5 - FUNDING REQUEST & ACCOUNTING PROCESS				
5.1	Confer w/DM on amount allocation from total budget needed.		PM DM		
5.2	Fill out funding request in EPWater's Financial Management Software, using Initial Project Funding Request Instructions (GA 5020A) or Project Funding Adjustment Request Instructions (GA 5020B), clearly stating the project's justification and all other required fields.		PM DM	GA 5020A GA 5020B	
5.3	Submit Funding Request electronically to Division Manager.		PM		
5.4	Division Manager or its designee will review and approve the request electronically.		DM		
5.5	CIPM or designee will verify funds availability and assign available funds to fulfill request, record in appropriate log and submit for Finance processing.		CIPM		
5.6	Funding Request electronically routed. Upon final approval, PM will receive email notification of approval with the assigned Project ID (account number). PM may retrieve a Project Funding Statement Report from the ProjectOnline dashboard using the Project ID.		PM		

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Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
6.0	6 - PRELIMINARY DESIGN OR REPORT STUDY PHASE				
6.1	This phase is at DM's option. For Special Studies, Master Plans, Technical Memorandums (TMs), or Basis of Design Reports, proceed to Task Section 7.0 Pre-Design/Design Phase.				
7.0	7 - PRE-DESIGN /DESIGN PHASE				
7.1	Schedule and conduct the Preliminary Design/Special Study Report/Design Phase Kickoff Meeting. Use Meeting Attendance Sign-In Sheet (GA 3070), if physical meeting. Reference the requirements described in the Task Order agreement. (re: Task Section 4). PM to invite PAC and fill out Public Outreach Plan Worksheet (GA 7010), and email to PAC. Reference POP Planning Flowchart (MS 7010) and Construction Outreach Presentation (MS 7010A).		CE/A PM	GA 3070 GA 7010 MS 7010 MS 7010A	
7.1.1	Define and delineate the Scope of Work clearly, with outline of expected deliverables and other services, i.e., Master Plan Progress Reports, Technical Memorandums, Basis of Design Reports, or other Comprehensive Bound Reports.		CE/A PM		
7.1.2	Present the CIP Construction budget for this phase effort.		PM		
7.1.3	Outline the schedule for this phase and how it fits into the entire program schedule.		PM CE/A		
7.1.4	Describe and milestone progress meetings.		CE/A		
7.2	Activities 7.2.1 thru 7.2.6 below occurring during Preliminary Design, Special Study Report, and Design Phases.				
7.2.1	PM prepares and submits Consultant requests for Map/Data Information by email to Technical Services, Water/Wastewater Engineering, Engineering Lead Technician.		PM		

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Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
7.2.2	Coordinate the data gathering process internally. Provide record information to consultants via standard Letter of Transmittal (GA 7022). Facilities Maps & Specifications issued to consultants or the general public shall be provided with Notice of Security Requirements Form (GA 7021A, B or C) as appropriate.		PM	GA 7021A GA 7021B GA 7021C GA 7022	
7.2.3	If anytime during this process, it is determined that a Sole Source or Single Source procurement may be necessary, PM to notify DM for authorization and to follow current Purchasing Policy and Procedures for Non-Competitive Procurements. PM to prepare package for DM, following instructions in Memo to Purchasing for Non-Competitive Procurements (CM 7023). For Sole Source procurements, vendor must complete and submit to PM through CE/A the Sole Source Affidavit (CM 7023A).		PM CE/A	CM 7023 CM 7023A	Purchasing Policies and Procedures
7.2.4	Where necessary, assist consultant in design support activities: meet with outside agencies and utilities, resolve land & easement acquisition issues, liaison with funding agencies, perform site visits to meet design objectives. If property acquisitions and/or easements are needed, complete Engineering Land Acquisitions Worksheet (GA 7024) and email to Utility Land & Water Rights Manager for inclusion in their worklist.		DM PM	GA 7024	APXA 7.2.2 APXA 7.2.5
7.2.5	Hold progress review meetings according to agreed schedule per consultant's contract bar chart schedule. CE/A shall provide copies of all correspondence regarding permitting agencies and other utilities to the PM throughout this phase in electronic format for internal distribution and review via transmittal letter.		CE/A PM		
7.2.6	Coordinate this phase with the consultant, and stakeholders (internal EPWater and affected agencies, see Project Stakeholder Register)		CE/A PM		
7.3	For Design Phase, refer to preliminary Basis of Design or other pre-design reports as a roadmap for design elements & requirements. For Pre-design and Special Projects, submit draft electronic reports to PM for distribution.		CE/A PM		
7.3.1	For Design Phase, if 30% submittal is not required by Task Order, skip to Task 7.5 for 60% process		CE/A PM		

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Task	Description	TAT	Responsible Party	Form	Extended Reference
7.3.2	For Design Phase, if 30% (or other % as required) completed plan drawings, generally in electronic format, via transmittal letter to the PM, copy transmittal letter to Contracts Administrator		CE/A		
7.3.3	Distribute submittals to internal staff via email. Complete and attach Distribution of Contract Documents Transmittal (PM 7033). Review comments are due within 7 business days in order to compile comments.	7	PM	PM 7033	
7.3.4	Schedule and conduct review meeting to provide consultant engineer revisions and comments of submittals. DM, PM, Operations personnel, and other support staff attend meeting. 7 business days from return of comments. Use Meeting Attendance Sign-In Sheet (GA 3070), if physical meeting. CE/A to use Comment Review Summary QA Form (PM 7034), to document comments received and perform follow up QA that the comments were addressed in subsequent review submittals.	7	PM CE/A	GA 3070 PM 7034	
7.3.5	For pre-Design & Special Projects, make final revisions & submit 100% TM's for final electronic report to PM for distribution.		CE/A		
7.3.6	For pre-Design & Special Projects, distribute final deliverables from 7.3.5 to stakeholders within the Utility.		PM		
7.4	Forward all periodic progress payment requests and monthly progress reports to the PCS via e-mail, see Task 11.1 and copy PM. For Pre-Design & Special Projects, skip to Task 7.17 .		CE/A		
7.4.1	Receive, review, and approve all progress invoices for engineering services and related project support for this phase, in accordance with Task Section 11 Payment Process.		PCS PM		
7.4.2	Prior to the 60% submittal of bid documents, develop Minimum Project Specific Criteria as per Front Ends Section 00100 Instructions to Bidders.		CE/A		APXA 7.4.2
7.4.3	Submit the Minimum Project Specific Criteria to the PM along with other 60% submittals indicated in Tasks 7.5 and 7.5.1.		CE/A PM		
7.4.4	PM forwards the Minimum Project Specific Criteria to the Chief Technical Officer or corresponding Chief Operations Officer and obtains their approval.		PM		

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Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
7.5	Submit 60% completed plan drawings, technical specs (no front-end), and other requirements (see Appendix ref) electronically, via transmittal letter to the PM, copy letter to CA.		CE/A		APXA 7.5
7.5.1	Submit electronically a preliminary cost estimate of construction for the total project, using Engineer's Cost Estimate Template (PM 7051A), shown broken down by distinct areas of construction. For lump sum contracts or major line items show Lump Sum Breakdown (MS 7051B). (See also Task 7.14 Final Estimate). PM copies to DM.		CE/A PM	PM 7051A MS 7051B	APXA 7.5 APXA 8.3
7.5.2	Distribute documents from Task 7.5 and Task 7.5.1 to internal staff via email. Update and attach Distribution of Contract Documents Transmittal (PM 7033). Request their review and comments within 7 business days.		PM	PM 7033	
7.5.3	Where project cost estimates overrun available budget, discuss, and agree on modifications, deletions, or deferrals on key design elements to lower the project cost. Adjust design as necessary. Otherwise, consider increasing budget if funds available and reflect changes to CIP Plan.		CE/A PM		
7.5.4	Compile input and comments returned by reviewers of the 60% draft sets described in Task 7.5 and cost estimate in Task 7.5.1.		PM		
7.5.5	Compile and distribute documents as necessary to support the process; make any needed changes as required by the process or its participants.		PM		
7.5.6a	Identify and provide to consultant special funding agency requirements to be included in the front-end portion of the Project Manual, to be included in the 95% submittal.		PM CA		
7.5.6b	Identify and provide to consultant special arrangements or construction scheduling constraints between the Utility and City, State, and Federal agencies (highway work, dewatering periods, etc.).		PM CE/A		
7.5.7	Identify any permits and/or easements needed and with CE/A assistance, complete Permit and Easement Checklists (PM 7057A & B). Continue updating these forms up until Bid Phase. All permits and easements must be acquired prior to advertising.		PM CE/A	PM 7057A PM 7057B	

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Task	Description	TAT	Responsible Party	Form	Extended Reference
7.5.8	Schedule and conduct 60% review meeting to provide consultant engineer revisions and comments of draft submittals of Tasks 7.5 and 7.5.1. DM, PM, Operations Personnel, and other Stakeholders attend meeting. 7 days from Task 7.5.4. Use Meeting Attendance Sign-In Sheet (GA 3070), if physical meeting.	7	PM CE/A	GA 3070	
7.5.8a	CE/A to perform Quality Control review by filling out Comment Review Summary QA Form (PM 7034), to document comments received and perform follow up QA that the comments were addressed in subsequent review submittals. Produce minutes, include completed Comment Review Summary QA Form, copy all attendees including Contracts Administrator.		CE/A PM	PM 7034	APXA 7.5.9b
7.5.8b	Coordinate a Communications and Outreach Meeting regarding the Project, with the Public Affairs Coordinators and Intergovernmental Affairs Coordinator, if deemed necessary, and DM. Update Public Outreach Plan Worksheet (GA 7010), for discussion at the meeting.		PM PAC IAC CTO	GA 7010	
7.5.8c	Provide outreach material, press releases and notices to news media, as necessary.		PAC		
7.5.8d	Conduct the Public Information Meeting, including a Question & Answer session on Public Concerns on the proposed construction, if necessary.		CE/A PM		
7.6	Prior to submittal of 95% bid documents, confirm the most current revisions of the front-end documents to be inserted in the Project Manual. See EPWater website for current versions of each section.		CE/A		
7.7	If required, 10 days prior to submittal of 95% documents, draft a letter to EPCWID#1 for dewatering permit if discharging to a lateral, for EPWater's Division Manager's signature.		CE/A DM		APXA 7.5.11
7.7.1	PM ensures that the proper review fee is requested from accounting dept, attached to the letter request to EPCWID#1, and forwarded timely along with set of plans. A letter of response from the district shall be given to CE/A as soon as possible, for inclusion in the 95% submittal.		PM		
7.8	PM and CA meet to finalize bid and award schedule, two weeks prior to submittal of 95% documents in accordance with Task 7.10.2. CE/A to assist PM		CE/A	PM 7080 CM 7080	APXA 8.3

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Task	Description	TAT	Responsible Party	Form	Extended Reference
	to complete Bid / Award & Construction Milestone Schedule (PM 7080), prior to meeting. Follow Bid Schedule Guidelines (CM 7080).		PM CA		
7.9	Forward completed (and corrected) 95% documents to funding agency, refer to funding agency requirements for specifics instructions. Transmittal letter should indicate tentative bid schedule and updated engineers estimate. Refer to Bid/Award Schedule Letter to Funding Agency Template (PM 7090), for example. Copy transmittal letter to PM. Obtain necessary agency approval via mail or fax. Forward copy of approval to PM.		CE/A PM	PM 7090	
7.10	Submit 95% completed plans and specs with front-end via e-mail, along with updated Comment Review Summary QA Form (PM 7034), completed Project Manual Bid Document 95% Checklist (PM 7100), plus other indicated below in Tasks 7.10.1 and 7.10.2, via transmittal letter to the PM. PM to forward front ends and specs to CA. Distribute submittals to internal staff via email. Update and attach Distribution of Contract Documents Transmittal (PM 7033).		CE/A PM	PM 7034 PM 7100 PM 7033	
7.10.1	Along with Task 7.10, CE/A to work with PM to prepare and submit Project Summary Statement (PM 7101), Final Engineer's Cost Estimate (PM 7051A & MS 7051B), and CE/A Liquidated Damages (LD) (MS 7102) support letter on Consultant's letterhead, to PM. PM to enter CE/A's LDs into the LD Rate Justification Template (PM 7102 or 7102SW) to calculate the contract LD rates. Send to CE/A to enter into front ends.		CE/A PM	PM 7101 PM 7051A MS 7051B MS 7102 PM 7102 PM 7102SW	APXA 8.3
7.10.2	Along with Task 7.10, submit updated Bid-Award & Construction Milestones Schedule (PM 7080), including status of permits and agency contact status. Also update Permit and Easement Forms (PM 7057A & B)		CE/A	PM 7080 PM 7057A PM 7057B	
7.11	Utilizing the final cost estimate provided at 95%, generate a Funding Request for the proposed construction work, in accordance with Task Section 5 , Funding Request process.		PM		APXA 5.1.3 APXA 8.3
7.12	Perform a 95% review of the submitted plans and specs. Assure all previous internal comments and requirements have been incorporated. Otherwise, provide CE/A with a 95% punch list for final revisions.		PM CA		

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Task	Description	TAT	Responsible Party	Form	Extended Reference
7.13	Schedule and conduct 95% review meeting to provide consultant punch list items for the Comment Review Summary QA Form (PM 7034) to be modified or added to the contract documents.		PM CE/A	PM 7034	
7.14	Perform final adjustments to the Engineers Cost Estimate (PM 7051A) if necessary. No further adjustments allowed after 100% submittal.		CE/A	PM 7051A	
7.15	Based on progress to date & considering the results of the 95% review, make any necessary adjustments to the target Bid-Award & Construction Milestone Schedule (PM 7080) with the CA. Inform DM of changes.		PM CE/A CA	PM 7080	
7.16	If required by funding agency, obtain a Site Certificate (GA 7160) and General Counsel approval.		PM	GA 7160	
7.17	Submit request for final payment of Design Phase, less Bid Phase, to the PM. Design Phase services should not include Bid Phase Services Fees. Refer to Task 11.1 Payment Process.		CE/A		
7.18	Submit 100% electronic plans and Project Manual in pdf and Word formats via email, including funding agency approval, to the Project Manager. Include electronic file in Excel form of Engineer's Cost Estimate (PM 7051A). Also include 100% Project Summary Statement (PM 7101).		CE/A	PM 7051A PM 7101	
7.19	Verify that remaining punchlist items from Comment Review Summary QA Form (PM 7034) and 95% Checklist (PM 7100) have been incorporated in 100% bid documents package.		PM	PM 7034 PM 7100	
7.20	Consultant submits Construction Phase Services proposal (CM 7200A - D) no later than Bid Advertising date. For fee schedule, use Exhibit C Fee Schedule Template (CM 4400C). Consult with PM and DM-Const on which party to provide RPR. Modify scope of work based on guidance from RPR Qualifications and Responsibilities (CM 7200E). Follow same timeline through finalization as shown in Task 4.4 .		CE/A	CM 7200A CM 7200B,B1 CM 7200C1 CM 7200D CM 4400C CM 7200E	APXA 4.4 APXA 9.5
8.0	8 - BID PHASE				

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Task	Description	TAT	Responsible Party	Form	Extended Reference
8.1	Reserve a conference room or setup virtual meeting for the Pre-bid meeting. Append login information and meeting to Invitation to Bid		PM		
8.2	PM to review bid calendars in SharePoint and submit bid schedule to PC to reserve dates and times for pre-bid meeting and bid opening. PC to reserve meeting room with TSS and/or setup virtual meeting links for the Bid Opening. PM to append meeting link and login information in Bid Documents. Complete Summary Bid Schedule Form (PM 8020) to submit with bid package.		PM PC	PM 8020	
8.3	Prepare the bid package utilizing Submittal Checklist of Proposed Bid Documents (PM 8030). Attach approved Project Funding Statement Report initiated in Task 7.11 .		PM	PM 8030	APXA 8.3
8.3.1	Denote any special exclusions, deferrals, or notes on checklist items as needed. These may be items that can be addressed by addendum.		PM		
8.3.2	Obtain joint signatures of PM and DM-Construction on checklist (PM 8030), prior to forwarding to Contracts Administrator (deferred to Task 8.4). Also submit finalized Permit and Easement Forms (PM 7057A & B), verifying that all permits and easements have been acquired, with set of plans, to Land and Water Rights Manager to obtain signature. Update Distribution of Contract Documents Transmittal (PM 7033) to submit with bid package.		PM DM	PM 8030 PM 7057A PM 7057B PM7033	
8.3.3	Provide copy of approved checklist with all support documentation, for project filing in the Active Projects Library, to the Technical Services Secretary.		PM TSS		
8.4	Forward 100% sealed original plans and project manual, along with signed checklist form, Liquidated Damages Rate Justification form (PM 7102 or 7102SW), and required attached documentation to the DM.		PM	PM 7102 PM 7102SW	
8.4.1	Forward electronic files of Project Funding Statement, Engineer's Estimate (PM 7051A) and Front Ends Section 00500 to DM.		PM	PM 7051A	
8.4.2	DM will download and save electronic files in U-drive specified folder, proof of funding sufficiency (Project Funding Statement), checklists, etc. and notify CA.		DM		
8.5	Perform final quality check on 100% Bid Documents, review the PM's checklist, including e-file of Engineer's Estimate.		CA		

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Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
8.6	Arrange for advertising of Bid Documents.		CA		
8.6.1	PM provide periodic updates to CA for Bid Schedule.		PM CA		
8.7	Update website with bidding information. Create newsletter for registered vendors.		PC		
8.8	Forward electronic copies for internal Utility use and Stakeholders (funding agencies, etc.), in accordance with Distribution of Contract Documents Transmittal (PM 7033) provided along with the Bid Checklist in Task 8.3 by the PM. Retain a copy of Distribution List and email.		PM	PM 7033	APXA 8.3
8.9	Prepare the Prebid Conference Presentation for the project. Utilize Standard Pre-Bid Agenda Template (PM 8090) and graphics material. (Mandatory)		CE/A PM	PM 8090	
8.9.1	Contact and invite key project team members and outside parties (refer to project Stakeholder Matrix), Assistant CFO, Contracts Administrator, Operations, PCS, Public Affairs Coordinator, Intergovernmental Affairs Coordinator, and appropriate Engineering personnel to the pre-bid meeting.		CE/A PM		
8.9.2	Conduct the Pre-Bid Conference for prospective bidders. Provide overview of Project and hold Q&A session.		CE/A PM		
8.9.3	Record written minutes and specific addenda items to be addressed. Attendees must sign in, Meeting Attendance Sign-In Sheet (GA 3070), if physical meeting or chat for virtual meetings. Provide copies of the attendance list to conference attendees or provide meeting recording to CA to upload to bid webpage for virtual meetings.		CE/A PM CA	GA 3070	
8.9.4	Conduct site visits, if necessary. Addendums to follow, if applicable.		CE/A PM CA		

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Task	Description	TAT	Responsible Party	Form	Extended Reference
8.10	Issue/Generate Addendum (CM 8100) (Draft Addendum should be in Word format). Prepare Addendum to extend Bid Opening Date (CM 8100A) if needed.		CE/A	CM 8100 CM 8100A	APXA 8.10
8.10.1	E-mail the addendum draft to the PM, who shall copy to CA for joint review and approval. NOTE: If addendum includes drawing specifications, then this type of addendum will be processed.		CE/A PM CA		
8.10.2	CE/A will be advised of any changes or additions necessary by PM or CA. CE/A will update addendum draft & return a Revised/Final Addendum in PDF format to PM. Final Addenda should be sealed with P.E./AIA signature.		CE/A CA		
8.10.3	When necessary, acquire written approval of addenda from the appropriate funding agency.		CE/A		
8.10.4	Ensure that all engineering disciplines involved in the Addendum have signed the Addendum with their respective seals.		PM		
8.10.5	Provide verbal notification or discussion to the CA of any significant bid procedures impacted by the addenda.		PM		
8.10.6	Forward final approved addenda, under Bid Submittal Checklist cover sheet (PM 8030) used in 8.3 signed by PM or DM, to CA. Turn-around time to CA is critical - 1 day, see submittal deadlines in Bid Schedule Guidelines (CM 7080).	1	PM	PM 8030 CM 7080	
8.10.7	PA signs Addendum.		PA		
8.10.8	Retain copies of all addenda. Provide to TSS or clerk for insertion into the Project Manual residing in the APL.		PM TSS		
8.11	Upload Addenda to Website and send Newsletter notification to registered bidders.		PA		
8.12	Conduct Bid Opening. Attended by Utility project and support staff, bidders, & vendors. CE/A only upon request.		PA		
8.12.1	PC to produce copies of bid documents. CE/A to make arrangements to collect bid documents from PC.		PC CE/A		

Project Management Procedures

Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
8.13	Begin three (3) stage evaluation process of the submitted bids: 3 business days	3			
8.13.1	Stage 1: Evaluate responsiveness of bidders relative to bid instructions, submittal format, bid pricing, and minority participation good faith efforts.		PCS		
8.13.2	Issue memorandum to CA of findings on compliance or non-compliance with minority participation efforts.		MBS		APXA 8.13.2
8.13.3	Generate draft Bid Tabulation with price adjustments/corrections to include evaluation issues and potential roadblocks to award for distribution to CE/A, PM, & CA within one business day. Maintain bid security measures and confidentiality of Engineer's estimates and other purchasing	2	PC		
8.13.4	Where bidder submits requests directly to CA to substitute subcontractors, suppliers, or key personnel, or where PM accepts such substitutions as a pre-award condition, DM shall immediately inform the CE/A and CA of such action(s) so that CE/A can request qualifications backup as required by Front Ends Section 00100 Qualifications & Financial Disclosure Statement, and for concurrence with CA.		CA CE/A PM		
8.13.5	Provide 2 sets of copies of all submitted bid packages & bid tabulation to the PM for his review and distribution to CE/A. Contracts retains 1 hardcopy and electronic file.		PA PM		
8.13.6	Monitor and expedite evaluation time frame and recommendation of low bidder, relative to target award date. Otherwise, re-establish PSB meeting date to award.		PM		
8.13.7	Stage 2: Evaluate responsiveness of 2-3 lowest bidders relative to safety record information, financial information, minimum qualifications and experience, technical merit, et. al. CE/A to prepare Bid Evaluation Matrix using template (PM 81307). See Bid Evaluation Matrix Example for reference (MS 81307).		CE/A CA CFO	PM 81307 MS 81307	APXA 8.13.9

Project Management Procedures

Task	Description	TAT	Responsible Party	Form	Extended Reference
8.13.8	PM prepares Post-Bid Pre-Award Documents Request Letter using template (PM 81308), to request back-up data of the 2-3 lowest bidders as necessary for evaluation within five calendar days of bid opening and forwards to Purchasing Agent to be signed and sent to the 2-3 lowest bidders. Apparent 2-3 lowest bidders have 5 days to respond.		PM PA	PM 81308	
8.13.9	Purchasing Agent receives qualifications and financial information from 2-3 lowest bidders. Purchasing Agent distributes qualifications information to PM, to forward to CE/A, and will also forward to CFO for Z-score.		PA PM		
8.13.10	Prepare the Bid Recommendation Package (Part 1 documents of a two-part document submittal process,) for PSB award as follows:		CE/A		APXA 8.13.19
8.13.11	Optional Stage 2B: If low bidder found nonresponsive or nonresponsible, evaluate second low bid relative to criteria as in 8.13.7 above.		CE/A		
8.13.12	Engineer of Record forwards Evaluation Summary Cover Letter and completed Bid Evaluation Matrix (PM 81307) to PM. PM forwards copy to CA.		CE/A PM	PM 81307	APXA 8.13.9
8.13.13	Stage 3: Review low bids as quality check including consultant's Bid Evaluation Matrix.		DM-Const PM		APXA 8.13.9
8.13.14	Optional Stage 3B: Where the recommendation is NOT to award to apparent low bidder, DM-Const will forward to Legal, VP-Bus, CFO and CA for review and concurrence.		DM-Const		
8.13.15	If required, meet with consultant to discuss marginal and possible litigious issues discovered in the evaluation process. CE/A to address large gaps between low bid amount and his bid estimate.		DM-Const CA CE/A		
8.13.16	Evaluation is referred to and conducted by the Utility's legal office if the initial evaluations yield unresolvable issues.		LGL		
8.13.17	Upon a mutually acceptable final recommendation, develop an independent Recommendation of Award Memo (PM 81317) signed (electronically) by PM, DM & DM-Const.		PM DM DM-Const	PM 81317	

Project Management Procedures

Task	Description	TAT	Responsible Party	Form	Extended Reference
8.13.18	If recommendation to award is less than \$6 Million, PM to prepare and forward to DM-Const for initials the Recommendation of Award LT\$6 Memo (PM 81318) and forward recommendation package to PCM with request to acquire CEO authorization to proceed to award, develop and execute contract without further Board approval. If equal to or greater than \$6 Million or if rejecting an initial low bidder, proceed to Task 8.13.20.		PM DM-Const PCM	PM 81318	PSB Resolution 02/09/2022
8.13.19	If CEO authorizes award, then proceed to Task 8.19. If CEO rejects authorization proceed to Task 8.13.20. Notify DM-Const & PM.		PCM		
8.13.20	Prepare draft agenda item package for submittal by email to DM-Const, copy TSS. Submittal package due 20 business days (4 weeks if no holidays) prior to Board Meeting. See monthly PSB Agenda Item Deadlines email for required documents and deadlines. Package includes COVER SHEET – PSB Agenda Items (GA 12010) see Sample for Contractor Award (MS 81320) and completed PSB Agenda Checklist (CM 12010). Email action wording for agenda item to EA, due 2 business days later.		PM	GA 12010 MS 81320 CM 12010	PSB Agenda Item Deadlines
8.13.21	Forward reviewed coversheets (2 business days) and PowerPoint presentations (4 business days) to CTO, copy TSS.	2/4	DM-Const		
8.13.22	Forward reviewed coversheets and PowerPoint presentations to TSS. 3 business days.	3	CTO		
8.13.23	Forward complete PSB Agenda Package (PSB Agenda Form, Part 1 support documents, Project Funding Statement) to SPA & CA. 2 business days.	2	TSS		
8.14	Purchasing Agent reviews the final recommendation package which includes the complete PSB Agenda Package (Agenda Form, Memo of Concurrence, Consultant's Evaluation and Part 1 support documents, and the draft Bid Tabulation). Finalize Bid Tabulation.	2	PA		
8.14.1	PCM or SPA review packages and upload to EPWater's agenda approval system	3	PCM SPA		

Project Management Procedures

Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
8.14.2	Purchasing Agent receives recommendation package from SPA, adds the Minority Participation statement/proof of Good Faith Effort, including changes made post-bid pre-award, and forwards to CFO. If CFO, PA or CA believe changes are required on either Agenda Form or Memo of Concurrence, PA shall make necessary changes.		CA CFO PM		APXA 8.13.9
8.15	Through EPWater's agenda approval system, CTO, CFO, VP or Legal, provide quality control and approvals as necessary.		CTO CFO VP LGL		
8.16	If applicable, issue timely notice to apparent low bidder(s) who will not be recommended for award due to non-responsiveness or non-compliance or non-responsibility. Letter must be in Contractor's possession by the Friday preceding the PSB meeting. Copy to PM & PA.		SPA		
8.17	The Public Service Board agenda must be posted for 72 hours prior to the meeting date.		EAP		
8.18	Public Service Board awards a contract to the recommended low bidder.		PSB		
8.19	Obtain funding agency's approval of the award, if applicable. Copy to Grants Coordinator, GAF, SPA and PCS.		PM		
8.20	Provide Notice of Award Letter (CM 8200) to awardee with request for bonds, insurance, and other post-award documentation. PM & TSS copied. PM to proceed to Task 14.1.1 to prepare Purchase Requisition package to be submitted upon receiving Notice to Proceed in Task 8.24.		PC	CM 8200	
8.21	Retain Bid Bonds of the three lowest bidders until issuance of a Notice to Proceed.		PC		
8.22	Begin Construction Contract Process between Utility and Contractor:		PA		

Project Management Procedures

Task	Description	TAT	Responsible Party	Form	Extended Reference
8.22.1	Receive contract documents from the Contractor within 10 days of award.		CA		APXA 8.24.1
8.22.2	If Contract documents comply, CA sends bonds & insurance documents to Risk Manager (RSM).		CA		
8.22.3	CA obtains letter from RSM confirming compliance.		CA RSM		
8.22.4	If bid documents do not comply, RSM sends CA information on lacking documents. CA advises contractor by letter. RSM coordinates directly with awardee's insurance agents.		CA RSM		
8.22.5	CA packages all contract documents for review and approval.		CA		
8.22.6	Review final contract documents for errors and omissions.		CA		
8.23	If external funding is involved, send signed contract documents to funding agency with request to issue Notice to Proceed. If no external funding, proceed to Task 8.24.		CA		
8.23.1	Receive approval from agency to issue Notice to Proceed.		CA		
8.24	Issue Notice to Proceed Letter (CM 8240) to Contractor. Copy PM and TSS. PM to prepare and submit Purchase Requisition package from Task 14.1.1 .		CA PM	CM 8240	
8.25	PM to schedule preconstruction conference, see Tasks 9.6 thru 9.9. Invite Key Stakeholders: Assistant CFO, Public Affairs Coordinator, Intergovernmental Affairs Coordinator, Code Compliance and Safety,		PM		
8.26	PCS updates all contract and funding databases.		PCS		
8.27.1	PCS establishes bond and insurance spreadsheet.		PCS		

Project Management Procedures

Task	Description	TAT	Responsible Party	Form	Extended Reference
8.27.2	Obtain all required material suppliers and subcontractor contracts from the prime contractor.		PCS		
8.27.3	File the required minority participation documentation with the funding agency, if applicable.		CA		
8.28	CE/A submits invoice for completion of Bid Services per Task Section 11 - Payment Process, where applicable.		CE/A PM		
9.0	9 - CONSTRUCTION MANAGEMENT PHASE				
9.1	Refer to 14.0 for Task Order Process		PM		
9.2	Engineering Construction Management and Inspection Services begin on official date of Contractor's Notice to Proceed.		CM RPR		
9.3	Provide Office Engineering Services for Construction Phase activities, as enumerated below and described further in the standard Task Order agreement (see starting Task Section 9.18.2 below for Resident Project Representative services):		CM		
9.4	The Engineer's Resident Project Representative (RPR) will observe certain Limitations of Authority as described in the Utility's standard Construction Phase Services Task Order Exhibit A, Section B.2. (CM 7200A).		RPR	CM 7200A	
9.5	Geotechnical Services – Where geotechnical services to be provided through Construction Phase Services task order see Task 7.20 . Proceed to Task 9.5.3.		PM CM		APXA 9.5
9.5.1	Where EPWater contracts directly with a qualified geotechnical firm on an on-call basis, the PM contacts DM for Geotech with sufficient capacity.		PM DM		
9.5.2	Acquire a Task Order in accordance with Task 4.2		PM DM-Const		
9.5.3	Ensure that geotech firm attends Pre-construction Conference (see Task 9.10 below).		CM PM		

Project Management Procedures

Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
9.6	Reserve Conference Room / Virtual Meeting for the Pre-Con meeting.		PM		
9.7	Develop Pre-Construction Conference Agenda with list of invitees. See Pre-Construction Conference Agenda Format Example (PM 9070). Copy to PM for concurrence.		CM PM	PM 9070	
9.8	PM provides list of Utility personnel invitees to consultant for inclusion in the agenda. List to include Operations personnel, CA, PCS and GAF, if applicable.		PM		
9.9	Consultant sends invitation notices to external parties. PM contacts Utility personnel to attend meeting. Use E-mail notice where possible.		CM PM		
9.10	Conduct the Pre-Construction Conference with Contractor, Engineers, representative agencies, and other parties. Standard Meeting Attendance Sign-in Sheet (GA 3070) to be used for in person meeting.		CM	GA 3070	
9.10.1	Utilize standard points of discussion listed in the Appendix Section or per established meeting agenda.		CM PM		
9.10.2	Address any significant changes made by addenda.		CM PM		
9.10.3	Provide written minutes of the Conference. Draft due in 3 business days. Final due within 7 days thereafter. Copy to PM.		CM PM		
9.10.4	CM copies minutes of meeting to all DM and PM.		CM		
9.10.5	Gather contact information for establishing of Project Team in Cloud-Based Document Management System (CBDMS) and setup responsibilities and permissions.		CM PM		
9.10.6	PM prepares and submits a Request for Purchase Order (See Task 14.1) for Board Approved Bids.		PM		
9.11	PA issues Notice to Proceed (CM 8240) to Contractor along with Purchase Order and Tax Exempt Certificate. Copy to CA, CM & PM.		PA	CM 8240	

Project Management Procedures

Task	Description	TAT	Responsible Party	Form	Extended Reference
9.12	Begin construction. Also refer to Task 8.20 for official start date.		PM		
9.13	For purposes of internal Utility quality control and execution of project management objectives, the following project elements* shall be submitted to the PM within 30 days following a Notice to Proceed to the Contractor.		CM PM		
9.13.1	* Final Baseline construction schedule indicating key milestones and completion of key elements of the project. (From Contractor)		CM PM		APXA 9.13.1
9.13.2	* Final Schedule of Values from the contractor, including unit price or breakdown of lump sum items in the bid proposal. Resubmit any subsequent adjustments as needed. Submit Final Schedule of Submittals.		CM PM		
9.13.3	* Final list of project personnel for prime contractor, subcontractors, suppliers, and relevant support contacts, with respective phone numbers and addresses.		CM PM		APXA 9.13.3
9.13.4	* Master checklist of required contractor submittals by Specification Division as specified in the Project Manual.		CM PM		
9.13.5	* List of Permits required, by official name and permit number, governing agency, and target dates for submitting or procuring approval.		CM PM		APXA 7.5.11
9.13.6	* List of equipment and materials substitutions requested by the contractor to be addressed by the consultant.		CM PM		
9.13.7	* Other requirements as deemed relevant by the DM-Const and PM.		CM		
9.14	Upload Project Elements in Tasks 9.13.1 to 9.13.7 in CBDMS.		PM		
9.15	Upload relevant correspondence to the attention of PM of concerning technical or procedural issues between Contractor and EPWater, or breaches in construction performance.		CM PM CA		
9.15.1	Provide to PM relevant correspondence concerning contractual issues between the Contractor and EPWater, and/or requests for clarifications or contractual advice.		CM PM		

Project Management Procedures

Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
9.15.2	PM will confer with CA prior to issuing notice of any contractual issues, requests for clarifications or contractual advice.		PM CA		
9.15.3	PM and CA will keep the DM-Const advised of pending issues and breaches in performance, by either Contractor or Consultant.		PM CA		
9.15.4	Provide written correspondence to record and to affected parties regarding key issues and possible impact to critical operations of the Utility, resulting from on-going construction work.		DM-Const PM CA		
9.16	The Utility's Standard General Conditions and Supplementary General Conditions, available in the Utility's website, and made part of the construction contract, govern, support, and reinforce construction related procedures described in this manual.		CA		APXA 9.16
9.17	Consulting Engineering and Utility Project Support Staff field construction management activities are categorized below into six general areas of performance as a Utility Benchmarking process:		CM RPR		APXA 9.17
9.18	CONSTRUCTION STARTUP ACTIVITIES:				
9.18.1	Conduct Pre-Construction Meeting as per Tasks 9.10 to 9.10.3. Ensure attendance by PM, DM-Const, CA, Public Affairs, Safety, Code Compliance & Operations Personnel.		CM		
9.18.2	Review and approve the initial & final progress schedule and updates and the Schedule of Shop Drawing Submittals (FC 91802) prepared by the Contractor. Consult with Engineer concerning acceptability. (See Task 9.13)		CM RPR	FC 91802	
9.18.3	Record date of receipt of Shop Drawings and sample of materials. Submit to CM Office Engineer. Enter date of receipt in CBDMS, if applicable.		CM		
9.18.4	Review and approve Shop Drawings timely. Enter date of approval in CBDMS, if applicable.		CM		
9.18.5	Advise Engineer of the commencement of any work requiring a Shop Drawing or sample if the submittal has not been reviewed and approved by the Engineer.		RPR		

Project Management Procedures

Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
	Advise Contractor in writing that he is proceeding at his own risk and will not be paid.				
9.18.6	Witness video recording of the project corridor by Contractor before start of construction and after completion to document pre- and post-construction conditions.		RPR PM		
9.18.7	Ensure wage rates and position/worker titles are posted on site. Conduct employee interviews, using Record of Employee Interview form (CM 11022), to verify wage rates in accordance with position/worker titles.		RPR	CM 11022	
9.18.8	Verify Contractor has obtained necessary building or site permits.		RPR PM		
9.18.9	When applicable, ensure TPDES Permit and SW3P are posted at site and followed by contractor. (Ensure Notice of Termination is included with the close-out package)		RPR PM		
9.18.10	Establish and maintain for use at the job site, orderly files for correspondence, reports of job conferences, shop drawings & samples, contract documents (addenda, WDCs, Change Orders), RFIs, progress reports, Record Drawings, et. al. Where a CBDMS is in use, these must be documented and uploaded into the system.		RPR PM		
9.18.11	Record names, addresses, and telephone numbers of all Contractor, subcontractors, and major suppliers of materials and equipment. Submit as per Task 9.13.3 via CM's Office Engineer to upload into CBDMS if applicable.		RPR		
9.18.12	Ensure payrolls for each Prime and Subcontractors are tracked in accord w/ time observed on the site and upload weekly into LCPtracker. See Task 9.21		Prime		
9.19	DAILY COORDINATION & RESPONSE:				
9.19.1	Keep daily log, using Inspector's Quality Assurance Report (FC 91901), record Contractor's hours on job site, weather conditions, equipment on site, data relative to questions about Work Directive Changes, Change Orders,		RPR	FC 91901	

Project Management Procedures

Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
	observations, decisions, et. al. Send copies to CM's Office Engineer and enter into CBDMS.				
9.19.2	Issue instructions from EPWater to Contractor, through the RPR, in writing via CBDMS.		CM		
9.19.3	Provide construction administration and supervise field engineering staff for the project as per contract.		CM		
9.19.4	Resolve design related construction problems.		CM		
9.19.5	Attend meetings with Contractor, ie., progress meetings, job conferences, and other project-related meetings, and prepare and circulate copies of minutes thereof via CBDMS.		RPR PM		
9.19.6	Make periodic visits to project site at intervals appropriate to various stages of construction, to observe the quality of the executed work. Report to PM. Document in progress reports via CBDMS.		CM		
9.19.7	Conduct on-site observations of the Work in progress. Advise CM Office Engineer, if the Work is proceeding in accordance with the Contract Documents.		RPR		
9.19.8	Ensure correctness of record drawing red lines recorded by the Contractor on a daily basis. PM should spot check at weekly meetings.		RPR PM		APXA 9.19.8
9.19.9	Prepare periodic progress photographs and submit one copy set monthly to PM via CBDMS, along with monthly progress reports.		RPR CM		
9.19.10	Coordinate with State, County, and City Agencies for construction in their jurisdictions.		CM PM		
9.19.11	Construction Materials Testing (CMT) labs should upload test results to CBDMS for review by RPR.		RPR		
9.19.12	Schedule field compliance tests and re-tests. Confirm that these tests are conducted in the presence of appropriate personnel.		RPR		

Project Management Procedures

Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
9.19.13	Observe, record, and report the appropriate test results. Maintain records of failed tests using Record of Non-Complying Tests (FC 91913), and ensure contractor is deducted from Final Pay Application for these costs.		RPR	FC 91913	
9.19.14	Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project. Record the results of these inspections and report to the PM.		RPR PM		
9.19.15	Notify the Engineer and PM whenever Work is believed to be unsatisfactory, faulty, defective, not in conformance with the Contract Documents, damaged, or not meeting the requirements of any inspection, test, or approval required to be made.		RPR		
9.19.16	Review and provide decisions as to the suitability of work to the RPR.		CM		
9.19.17	Advise the Contractor of non-compliance work, using Non-Compliance Notice form (FC 91917), that Engineer believes should be corrected or rejected; or should be uncovered for observation; or requires special testing, inspection, or approval.		RPR	FC 91917	
9.19.18	Serve as EPWater's liaison with Contractor, business principally through his superintendent.		RPR		
9.19.19	Report to Engineer when clarifications and interpretations of the Contract Documents are needed and transmit to Contractor, clarifications and interpretations as issued by CM Engineer.		RPR		
9.19.20	Engineer will make necessary interpretations and clarifications of Contract Documents and Requests for Information (RFI) via the CBDMS.		CM		
9.19.21	Serve as EPWater's liaison with Contractor when Contractor's operation affects EPWater's on-site operations. Obtain from EPWater additional details or information when required for proper execution of the work.		RPR		
9.19.22	Coordinate work which affects EPWater's system.		RPR PM		

Project Management Procedures

Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
9.19.23	Notify PM thru CM Office Engineer immediately upon the observation or notification of any accident. Document in the CBDMS.		RPR CM		
9.19.24	Coordinate Contractor request for EPWater field support work. Keep logs of Utility work. Issue back-charge notice & obtain Contractor's signature.		RPR PM		
9.19.25	Conduct employee interviews for wage compliance verification, using Record of Employee Interview form (CM 11022), and upload to CBDMS. Submit copy with Pay Application. Two (2) from Prime and one (1) from each Sub-contractor monthly.		RPR	CM 11022	
9.20	WORK DIRECTIVE CHANGES (WDC) and CHANGE ORDERS (CO):				
9.20.1	Consider and evaluate modifications needed to drawings or specifications and transmit recommendations to CM Office Engineer.		RPR		
9.20.2	Obtain backup material to substantiate WDC using Daily Report Extra Work form (FC 90002). (Coordinate with PM)		RPR PM	FC 92002	
9.20.3	Prepare Work Directive Changes. WDCs shall include Engineer's Estimate of Probable Cost, back-up material, the probable impact to time (or lack thereof), Summary of Cumulative WDC & CO costs, and require the signature of EPWater management at the level authorized by EPWater's Administrative Instruction No. 1, as revised.		CM		APXA 9.20.3
9.20.4	Utilize standard EPWater Project Work Directive Change form (CM 92003A & B) and format. Submit via the CBDMS, signed by the Consultant's Engineer of Record, to the CA thru the PM.		CM	CM 92003A CM 92003B	APXA 9.20.3
9.20.5	Review WDC for technical content, contractual impact, effect on schedule and project costs, and method of pricing. If approved, forward to DM-Construction for signature.		PM		
9.20.6	If WDC impacts the construction budget, verify availability of funds with CIPM.		PM		

Project Management Procedures

Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
9.20.7	Return WDC revisions required to the Consultant for revision and resubmittal of the WDC, if any.		DM-Const PM		
9.20.8	Review Work Directive Changes for content, contractual impact, intent, method of determining change in Contract Price and Time, verify if cumulative amount of estimated changes is less than, equal or greater than 15% of Original Contract. Inform DM-Construction & PM.		CA		
9.20.9	If the cumulative amount of estimated changes to date is less than 15% of the Original Contract, the DM-Construction signs the WDC as the final signature authority. Proceed to Task 9.20.12.		DM-Const		
9.20.10	CA files electronic copy in the Contract Document Management System, forwards two approved copies to the Consultant, and provide copy to PM to upload in CBDMS.		CA		
9.20.12	Subsequently, negotiate the cost of each WDC and incorporate such changes to a proposed Change Order, using Change Order Cover form (CM 92012A) with appropriate documentation attached, using Change Order Check List (CM 92012B) for EPWater's written acceptance.		CM PM DM-Const	CM 92012A CM 92012B	APXA 9.20.13
9.20.13	Perform and attach a cost-price analysis to support the recommendation.		CM		
9.20.14	Attach Engineer's Cost Summary and Classification report (CM 92012A) on methods used and outcome of negotiations, whether based on unit prices in the contract, lump sum, time, and materials, or other, consistent with the WDC method of determining change in Contract Price indicated therein.		CM	CM 92012A	
9.20.15	Indicate in the Summary and Classification report (CM 92012A), justification for the change, impact to cost and time extensions or reductions. Categorize the change on the Change Order form.		CM	CM 92012A	
9.20.16	Indicate original and adjusted contract amounts, original and adjusted substantial and final completion days and dates in the Change Order.		CM		
9.20.17	Attach all related written communications concerning negotiations between Consultant and Contractor, to the Change Order.		CM		

Project Management Procedures

Task	Description	TAT	Responsible Party	Form	Extended Reference
9.20.18	Change Order shall be signed by the Consultant's Engineer of Record. Submit electronic copy of complete Change Order package with documentation to the PM.		CM		
9.20.19	Review Change Order for completeness. If additional funding is needed, prepare a Project Funding Adjustment Req, proceed to Task 5.1 then return here. If value of Change Order is >\$100,000, proceed to Board Action Process Task 12.1 .		PM		
9.20.20	PM attaches Project Funding Statement with sufficient funding, Board agenda documentation if required Board action, and emails complete Change Order package, using Purchasing Requisition Checklist (CM 14011) to CIP_Requisitions@epwater.org		PM	CM 14011	
9.20.21	Change Order package is reviewed for completeness and forwarded to CA at Contracts@epwater.org . Package should also be copied to PM, DM, CIP_Requisitions@epwater.org and TSS.		TSS		
9.20.22	Receive and review Change Orders for compliance with these procedures and other written directives, check for completeness, format, accuracy of information.		CA		
9.20.23	If incomplete data are evident in the Change Order, notify the PM, then contact Consultant, or return package, for corrections and resubmittal. Verify changes in schedule are also noted.		CA PM		
9.20.24	Consultant obtains approval of the Change Order from TWDB or other funding agency as may be required. Provide copy of approval to CA along with the packaged documentation thru PM.		CM		
9.20.25	CA forwards Change Order package to DM-Construction for signature approvals.		CA		
9.20.26	PM reviews Change Order for technical merit and accuracy, categorizes each change by memo to CA, acceptability of price and/or contract time changes, checks Substantial and Final adjusted date windows in the Change Order, approves and forwards to DM-Construction for signature.		PM		

Project Management Procedures

Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
9.20.27	PM consults with DM-Construction to verify sufficient funds are available for the Change Order amount. Signature by DM-Construction confirms funds available.		PM		
9.20.28	If the cumulative amount of changes to date (including previous C.Os) is less than 25% of the original contract and under \$100,000.00 and does not represent a material change in the scope, the CEO or his designee signs the Change Order as the final signature authority. Proceed to Task 9.20.30 .		DM-Const		
9.20.29	If the cumulative amount of the changes is greater than 25% of the original contract or represents a material change in the scope, forward to Legal & CEO.		DM-Const		
9.20.30	CEO/designee returns Change Order to CA, who retains electronic copy in the Contract file, forwards electronic copy to the consultant, Contractor, and PM to upload in CBDMS. Order revision to P.O. and Change Order History.		CTO/COO CA		
9.21	PROGRESS AND PAYMENT REQUEST DELIVERABLES:				
9.21.1	Prepare monthly reports of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawings and sample submittals. Submit to CM Office Engineer reports with Contractor's invoices and payroll submittal reports monthly. Contractor is to inform RPR if there are any apprenticeships. EPWater Contracts must verify pay scales.		RPR		
9.21.2	Provide monthly activities and progress reports of the construction, along with Consultant's monthly invoice for payment of Engineering Services to CA per Task 11.1 . See Progress Report Construction Phase - Examples (MS 92102A & B).		CM	MS 92102A MS 92102B	
9.21.3	Review and recommend to Engineer approval of payment requests made by the Contractor, in accordance with criteria described in Task 11.2 of the Payment Process.		RPR		
9.21.4	In accordance with Task 11.2 Payment Process, approve amounts of progress payments due to Contractor based on completion of work and recommend issuance of such payments by EPWater. Transmit with Contractor's and Subcontractor's payroll submittal reports as well as RPR's monthly Record of Employee Interview forms (CM 11022) to CA.		CM	CM 11022	

Project Management Procedures

Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
9.21.5	PCS processes payments in accordance with Task 11.2 Payment Process.		PCS		
9.22	ACCEPTANCE TESTING, INSPECTIONS, AND CERTIFICATION:				
9.22.1	Verify Certificates, Maintenance & Operation Manuals, and other data applicable to the items actually installed and are in accordance with Contract Documents. Forward to CM for delivery to PM via CBDMS.		RPR		
9.22.2	Notify PM in advance of scheduled major tests, inspections, or start of important phases of the Work. Coordinate with EPWater's operations staff.		RPR PM		
9.22.3	Verify that tests, equipment, system start-ups, and operating and maintenance training are conducted in the presence of appropriate personnel, and Contractor maintains adequate records thereof, uploaded into CBDMS		RPR PM		
9.22.4	Observe, record, and report to the CM Office Engineer appropriate details relative to the test procedures and start-ups, uploaded into CBDMS.		RPR		
9.22.5	Witness testing of facilities.		RPR CM		
9.22.6	Recommend issuance of Certificate of Substantial Completion (CM 92206) by Engineer. Attach a list of observed items (punch list) requiring completion or correction, and a list of closeout documents, via CBDMS. Ref: Appendix A, APXA 9.22.6.		RPR CM	CM 92206	APXA 9.22.6
9.22.7	Conduct substantial completion inspection walk-through of the project with Contractor. PM to be invited.		CM		
9.22.8	Notify the Consulting Engineer via CBDMS of any claims filed against the Contractor.		PCS		
9.22.9	Obtain resolution on SRF non-compliance requirements from the Contractor and outstanding liens prior to issuing the Substantial Completion Certificate.		CM		
9.22.10	Sign and issue one scanned copy of Engineer's Certificate of Substantial Completion (CM 92206), including punch list information, to CA for DM-Const's		CM	CM 92206	APXA 9.22.6

Project Management Procedures

Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
	signature. Contractor's Retainage shall not be reduced below 5% without the consent of the CFO.				
9.22.11	DM-Construction notifies CEO, VP, CTO, corresponding COO, CIPM and CFO & Asst. CFO of Substantial Completion.		DM-Const		
9.22.12	Attend final inspection in the company of the Engineer, PM, and Contractor and prepare a final list of items to be completed or corrected and post into CBDMS.		RPR		
9.22.13	Ensure that all items on final list have been completed or corrected and make recommendations to the Engineer to issue the Certificate of Final Completion for EPWater official's signature.		RPR		APXA 9.22.13
9.22.14	Perform final inspection of the Project as indicated in 9.22.13. Prepare Engineer's Certificate of Final Completion (CM 92214A) for the Project recommending acceptance. Do not issue to PM until all final close-out requirements are met. Attach Verification Items Form (CM 92214B) to certificate and submit jointly.		CM	CM 92214A CM 92214B	APXA 9.22.13 GC 15.05
9.23	CLOSE-OUT AND POST-CONSTRUCTION ACTIVITIES:				
9.23.1	Compile and organize close-out documents and other requirements as further enumerated below *. Refer to Appendix for definitions and additional discussion on these requirements. Also refer to Contractor's Project Close-Out Submittals Checklist (CM 92301). Deliver to PCS thru PM using Contracts@epwater.org.		CM PM	CM 92301	APXA 9.23.1
9.23.2	* Engineer's Certificate of Substantial (CM 92206) and Final Completion (CM 92214A) along with Verification Items Form (CM 92214B).			CM 92206 CM 92214A CM 92214B	
9.23.3	* Contractor's Waiver of Lien on Standard Final Release and Waiver of Lien on Final Payment Form (CM 92303)			CM 92303	
9.23.4	* Certified Payroll (LCPtracker) for entire contract period from Contractor and Subcontractors				
9.23.5	* Completed Operations Insurance for at least 2 years after final payment (GC 6.03). See Completed Operations Insurance Sample Letter (CM 92305)			CM 92305	

Project Management Procedures

Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
9.23.6	* Consent of Surety to Final Payment (CM 92306), if any (GC 15.06)			CM 92306	
9.23.7	* Operation and Maintenance Manuals & Instructions				
9.23.8	* Warrantees and Guarantees				
9.23.9	* Certificates of Inspection and Building Release or Occupancy Permits				
9.23.10	* Marked-up Record Drawings (red lines) from the Contractor				
9.23.11	* Record mylar drawings reviewed for correctness, by the Design Engineer(s) for each discipline, using Contractor's redlines and field observations. Provide minimum 3-mil mylar set. Deliver additional documents and digital files in the Record Drawing Package Submittal Checklist (GA 92311) under letter of transmittal signed by the Engineer. PM will perform a QA-QC review of record drawings for completeness.		CM PM	GA 92311	APXA 9.23.13
9.23.12	* Legible copies of Inspector's QAR (FC 91901) daily logs for the total project duration.			FC 91901	
9.23.13	* Tools, small equipment, computer programs or accessories, spare parts, keys, touch-up paint, and other requirements defined in the Supplementary General Conditions and/or the Technical Specifications. (PM to distribute to appropriate Department with a Distribution of Project Close-Out Submittal (PM 92324) Transmittal Letter).			PM 92324	
9.23.14	PCS will review closeout submittal and communicate with PM & CM to resolve any issues. When closeout package is complete and approved, PCS will notify PM, CM and Contractor. Contractor to proceed to submit Final Pay Application to CM.		PCS PM CM Prime		

Project Management Procedures

Task	Description	TAT	Responsible Party	Form	Extended Reference
9.23.15	Deliver to the PM, 1 digital set of the Certificate of Final Completion (CM 92214A) executed by the Project Construction Manager and Engineer of Record, along with a complete hard copy set of close-out documents and other deliverables enumerated above. PM to sign and get signature from DM-Const and forward completed package and certificate to PCS using Contracts@epwater.org .		CM PM DM-Const	CM 92214A	APXA 9.22.13
9.23.16	Review, approve, and forward final Contractor's request for payment to the PCS. Refer to Task 11.2 Payment Process.		CM		
9.23.17	Prepare and submit a Contractor Performance Evaluation Form (PM 92317) on the project to the PCS, copy to PM, DM-Const, CTO and Contractor.		CM	PM 92317	APXA 9.23.17
9.23.18	For TWDB funded projects, obtain Resolution of project acceptance from PSB, refer to Board Action Process Task 12.0 . Forward approved resolution to TWDB agency for approval of final release of payment.		PM LGL CA		APXA 9.25
9.23.19	If applicable, arrange for Texas Water Development Board approval to release retainage.		DM-Const		
9.23.20	Following acceptance by the PSB if TWDB funded, otherwise complete the close-out process in conjunction with the Consulting Engineer, who has primary responsibility for this function.		CA		
9.23.21	Following completion of the close-out activities, process the Contractor's Final Application for Payment (see Task Section 11 Payment Process).		PCS		
9.23.22	Process Final Invoice for payment of CM's construction phase services per Task Section 11 payment process. Verify submittal of Evaluation of Contractor's Performance (Task 9.23.17) as a condition of payment.		PCS PM		
9.23.23	Move (download from CBDMS) all pertinent information to the Engineering files.		PM		
9.23.24	Distribute Project Close-out submittals to applicable internal archives and Operations personnel using standard transmittal form (PM 92324) indicated.		PM	PM 92324	

Project Management Procedures

Task	Description	TAT	Responsible Party	Form	Extended Reference
9.23.25	Forward reviewed Record Drawing Package Submittal with Checklist (GA 92311) from Task 9.23.11 to Technical Services Section 315 Engineering Lead Technician for record archiving.		PM	GA 92311	
9.23.26	Prepare and submit a CE/A Performance Review Form (PM 92326) on the project to DM-Const, copy to CTO.		PM	PM 92326	
10.0	10 - WARRANTY PHASE				
10.1	Upon distribution of close-out manuals to Operations personnel, partially complete and forward a copy of Request for Remedy of Work Under Warranty Provisions form (PM10010) to the Facility Manager in charge of the completed facility for future use in addressing malfunctions, defects in equipment or work, and other warranty issues during one year from completion of the project.		PM	PM 10010	
10.2	Schedule and insert notice flag in computer organizer at 60 and 30 days prior to end of warranty period that will prompt PM to contact CM and Operations personnel of upcoming warranty walk or to address pending issues affecting any warranty items.		DM/PM		
10.3	Upon notice by Operations personnel of a defect or need for Remedy of Work discovered during the one-year warranty period, provide written notice to the Contractor, forwarding the Request for Remedy of Work Under Warranty Provisions form (PM 10010), copy to Consultant and DM-Construction, of such need, directing him to repair or correct the defect or malfunction as required under the warranty provisions of the Contract.		PM	PM 10010	
10.4	DM-Construction along with CA & PM address warranty issues that may arise.		DM-Const PM		
10.4.1	On any TWDB funded project, notify TWDB to participate in the warranty certification process one year from the date of substantial completion.		PM CA		
10.5	All requests for Remedy of Work shall be investigated and confirmed as justifiable and that warranty conditions have not been inadvertently waived or breached by the actions of Utility personnel, prior to issuing written notice.		PM		

Project Management Procedures

Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
10.6	Requests for Remedy of Work that is contested or denied by the responding contractor shall be referred to the Utility's legal department (via e-mailed Memo), with a written synopsis of the problem and justification for pursuing such remedy. Copy to CA.		PM		
10.7	All issues and legal matters concerning the necessity for remedy under warranty conditions shall be expedited and resolved preferably within a 30-day window. Copy to CA and Facility Manager of written resolution of issue.		LGL PM		
10.8	Prompt the Consultant Engineer and Facility Manager to follow up at least thirty (30) days prior to the end of the warranty period.		PM		
10.9	Conduct a warranty inspection of the project within 30 days before end of one year from the date of Substantial Completion, and submit a written report to the DM-Construction and CA via PM.		CM		
10.10	Provide notice to the Facility Manager in charge of the facility of outstanding defective work, equipment, or malfunction disclosed during the warranty inspection, and obtain his or his staff's concurrence of said warranty issues.		PM		
10.11	Proceed with notice to Contractor and follow up as provided for in Task 10.3 to 10.7.		PM		
11.0	11 - PAYMENT PROCESS				
11.0.1	This section describes the differing actions to be taken for handling and completing payments for services or products as related to the Project Management workflow.				
11.1	INVOICE PROCESS - Consultant				

Project Management Procedures

Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
11.1.1	Review invoice for data completeness, such as origin, date, project name, EPWater Purchase Order # (Geotechnical and surveying on-call, must also include MC #) where applicable, quantities and values, prior to forwarding to Utility personnel. Attach consultant's monthly progress report to the invoice. Progress reports are due by the 10th of each month whether or not, an invoice is submitted and even if there is no activity on the Project. E-mail Invoice to: purchasing.invoices@epwater.org Include at the beginning of subject line "INVOICE" - Consultant Abbreviation - Invoice # - Project Name - TO #.		CE/A		
11.1.2	Open E-mail and enter Invoice information into Invoice Master Log in SharePoint.	3	PCS		
11.1.3	Review Professional Services invoice(s) and monitor for accuracy and completeness. Ensure that Progress Reports for Professional Services accompany each monthly Professional Services invoice. Receive and retain copies of transmittal letters for all deliverables made to the PM. Calculate and stamp the interest accrual date on Invoices of Professional Services. Payment of Consultant Invoices due no later than 30 days from stamped date of receipt in the Contracts Office. Review all documents for contractual compliance. Check amounts requested against total contract amount, previous payments, % complete per progress reports. Ensure correctness of wage rates for each consultant's labor classification shown in the Task Order agreement. Refuse payment if information is missing or inaccurate.	5	PCS		
11.1.4	If correct, proceed to Task 11.1.8. If incorrect, refuse payment if information is missing or inaccurate.		PCS		
11.1.5	In cases of non-compliance with the contractual requirements, notify CE/A and copy PM via e-mail referring Denial of invoice, and stop the clock on the prescribed time frames. Subject Line will begin with "Denial of Invoice"		PCS		
11.1.6	Update Invoice Master Log with date sent in "Rejected" column.		PCS		

Project Management Procedures

Task	Description	TAT	Responsible Party	Form	Extended Reference
11.1.7	Consultant corrects, revises, and resubmits invoice, GO Back to Task 11.1.1		CE/A		
11.1.8	Forward invoice for approval to PM under cover of a receiving ticket (Acceptance of Goods and Services). Develop, maintain, and forward to PM an updated Task Order and Payment status spreadsheet. Email Receiving Ticket, invoice and Progress Report to PM and copy TSS. Subject Line begins with "FINAL REVIEW AND APPROVAL"	1	PCS		
11.1.9	Update Invoice Master Log with date sent in "Contracts to PM" column.		PCS		
11.1.10	PM reviews invoice, notes the progress, agrees on % completion and amount.	5	PM		
11.1.11	If correct. Proceed to Task 11.1.16		PM		
11.1.12	If corrections are required, provide explanation to PCS in the return e-mail and direct PCS to return invoice for resubmittal with corrections. Send reply e-mail to purchasing.invoices@epwater.org and copy TSS. Subject line begins with "INVOICE REJECTED."		PM		
11.1.13	PCS will forward PM's explanation to deny to CE/A and copy PM via e-mail referring Denial of invoice and stop the clock on the prescribed time frames. Subject Line will begin with "Denial of Invoice."		PCS		
11.1.14	Update Invoice Master Log with date sent in "Rejected" column.		PCS		
11.1.15	Consultant corrects, revises, and resubmits invoice, GO Back to Task 11.1.1		CE/A		
11.1.16	E-sign RT, save invoice package in project file and e-mail signed invoice package to TSS and copy DM. Subject line begins with "INVOICE APPROVED"		PM		
11.1.17	Update Invoice Master Log with date sent in "PM to Admin" column.		PM		

Project Management Procedures

Task	Description	TAT	Responsible Party	Form	Extended Reference
11.1.18	TSS to create Receiver Number in EPWater's Financial Management Software, enter onto Receiving Ticket with date sent to Accounting	1	TSS		
11.1.19	If not Final Invoice, proceed to Task 11.1.21	1	TSS		
11.1.20	If Final Invoice, attach copy of PO to e-mail. Proceed to Task 11.1.21		TSS		
11.1.21	Email Completed Invoice Package to Accounting, copy PM and purchasing.invoices@epwater.org		TSS		
11.1.22	Update Invoice Master Log with date sent in "Admin to ACCT" column.		TSS		
11.1.23	Cut Check, get signatures and mail to CE/A. Accounting Section pays Consultant invoices no later than 30 days from stamped date of receipt in the Contracts Office.	5	ACS		
11.1.24	Update Invoice Master Log "Remarks, Checking Account Name, Check Number, Check Mail Date" Columns.		ACS		
11.2	PAY APP PROCESS - Contractor				
11.2.1	The Utility's Standard General Conditions, Front Ends Section 00700, (and Supplements Front Ends Section 00800) EJCDC Section 15, residing in the Appendix of this manual, shall govern all procedures for Progress Payment to the Contractor. The procedures herein are intended to reflect the intent of the General Conditions section.				
11.2.2	Review and approve the Contractor's estimate of the amount of work completed to date. Review the Contractor's estimate of stored materials delivered to the job site but not incorporated in the Work completed to date. Ensure that Invoices for materials is attached. Ensure receipt in next month's Pay Application of paid Invoices for stored materials approved in previous month's application for payment. Ensure the Contractor and Subcontractor payrolls are submitted		RPR	CM 11022	

Project Management Procedures

Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
	through LCPtracker. Check for compliance with Wage Rate Schedule, perform periodic Employee Site Interviews using Record of Employee Interview form (CM 11022). Turn in to CM monthly for inclusion with the Pay Application.				
11.2.3	Email Pay Application to Consultant, copy PM. Consultant receives Contractor's monthly Application for Payment (CM 11023A & B) with Contractor's Progress Schedule.		Prime	CM 11023A CM 11023B	
11.2.4	Review Pay App Package using Pay Application Checklist (CM 11024). Ensure application is submitted on EPWater's standard form from Contractor. Check payment request for math accuracy and concur with % work completed, stored materials documentation, and ensure stored materials invoices are attached. Adjust payment amount to reflect failed testing not payable, or deductions for costs chargeable for Utility assistance, or for claims or liens filed. (See Standard General Conditions, (Section 15.06). Ensure 5% retainage of monthly payment, except if a greater or lesser percentage may be allowed according to State law, subject to approval, for project balances in excess of \$1,000,000, or if a Change Order approval is pending. Zero retainage for final payment.	7	CM	CM 11024	APXA 11.3.45
11.2.5	If Correct. Proceed to 11.2.8. Final Application for payment is accepted by Consultant only after close-out procedures described in Task 9.23 are complete.		CM		APXA 11.3.46
11.2.6	If not complete or incorrect, Pay Application will be returned to Contractor for corrections. Pay Applications with amounts claimed for change order work completed, where such Change Order has not been executed shall be returned. Applications denied shall be returned to the Contractor no later than 10 Calendar days after its receipt by the CE. E-mail Contractor and copy PM.		CM		
11.2.7	Contractor corrects, revises, and resubmits Pay Application, GO Back to Task 11.2.1		Prime		
11.2.8	E-mail Pay Application package to: purchasing.invoices@epwater.org Include at the beginning of subject line "PAY APPLICATION" - Contractor Name - Bid # - Project Name - Pay App #		CM		

Project Management Procedures

Task	Description	TAT	Responsible Party	Form	Extended Reference
11.2.9	Open E-mail and enter Pay Application information into Invoice Master Log in SharePoint.	3	PCS		
11.2.10	Receive Contractor Application for Payment and monitor for accuracy and completeness. Refuse payment if information is missing or inaccurate. Receive and retain copies of transmittal letters for all deliverables made to the PM. Calculate and stamp the interest accrual date on application for payment on construction services. Payment of Contractor Pay Application due no later than 30 days from date of receipt by CE. Review all documents for contractual compliance. Check amounts requested against total Contract amount & previous payments. Check payroll in LCPtracker against the wage determination for the prime contractor and his subcontractors. Insure stored materials amount does not exceed required amount for stored materials and materials in transit insurance. Receive and review any materials and billing exceptions from the Consulting Engineer.	5	PCS		APXA 11.3.46
11.2.11	If Correct. Proceed to 11.2.16		PCS		
11.2.12	In cases of non-compliance with the contractual requirements, notify CM and copy PM via e-mail referring Denial of Pay Application, and stop the clock on the prescribed time frames. Advise CM to return to Contractor for corrections. Subject Line will begin with "DENIAL of PAY APP."		PCS		
11.2.13	Update Invoice Master Log with date sent in "Rejected" column.		PCS		
11.2.14	CM to forward Denial Pay Application e-mail to Contractor for corrections.		CM		
11.2.15	Contractor corrects, revises, and resubmits invoice, GO Back to Task 11.2.1		Prime		

Project Management Procedures

Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
11.2.16	Forward Pay Application for approval to PM under cover of a receiving ticket (Acceptance of Goods and Services). Develop, maintain, and forward to PM an updated Contract and Payment status spreadsheet. Email Receiving Ticket, Pay Application and Progress Schedule to both PM and Eng. Sec. Subject Line begins with "FINAL REVIEW AND APPROVAL"	1	PCS		
11.2.17	Update Invoice Master Log with date sent in "Contracts to PM" column.		PCS		
11.2.18	PM reviews Application for Payment for project cost monitoring, progress completion, content, and value completed.	5	PM		
11.2.19	If Correct. Proceed to 11.2.26		PM		
11.2.20	If corrections are required, provide explanation to PCS in the return e-mail and direct PCS to return Pay Application for resubmittal with corrections. Send reply e-mail to purchasing.invoices@epwater.org and copy TSS. Subject line to begin with "PAY APP REJECTED."		PM		
11.2.21	PCS to forward PM's explanation to deny to CM and copy PM via e-mail referring Denial of Pay Application, and stop the clock on the prescribed time frames. Subject Line will begin with "DENIAL of PAY APP."		PCS		
11.2.22	Update Invoice Master Log with date sent in "Rejected" column.		PCS		
11.2.23	Notify PM and Consultant via email referencing "DENIAL of PAY APP."		PCS		
11.2.24	CM to forward Denial Pay Application e-mail to Contractor for corrections.		CM		
11.2.25	Contractor corrects, revises, and resubmits invoice, GO Back to Task 11.2.1		Prime		

Project Management Procedures

Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
11.2.26	E-sign RT and Pay Application, save Pay App package in project file and e-mail signed Pay App package to TSS and copy DM. Subject line begins with "PAY APP APPROVED"		PM		
11.2.27	Update Invoice Master Log with date sent in "PM to Admin" column.		PM		
11.2.28	TSS to create Receiver Number in EPWater's Financial Management Software, enter onto Receiving Ticket with date sent to Accounting.	1	TSS		
11.2.29	If not Final Pay App, proceed to Task 11.2.31	1	TSS		
11.2.30	If Final Pay App, attach copy of PO to e-mail. Proceed to Task 11.2.31		TSS		
11.2.31	Email Completed Pay App Package to Accounting, copy PM and purchasing.invoices@epwater.org		TSS		
11.2.32	Update Invoice Master Log with date sent in "Admin to ACCT" column.		TSS		
11.2.33	Cut Check, get signatures and mail to Contractor. Accounting Section pays Contractor Pay Application no later than 30 days from date of receipt by CM.	5	ACS		
11.2.34	Update Invoice Master Log "Remarks, Checking Account Name, Check Number, Check Mail Date" Columns.		ACS		
12.0	12 - BOARD ACTION PROCESS				
12.1	Prepare draft agenda item package using COVER SHEET – PSB Agenda Items form (GA 12010) and PSB Agenda Checklist (CM 12010) for submittal by email to DM, copy TSS. Submittal package due 20 business days (4 weeks if no holidays) prior to Board Meeting. See monthly PSB Agenda Item Deadlines email for required documents and deadlines. Email action wording for agenda item to EA, due 2 business days later.		PM	GA 12010 CM 12010	PSB Agenda Item Deadlines

Project Management Procedures

Task	Description	TAT	Responsible Party	Form	Extended Reference
12.1.1	If item will be going on Regular Agenda, prepare PowerPoint presentation for submittal by email to DM, copy TSS. Due 8 business days after submitting agenda package. If on Consent Agenda, proceed to Task 12.2 with no PowerPoint due.	8	PM		
12.2	Forward reviewed coversheets (2 business days) and PowerPoint presentations (4 business days) to CTO, copy TSS.	2/4	DM		
12.3	Forward reviewed coversheets and PowerPoint presentations to TSS. 3 business days.	3	CTO		
12.4	Forward completed packages to SPA & CA. 2 business days.	2	TSS		
12.5	Schedule agenda review meetings, address any additional information requests	1	EA		
12.6	Submit finalized Agenda Item Form and supporting documentation for approval via Agenda Approval system (Department31), in 5 business days, for Public Service Board's action at the next regularly scheduled Board meeting.	4	SPA		
12.7	Schedule presentation review meetings, address any questions and additional information requests		CTO		
12.8	Present item to Board		CTO		
12.9	During the Board meeting, Board reviews, discusses, and approves the recommended action. If a non-RFP Contract item, proceed to Task 13.2.1. If for Change Order, proceed to Task 9.20.20 .		PSB		
12.10	Prepare and send notification letters for signature by the SPA, to be sent to those non-selected consultants that responded to the RFP.		TSS		
12.11	Prepare and send notification letters for signature by the SPA, to be sent to the selected consultant(s).		TSS		

Project Management Procedures

Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
12.12	Retain one set of proposals in the Engineering library for three years (successful consultant) and two years for unsuccessful consultants. Create audit file. Proceed to Task 13.2.1		TSS		Retention Policy
13.0	13 - CONTRACT AGREEMENT / MASTER CONTRACT PROCESS				
13.1	CONTRACT AGREEMENT PREPARATION				
13.1.1	Fill out Request for Contract Review or Preparation Form (GA 13011)		PM	GA 13011	
13.1.2	Submit Form and attachments such as Task Order Exhibits (CM 4400A – D) to DM		PM	CM 4400A – D	
13.1.3	Review package, sign form, and submit to LGL and copy to Contracts@epwater.org email.		DM		
13.1.4	Reviews and prepare draft contract agreement		LGL		
13.1.5	E-mail Draft to DM and CA for review and comment		LGL		
13.1.6	Finalize Contract Agreement and send to CA for execution. If Board action required await Board approval. Proceed to Task 7.2.1		LGL		
13.2	CONTRACT AGREEMENT EXECUTION				
13.2.1	E-mail Contract Agreement to CE/A for signature and return		CA		
13.2.2	Sign and return Contract Agreement to CA for execution		CE/A		
13.2.3	Email Contract Agreement to Management to execute and return		CA		Signature Policy

Project Management Procedures

Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
13.2.4	E-mail executed Contract Agreement to CE/A, DM, and PM.		CA		
13.2.5	Upon execution of Contract Agreement, generate an official Master Contract (On-Call Services & Professional Engineering Services) that will authorize the recipient provider to render such goods or services. Master Contract shall indicate description of project and other special or standard delivery conditions established in the Contract Agreement.		SCS PC		
13.2.6	The SCS forwards to the Purchasing Agent the Master Contract for approval.		SCS		
13.2.7	The signature authority for Master Contracts shall be in accordance with the current issue of the Utility's Administrative Instruction No. 1 as incorporated in EPWater's Financial Management Software.		PA		
13.2.8	Forward signed Master Contract to CE/A via email. Send electronic pdf to SCS/PM/DM/TSS and to CIP_Requisitions@epwater.org as may be appropriate.		PCM		
13.2.9	Maintain electronic copy of Master Contract for On-Call Contracts, Engineering Services, or other project related requests in the Contract File. PM to proceed to Task 14.1.1.		CA		
14.0	14 - TASK ORDER / AMENDMENT/ CONSTRUCTION BIDS - PURCHASE ORDER PROCESS				
14.1	INITIATING A REQUISITION & EXECUTING TASK ORDERS / AMENDMENTS				
14.1.1	Prepare and E-mail requisition package with Purchasing Requisition Checklist (CM 14011) to TSS at CIP_Requisitions@epwater.org . Package should contain final negotiated task order / amendment exhibits, project funding statement report, as a minimum and board agenda item, agenda & minutes documentation, and master contract / purchase order number as available.		PM	CM 14011	

Project Management Procedures

Task	Description	TAT	Responsible Party	Form	Extended Reference
14.1.2	Review package for completeness. For task orders and construction bids only, prepare and submit requisition in EPWater's Financial Management Software for approvals. Create pdf of requisition for attachment to pdf package. For all packages, forward completed pdf package to the CA at Contracts@epwater.org as well as to the DM to notify for EPWater's Financial Management Software approval for task orders and construction bids. Package should also be copied to PM, CIP_Requisitions@epwater.org and TSS.		TSS		
14.1.3	Review documents for uniformity and accuracy of information. For construction bids, proceed to Task 14.1.10.		CA		
14.1.4	Prepare the final Task Order / Amendment cover page		CA		
14.1.5	E-mail documents to CE/A for signature and return		CA		
14.1.6	Sign and return Task Order / Amendment to CA		CE/A		
14.1.7	Send Task Order / Amendment to Upper Management for execution and return. Upper Management Signature per Authority Delegation.		CA		Signature Policy
14.1.8	Record the final due dates for completion for each Engineering milestone. Update Job Funds Base Report.		CA		
14.1.9	Return the final executed version of the Task Order / Amendment to the CE/A with copy to DM & PM.		PCS		
14.1.10	Forward memo to Purchasing Agent requesting that a Purchase Order be issued for this requisition, or an existing PO be amended for an Amendment.		PCS		
14.2	PRODUCING A PURCHASE ORDER & ESTABLISHING CONTRACT FILES				
14.2.1	Purchasing Agent issues Purchase Order / Amended PO to the CE/A or Contractor. Send electronic pdf to SCS/PM/DM/TSS and to CIP_Requisitions@epwater.org as may be appropriate.		PA		

Project Management Procedures

Task	Description	TAT	<u>Responsible Party</u>	Form	Extended Reference
14.2.2	File copy of Base Agreement and corresponding Task Order(s) in PM's file		PM		
14.2.3	Establish a funds database for the project.		PCS		
14.2.4	For CE/A, obtain Insurance Certificate (Professional Liability) from CE/A and setup the insurance database accordingly.		CA		
14.2.5	Establish a contract file for the project. For Construction Phase, proceed to Task 8.0 , otherwise proceed to Task 6.0 .		CA		

Acronym List

Acronym	Description
ACS	Accounting Section
ACCT	Account
AIA	American Institute of Architects
APF	Active Project File
APL	Active Projects Library
APX	Appendix
CA	Contracts Administrator
CBDMS	Cloud Based Document Management System
CE/A	Consulting Engineer / Architect
CFO	Chief Financial Officer
CIP	Capital Improvement Program / Project
CIPM	Capital Improvements Program Manager
CM	Construction Manager (Consultant) / Contracts Management
CMAR	Construction Management at Risk
CMT	Construction Materials Testing
CO	Change Order
COO	Chief Operations Officer (Treatment, Distribution & Collection, Support)
CSP	Competitive Sealed Proposal
CTO	Chief Technical Officer
DM	Division Manager (Program Administration, Construction Management, Engineering, Planning & Development, Water Resources, Stormwater)
EA	Executive Secretary
EAP	Consumer Affairs Manager (Exec Asst to President / CEO)
EJCDC	Engineers Joint Contract Documents Committee
EPA	Engineering Program Administrator
EPCWID	El Paso County Water Improvement District
FC	Field Construction
GA	General Administration
GAF	Government Affairs Manager

Acronym List

Acronym	Description
IAC	Intergovernmental Affairs Coordinator
LCPtracker	Labor Compliance Payroll tracker - Cloud based certified payroll reporting software
LGL	Legal Department Staff
MBS	Minority Business Specialist
MS	Miscellaneous Sample
PA	Purchasing Agent
PAC	Public Affairs Coordinator
PAS	Project Administration Secretary
PC	Purchasing Clerk
PCM	Purchasing and Contracts Manager
PCS	Project Compliance Specialist
PE	Professional Engineer
PM	Project Manager / Management
PO	Purchase Order
Prime	Prime Contractor
PSB	Public Service Board
QA	Quality Assurance
QC	Quality Control
RASIC	Responsible - Approving - Supporting - Informed - Consulted
RFI	Request for Information
RFP	Request for Proposals, including pricing
RFS	Request for Submittals (aka Request for Qualifications), no pricing included
RPR	Resident Project Representative
RSM	Risk Manager
RT	Receiving Ticket
SCM	Selection Committee
SCS	Senior Compliance Specialist
SH	Stakeholders
SH-I	Stakeholders - Internal

Acronym List

Acronym	Description
SLC	Shortlisting Committee
SPA	Senior Purchasing Agent
SW3P	Stormwater Pollution Prevention Plan
TAT	Turn Around Time, in days
TM	Technical Memorandum
TPDES	Texas Pollution Discharge Elimination System
TSS	Technical Services Secretary
VP	Vice President
VP-Bus	Vice President - Business
WDC	Work Directive Change
Z-score	Financial credit-strength test score