

Appendix C - Responsibilities of Parties During Construction

No.	Construction Management Tasks	Program Manager	Construction Administrator	Buffalo Sewer	Construction Contractor
1	Pre-bid and Bid Phases				
1.1	Program Construction Scheduling and Sequencing	P		R	
1.2	Constructability Reviews	P		A	
1.3	Bid and Award Phases	S		P	
1.4	Construction Contract Pre-Bid Conference	S		P	
1.5	Permits and Rights-of-Way	S		P	
1.6	Pre-Award Contractor's Deliverables	R		A	P
2	Award Phase				
2.1	Construction Administration and Inspection Contract Award	S		A	
2.2	Construction Contract Award (PRT-B)	S		A	
3	CCM Contract Management				
3.1	Construction Management Implementation Plan (CMIP)	A	P	S	
3.2	Invoices and Annual Work Plans	R	P	A	
3.3	Budgeting and Scheduling	I	P	S	
3.4	Subconsultant Management		P	S	
4	Construction Contract Administration				
4.1	Partnering	S	S	P	P
4.2	Pre-Construction Conference	S	P	S	S
4.3	Periodic Progress Meetings	S	P	S	S
4.4	Contractor's Application for Payment and Monthly Progress Report	S	R	A	P
4.5	Dispute Resolution Board (DRB)	S	S	P	P
4.6	Construction Progress and Status Reporting	S	P	S	P
4.7	Daily Inspections and Reporting	R	P	R	
4.8	Document Controls and Records Management	S	P	S	S
4.9	Contract Drawing, Specification and Record Drawing Control	R	P	I	P
5	Technical Document Processing				
5.1	Submittal Management	S	P	S	S
5.2	Request for Information (RFI) Management	R	P	I	P
5.3	Request for Substitution (RFS) Management	S	S	A	P
6	Project Schedules and Progress Reporting				
6.1	Buffalo Sewer LTCP Project Master Schedule	P	S	A	
6.2	Construction Schedule Management	R	P	A	
6.3	Revisions to the Approved Schedule	R	P	A	
6.4	Schedule Analysis and Variance Reporting	S	P	R	
6.5	Forecasting of Cost and Schedule	S	P	A	
7	Contract Changes				
7.1	Request for Change Order Proposal (RCOP)	S	P	A	P
7.2	Notice of Proposed Change Order (NPCO)	S	P	A	P
7.3	Minor Change Directive	S	P	A	P
7.4	Work Change Directive (WCD)	S	P	A	P
7.5	Change Log	S	P	R	

No.	Construction Management Tasks	Program Manager	Construction Administrator	Buffalo Sewer	Construction Contractor
7.6	Time Adjustment Request	S	P	A	P
7.7	Design Errors, Omissions, and Deficiencies	S	P	A	P
7.8	Change Order Cost Proposal/Cost Estimate	S	P	R	P
7.9	Contract Change Order Negotiation	S	P	R	P
7.10	Contract Change Order Processing	S	P	A	
7.11	Disputes	S	P	A	
7.12	Claims Management	S	P	A	
8	Construction Safety				
8.1	Construction Site Safety	S	S	S	P
8.2	Review of Contractor Safety Program	S	R	S	
8.3	CCM Safety Plan	S	P	S	
8.4	Accident Reporting and Safety Records	S	R	S	P
8.5	Stop Work Order	S	P	A	S
9	Risk Management				
9.1	Coordination	S	R	P	P
9.2	Risk Register	S	R	S	P
9.3	Mitigation	S	R	A	P
10	Quality Management				
10.1	Quality Control	S	S	S	P
10.2	Quality Assurance	R	P	S	P
10.3	Daily Inspections and Reporting	R	P	R	P
10.4	Quality Audits and Surveillances	R	P	R	P
10.5	Third-Party Inspections	R	P	R	S
10.6	Quality Records and Documentation	R	P	A	P
10.7	Quality Deficiencies and Nonconformance's	R	P	A	P
10.8	Sampling, Testing and Verification	S	P	A	P
10.9	Final Inspections	R	P	A	S
11	Environmental Compliance				
11.1	Monitoring	S	R	S	P
11.2	Permit compliance Monitoring	S	P	S	S
11.3	Post Construction Activities	S	S	P	
11.4	Regulatory Agencies Inspections	P	S	P	S
12	Buffalo Sewer Support Functions				
12.1	Public Outreach	S	S	P	S
12.2	Construction Site Security	S	S	S	P
12.3	Project Labor Requirements	S	R	S	P
12.4	Buffalo Sewer Operations and Maintenance Coordination	S	S	P	S
12.5	System Shutdown Management and Coordination	S	S	P	S
13	Construction Contract Completion				
13.1	SCADA Integration	P	S	A	S
13.2	Commissioning and Startup	S	P	A	S
13.3	Service Manuals	R	R	A	P

No.	Construction Management Tasks	Program Manager	Construction Administrator	Buffalo Sewer	Construction Contractor
13.4	Vendor/Contractor Supplied Training	S	S	A	P
13.5	Spare Parts	S	S	A	P
13.6	Warranties	S	R	A	P
13.7	Acceptance and Closeout	S	P	A	S
13.8	Project Administration Closeout and Turnover	S	P	A	S

Notes:

- P = Primary - the entity responsible for performing or managing the task
- S = Support - provides input, data, coordination and/or recommendation to primary
- A = Approval/Final Approval/Acceptance
- R = Review
- I = Information Only

Table 2 - Responsibilities of Parties During Planning/Design

Item	PM	Final Designer
NEPA/SEQR Work	X	
Basis for Design and EFC Compliant Engineer's Report	90%	Balance
Functional Requirements	X	
Applications for Grants/Loans and Other Financing	X	
Performance Requirements	X	
Operational Plan and Hydraulic Design	60%	Balance
Odor /Air Management Concept	60%	Balance
Hydraulic /Surge Control Concept	60%	Balance
Detailed Design		X
Survey, Record Dwgs, Data Collection	90%	Balance
Hydraulics	60%	Balance
Right of Way Acquisition	100%	Balance
Permits and Approvals	60% to 100%, depend on permit	Balance
Geotechnical Investigations	100%	Balance
Environmental Investigations	90%	Balance
Maintenance of Traffic	30%	Balance
Civil	30%	Balance
Structural	10%	Balance
Architectural	10%	Balance
Mechanical	10%	Balance
Plumbing	10%	Balance
HVAC	10%	Balance
Instrumentation	30%	Balance