

Louisiana State University

Office of Facility Services

Operating Instruction 1105

Revision: 5
Effective Date: December 1, 2010
Page 1 of 3

SUBJECT: PROJECT MANAGER'S RESPONSIBILITY LIST

I. General

- A. Administrative personnel who coordinate design and construction activities while serving as Project Manager for an individual project must ensure that the following procedures are completed.

II. Procedures

- 1. Planning, Design & Construction and Services & Resources personnel must perform a preliminary investigation of any project that will require more than three hours of work.
- 2. If an outside consultant is necessary, Planning, Design & Construction will assign one once funding is approved.
- 3. Furnish written scope of work and cost breakdown to customer.
- 4. Fill out funding request, if necessary.
- 5. After receiving approval to proceed, create a work order or requisition that includes estimate number and funding account number. Prepare Board of Regents form when estimate is more than \$175,000.
- 6. Prepare plans and specifications.

7. Submit documents to Planning, Design & Construction if the work changes the exterior appearance or use of space.
8. Determine if Facility Services or a contractor will perform work.
9. Send plans and specifications for review by user and Facility Services review team.
10. Finalize plans as per review comments. Submit to State Fire Marshal office, if required.
11. Prepare Material Order/Requisition forms, as required.
12. Obtain bid date and bid number. Hold pre-bid conference, if warranted.
13. Issue addenda, as necessary. This should be done at least five (5) days prior to bid opening.
14. Attend bid opening. Prepare bid tab sheet and recommend apparent low bidder for contracting. Request or have requested additional funds, as necessary.
15. Hold Pre-Construction conference. Discuss items on Pre-Construction checklist.
16. Arrange/attend site meetings to discuss/coordinate utility shut downs, tie-ins, change orders necessitated by unforeseen problems, etc. All Change Order recommendations should be sent to Purchasing for approval and copies should be sent to originating department.

Change Order approval shall be obtained according to the following types of projects:

Projects funded by Budget and Planning-approval must be obtained from Budget and Planning

Projects funded by Facility Services-approval must be obtained from Department Head of department that is funding the project

Projects funded by other departments, such as Athletics, Residential Life, etc.-approval must be obtained from department

17. Review monthly progress payment applications and approve or disapprove with a note to the contractor. All projects over \$5,000 will have 10% percentage withheld at the submittal completion phase for the 45 day lien period.
18. Schedule and attend final inspections. Notify Facility Services personnel and others of final inspection dates. Compile punch list and assign monetary values, in addition to 10% percentage. Send written copy to contractor giving company 45 days from date of acceptance to complete work. At the end of this time period, the University will use values listed to complete uncompleted items.
19. Send letter of acceptance to Vice Chancellor of Finance and Administrative Services, and send copies to Purchasing and Risk Management.