

### Project Liaison (PL) or Project Sponsor (PS)\*

\*Dependent upon the scope and scale of each project, the Project Liaison and Project Sponsor may or may not be the same person.

- Informs and instructs Facilities Planning and Development (FPD) and Engineering and Construction (EC) on tactical and strategic project decisions on behalf of stakeholders
- Makes design, construction, and budgetary decisions
- Serves as the point of contact for the faculty, staff, and other end user(s) of the capital project, providing program of requirement details as requested by design team as well as regularly updating stakeholders on project progress
- Communicates vision and precise, specific project requirements and establishes requirement priorities
- Provides timely and accurate information to FPD and EC regarding funding sources when applicable
- Provides time resources necessary throughout project (e.g., attends meetings, reviews and provides feedback on project meeting minutes)
- Reviews and scores Standard Form 330 qualification forms received from Architectural/Engineering (A/E) firms in order to generate a short-list to interview
- Acts as an interviewer and has a vote in the selection process (the PS or PL, FPD, and EC each cast one vote) of the A/E firm and/or the CM
- Invited to attend all planning, design, and construction meetings relating to the project
- May review any/all documentation related to the project
- May coordinate the telecom needs, keying requirements, signage content move effort with FPD
- Completes an evaluation of FPD and EC services following key decision points and remits to the Vice President of Business and Fiscal Affairs

### Facilities Planning and Development

- Ensures that PS, PL, and stakeholders' building requirements are met, or, if needs cannot be met, provides justification and alternatives
- Receives project request (Project Initiation Form) from end user
- Provides project timeline to PS/PL
- Works with PS/PL to clarify goals, scope requirements, and data on project
- Requests and procures costs for feasibility study and program of requirements from consultants
- Develops comprehensive cost estimate for minor construction and renovation projects (with EC)
- Provides Construction Approval Form to end users for signatures/FOAPAL with associated costs
- Coordinates the development of the project team (FPD/EC/PL/PS/Consultants)

- Works with project team for development of feasibility study and program of requirements defining goals, scope, construction delivery method and LEED requirements
- Writes Request for Qualifications (RFQ)/advertisements to post on OAKS and provides to PS/PL for review, or solicits RFQ from consultants and design professionals
- Reviews, interviews, selects, and negotiates for Architect/Engineering (A/E) services (w/ EC and PL/PS)
- Reviews technical proposal (with EC and PL/PS)
- Establishes project timeline with A/E for all charrettes, reviews, and design meetings
- Manages project communication with project team, University Buildings and Grounds Committee, and stakeholders in an open, inclusive manner on all phases of project development
- Develops project detail for the web site updates (with EC)
- Conducts kick-off meeting, program verification, charrettes, design review meetings at schematic, design development, and final construction document issuance (with PL/PS)
- Coordinates with other university departments throughout design including EC, Physical Plant, Computing and Telecommunications Services, Environmental Health and Safety, and Office of Disability Services
- Reviews projects with external entities (Fairborn Fire Department, City and County Engineer)
- Designs, coordinates, and procures furnishings, fixtures, and equipment (with PL/PS)
- Conducts and manages bid process with EC – issues bid advertisement, conducts pre-bid meeting, issues addendum and responds to questions during bidding, opens bid, and conducts bid evaluation
- Writes evaluations for design A/E firms and construction contractors
- Attends pre-construction and construction meetings (with EC)
- Coordinates signage, keying, and moving (with EC and PL/PS)

#### Engineering and Construction Department

- Sets up project account
- Writes controlling board request(s), if required
- Attends controlling Board meeting(s), if required
- Sends A/E contract to the Attorney General's Office
- Writes bid advertisements (may be FPD)
- Opens bids (may be FPD)
- Evaluates bids and sends out Notice of Intent to Award/Notice to Proceed
- Collects documentation and ensures compliance with all relevant contract language
- Sends construction contract(s) to the Attorney General's Office
- Tracks and administers the construction

- Attends and runs (if required) progress meetings
- Acts as a point of contact between construction team, the design team, and campus community
- Approves and processes change orders (with FPD)
- Approves and processes pay requests for A/E
- Approves and processes pay requests for construction contractors
- Works with commissioning agent to ensure contract compliance
- Works with A/E and other consultants on punch list generation
- Regularly reports on progress to PS, PL, and FPD
- Closes out the project
  - Obtains operating and maintenance manuals and distribute
  - Obtains as-built record drawings and electronic files
  - Coordinates all tests and demonstrations on equipment
  - Obtains close out affidavit's from all prime contractors
  - Approves and process final pay applications and requests for retainage
  - Writes evaluations for design A/E firms and construction contractors
  - Archives all project files in Millet Hall penthouse storage facility