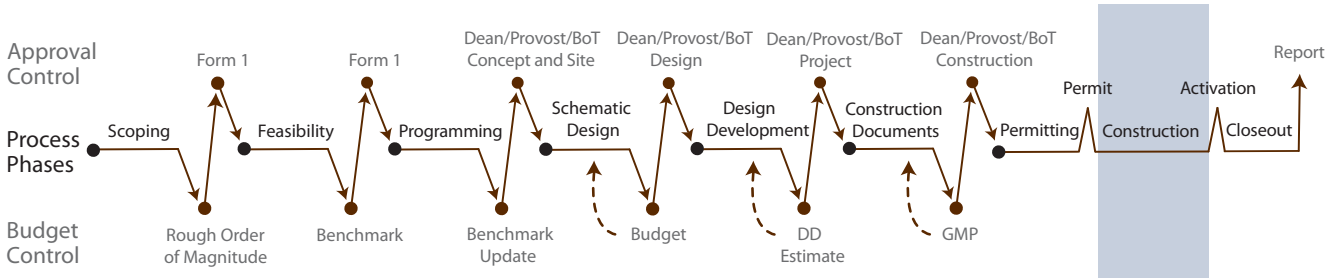


CONSTRUCTION



Safely construct project in accordance with contract documents, and within budget and schedule.

Throughout the course of construction, the PM, architect, and contractor meet weekly on site to report on the construction track submittal status, budget, and schedule; and to resolve field conflicts and drawing discrepancies. The contractor’s project manager leads the owner/architect/contractor (OAC) meetings, sets the agenda, and documents decisions and outcomes. The contractor’s project superintendent reports on the project’s safety program and site logistical concerns and provides weekly updates to the construction schedule.

The general contractor is tasked with coordinating their delivery and installation, and facilitating the inspection process to allow building occupancy. The DPM quality assurance/quality control team representative inspects the site regularly in order to ensure quality and conformance with the contract documents. Toward the end of construction, the contractor begins commissioning the building systems according to the previously outlined commissioning plan.

The user and technical team representatives are copied on OAC meeting minutes and attend OAC meetings as needed to assist in resolving field issues. DPM will route relevant submittals and RFI’s to user and technical team representatives for review. The OAC meeting is not a forum for discussion or consideration of changes to the project beyond the BoT approved scope of work. All Stanford stakeholders must direct questions or comments about the construction to the project manager (see communication diagram on page 5). The PM provides all direction to the GC and design team.

>> Resources for the Construction phase, including checklists and form templates, are online at: http://lbre.stanford.edu/dpm/PDP_Process

TASKS

Project Controls & Logistics

Budget	Track project costs and report status monthly
Funding	100% of project funding must be available
Schedule	Track project schedule and report status monthly
Internal reviews	Conduct periodic construction walk-throughs; submit reviews as required
Board of Trustees	N/A
Logistics	Notify stakeholders of changes to site logistics
Administration	Conduct weekly OAC meetings
Jurisdictional	Conduct inspections (jurisdictional, special inspection, internal quality assurance)
Outreach	Maintain site notification with neighbors

Building Program

The building program is complete and has been incorporated into final drawings.

Sustainability

Begin building commissioning

DELIVERABLES

- Contractor rolling schedules
- Contractor RFI, submittal, and change request logs
- A&E site observations
- Punch list
- Letter of substantial completion
- Signed-off permits (final inspections)

APPROVALS

Jurisdictional authorities