



REMEDIATION PROJECT MANAGEMENT- Standard Protocols

PRE-CONSTRUCTION PHASE

PROJECT PLANNING

- Finalize Remedial Action work Plan with State Agency
- Prepare Project /Program summary document
- Develop comprehensive project budget
- General overall project master schedule
- Develop management plan for communications and approvals
- Prepare Health & Safety Plan

DESIGN REVIEW

- Review drawings and specifications for constructability
- Analyze design team cost estimates
- Identify opportunities for cost savings(value engineering)
- Monitor schedule performance and identify long lead items
- Facilitate Owner review and approval of all construction documents
- Expedite coordination between architect and Owner's consultants
- Conduct and document project coordination meetings
- Assist with obtaining regulatory approvals
- Audit selected disposal or treatment facilities
- Obtain special BUD or Disposal permits

PROCUREMENT and BIDDING

- Conduct review of project delivery options
- Provide bidders list.
- Conduct contractor selection or bidding process
- Conduct direct purchase vendor selection or bidding
- Prepare comparative analysis of bids received
- Determine insurance and bonding requirements
- Prepare sub-contracts

CONSTRUCTION PHASE

PROJECT START-UP

- Develop and apply project control systems
- Assist in selection and implementation of Internet based Project Management System
- Prepare cash flow projections
- Establish communication protocols

CONSTRUCTION

- Monitor on-site construction activities to assure compliance with contract, RAWP and Regulatory Agencies
- Oversee and report to Owner on the activities and interaction by others, including contractors, consultants, sub-contractors, transportation and disposal vendors, and suppliers
- Develop and manage quality assurance/quality control plan
- Oversee implementation of SSHASP
- Review and prepare payment recommendations for all invoices
- Negotiate change order payment amounts
- Expedite development of schedule recovery strategies
- Coordinate activities of direct purchase vendors
- Conduct and document project coordination meetings
- Resolve disputes in a timely, practical, and cost-effective manner
- Distribute monthly progress reports
- Maintain project documentation

PROJECT CLOSE-OUT

- Expedite substantial completion and final inspections
- Prepare and monitor correction of punch list items
- Review contractor and vendor submission of all required documents
- Coordinate transfer of property operation to Owner
- Schedule and assist with closure activities
- Re-inspection of all construction prior to contractor release or expiration of contractor warranties.