

**WCD CONSTRUCTION MANAGEMENT  
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
- Prepare final cost estimate and cash flow schedule

**DESIGN**

- Prepare required drawings and specifications for Agency approval, permits and constructability
- Identify opportunities for cost savings (value engineering)
- Prepare schedule performance and identify long lead items
- Facilitate Owner review and approval of all construction documents
- Expedite coordination between re-development design architect and Owner's consultants
- Conduct and document project coordination meetings
- Obtain regulatory approvals
- Select and audit disposal or treatment facilities
- Obtain special BUD or disposal permits

**PROCUREMENT and BIDDING**

- Provide bidders' list of any bid programs
- Conduct contractor selection or bidding process
- Conduct direct purchase vendor selection or bidding
- Determine insurance and bonding requirements of subcontracts
- Prepare subcontracts

**CONSTRUCTION PHASE**

**PROJECT START-UP**

- Develop and apply project control systems
- Prepare CPM Schedule
- Assist in selection and implementation of Internet-based Project Management System
- 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, subcontractors, 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
- 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