

## PROJECT ROLES + RESPONSIBILITIES

- Project Administration
  - Client Meetings (how many?)
  - Zoning Research
  - Code Analysis
  - Site Inspection & Documentation
  - Site Analysis
  - Review Project/Owner's Documents
  - Site Development Options
  - Scope of Work/Programming
  
  - Concept Sketches/Plan Drawings
  - Massing Studies/Models
  - Schematic Design Package
  - Design Development Package
  - Consultant Coordination/Meetings
  - Material Selections
  - Systems Integration (Owner's Consultants?)
  - Product Selection
  - Code Compliance Review
  - Project Data & Calculations
  - Preliminary Specifications
  - Budgets/Cost Reviews with Contractor
  - Interior Design
  
  - Construction Drawings
  - Specifications and cut sheets
  - Consultant Coordination of Drawings
  
  - Building Department
  - Fire Department
  - Separate Demolition Permit
  - Fire Sprinkler
  - Soils/Grading
  - Drainage/Landscaping
  - Green Building Requirements
  - Health Department
  - Public Works/Utilities
  - Planning Department
  - H.O.A. Requirements/Meetings
  - Variances/Public Hearings/Modifications
- Bidding Instructions
  - Bid Package & Distribution
  - Site Walk
  - Administration/R.F.I.'s & Clarifications
  - Bid Review & Comparison
  - Construction Contract Review
  
  - Construction Administration of Contract
  - Job Site Visits
  - Construction Certification
  - Review Shop Drawings
  - Field Clarifications
  - Payment Certificates
  - Punch List
  - Certificate of Completion Preparation
  - Building Commissioning
  
  - Soils/Geotech Report
  - Arborist's Report
  - Survey
  - Civil Engineer
  - Landscape Architect
  - Structural Engineer
  - MEP (Mechanical/Electrical/Plumbing)
  - Fire Lifesafety/Fire Sprinklers
  - Entitlements
- OWNER REQUIREMENTS**
- Insurance
  - Taxes
  - Governmental Fees
  - Financing