



QUALIFICATION MATRIX ADDENDUM :

The following are just some examples of typical Responsible-in-Charge (RIC) functions for each of the fifteen specific areas identified in the experience matrix Section II above. We realize that there are other possible RIC functions which could result from regional differences and the specific project involved. As you fill out the form, you should use the examples below as a guide and complement it with your good judgment. When you answer "Yes" or "No" to the question, "Did the decisions that the applicant was empowered to make directly impact the successful completion of the project and was the applicant fully responsible in charge of construction management services?"

PRE-DESIGN PHASE

Project Management:

Assist owner in deciding project delivery method. Review/Approve or recommend approval of Feasibility Study for accuracy and applicability; Review the Environmental Impact Report; Select/Assist owner in selecting the Design Consultant; Establish the initial Project Organization; Prepare/Approve the Responsibility Matrix; Prepare/Approve the Construction Management Plan; Prepare/Approve the Project Procedure Manual; Chair the Pre-design Project Conference; Establish the Management Information System; Participate in the Site Reconnaissance Committee meetings and decisions; Identify and Coordinate with the stakeholders of the project; Have initial meetings with the pertinent Regulatory Agencies/Offices. Prepare a Risk Register and Risk Management Plan.



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DESIGN PHASE

Project Management:

Chair Design Review meetings; Approve or recommend approval of design contracts, subcontracts and amendments; Coordinate approval and approval of General and Special Conditions in the contract documents; Approve or recommend the approval of the Public Relations Plan; Approve project funding allocations; Organize and Chair meetings; Establish cost controls; Approve design schedules; Brief stakeholders on the design status and on-going actions; Develop Risk Management Register; Develop the Quality Control/Quality Assurance program; Develop Project Reporting Requirements; Lead the Constructability Review; Participate in or evaluate Value Engineering studies; Prepare or review the Engineer's Construction Cost Estimates and Compare with Budget. Perform contractor/vendor/supplier/labor market study. Implement and Update the Risk Management Plan.

Cost Management:

Chair regularly scheduled meetings to review the Design Progress; Approve or recommend approval of designer invoices; Review project estimates; Reconcile Estimates against Project Budget; Evaluate potential Value Engineering savings; Review and approve cash flow diagrams; Manage project funding and costs; Approve the cost loaded design schedule; Identify Cost Saving options; Review and Comment on completeness, accuracy, and the effect on schedule and cost of the Plans & Specs, at the various submittal stages.

Time Management:

Chair the Design Coordination meetings; Develop Project Milestones; Manage/Approve the master schedule; Engage Stakeholders to provide input on the master schedule; Manage/Approve the design schedule; Manage/Approve the milestone schedule; Establish/Approve the preliminary construction schedule; Ensure that Long Lead Items are identified and entered into the schedule; Ensure that Environmental considerations are identified and integrated into schedule assumptions.

5. Quality Management:

Review Design Quality Control procedures; Conduct Constructability Reviews and submit to designer for incorporation; Manage the Document Control function, Review design submittals, Design criteria changes, Quality Control and Quality Assurance efforts; Review and Approve project estimates; Reconcile Estimates, and evaluate the quality implications of Value

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POST CONSTRUCTION PHASE:

Quality Management:

Review and cause Submittal of complete Red Drawings and Operation and Maintenance manuals; Ensure that the owner's Operations and Maintenance staff are given training, spare parts, test reports, such that they are trained to can operate and maintain the facility; Manage issues that may arise during the Warranty Period.

Contract Administration:

Prepare a Project Closeout Log to track outstanding items necessary to make the final payment to the GC including release of final retention, release liens, receipt of spare parts; Negotiate the final close out change order, including settlement of all claims; Prepare list of Lessons Learned. Conduct Lessons learned meeting.