

Section 17 - Tracking of Construction Phase Milestones and Performance Metrics

- A. Introduction - The Project Managers / Task Managers administering and coordinating engineered projects are required to track numerous items during the construction phase of a project to verify HRSD's project archives are complete prior to closing out a project. The purpose of this Section is to gain assistance tracking these milestones from the FIRM responsible for construction administration of HRSD's projects. A template form (Attachment A) is provide for this use.
- B. Completion and Submittal of Construction Milestone Tracking Form
1. The FIRM shall use the attached template form to create and input dates of the listed milestones for each project the FIRM is managing during the construction phase. Use "N/A" for any items that do not apply to the particular project.
 2. The FIRM shall update and submit a copy of the construction milestone tracking form along with each monthly status report / payment request to HRSD upon start of the construction bid phase.
 3. The Project Manager / Task Manager shall provide a copy of each received construction milestone tracking form if not included in HRSD's Enterprise Resource Planning (ERP) System to the appropriate Chief of Design and Construction.
 4. These tracking forms will assist the Project Manager / Task Manager in properly confirming Project Stage Gate in HRSD's Unifier (Unifier) Enterprise Project Management System for CIP projects.
- C. Performance Metrics
1. Regular updates, scheduled submittals and overall timely completion of the construction milestone tracking forms will be used as a Performance Metric for Project Managers / Task Managers and also for the FIRM.
 2. The Chiefs of Design and Construction will discuss on a regular basis with the Project Managers / Task Managers whether the goals of submitting monthly updated construction milestone tracking forms to the chiefs are being met.
 3. Goals for completion of Contractor's evaluation by a joint effort by the Project Manager / Task Manager and the FRIM shall be within 60 calendar days of the Contractor's final payment request.
 4. Goals for completion of the FIRM's evaluation by the Project Manager / Task Manger shall be within 60 calendar days of the FIRM's final payment request.

End of Section