

## **Section 17 - Tracking of Construction Phase Milestones and Performance Metrics**

- I. 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 provided for this use.
- II. Completion and Submittal of Construction Milestone Tracking Form
  - A. 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 project.
  - B. 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 preconstruction phase.
  - C. The Project Manager / Task Manager shall provide a copy of each received construction milestone tracking form if not included in HRSD's Unifier (Unifier) Enterprise Project Management System to the appropriate Chief of Design and Construction.
  - D. 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.
- III. Performance Metrics
  - A. 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.
  - B. 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.
  - C. 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.

- D. Goals for completion of the FIRM's evaluation by the Project Manager / Task Manager shall be within 60 calendar days of the FIRM's final payment request.

IV. Attachments:

- A. Milestone Tracking Form

**End of Section**