

Section 17 - Tracking of Construction Phase Milestones and Performance Metrics

- I. Introduction - The Project 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 in tracking these milestones from the FIRM responsible for the 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 shall provide a copy of each received construction milestone tracking form, if not included in HRSD's Enterprise Project Management (Unifier) System, to the appropriate Director of Design and Construction.
 - D. These tracking forms will assist the Project Manager in properly confirming the Project Stage Gate in Unifier 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 and also for the FIRM.
 - B. The Director of Design and Construction will discuss on a regular basis with the Project Managers whether the goals of submitting monthly updated construction milestone tracking forms to the Directors are being met.
 - C. Goals for completion of the Contractor's evaluation by a joint effort by the Project Manager and the FIRM 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 shall be within 60 calendar days of the FIRM's final payment request.

IV. Attachments:

- A. Milestone Tracking Form

End of Section