

CONSTRUCTION ADMINISTRATION PROCESS

1. The contractor is issued a Notice to Proceed and an inspector(s) is assigned to the project.
2. Construction team leader convenes a pre-construction meeting for the design team, contractor and sub-contractors on the project.
3. Contractors mobilize on site.
4. Contractor submits the project schedule.
5. Architect and MCPS construction team review the schedule for approval.
 - If the schedule is not approved, the contractor must revise and resubmit.
6. Contractors submit Requests for Information (RFI's) to the architect/engineer.
7. Architect/engineer responds to the RFI's in a timely manner (14 days).
8. Contractor provides submittals required by the contract.
9. Architect and MCPS construction team review the submittals for approval.
 - If the submittals are not approved, the contractor must revise and resubmit.
10. The contractors order the material and begin construction according to the schedule.
11. A bi-weekly progress meeting schedule is prepared. The principal is invited but not required to attend. Participants include, the construction team leader, project inspector(s), the general contractor's or construction manager's project manager, superintendent, and applicable trade contractors. The architect presides over the meetings. His consultants attend as necessary to the progress of the job.
12. The architect/engineer and MCPS construction team review the contractor's pay requisitions monthly at a progress meeting. The contractor usually will bring a pencil copy to the meeting and make revisions after comments by the team.
13. The architect signs off on the final pay requisition and forwards it to the financial team in DOC for payment.
14. The contractor or construction manager submits potential change orders (PCO's) to the architect.

- The architect sends the PCO to the appropriate consultant for review which includes the review of whether the request is actually a change to the contract documents and if the cost is appropriate.
 - When the initial review is completed, the PCO is discussed at the progress meetings and given final approval by the architect and MCPS staff.
15. The architect or construction manager processes approved change orders for submission to the MCPS financial team.
- The financial team reviews the documentation for compliance with the contract documents and forwards to the construction team leader for a final review. When that is completed, the director signs the change order and it is returned to the contractor.
16. The architect/engineer and MCPS staff inspects work in place.
17. The MCPS inspector produces a daily inspection report for the record.
18. The progress meetings are held to discuss outstanding issues and the schedule is updated if necessary.
19. The architect generates and distributes minutes of the meetings in order to track issues and record the progress of the project.
- After distribution to all attendees, the recipients may have comments or disagree with the content of the minutes.
 - The architect will revise the minutes as necessary to reflect the actual discussions which took place.
20. The meeting minutes will be archived for the project records and as a starting point for the next progress meeting.
21. After substantial completion of the project and submission by the contractor of a punch list, the architect/engineer along with MCPS staff generate a final punch list of incomplete items or unacceptable work.
22. The contractor completes the punch list.
23. Inspections by various local and state agencies take place.
- If inspections are not passed, a list of deficiencies is produced by the inspecting agency.
24. The contractor must correct the deficiencies and call for a re-inspection(s).

25. The final use and occupancy permit is given by the Montgomery County Fire Marshal.
 - 25.1 The final cleaning of the building is completed.
 - 25.2 The keys are turned over to the school administration.
 - 25.3 Equipment demonstrations are held for staff and maintenance personnel.
 - 25.4 The Department of Materials Management moves the furniture and equipment into the building.
 - 25.5 The teachers move in their supplies and organize the classrooms.
 - 25.6 School opens.
26. Contractors submit the project close-out documents which consist of the as-builts, Operations and Maintenance Manuals (O&M's) and warranties.
27. Architects/engineers review the close-out documents for accuracy and completeness.
28. The contractor closes out all the required project permits and submits documentation to various agencies.
29. The project is inspected by the Board of Education and an action item is put on the next available agenda for approval.
30. The Board of Education accepts the project from the contractor.

IGOE

State of Maryland Code Requirements
Montgomery County Code Requirements
City Code Requirements
Contract Award by Board of Education

GUIDES

INPUT

Notice to Proceed Issued to Contractor
Pre-Construction Meeting
Submission of Project Schedule
Architect's Review of RFI/Submittals
Progress Meetings
Construction Inspection
Payments
Punch List Work
Demonstrations
Move-In Furniture & Equipment
Board Inspection

Construction Administration Process

OUTPUT

Completed Quality Project that Opens
on Time and within Budget
Board of Education Project Acceptance

ENABLERS

Architect/Engineer Design Team
Code Reviewers/Montgomery County Fire Marshal
DOC Project Manager
Construction Inspection Team/Fiscal Team
DOC Director
Board of Education