

LIST OF ACRONYMS

The following abbreviated acronyms are used throughout this manual:

- ACS Accounting Specialist with project financial support duties
- AM Asset Manager responsible for administering infrastructure rehabilitation and CIP development programs
- APF Active Project File – standard categories for PEM file structure maintained in each PEM’s office.
- APX Appendix Section of this manual
- CA Contracts Development Administrator with administrative project support duties
- CAF Consumer Affairs Manager
- CAM Construction Administration Manager – responsible for administering Utility’s Construction Program
- CE Consultant Engineer under contract as a project team member
- CEO The President/CEO of El Paso Water Utilities, with executive and administrative duties
- CFO Chief Financial Officer with administrative duties
- CIP Capital Improvements Program
- CO Change Order – A legal document which changes the terms of the construction contract, and is signed by the Contractor, Engineer/Consultant, Contracts Administrator, and President/CEO or his designee
- COO Chief Operations Officer with administrative duties
- CSI Construction Specifications Institute. EPWU’s standard technical specifications format
- CTO Chief Technical Officer with administrative and executive support duties

- ELS Engineering Lead Secretary – Secretary to the CTO
- EOR Engineer of Record is the individual who seals the plans, specifications, or reports
- ES Executive Secretary to the President/CEO
- ESM Engineering Services Manager with administrative support duties.
- EXTD REFR Extended Reference used in the column heading of the Performance Procedures. Denotes an extension of the description of workflow and directs you to a particular sub-routine, sub-process, or cross reference. Extended References include qualifiers and additional instructions relative to a specific procedure. Examples:
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| APX B2.3 | Appendix B, Task Section 2.3 |
| JR5.0 | Job Request procedures Section 5.0 of this manual |
| APL | Active Projects Library |
| PP 11.0 | Payment Process procedures Section 11.0 of this manual |
| GC 14.2 | General Conditions Section 14.2 |
- GAM Government Affairs Manager
- GC General Conditions. More formally titled “Standard General Conditions of the Construction Contract”, prepared by the Engineer’s Joint Contract Document Committee, 1983 Edition, utilized by El Paso Water Utilities
- LA Land Administrator with project support duties
- LGL Legal Office includes the General Counsel, Assistant General Counsel, and support staff
- MBE Minority Business Enterprise
- MBS Minority Business Specialist
- PAM Project Administration Manager, provides management, supervision and instruction to Project Management personnel and outside consultants for Utility Projects
- PEM Project Engineer Manager (EPWU) delegated responsibility by the Project Administration Manager for project management

- PAS Project Administration Secretary
- PC Purchasing Clerk
- PCS Project Compliance Specialist
- PSB Public Service Board. An autonomous group of five members responsible for governing and establishing policy for the Utility's operation and providing strategic planning for the provision of water and wastewater service to its customers
- REFR FORM Reference Form, used in the column heading of the Performance Procedures. Where applicable, a particular procedure may require the use of a Project Management Form (example: PM 5510). The form number generally corresponds to the specific Section number of the task being described. See Appendix C for PM forms.
- RESP PRTY Responsible Party, used in the column heading of the Performance Procedures, indicates person or persons responsible for carrying out the specific procedural task being described. Where more than one party is required to complete a procedure, the lead name is provided first.
- RFP Request for Proposals (may also be called RFS – Request for Submittal) – a process by which the Utility solicits Engineering Services for a particular project by requiring the submittal of an engineering/architect firm's qualifications, project strategy and staffing.
- RPR Resident Project Representative. Under the guidance and supervision of the Consultant Engineer responsible for providing daily Construction Inspection
- RSM Risk Manager, outside consultant that reviews and approves insurance and bonds submitted by contractors and provides guidance in developing bid documents
- SCM Selection Committee. The Engineering/Architectural Selection Committee of the Utility, comprised of a Public Service Board member, the Utility's President/CEO, Vice President(s), Chief Technical Officer, and Chief Operations Officer
- SGC Supplementary General Conditions of the Utility's standard bid documents, which supplement or revise the General Conditions
- TAT Turn around time

- PMRT Procedures Manual Review Team. A group comprised of the PAM, the CA, and others as required, the purpose of which is to address and implement improvements to the Procedures Manual
- TCEQ Texas Commission on Environmental Quality. State agency responsible for the enforcement of the Texas Administrative Code (TAC) and related drinking water quality and infrastructure construction.
- TWDB Texas Water Development Board. An agency headquartered in Austin, Texas, which provides funding under various programs for municipal water, wastewater and reclaimed water projects.
- VP Vice-President Operations and Technical Services and/or Vice-President Strategic, Financial and Management Services
- WBE Women Owned Business Enterprise
- WDC Work Directive Change. A written directive to a contractor to perform a change, addition, or deletion of work during construction which involves a change to the contract time and/or price. The WDC is issued in advance of a change order in order to keep the project progressing. It does not include a final negotiated price for the change but does contain a dollar ceiling based on an engineer's estimate which cannot be exceeded. The WDC must be executed by the OWNER prior to proceeding with the change. For the purposes of this Procedures Manual, the Owner is the EPWU.