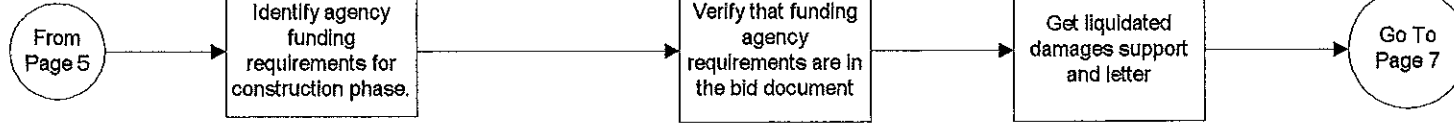


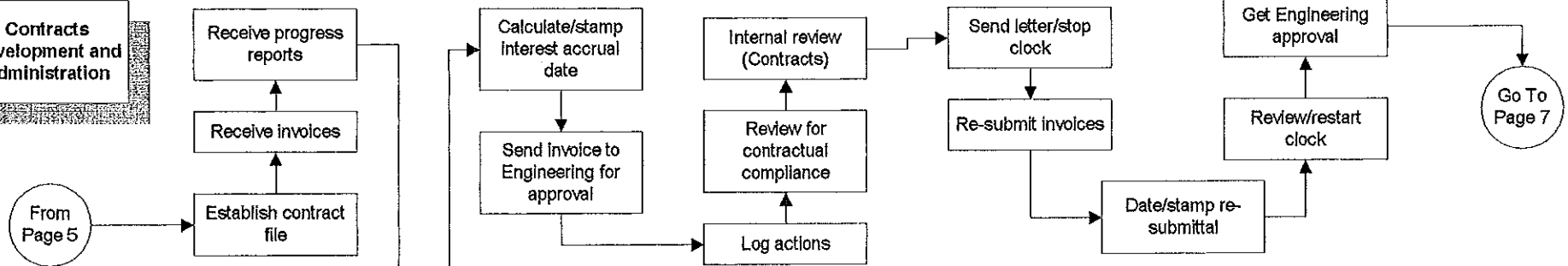
**Accounting/
Purchasing**

**EXTERNAL
PROCESS**

Engineering



Contracts Development and Administration



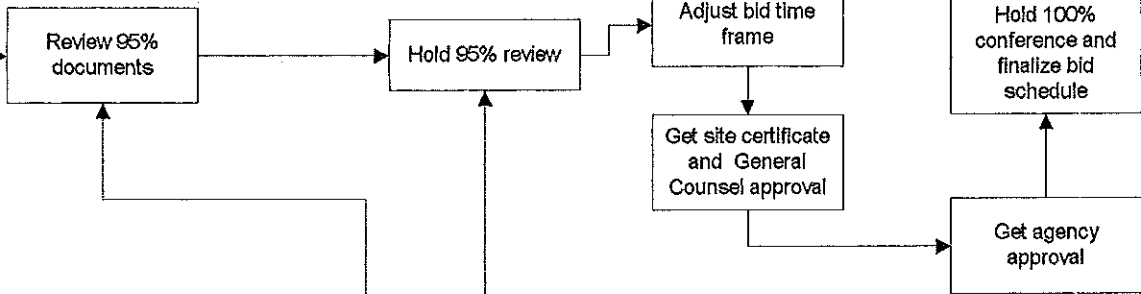
Accounting/ Purchasing

EXTERNAL PROCESS

Consulting Engineer sends copy of transmittal letters to Contracts for all deliverables made to Engineering

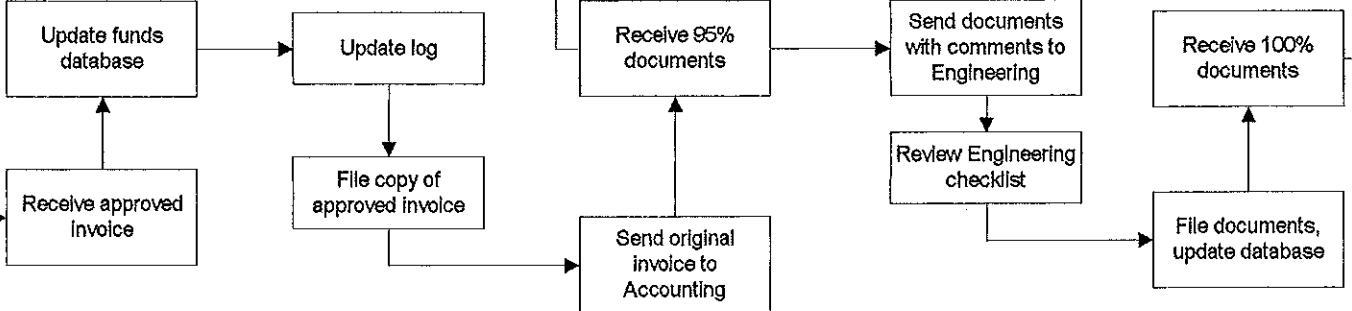
Engineering

From Page 6



Contracts Development and Administration

From Page 6



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Accounting/ Purchasing

EXTERNAL PROCESS

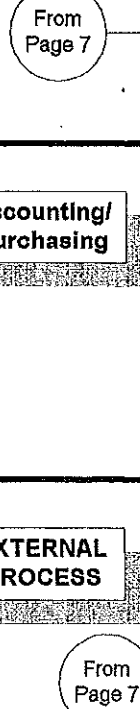
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Engineering

Contracts Development and Administration

Accounting/ Purchasing

EXTERNAL PROCESS



Engineering

Construction Phase begins

Hold pre-construction meeting (with Consulting Engineer)

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Contracts Development and Administration

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Attend pre-construction meeting

Get final contract documents from Purchasing and review for errors.

- Copy of contract
- Notice to Proceed
- Purchase Order

Calculate due dates (substantial and final) and send copy to Engineers

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Accounting/Purchasing

EXTERNAL PROCESS

From Page 8

Consulting Engineer evaluates bids

Consulting Engineer sends recommendations to Purchasing

PSB awards bid

Funding agency approval

Romanyk Consulting

Engineering

From Page 9

Construction Phase activities

- Receive Invoices from Contracts
- Approve Invoices
- Authorize payment based on technical criteria
- Send invoices to Contracts
- Attend construction meetings
- Process work directive changes and change orders
- Site visits

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Contracts Development and Administration

From Page 9

Set up bond and insurance databases

Update data base

Get executed minority contracts from prime

File minority participation report with funding agency

Construction Phase activities

- Receive Invoices
- Review prime and sub contractor payrolls
- Review support for stored materials
- Receive materials billing and payroll exceptions from Consulting Engineer
- Process payments as needed
- Authorize payment of invoices based on contract criteria

Receive work directive changes from Consulting Engineer

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**Accounting/
Purchasing**

**EXTERNAL
PROCESS**

Engineering

From Page 10

Walk-through

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Contracts Development and Administration

From Page 10

Review/comment/process Work Directive Changes to engineers

Obtain certification of funds from Purchasing

Coordinate problem resolution

Explain contract stipulations

Handle SRF compliance audits

Review/comment/process Change Orders to Consulting Engineer

Notify Consulting Engineer of mechanic's liens filed

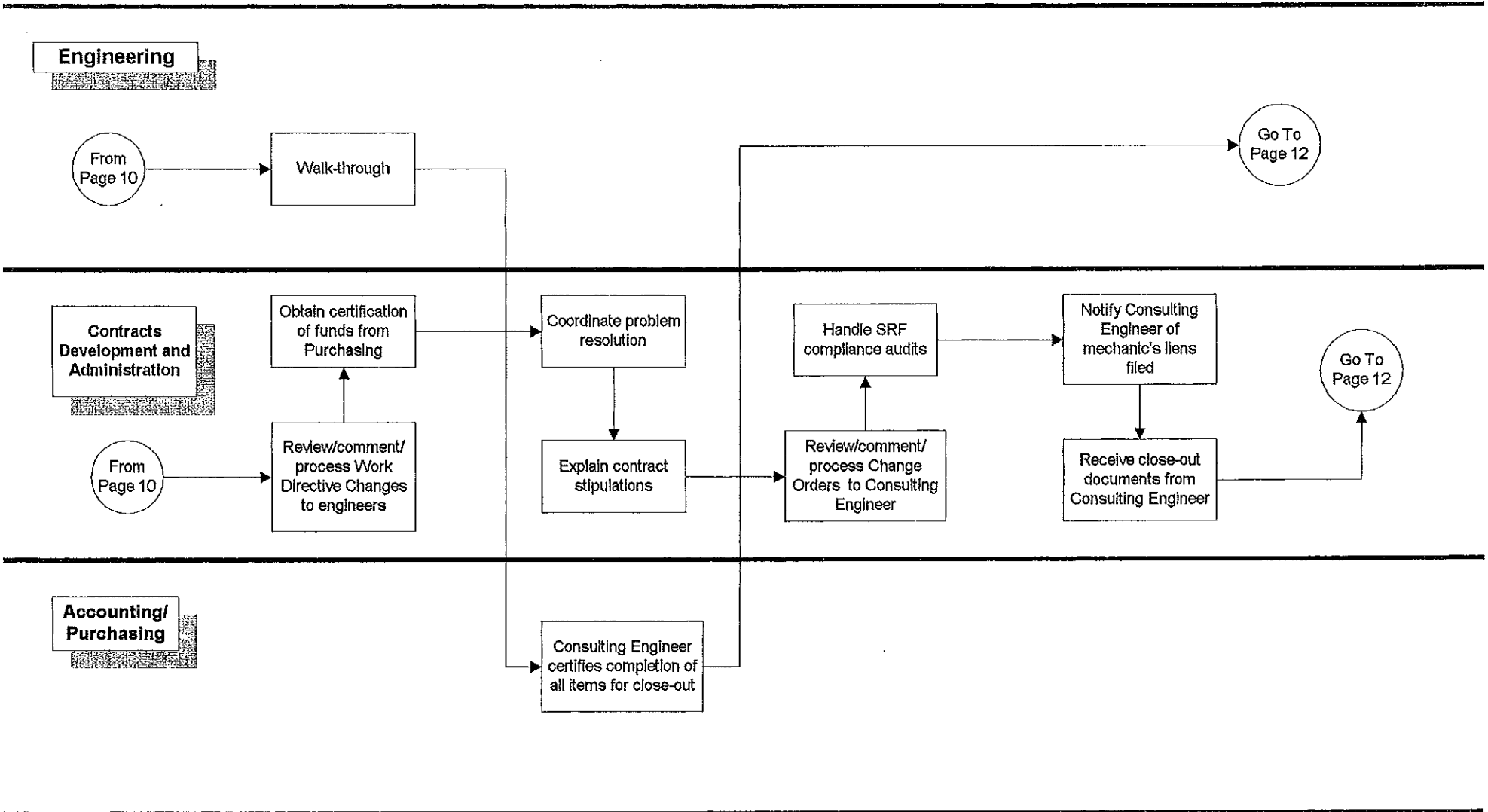
Receive close-out documents from Consulting Engineer

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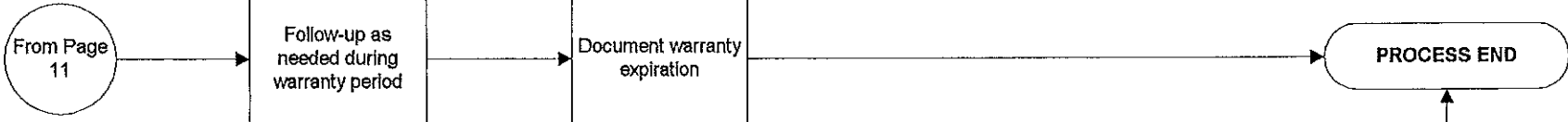
Accounting/Purchasing

Consulting Engineer certifies completion of all items for close-out

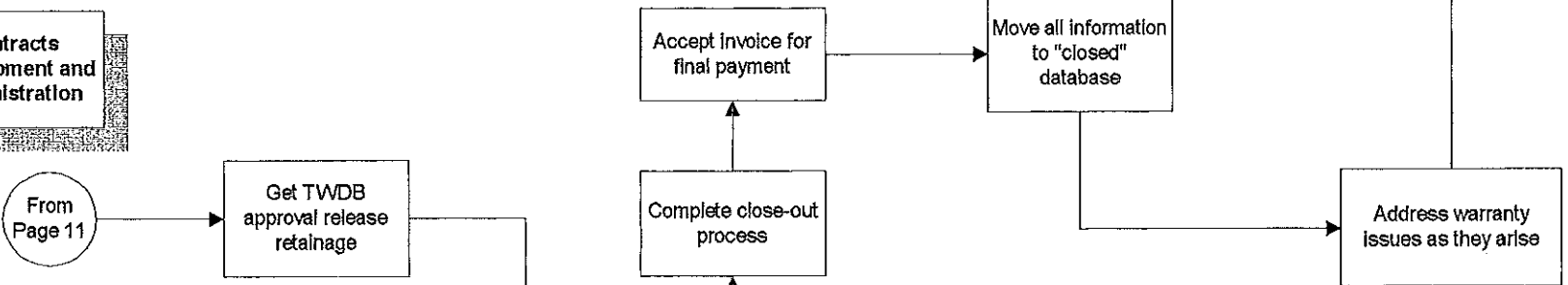
EXTERNAL PROCESS



Engineering



Contracts Development and Administration



Accounting/ Purchasing

EXTERNAL PROCESS

On agency funded projects, PSB passes a resolution to accept the project as completed