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 administrating 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:

- 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


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.