

LAP Construction Administration and Management Certification

(Construction Narrative)

My Agency Name

FM # 123456-7; road number xx from here to there

October 20, 2011

1- Project Scope

Provide a brief description of the project scope.

2- Project Management Planning

Provide procedure for Construction, Engineering and Inspections (CEI), meetings, project approach for site visits (such as daily, weekly, etc.), staffing for construction (Consultant, Agency forces, a combination?) , methods of record keeping (such as diaries, logs, etc.), project documentation, close-out documents including as-built construction plans, warranties, etc.

3- Compliance Plan

How will you comply with Federal Requirements in reference to Equal Employment Opportunity (EEO), Disadvantage Business Enterprises (DBE), Title VI (Non-Discrimination), Davis Bacon (Wage rates) and Americans with Disability Act (ADA). Who will be overseeing this aspect of the project? Who will be preparing the required paperwork?

4- MOT Experience

Provide list of prior projects that included Maintenance of Traffic (MOT) describing mean and methods for implementing MOT. Include discussion of certification and for proposed staff.

5- Cost Management

Provide an overview of the tools and methods for managing cost within construction management. Explain the CM's role and responsibilities for controlling project cost, describe methods for developing the project and construction estimates and budget, explain the Cost Management System and how to monitor, manage and document costs during all construction phases including supplement agreements. Describe change order procedure. Who will be preparing the periodic (monthly at a minimum) invoices and what is the process?

6- Time Management

Provide a basic overview of tools and methods of time management and critical path management (CPM) scheduling in construction management. Describe change order and time extension procedure.

7- Quality Management

Explain all-important quality management goals and methods used by CMs to ensure FDOT satisfaction. Quality control in the various phases of the project for sample and/or material testing, construction methods, compliance to construction documents, etc. Explain any other specific quality management tools and techniques.

8- Safety Management

Explain tools and methods for ensuring safety and minimizing risk in construction management. Topics include roles and responsibilities, project safety plan, Occupational Safety and Health Administration (OSHA) requirements and liability, typical safety hazards and more.

9- CM Professional Practice

Define roles and responsibilities of project management team and communication protocol. Describe your procedure for identifying elements of project design and construction likely to give rise to dispute and claim. How will you administer this project in accordance with all Federal Requirements?

The following documents are attached:

1- Organizational Chart

Attach your team structure for project management control.

2- Key Staff Resume (Agency and Consultant)

Attach resumes of the key staff that will administer and manage this project.

3- Computer Based Training (CBT) Certificates

Attach CBT Certificates for proposed staff; Agency and Consultant.

4- Past Projects Completed

Attach a list of projects completed by the key staff identified.