



## NEW JERSEY SCHOOLS CONSTRUCTION CORPORATION PROJECT RESPONSIBILITY MATRIX

Tasks Always Required		Tasks Sometimes Required or Optional	
Lead	●	Lead	■
Assist	○	Assist	□

PMF = Project Management Firm (\*performing role of both PM and CM)  
 A/E = Design Consultant  
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PROJECT INITIATION	SCHOOL BOARD	NJ SCC	PMF		A/E	GC
			PM	CM		
Submit Project Request to DOE	●					
Log In, Review and Accept SOW from DOE		●				
Provide Project Funding		●				
Assign Project to PMF		●				
Prepare Advertisement for Design Services		●	○			
Advertise Project		●				
Select Design Consultant	○	●	○			
Prepare Design Consultant Contract		●	○			
Sign Design Consultant Contract		●			●	
Establish Pre-Design Meeting Date	○	○	●	○	○	
Chair Pre-Design Meeting			●			
Attend Pre-Design Meeting	○	○	●		●	
Prepare and Distribute Minutes			●			
Prepare Critical Dates Schedule	○	○	●		○	
Prepare Detailed Design Schedule				○	●	
Review Detailed Design Schedule	○	○	●			
Approve Design Schedule		●				
Prepare Project Directory		○	●			
Develop & Implement Cost Control System		○	●			
Develop & Implement Schedule Control System		○	●			
Develop and Maintain a Program Management Information System		○	●			
Develop & Maintain a Correspondence Control System		○		●		
Develop, Maintain & Submit a Monthly Status Report		○		●		
Develop a Project Action Plan		○		●		



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Lead <input checked="" type="radio"/>	Lead <input checked="" type="checkbox"/>
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PROGRAM, SCHEMATIC DESIGN, AND DESIGN DEVELOPMENT PHASES	SCHOOL BOARD	NJ SCC	PMF		A/E	GC
			PM	CM		
Schedule & Chair Meetings			<input checked="" type="radio"/>			
Attend Meetings	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		<input checked="" type="radio"/>	
Prepare & Distribute Minutes			<input checked="" type="radio"/>			
Obtain Borings and/or Site Survey					<input checked="" type="checkbox"/>	
Perform Survey of Existing Building					<input checked="" type="checkbox"/>	
Prepare Drawings of Existing Building					<input checked="" type="checkbox"/>	
Field Check Record Drawings					<input checked="" type="checkbox"/>	
Apply for Regulatory Permits <u>Regulatory Agency Approvals:</u> Soil Erosion UCC Permit for Building Construction Equipment Emissions Fuel Storage for Vehicles Coastal Development Environmental Assessment Statement Environmental Impact Statement Waterfront Development (Riparian) Wetlands Development Permit Underground Fuel Tank Steam Encroachment Realty Improvement Wastewater Discharge to Streams NJPDES Sewage System Construction Exemption from Sewage System Ban Water Mgt Plan for Sewage System Divert Surface Water Water Lowering Hazardous Waste Storage or Disposal Well Drilling Construction Water Works Facility Potable Water Cross Connection Dredge and Fill Historic Site Project Building Commercial Kitchen Equipment Highway Access Driveway Drain Onto Highway Highway Utility Access Within Delaware River Basin Construction Within Pinelands Construction Within Meadowlands Corps of Engineers (Dredge & Fill) Within FAA Jurisdiction Septic Tank Construction				<input type="radio"/>	<input checked="" type="radio"/>	



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			PM	CM		
Value Engineer Project	<input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Track All Permits				<input checked="" type="radio"/>	<input type="radio"/>	
Develop a QA/QC Implementation Program			<input type="radio"/>	<input checked="" type="radio"/>		
Develop a Site Safety Implementation Program	<input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Develop a Site Security Implementation Program	<input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Develop a Site Utilization Plan	<input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Confirm Availability of: Sanitary Service Storm Water Domestic Water Gas Service Fire Service Electric Service Telephone Service Security Service					<input checked="" type="radio"/>	
Prepare Plans & Specs					<input checked="" type="radio"/>	
Prepare Structural Calculations					<input checked="" type="radio"/>	
Prepare HVAC Cal & Narrative					<input checked="" type="radio"/>	
Prepare Construction Cost Estimate (CCE)				<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Review Construction Cost Estimate (CCE)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Approve Construction Cost Estimate (CCE)		<input checked="" type="radio"/>				
Maintain / Update Design Schedule			<input checked="" type="radio"/>		<input type="radio"/>	
Approve Schedule (if Revised)		<input checked="" type="radio"/>				
Provide Info on School Bd Supplied Equip	<input checked="" type="radio"/>		<input type="radio"/>			
Provide Info on NJSCC Supplied Equip		<input type="radio"/>	<input checked="" type="radio"/>			
Prepare & Submit Submission Checklist					<input checked="" type="radio"/>	
Submit Design Documents for Review					<input checked="" type="radio"/>	
Distribute Plans for Review			<input checked="" type="radio"/>			
Review Design Documents	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
Compile All Comments & Forward to A/E			<input checked="" type="radio"/>			
Resolve All Comments			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Final Approval of Design Documents	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>			
Submit Program Phase documents to DOE for approval	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
Accept & Review Checklist for Compliance with Design Agreement			<input checked="" type="radio"/>			
Track All Project Documents			<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Provide Reports to NJSCC			<input checked="" type="radio"/>	<input type="radio"/>		
Presentations to NJSCC/Project Team			<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	



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PROGRAM, SCHEMATIC DESIGN, AND DESIGN DEVELOPMENT PHASES	SCHOOL BOARD	NJ SCC	PMF		A/E	GC
			PM	CM		
Landscape Drawings					■	
Interior Design Services					■	
Testing & Sampling Services					■	
Presentations to Client School District and/or School Board	□	□	□		■	
Presentations at Public Hearings	□	□	□		■	
Provide Renderings of Project					■	
Provide Model of Project					■	
Prepare Design Consultant Performance Evaluation (SD and DD)	●	●	●			
Process and Recommend Approval of Invoices of A/E			●			
Approve A/E Invoices		●				
Approve PMF Invoices		●				
Maintain Financial Tracking		●	○	○	○	
Monitor Design Consultant for Contract Compliance			●			



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CONSTRUCTION DOCUMENT PHASE	SCHOOL BOARD	NJ SCC	PMF		A/E	GC
			PM	CM		
Schedule & Chair Meetings			<input checked="" type="radio"/>			
Attend Meetings	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Prepare & Distribute Minutes			<input checked="" type="radio"/>			
Track All Permits				<input checked="" type="radio"/>	<input type="radio"/>	
Implement a QA/QC Program			<input type="radio"/>	<input checked="" type="radio"/>		
Develop a Site Safety Program	<input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Develop a Site Security Program	<input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Develop a Site Utilization Plan	<input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Determine the Number of Construction Contracts to be Awarded		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Prepare Plans & Specs					<input checked="" type="radio"/>	
Prepare Structural Calculations					<input checked="" type="radio"/>	
Prepare HVAC Cal & Narrative					<input checked="" type="radio"/>	
Prepare Construction Cost Estimate (CCE)				<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Review Construction Cost Estimate (CCE)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Approve Construction Cost Estimate (CCE)		<input checked="" type="radio"/>				
Review / Update Design Schedule			<input checked="" type="radio"/>		<input type="radio"/>	
Approve Schedule (if Revised)		<input checked="" type="radio"/>				
Prepare Master Submittal List				<input type="radio"/>	<input checked="" type="radio"/>	
Identify Long Lead Items			<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Provide Info on School Bd Supplied Equip	<input checked="" type="radio"/>		<input type="radio"/>			
Provide Info on NJSCC Supplied Equip		<input type="radio"/>	<input checked="" type="radio"/>			
Submit Design Documents for Review					<input checked="" type="radio"/>	
Distribute Plans for Review			<input checked="" type="radio"/>			
Review Design Documents	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
Review Plans for Constructability			<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Submit Plans for Code Review		<input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>	
Review Plans for DOE Guidelines				<input type="radio"/>	<input checked="" type="radio"/>	
Review Plans for Design Standards	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>	
Compile All Comments & Forward to A/E			<input checked="" type="radio"/>			
Revise Plans & Specs					<input checked="" type="radio"/>	
Resolve All Comments			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Ensure Compliance with Comments			<input checked="" type="radio"/>			
Final Approval of Design Documents	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>			
Submit 60% documents to DOE for review		<input type="radio"/>	<input checked="" type="radio"/>		<input type="radio"/>	
Submit 100% documents to DOE for approval	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
Prepare & Submit Submission Checklist					<input checked="" type="radio"/>	
Accept & Review Checklist for Compliance with Design Agreement			<input checked="" type="radio"/>			
Track All Project Documents			<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	



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			PM	CM		
Provide Reports to NJSCC			●	○		
Presentations to NJSCC/Project Team			●	○	○	
Presentations to Client School District and/or School Board	□	□	□		■	
Presentations at Public Hearings	□	□	□		■	
Process and Recommend Approval of Invoices of A/E			●			
Approve A/E Invoices		●				
Approve PMF Invoices		●				
Monitor Design Consultant for Contract Compliance			○	●		
Apply for All Construction Permits			○	○	●	
Prepare Pre-Bid Construction Schedule			○	●	○	
Prepare Pre-Bid Construction Cost Estimate			○	●	●	
Approve Schedule & Construction Cost Est		●	○			
Prepare Bid Document Checklist			○	●		
Confirm Funding Is In Place		○	●			
Prepare and Submit Submission Checklist					●	
Review Checklist for Contract Compliance			●			



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BID / AWARD PHASE	SCHOOL BOARD	NJ SCC	PMF		A/E	GC
			PM	CM		
Submit Master Bid Documents to PMF					●	
Reproduce All Bid Documents			●			
Pay for Bid Document Reproduction		●				
Distribute Bid Documents				●	○	
Prepare Advertis ements			●			
Place and Pay for Advertisements		●				
Schedule & Chair Pre-Bid Conference		○	○	●		
Prepare & Distribute Minutes				●		
Attend Pre-Bid Conference	○	●	●	●	●	
Prepare Addenda & Deliver to PMF				○	●	
Review Addenda for Tech Correctness				●		
Publish and Issue Addenda		●				
Schedule & Coordinate Receipt of Bids	○	○	●	○		
Receive & Record Bids	□	●	○		□	
Review Bids and Provide Cost Analysis		●				
Determination of Award		●				
Issue Notice of Intent to Award		●	○			
Prepare Contracts & Distribute		●		○	○	
Sign Contracts		●				●
Distribute Signed Contracts		●	○			
Complete & Submit "Submission Checklist" to Ensure All Deliverables Have Been Met					●	
Review Checklist for Contract Compliance			●			
Issue Notice To Proceed		●	○			
Prepare Design Consultant Performance Evaluation	●	●	●			



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CONSTRUCTION ADMINISTRATION PHASE	SCHOOL BOARD	NJ SCC	PMF		A/E	GC
			PM	CM		
Establish Date of Pre-Construction Meeting				●	○	○
Chair Pre-Construction Meeting				●		
Attend Pre-Construction Meeting	□	○	●	●	●	●
Prepare & Distribute Minutes of Pre-Construction Meeting				●		
Distribute Code-Approved Drawings to PMF along with UCC Permit					●	
Schedule & Chair Project Meetings				●		
Attend Project Meetings	□	□	□	●	●	●
Prepare & Distribute Minutes				●		
Prepare "Conformed Drawings" & Deliver Original Mylars to PMF					●	
Print & Distribute "Conformed Drawings"			●			
Track & Distribute Documents				●		
Verify Sub-Contractors List				●		
Review/Approve Samples & Materials				○	●	
Review/Approve Contractor Schedule of Values Breakdown			○	●	○	
Approve Shop Drawings					●	
Approve Test Reports					●	
Evaluate / Recommend Contractor Invoices				●	●	
Approve Contractor's Invoices		●				
Prepare CPM Construction Schedule						●
Review Contractor's Progress Schedule			○	●		
Approve Contractor's Progress Schedule		○	●			
Review & Recommend A/E Invoices			●			
Approve A/E Invoices		●				
Prepare "As-Built" Plans						●
Monitor "As-Built" Plans				○	●	
Prepare Contract Change Request Plans & Specs					●	
Prepare & Issue Contract Change Request				●		
Prepare Proposal for Contract Change						●
Evaluate/Negotiate/Recommend Contract Change Requests			○	●	○	
Authorize Contract Change Request		●				
Prepare Formal Change Order Contract Change			○	●		
Approve Change Orders		●				
Submit Daily Field Reports						●
Submit Field Observation Reports				●	●	
Review Field Observation Reports			●			
Provide a Monthly Project Status Report		○	●			
Schedule UCC Inspections				○		●



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CONSTRUCTION ADMINISTRATION PHASE	SCHOOL BOARD	NJ SCC	PMF		A/E	GC
			PM	CM		
Construction Photographs				○	○	●
Implement & Direct Site Safety Plan				○		●
Implement & Direct Site Security Plan				○		●
Implement QA/QC Program				○	○	●
Implement Labor Relations Program				○		●



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CONSTRUCTION ADMINISTRATION PHASE – PROJECT CLOSE OUT	SCHOOL BOARD	NJ SCC	PMF		A/E	GC
			PM	CM		
Plan, Schedule, Execute Close-Out				●	○	
Schedule & Chair Close-Out Meeting				●		
Attend Close-Out Meeting	□	○	●	●	●	●
Coordinate Pre -Final Code Inspection				○		●
Develop Preliminary Punchlist						●
Provide Notification of Completion						●
Develop Punchlist (Contract)				○	●	
Develop Punchlist (Code)				○	●	
Consolidate All Punchlists & Distribute				●		
Complete Punchlist Items						●
Verify Completion of Punchlist Items	○		○	●	○	
Determine Substantial Completion for Each Project				○	●	
Sign “Certificate Of Substantial Completion” for each Project				○	●	
Request Issuance of TCO				○		●
Plan, Schedule & Control Final Inspection by All Parties Incl. Regulatory Agencies				○		●
Coordinate Equipment Operation Training				●		○
Provide Maintenance & Operating Manuals				○		●
Provide All Guarantees & Reports				○		●
Assemble & Forward Close-Out Documents					●	
Prepare Insurance Transfer Report				●		
Review As-Built Plans					●	
Prepare Record Set Drawings					●	
Determine Final Completion on each Project				○	●	
Sign “Certificate Of Final Completion” for each Project				○	●	
Prepare and Submit Submission Checklist					●	
Review Checklist for Contract Compliance			●			
Obtain All Close-Out Documents				●		
Close-Out Design Consultant's Contract		○	●			
Prepare Design Consultant's Performance Evaluation (50% and 100% completion)	●	●	●			
Prepare Contractor's Perf. Evaluation	●	●	●	●	●	
Initiate Final Contract Acceptance			●		○	
Sign Final Contract Acceptance		●				



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POST OCCUPANCY PHASE	SCHOOL BOARD	NJ SCC	PMF		A/E	GC
			PM	CM		
Provide Post-Occupancy Assistance			<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Schedule 11-month Warranty Inspection	<input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Conduct 11-month Warranty Inspection	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Correct Warranty Issues						<input checked="" type="radio"/>
Prepare Warranty Inspection Report					<input checked="" type="radio"/>	
Review & Submit Warranty Inspection Report				<input checked="" type="radio"/>		
Approve Warranty Inspection Report		<input checked="" type="radio"/>				
Prepare Product Review Report					<input checked="" type="radio"/>	
Review & Submit Product Review Report				<input checked="" type="radio"/>		
Approve Product Review Report		<input checked="" type="radio"/>				