

School Building Authority of West Virginia
CONTRACT SERVICES RESPONSIBILITIES
For Owner, Architect, and Construction Manager
SBA FORM 189

	SERVICE TASKS	COUNTY	ARCHITECT	CONSTRUCTION MANAGER
SITE EVALUATION / SELECTION				
1	Archeological Survey Services (WV Dept. of Culture & History)	Request & PO	Assists	Assists
2	Geotechnical Survey Services	Request & PO	Provide Building Layout	RFP, Review And Comment
3	Boundary Survey Services	Request & PO	Assist	RFP, Review And Comment
4	Topographical Survey Services	Request & PO	Assist	RFP, Review And Comment
5	Utility Survey Services	Participants	Originate, Coordinate	Review And Comment
6	Site Accessibility Study (including DOH Review)	Participants	Originate, Coordinate	Review And Comment
7	Property Acquisition	Acquires	Recommends For Program	Recommends For Cost
PLANNING				
8	SBA CEFP Amendments	Reviews & Approves	Originates	Assist
9	SD, DD & CD Design Schedule (Coordinate with SBA)	Reviews & Approves	Reviews, Comments	Originates & Updates
10	Master Project Schedule	Reviews & Approves	Reviews, Comments	Originates & Updates
11	Verify Existing Building Layout & Dimensions	Assists	Originates	Assists
12	Project Budget / Building Cost Assessment	Reviews & Approves	Reviews & Implements	Originates & Updates
13	Monthly Project Reports	Reviews & Approves	Review	Originates
14	Monthly Team Meetings	Participants	Participants	Conducts & Records
15	Project Website (if applicable)	Maintains	Provides Info	Provides Info & Photos
16	Program of Requirements (to be developed with the SBA Staff)	Originates	Implements	Reviews & Comments
17	Testing & Inspection Services	Request & PO	Review	RFP And Review
18	Asbestos Consultant (if applicable)	Request & PO	Tech Direction	Coordinates & Arranges
19	Commissioning Agent (if applicable)	Request & PO	RFP & Tech Direction	Assists In Selection
20	Printing Services	Reimbursement	Performs & Distributes	Monitors
DESIGN				
21	SD, DD & CD Design Drawings (Reference SBA Project Submission Requirements - SBA 176)	Reviews & Approves	Originates	Reviews & Comments
22	Document Coordination	Authorizes	Originates	Reviews & Comments

23	Technical Specifications Div. 2 - 17 (Reference SBA Project Submission Requirements)	Reviews & Approves	Originates	Reviews & Comments
24	Life Cycle Cost Analysis	Reviews & Approves	Originates & Advises	Review, Comments & Cost
25	Conceptual Furnishing & Equip Layouts	Reviews & Approves	Originates	Reviews & Comments
26	Furnishing & Equipment Bidding Documents	Reviews & Approves	Originates	Bids & Coordinates
27	Technology Plan (Included with DD Phase Submission)	Originates	Incorporates	Reviews & Comments
28	Safe School Design Review (Reference SBA Appendix I)	Review And Comments	Originates	Review And Comments
29	Monthly Team Meetings	Participants	Participants	Conducts & Records
30	SD, DD & CD Cost Estimates	Reviews & Approves	Reviews & Comments	Originates
31	Set DD & CD Bid Packaging	Reviews & Approves	Reviews & Comments	Originates & Recommends
32	Value Engineering Analysis (Cost Savings)	Reviews & Approves	Reviews & Implements	Originates & Advises
33	Agency Review Submissions (Fire Marshall, DEP, Health Dept., etc.)	Reviews	Originates	Assists
34	Building Permit Submissions (if applicable)	Approves	Originates	Assists
35	Cost & Schedule Document Constructability Review	Reviews	Reviews & Implements	Originates
36	Develop Bid Alternates	Reviews & Approves	Reviews & Implements	Advises & Recommends
37	Set Bidding Schedules (Coordinate with SBA)	Reviews & Approves	Reviews & Comments	Advises & Originates
38	General Requirements Specifications - Div. 01	Reviews & Approves	Reviews & Assists	Originates
39	BIM Documentation (See SBA 191)	Participates	Originates	Reviews & Comments
BIDDING / AWARD				
40	Develop Bidders Lists	Reviews	Reviews	Originates
41	Bidding Advertisement	Publishes	Assists & Reviews	Originates
42	Pre-Bid Meeting (Including SBA pre-bid reminders)	Attends	Conducts & Records	Assists & Attends
43	Bid Opening	Conducts	Assists & Attends	Attend, Assist & Records
44	Bid Tabulations & Post Bid Forms (including submission to SBA)	Reviews & Approves	Reviews & Comments	Originates
45	Post Bid Evaluation Meeting	Participates & Approves	Advises & Recommends	Conducts & Recommends
46	Bid Recommendation for Award	Reviews & Approves	Reviews & Concurs	Originates
47	Construction Contracts	Reviews & Approves	Reviews & Comments	Originates
CONSTRUCTION				
48	BIM Documentation (See SBA 191)	Participates	Originates	Reviews & Comments
49	Pre-Construction Conference	Attends	Attends & Assists	Conducts & Records

50	Construction Schedules	Reviews & Approves	Reviews & Comments	Originates
51	Construction Phasing	Reviews & Approves	Reviews & Comments	Originates
52	Daily On-Site Observations	No Applicable Service	No Applicable Service	Conducts & Records
53	Monthly On-Site Observations by Architect / Engineer (SBA Requirements)	No Applicable Service	Performs & Reports	Assists & Participates
54	Weekly Trade Coordination Meetings	No Applicable Service	No Applicable Service	Conducts & Records
55	Bi-Weekly Progress Meetings	Attends	Attends	Conducts & Records
56	Monthly BIM Coordination Meetings (See SBA 191)	Participates	Attends & Participates	Conducts & Records
57	Pre-Installation Meetings	No Applicable Service	Attends & Participates	Conducts & Records
58	Contractor Payment Applications	Approves & Pays	Reviews & Certifies	Receives & Recommends
59	Contractor Certified Payrolls	Reviews & Files	No Applicable Service	Receives & Transmits To Owner
60	Shop Drawings & Product Data	No Applicable Service	Reviews & Approves	Receives & Reviews
61	Contractor Requests for Information	No Applicable Service	Reviews & Responds	Prepares & Transmits To Architect
62	Decisions on Contractor Claims	Approves	Reviews, Approves & Recommends	Advises Architect
63	Contractor Change Requests	Approves	Reviews & Recommends	Prepares & Recommends
64	Contractor Time Extensions	Approves & Accepts	Reviews & Recommends	Prepares & Recommends
65	Construction Defects	Participates	Identifies & Recommends	Assists & Recommends
CLOSE-OUT				
66	Final Completion Checklist / Punch list	Reviews & Accepts	Identifies & Recommends	Assists & Recommends
67	Project Closeout Procedures (including SBA 178)	Receives & Executes Documents	Receives & Transmits To Owner	Schedules & Transmits To Architect & SBA
68	BIM Documentation (See SBA 191)	Reviews & Accepts	Reviews & Confirms	Receives, Confirms, & Transmits to Owner
POST OCCUPANCY				
66	11-month Warranty Follow-up	Participates & Approve	Conducts	Participates
67	Maintenance & Energy Report (SBA 179)	Compile & Submit	No Applicable Service	No Applicable Service