

Lovers Lane Development Coordination Responsibility Matrix

DRAFT

Activity	Responsibility			
<i>Project Phase</i>	City Manager	Design Engineer	Engineering/ CIP	EDC
MANAGEMENT				
Project Management	Co-Lead	Co-lead	Participate	
Partnering (Facilitator as Lead)	Lead	Assist	Assist	Participate
Communication/Management - Systems & Procedures	Participate	Co-Lead	Co-lead	
Bi-Weekly Project Meetings	Participate	Assist	Lead	Attend
Technical Workshops	Assist	Assist	Lead	Attend
Action Items	Co-Lead	Co-Lead	Lead	
Issues Resolution	Co-Lead	Co-Lead	Co-Lead	
Change Authorization	Co-Lead	Assist	Co-lead	Assist
Schedule Model	Review	Co-lead	Co-lead	
Cost Model	Review	Co-lead	Co-lead	
PERMITTING				
Regulatory Approval/Permit Strategy				
Fire Department Approval				
HMMP				
SWPPP				
RMP & PSMP				
SUPPORT SERVICES				
Survey				
Geotechnical				
Verify Existing Conditions				
Potholing				
GIS System Integration				
DESIGN DEVELOPMENT ACTIVITIES				
CADD Standards				
Structural Design Criteria				
Utility Coordination (Identification & Conflict Management)				
Code Review/Summary				
Materials of Construction Selection				
Preliminary Design				
Equipment Selection				
Detail Design Documents				
Maintenance of Operations				
Design Document Review				
Alternate System Reviews				
Technical Reviews				
Operability Reviews				
Constructibility Reviews				
Bidability Reviews				
Quality Control Reviews				
Technical Specs				
Bid Docs (0-1)				

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OPERATIONS/START-UP PLANNING				
O & M Requirements				
Training Requirements				
Commissioning Plan				
Start-up Plan				
Testing Plan				
CONSTRUCTION PLANNING				
Construction Management Plan				
Traffic Management and Community Engagement				
Major Supplier Selection Plan				
GMP Proposals				
Bid Phase				
Insurance & Bonding				

LEAD - Primary responsibility

CO-LEAD - Joint responsibility

ASSIST - Provide input and help; includes review

REVIEW - Review, comment and approve (when required)

PARTICIPATE - Attend activity

Lovers Lane Traffic Study Responsibility Matrix

Draft

Activity	Responsibility			
<i>Project Phase</i>	City Manager	Design Engineer	Engineering	EDC
MANAGEMENT				
Project Management	Co-Lead	Co-lead	Participate	
Partnering (Facilitator as Lead)	Lead	Assist	Assist	Participate
Communication/Management - Systems & Procedures	Participate	Co-Lead	Co-lead	
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South Street Responsibility Matrix

Draft

Activity	Responsibility			
<i>Project Phase</i>	City Manager	Design Engineer	Engineering	EDC
MANAGEMENT				
Project Management				
Partnering (Facilitator as Lead)				
Communication/Management - Systems & Procedures				
Bi-Weekly Project Meetings				
Technical Workshops				
Action Items				
Issues Resolution				
Change Authorization				
Schedule Model				
Cost Model				
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**Business Park Buildout
(lower portion)
Responsibility Matrix**

Draft

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<i>Project Phase</i>		City Manager	Design Engineer	Engineering	EDC
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**Business Park Buildout
(lower portion)
Responsibility Matrix**

Draft

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REVIEW - Review, comment and approve (when required)

PARTICIPATE - Attend activity

**Technology Drive Extension
MLK to Business Park
Responsibility Matrix**

Draft

Activity		Responsibility			
<i>Project Phase</i>		City Manager	Design Engineer	Engineering	EDC
MANAGEMENT					
Project Management					
Partnering (Facilitator as Lead)					
Communication/Management - Systems & Procedures					
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MLK to Business Park
Responsibility Matrix**

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PARTICIPATE - Attend activity

Infrastructure for MOCA Project Buildout Responsibility Matrix

Draft

Activity	Responsibility				
	City Manager	Design Engineer	Engineering	EDC	
Project Phase					
OUTREACH AND INTRODUCTION TO THE CITY					LEAD - Prim
Field initial phone call.email, etc	R	P	P	L	CO-LEAD - J
Gather data	R	P	P	L	ASSIST - Pr
Assemble meetings	R	P	P	L	REVIEW - R
Research	R	A	A	L	PARTICIPAT
Run preliminary ROI information	R	P	P	L	
Meet with the applicant	CL	P	P	CL	
MANAGEMENT					
Project Management	L	A	A	CL	
Partnering (Facilitator as Lead)	L	P	P	CL	
Communication/Management - Systems & Procedures	L	P	P	CL	
Bi-Weekly Project Meetings	CL	P	P	L	
Technical Workshops	L	P	P	CL	
Action Items	L	P	P	CL	
Issues Resolution	L	P	P	P	
Change Authorization	L	P	P	P	
Schedule Model	L	P	P	P	
Cost Model	L	P	P	P	
PERMITTING					
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Responsibility Matrix**

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