

1.28.2026

Responsible: The person or people who do the work to complete the task.
Approve: The person who approves the work once it's done and is the final decision-maker.
Support: The person who provides help and resources to the Responsible person.
Informed: People who need to be kept up-to-date on progress, but do not need to be consulted on decisions.
Consulted: People whose input is needed before a decision or action can be taken.

	CITY COUNCIL	NOTES	CITY ADMIN	PMR	ARCHITECT	CM
PROJECT FEASIBILITY STUDIES						
Prepare Conceptual Budget and Schedule			S	R		
Approve Conceptual Budget and Schedule	A		S	S		
PROGRAM ADMINISTRATION						
Approval of the Bond Sale	A		S	S		
Assist City in Overall Program Management	I		R	S		
Setup, maintain, and recommend Program Governance Documents	I		S	R		
Approve Program Governance Documents	A		S	S		
Weekly Updates to City Council	I		S	R		
Monthly Construction Summary Update (receive and file)	I		S	R		S
Quarterly Dashboard Presentations to City Council	I		S	R		
Lead CON/PMR Meetings			S	R		
PROPERTY DUE DILIGENCE						
Surveys and Geotechnical	I	These will be included as standard in the weekly status update.	R	S	S	
Public Roadway & Utility Infrastructure	I		R			
Flood Plains / Wetlands / Woodlands	I		R			
Permitting / Regulatory Requirements	I		R	S	S	S
Site Plan approval for new construction (with Planning Commission)	A		R	S	S	
PROJECT DELIVERY METHOD AND PROFESSIONAL TEAM PROCUREMENT						
Review and Recommendation of Project Delivery Method	I		S	R		
Approval of Project Delivery Method	A		S	S		
Develop Professional Services RFPs with analysis and Recommendations	I		S	R		
Approval of Professional Services Contracts of \$25,000+	A		S	S		
Approval of Professional Services Contracts less than \$25,000	I		A	S		
DESIGN PHASE SERVICES						
Assist and advise City through design process	I		I	R	S	
Monitor and Update Project Schedule and Budget	I		S	R	S	S
Presentation of the Schematic Design Document Package	I		I	S	R	
Approval of the Schematic Design Package	A			S	S	S
Presentation of the Design Development Document Package	I		I	S	R	
Approval of the Design Development Package	A			S	R	
Approval of Construction Drawings (90% complete with construction estimate for bid packages)	A		S	S	R	
ENGAGEMENT OF THE CONTRACTORS						
Contractor Bid Package, Bid Summary, and GMP Amendment Recommendations	I		S	S	S	R
Approval of Contractor Bid Packages and Guaranteed Maximum Price (GMP)	A		S	S	S	R
CONSTRUCTION PHASE SERVICES						
Attend Bi-Weekly Owner/architect/Construction Manager Meetings	I	These will be included as standard in the weekly status update.	S	S	R	R
Monitor Contractor's submittals, material procurement, and RFI's	I		S	S	R	R
Review payment applications, waivers, sworn statements for contract compliance	I		R	R	R	R
Setup and Maintain Project Files			I	R	S	R
Change Order Review			R	R	R	R
Change Order Approval over CC approved contingency	A		S	S	S	S
Change Order Approval - within council approved GMP	I	PMR will maintain and update a change order tracking document that	A	S	S	R
Approval of Transfers within budget line items that do not exceed CC approved budget	I	Finance and Administration Committee approval required.	FAC: A	S	S	S
Monitor and Update Project Schedule and Budget	I	These will be included as standard in the weekly status update.	S	R	S	S
Expedite Project Close-Out activities	I		S	S	S	R
BUILDING ACTIVATION						
Activation Plan Development	I		S	R	S	S
Procurement of Furniture, Fixtures and Equipment (FFE) and Moving Services	I	These will be included as standard in the weekly status update.	R			
On-site Coordination during FFE Installation and Moving Services	I		R			

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