

Del Pilar cor. Dr. J. Quintos St.

Malate Manila

CHAPTER 4A: PROJECT

CONSTRUCTION

MANAGEMENT DEPARTMENT

MANUAL

Class Code: D

Reference Code:

OM-CMD

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CHAPTER 4A: PROJECT IMPLEMENTATION (THRU SUBCONTRACTING)

A. Roles and Responsibilities

Units/Person
Responsible

ROLES AND RESPONSIBILITIES (PROCESS)

CMD Head/Pres.& CEO	1.	Receives Notice of Award (NOA), Notice to Proceed (NTP) and Project Agreement (PA) from LBP Procurement Department with the following documents:
		a. Seven (7) sets of plans and specifications and other documents related to application of building permits
		b. Two (2) sets of construction plan for office and field/project use
		c. Approved Breakdown of Works and the Corresponding Value of the Contract Amount
	2	Assigns the project to Team Leader
	2 3.	Schedules pre-construction meeting with PMED and the
	٥.	end-users.
	4.	Conducts pre-construction meeting with PMED, end-users
	7.	and Project Team Leader.
_		3
Team Leader	5.	Prepares Procurement Request Form (PRF) indicating scope of works with estimated amount of specialty work items.
	6.	Forwards PRF to Cost Engineer for review and approval
Cost Engineer	7.	Reviews the Procurement Request Form with the scope of works and forwards same to Construction Management Department Head/President and CEO for approval
CMD Head/ Pres. & CEO	8.	Reviews and signs the Procurement Request Form
Team Leader	9.	Endorses the approved Procurement Request Form to Purchasing Unit/BAC Secretariat
Purchasing Unit/ BAC Secretariat	10	Determines/recommend the type of procurement depending on the amount. If the amount is below Php500,000.00, process thru alternative method of procurement.



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Units/Person

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ROLES AND RESPONSIBILITIES
(PROCESS)

<u>Responsible</u>		(PROCESS)
		If the estimated amount in the Procurement Memo is Php500,000.00 and above, posts in the PhilGEPS and schedules the bidding.
BAC Secretariat	11	Issues Notice of Pre-Bid Conference
Team Leader/ Cost Engineer	12	Participates and assists BAC Secretariat in the Pre-Bid Conference
LBRDC BAC	13	Approves the Abstract of Bid and Bid Analysis, forwards the bid documents to Construction Management Department (CMD) for evaluation.
CMD Head/	14.	Endorses bid documents to Team Leader for the
Pres. & CEO		preparation of Breakdown of Works and Corresponding Value of the Contract Amount (BOWCVOTCA)
Team Leader	15.	Evaluates the Abstract of Bids and Bid Analysis together with the bid documents of bidders
	16.	Prepares BOWCVOTCA of winning bidder's Scope of Works
Team Leader	17.	Endorses BOWCVOTCA to CMD Head/P&CEO for approval
CMD Head/	18.	Approves BOWCVOTCA and forwards same to BAC
Pres. & CEO		Secretariat.
	19.	Informs/advices the BAC Secretariat/Purchasing Unit the date the sub-contractor should mobilize.
Purchasing Unit/	20.	Prepares and issues Notice of Award (NOA), Contract
BAC Secretariat		Agreement (CA) and Notice to Proceed (NTP) to winning bidder/subcontractor
Team Leader/	21.	,
Project Engineer		the implementation of specialty works.
Sub-contractor	22.	Once resources to be used are checked, proceeds with the implementation



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Units/Person Responsible

ROLES AND RESPONSIBILITIES (PROCESS)

<u>Responsible</u>		(PROCESS)
	23.	Submits billing statement for progress billings.
Project Engineer	24.	Prepares Statement of Work Accomplishment (SOWA) to be signed by both parties (i.e. Project Engineer and Subcontractor)
Project Engineer	25.	Forwards SOWA with photos to Team Leader
Team Leader	26.	Signs SOWA and forwards to CMD Head/President and CEO for approval
CMD Head/	27.	Approves SOWA and recommends/forwards billing
Pres. & CEO		statement and SOWA to Purchasing Unit for payment of progress billing
Project Engineer/	28.	
Tem Leader		done by the subcontractor.
	29.	Prepares Project Inspection and Update Report (PIUR) containing punch list works/items to be rectified by the subcontractor within the given time frame
Sub-contractor	30	Corrects and rectifies punch list works
Project Engineer/	31.	Checks the punch list works/items if rectified/completed
Team Leader	32.	Once punch list items are rectified/completed prepares Certificate of Punch list Completed with photos and forwards same to CMD Head and President and CEO
CMD Head/	33.	Signs the Certificate of Punch list Completed;
Pres. & CEO		
Project Engineer/	34.	Endorses same to Branch Manager for confirmation
Team Leader		



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Units/Person Responsible

Pres. & CEO

ROLES AND RESPONSIBILITIES (PROCESS)

Project Completion and Acceptance

	Project Engineer/ Team Leader	35.	Prepares and endorses Certificate of Completion and Project Acceptance to CMD Head/President and CEO for approval
	CMD Head/	36	Approves the Certificate of Completion and Project
	Pres. & CEO		Acceptance and issues same to sub-contractor
			Release of 10% Retention Fee
	Sub-contractor	37.	Prepares letter request for the release of 10% retention fee
ſ	CMD Hood/	20	Endorses the request for the release of 10% retention for

CMD Head/	38.	Endorses the request for the release of 10% retention fee
Pres.& CEO		with supporting documents to the Purchasing Unit thru the Project Engineer/Team Leader
Project Engineer/	39.	Checks the details of the documents and signs in the
Team Leader		recommendation for the release of 10% retention fee
CMD Head/	40.	Approves and recommends release of 10% retention fee.

Change Orders and Contract Time Extension

Sub-Contractor	41.	Requests Change Order
CMD Head/ Pres. & CEO	42.	Receives request for Change order from the sub- contractor and forwards same to Cost Engineer/Team Leader
Team Leader	43.	Evaluates and prepares recommendation, including quantity take-off and transmit the same to Cost Engineer
Cost Engineer	44.	Receives request for quotation of change order/additional works
	45.	Checks and prepares detailed cost estimates



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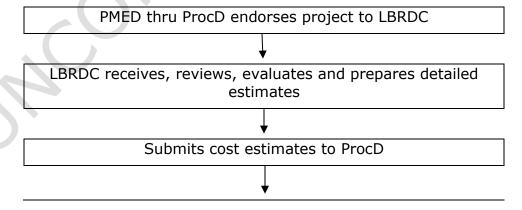
Units/Person Responsible

ROLES AND RESPONSIBILITIES (PROCESS)

Team Leader/ Cost Engineer	46.	Conducts joint validation/verification of cost estimate with sub-contractor.
	47.	Prepares Construction Bulletin Work Authorization Order (CB-WAO) and forwards same together with the detailed cost estimates to CMD Head/President and CEO.
CMD Head/	48.	Approves CB-WAO;
Pres. & CEO		
Team Leader	49.	Upon receipt of the approved CB-WAO, issues change order to sub-contractor.
CMD Head/	50.	
Pres. & CEO		concerned Team Leader for evaluation.
Team Leader	51.	Evaluates request and prepares request for approval of contract time extension.
CMD Head/	52.	Approves the request and issues to sub-contractor.
Pres. & CEO		

B. Process Flow

AWARDING OF PROJECT PRE-CONSTRUCTION PHASE





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If within the ABC, LBP-ProcD will elevate it to HOBAC for approval

Upon approval, ProcD issues Notice of Award (NOA) to LBRDC

LBRDC approves acceptance and implementation of project. Executes MOA/CA and submits required documents

ProcD issues Notice to Proceed to LBRDC

LBRDC's Team Leader/Project Engineer secure building permit/CARI and requests materials, specialty works items, tools and equipment thru Procurement Request Form (PRF)

Upon approval by the Head of Procuring Entity (HOPE) property custodian issues materials, tools and equipment and prepares PRF for unavailable items

Attends pre-construction meeting with the end-users and LBP-PMED

Team Leader/PE prepares job order of workers

HR staff recruits and deploys required project workers (core)

Mobilizes and implements project. Team Leader/P.E. hires additional workers (local)



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CONSTRUCTION PHASE

PE canvasses local materials and recruit project workers (local) coordinates with HR and PU

PE supervises and monitors implementation of project.
Prepares PIUR using standard form of LBP at least twice a month and submits to LBRDC Head Office. Team Leader coordinates with Accounting Unit re: preparation of progress billings

At 80% accomplishments starts preparing as-built plans

At 95% work accomplishment, PE requests joint inspection with PMED for punch list works

Completes punch list and remaining balance of works/secure occupancy permit

At 100% completion, requests turn-over and acceptance and final payment