

STATE UNIVERSITY CONSTRUCTION FUND

PROGRAM DIRECTIVES

DIRECTIVE 1C-7

Issue Date: November 2012

CONSTRUCTION PHASE STAFFING PLAN

1. Procedure

- a. During the Construction Document Phase, the Consultant shall develop a proposed staffing plan for its field staff and submit this to the Fund for review. This should include both professional staff as well as day to day on-site representative(s). The staffing plan shall include all professional staff involved in the design of the project (including the Architect, LEED representative, respective subconsultant engineers, architects, asbestos designers and other design professionals) who will periodically visit the site and on-site supporting field representative(s) (full and part time), and others from the design team who are expected to support the project in the field.
- b. The on-site field representative(s) may be omitted from the plan if the use of a Construction Manager (CM) has been already been approved by the Fund. If there is no CM, the Consultant shall propose on-site field representative(s) and shall obtain and submit resumes(s) of such staff for the Fund to review and approve.

If the Consultant has no candidates to propose for on-site field representative(s), an advertisement shall be prepared for the local newspaper. The Consultant shall forward the proposed advertisement and quoted advertising cost to the Fund. If the Fund is in agreement, authorization to advertise will be given and advertising costs shall be reimbursed on the basis of the Consultant's actual expenditure. The Consultant shall forward all resumes received for the purposes of concurrently evaluating them. Once prescreening is complete, potential candidates will be identified. The Fund will contact the Consultant and request that personal interview(s) be scheduled. After all interviews are complete, the Consultant's shall make a recommendation to the Fund. If the Fund concurs, authorization to hire will be issued. No commitment is to be made by the Consultant to any individual being proposed without the Fund's prior approval.

- c. The Consultant shall be reimbursed for on-site field representative(s) in accordance with the Consultant Agreement. When the Consultant is being reimbursed for the on-site field representative(s), it is required to provide the Fund, in writing, specific information that includes: resume(s), salary expectations and the completed SUCF Form SRH DC-48 "CONSULTANT'S RECOMMENDATION FOR HIRING". If overtime is contemplated based upon

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the specifics of the project, the hiring recommendation should identify such overtime. Separate authorization may be required for straight and overtime reimbursement as required by Consultant's policy for work in excess of 40 hours per week.

2. Duties

As to the overall duties, responsibilities, etc., of on-site field representative(s), the Fund has adopted those outlined in the American Institute of Consultants document B352 (latest edition) "*Duties, Responsibilities and Limitation of Authority of Full-Time Project Representative.*" Any modification of this to further serve the special interests of the Fund can be established by mutual agreement.

3. Titles

Titles generally used (but not limited to) by the Fund, for on-site field representative(s) include:

Site Representative
Assistant Site Representative
Senior Site Representative
Mechanical Representative

Electrical Representative
Project Engineer
Construction Assistant
Engineering Aide

The proposed on-site field representative(s) title shall have the Fund's agreement.

4. Performance and Promotion

The Consultant should make periodic performance evaluation of on-site field representative(s) consistent with their company policies. Consideration for annual salary increases will be given by the Fund, if the performance warrants, and if the Consultant so recommends. Submission of the evaluation and salary increase recommendation shall be in letter form with a recommended effective date. It should be submitted to the Fund at least two weeks before the anniversary date.

5. Termination of on-site field representative(s)

When a project approaches completion, the number of on-site field representative(s) will be reduced. Termination of employment of the on-site field representative(s), for any reason, is to be managed directly by the Consultant, after conferring and receiving prior approval from the Fund.

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6. Vacation and Holidays

The Consultant will not be reimbursed for any vacation time taken by on-site field representative(s). This cost is covered in the override in accordance with the Agreement. It is the responsibility of the Consultant to propose how daily field representation required will be continued during any vacations that may be scheduled. The Fund shall be given advance notice and presented with plan for approval.

The Consultant on-site field representative(s) shall be reimbursed for the following six (6) holidays a year: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

7. Supplies

At its own cost and expense, the Consultant will supply on-site field representative(s) with all dispensable office supplies required for performance of their duties. The construction contractor can be required to provide such supplies when the list of such supplies is included in the General Requirements, Special Conditions. Any special equipment that may be required in the field for use by on-site field representative(s) shall be identified in writing with justification, be formally requested and receive prior Fund authorization to procure.

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SITE REPRESENTATIVE STATE UNIVERSITY CONSTRUCTION FUND PROJECT CONSULTANT'S RECOMMENDATION FOR HIRING

Consultant: _____ Project No. _____

FOR SUCF USE ONLY

Project Name: _____

*Reimbursable Salary of
Site Representative*

Campus: _____

\$ _____ /Wk

Candidate Name: _____

Address: _____

\$ _____ /Yr

Resume Attached Yes No Recommended Weekly Salary: _____
If "No", explain

Total Project Upset
\$ _____

Start Date: _____ Estimated Employment Length _____
(Weeks) (Months)

Indicate SUCF Acceptance:

Assigned Job Title: _____

Proposed Duties (Including shared duties, if any) _____

Special arrangements (if any) between Consultant and Candidate

Consultant's Recommendation Basis _____

Candidate Interviewed by (Consultant) _____

SUCF Interviewers _____

Submitted by: _____

Remarks _____

Approved: _____
Project Coordinator Date

Regional Director of Construction Date