



Timothy P. Cahill
Chairman, State Treasurer

Katherine P. Craven
Executive Director

Owner's Project Manager: Scope of Services Information

Massachusetts law requires the hiring of an Owner's Project Manager ("OPM") prior to designer selection on all public construction projects valued at more than \$1.5 million. Once a school facilities problem has been verified by the Massachusetts School Building Authority ("MSBA") and the MSBA Board agrees to collaborate on a feasibility study or a repair assessment with a municipality or school district ("Owner"), selecting an OPM represents the first step of a process in which the Owner and the MSBA collaborate to address it. The OPM is accountable to both the Owner and the MSBA.

Upon MSBA approval of the Owner's selection, OPMs are initially hired by the Owner to represent the interests of the Owner and the MSBA during the feasibility study/schematic design phase of a project. Subject to MSBA approval of the project, and a continued funding authorization by the Owner, the contract may be amended to extend through project completion.

OPM responsibilities are far more extensive than the duties of a traditional clerk of the works. The OPM is the centerpiece of a project management process designed to maximize value by achieving a number of goals including:

- Controlling the project budget from beginning to end
- Minimizing schedule delays.
- Ensuring quality construction.
- Improving communication between all parties working on the project.
- Facilitating prompt dispute resolution.

Specific Responsibilities

The OPM will serve as the focal point of management and communication and oversee all parties working on a project. The OPM will have a number of responsibilities that extend through all stages of a project.

Cost Control

- Develop a detailed project budget, updated monthly, and report any variations to the Owner and the MSBA.
- Compare subsequent cost estimates prepared by the designer and/or construction manager at risk to the baseline budget, notify the Owner of any variance and recommend solutions to reduce or eliminate cost increases.
- If subsequent estimates are above the project budget, consult with the designer and/or construction manager at risk and recommend appropriate revisions in scope of work to the owner.
- Review all invoices and make recommendations to the Owner regarding payment.
- Provide change order cost review and negotiation.

Schedule Management

- Develop a detailed project schedule, updated monthly, and report any variations to the Owner and the MSBA.
- If actual progress varies from the baseline schedule, consult with the designer, contractor and/or construction manager at risk and make appropriate recommendations to the Owner to either achieve or revise the original schedule.

Value Engineering/Constructability

- Identify potential problems during design development.
- Make recommendations for design, cost, quality or schedule improvements to the owner.

Monthly Progress Report

- Submit to the Owner and the MSBA a written monthly report summarizing activity during the previous month. Please see the MSBA's sample report.

In addition, the OPM will have a number of specific responsibilities during particular project phases.

Feasibility Study/Schematic Design

- Coordinate the designer selection process.
- Oversee design with an eye toward constructability, long-term maintenance and life-cycle cost savings.

Bidding

- Oversee process.
- Manage contractor/subcontractor pre-qualification process.
- Assist the Owner with negotiation and award of a construction contract.

Construction

- Provide a full-time, on-site representative dedicated exclusively to the project.
 - Project representative is subject to owner's approval and must have at least five years experience in on-site supervision of similar projects.

Completion

- Inspect completed work, develop punch lists in coordination with the designer, track and confirm completion of punch-list items.
- Assist the Owner in completing written designer and contractor evaluations.

For detailed information about the OPM Scope of Services, please see the MSBA's OPM Selection Guidelines and OPM Model Contract located on the MSBA's website www.MassSchoolBuildings.org.