

**AGREEMENT
BETWEEN OWNER and CONSULTANT / ON-SITE REPRESENTATIVE**

THIS AGREEMENT is entered into this ___ day of June, 2013, between **Dennis Russo d/b/a Russo Construction Services**, 38 Boulder Drive, Pittsburgh, PA 15239 ("On-Site Representative")

and

Plum Borough School District, 900 Elicker Road, Plum PA 15239 ("Owner").

WHEREAS, the Parties previously entered into a standard form of "Agreement Between Owner and Consultant" for various elementary school construction projects to have then been undertaken by Owner; and

WHEREAS, the construction projects and their characteristics have subsequently changed; and

WHEREAS, the On-Site Representative's duties have expanded and evolved since the original Agreement; and

WHEREAS, the On-Site representative has been performing services for Owner relative to the current scope of the elementary school projects.

NOW THEREFORE, intending to be legally bound, the Parties hereto agree as follows:

1. **Supersedes.** This Agreement replaces and superseded the prior "Agreement Between Owner and Consultant."

2. **Project Scope.** The project scope will include but not be limited to: demolition of the Owner's Adlai Stevenson Elementary School; closing of the Holiday Park Elementary School; and construction of a new elementary school at the Adlai Stevenson site. The new elementary school will be in most respects a duplication of the Owner's new Pivik Elementary School.

2.1. The Owner intends the following procurement method for the Project: Competitive bid, with the number of prime contracts to be determined during preconstruction phase.

3. **Owner's Representative.** The Owner identifies the following representative through whom the On-Site Representative shall communicate to the

Owner: Dr. Timothy Glasspool, Superintendent of Plum Borough School District, 900 Flicker Road, Plum, PA 15239.

4. Owner's Consultants. The Owner has retained the following Consultants:

Civil/Site Design and Permitting Pennsylvania Soil and Rock, Inc.
570 Beatty Road
Monroeville, PA 15146

Architect CDI Architects Group, LLC d/b/a L.R. Kimball-
Architecture and Engineering
Frick Building – North Mezzanine
437 Grant Street
Pittsburgh, PA 15219

5. Inducement. It is specifically acknowledged and understood by the Parties that an important inducement for the Owner entering into this Agreement with On-Site Representative, is that an experienced site manager / construction coordinator is being assigned to the Project. As such, unless for good cause shown by On-Site Representative, Owner may terminate this Agreement, without any further liability to On-Site Representative, should Dennis Russo no longer be assigned to the Project as the full-time, on-site manager / construction coordinator.

6. Cooperation. The Owner and the On-Site Representative shall cooperate with one another to fulfill their respective obligations under this Agreement. Both Parties shall endeavor to maintain good working relationships among all members of the Project Team.

6.1. The Owner shall provide prompt written notice to the On-Site Representative if the Owner becomes aware of any errors, omissions or inconsistencies in the On-Site Representatives services.

6.2. Although portions of On-Site Representative's services are to be performed in conjunction with Pennsylvania Soil and Rock, Inc. and L.R. Kimball, if On-Site Representative has an opinion or recommendation different from that of another Consultant, On-Site Representative shall make his opinion or recommendation known to the Owner and other Consultant(s).

7. On-Site Representative's Services. The services the On-Site Representative shall provide are designated as follows. It is recognized that a portion of the services are to be performed in conjunction with the Owner's other Consultants.

7.1. Responsibility Matrix. The Services listed on the Responsibility Matrix as being services to be provided by "RUCON" are included in the On-Site

Representative's Scope of Work (See Exhibit C, incorporated herein by reference thereto).

7.2. Perform Constructability Reviews. On-Site Representative will participate in reviewing design documents, as they are developed in order to avoid potential problems and to minimize potential change orders; Responsibility Matrix Line Item 11.

7.3. Provide Monthly Reports. On-Site Representative will prepare and distribute monthly reports to the Owner and Owner's Consultants on the project budget, the status of the project schedule, and on general project information; Responsibility Matrix Line Item 10.

7.4. Develop Site Logistics Plan. On-Site Representative will develop a logistics plan showing all temporary construction facilities, roadways, and the flow of all labor and materials onto the construction site. The plan will be coordinated with the Owner to preclude adverse impact on district operations; Responsibility Matrix Line Items 9 and 23.

7.5 Evaluate Bids. On-Site Representative will evaluate the bids by assembling and organizing the bids to verify that they are complete and responsive. On-Site Representative will provide a summary describing if any bids are considered to be deficient; Responsibility Matrix Line Item 32.

7.6. Participate in Pre-Construction Conferences. On-Site Representative will conduct and participate in the preconstruction meetings with contractors, consultants, and the Owner. On-Site Representative will answer questions related to the project schedule and procedures; Responsibility Matrix Line Item 39.

7.7. Maintain On-Site Field Staff. On-Site Representative will manage the project, insure conformance to the scope of services, and insure that the work is performed in compliance with the contract documents. Duties and responsibilities include, but are not limited to, those set forth on **Exhibit A**, incorporated herein by reference thereto; Responsibility Matrix Line Item 49.

7.8 Project Logs. On-Site Representative will establish and maintain the following logs: Submittal; Construction Specifications and Drawings; Request for Information (RFI); Change Orders; Testing and Inspection. These logs will be kept electronically and will be available to the Owner, Owner's Consultants as needed; Responsibility Matrix Line Items 41-45.

7.9 Project Coordination. On-Site Representative will coordinate the construction activities of the contractors with each other and with those of the Owner's Consultants, and the Owner; Responsibility Matrix Line Item 52.

7.10. Develop Detailed Construction Schedule. On-Site Representative will work with each of the prime contractors to develop a unified project schedule; Responsibility Matrix Line Item 46. The schedule will include start and finish dates for procurement and construction activities and major milestones for each segment of the work. In addition, the schedule should clearly identify all dates where Owner supplied materials are required on site. The schedule should also account for any scheduling constraints due to the logistics of the facility.

7.11 Monitor Detailed Construction Schedule. On-Site Representative will monitor the detailed construction schedule. The Owner's Site Manager will be responsible for updating the detailed schedule monthly; Responsibility Matrix Line Items 47 and 48.

7.12. Maintain Construction Records. On-Site Representative will maintain current and orderly records of all construction documents including contracts, drawings, specifications, submittals, samples, schedules, correspondence, meeting minutes, catalogue data, directives, change orders, etc.

7.13. Process Applications for Payment. On-Site Representative will develop and implement a procedure for the review and processing of contractor payment applications. This will include evaluating the contractor's schedule of values to insure accurate and appropriate payments in contractors; Responsibility Matrix Line Item 62.

7.14. Attend Project Meetings. On-Site Representative will provide Project Management and Administration necessary to establish a technical presence in all project coordination meetings. These meetings include the meetings with the Owner, superintendent meetings and any other regular coordination meetings as required; Responsibility Matrix Line Items 50, 51 and 58.

7.15 Maintain Field Reports. On-Site Representative will maintain daily job site reports including weather conditions, number of workers, equipment in use, contractor activities, general activities, and special occurrences; Responsibility Matrix Line Item 49.

7.16. Maintain Photographic Records. On-Site Representative will coordinate and maintain photographic and/or videotape records of construction activities and project progress on a monthly basis; Responsibility Matrix Line Items 49 and 57.

7.17. Provide Monthly Reports. On-Site Representative will prepare and distribute a monthly report to the School District and the Architect including information on schedule, budget, quality, safety, logistics, and general project information; Responsibility Matrix Line Item 57.

7.18. Process Operation Manuals and Warranties. On-Site Representative will assist in collecting and cataloguing all operating and instruction manuals for equipment and building systems. On-Site Representative will be responsible for assembling this documentation in an organized manner and providing it to the Owner at the conclusion of the project; Responsibility Matrix Line Items 65 and 69.

7.19. Final Project Documentation. On-Site Representative will organize, assemble and submit all project documentation including files, records, drawings, submittals, samples, and other information to the Owner in an organized and usable form; Responsibility Matrix Line Items 65 and 69.

8. Standard of Care. The On-Site Representative shall perform its services in accordance with applicable standards of professional skill and care. In regard to on-site duties, On-Site Representative shall perform On-Site Representative's services consistent with the skill and care ordinarily provided by site managers or construction coordinators practicing in the same or similar locality. When applicable law requires that services be performed by licensed professionals, the On-Site Representative shall provide those services through the performance of qualified persons or entities duly licensed to practice their professions.

9. Confidentiality. The On-Site Representative shall maintain the confidentiality of information specifically designated by the Owner in writing as confidential, unless withholding such information would violate the law, create the risk of significant harm to the public or prevent the On-Site Representative from establishing a claim or defense in an adjudicatory proceeding.

10. Conflict of Interest. Except with the Owner's knowledge and consent, the On-Site Representative shall not engage in any activity or accept any employment, interest or contribution that would reasonably appear to compromise the On-Site Representative's professional judgment with respect to the Project.

11. Owner Information. The On-Site Representative shall be entitled to rely on the accuracy, timeliness and completeness of services and information furnished by the Owner. The On-Site Representative shall provide prompt written notice to the Owner if the On-Site Representative becomes aware of any errors, omissions, or inconsistencies in such services or information.

12. Nonresponsibility. By performing the services under this Agreement, the On-Site Representative does not assume any responsibility for the preparation, adequacy, suitability, performance, quality and completeness of the final design, or for the construction of the work, in accordance with the approved final design.

The On-Site Representative shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs of the Project.

13. Owner's Benefit. Services, if any, performed by the On-Site Representative during the construction of the Project are undertaken and performed by the On-Site Representative in the sole interest and for the exclusive benefit of the Owner.

14. License. Upon execution of this Agreement, the On-Site Representative grants to the Owner a non-exclusive license to reproduce and use the On-Site Representative's Instruments of Service solely in connection with the Project, including the Project's further development by the Owner and others retained by the Owner for such purposes, including the Owner's Consultants, Contractor(s), and their consultants provided that the Owner shall comply with all obligations, including prompt payment of all sums when due, under this Agreement. Subject to the Owner's compliance with such obligations, such license shall extend to those persons or entities retained by the Owner for such purposes. No other license or right shall be deemed granted or implied under this Agreement. The Owner shall not otherwise assign or transfer any license herein to another party without the prior written agreement of the On-Site Representative. Any unauthorized reproduction or use of the Instruments of Service by the Owner or others shall be at the Owner's sole risk and expense and without liability to the On-Site Representative.

15. Dispute Resolution. If the Parties do not resolve their dispute through mediation, pursuant to section 15.2, the method of binding dispute resolution shall be the following: Litigation in a Court of competent jurisdiction.

15.1. Any claim, dispute, or other matter in question arising out of or related to this Agreement, shall be subject to mediation as a condition precedent to arbitration or the institution of legal, equitable or other proceedings by either Party.

15.2. The Owner and On-Site Representative shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the Parties mutually agree otherwise, shall be in accordance with the Construction Mediation Rules of the American Arbitration Association, currently in effect at the time of the mediation.

15.3. The Parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any Court having jurisdiction thereof.

16. Claims for Consequential Damages. The On-Site Representative and the Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement.

17. Governing Law. This Agreement shall be governed by the law of the Project's location.

18. Terms. Terms not defined in this Agreement shall have the same meaning as those in the edition of AIA Document for General Conditions of the Contract for Construction utilized for this Project.

19. Third Parties. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or the On-Site Representative.

20. No Assignment. The Owner and the On-Site Representative, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither the Owner nor the On-Site Representative shall assign this Agreement without the written consent of the other.

21. Statute of Limitations. Causes of action between the Parties of this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statute of limitation shall commence to run not later than the date when the On-Site Representative's services are substantially completed.

22. Termination or Suspension. If the Owner fails to make payments to the On-Site Representative in accordance with this Agreement, such failure shall be considered substantial non-performance and cause for termination or, at the On-Site Representative's option, cause for suspension or performance of services under this Agreement. Prior to suspension or termination of services, the On-Site Representative shall give seven (7) days written notice to the Owner.

23. Project Suspension. If the Owner suspends the Project or the On-Site Representative's services, the On-Site Representative shall be compensated for services performed prior to notice of such suspension. If the Project is suspended or the On-Site Representative's services are suspended for more than ninety (90) cumulative days, the On-Site Representative may terminate this Agreement by giving not less than seven (7) days written notice.

24. Termination for Cause. This Agreement may be terminated by either Party upon not less than seven (7) days written notice should the other Party fail substantially to perform in accordance with the terms of this Agreement through no fault of the Party initiating the termination.

25. Owner's Convenience. This Agreement may be terminated by the Owner by not less than seven (7) days written notice to the On-Site Representative for the Owner's convenience and without cause. In the event of such termination, the On-Site Representative shall be compensated for services performed prior to termination.

26. Payment to On-Site Representative. Payments on account of services rendered shall be made monthly upon presentation of the On-Site Representative's Statement of Services. No deduction shall be made from the On-Site Representative's compensation on account of penalty, liquidate damages, or other sums withheld from payment to contractors, Owner's consultants or others, or on account of the cost of changes to the Work, other than those for which the On-Site Representative has been adjudged to be liable.

26.1. Payments are due and payable Thirty (30) days from the date of the Owner receives On-Site Representative's invoice. Amounts unpaid ninety (90) days after Owner receives the invoice shall bear interest at the rate 0.5% per month.

27. Scope of Agreement. This Agreement represents the entire and integrated agreement between the Owner and the On-Site Representative and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and On-Site Representative.

28. Compensation. For the On-Site Representative's services under this Agreement, compensation shall be computed as follows:

Preconstruction and Post-construction Services shall be compensated at \$5,833.33 per month, prorated for any partial month; and

During the Construction Phase services shall be compensated at \$9,800.00 per month, prorated for any partial month.

28.1. Construction Phase commences upon June 1, 2013, and concludes on date of Substantial Completion.

28.2. Preconstruction concludes upon May 31, 2013.

28.3. Post-construction begins on date of Substantial Completion.

THIS AGREEMENT entered into as of the day and year first written above.

Witness:

Dennis Russ d/b/a Russo Construction Services

Attest:

Plum Borough School District

Secretary

By:

President, Board of School Directors

EXHIBIT A

CONSULTANT / ON-SITE REPRESENTATIVE DUTIES

See Section 7.7

1. Comply with all Criminal Record Checks, Clearances and Child Abuse History Clearance as from time-to-time required by Pennsylvania Law.
2. The On-Site Representative is the "eyes and ears" of the Project for the Owner. On-Site Representative's loyalty, as the Owner's on-site representative on a day-to-day basis, is only to the Owner.
3. Document the Project from start to finish.
4. Conduct on-site observations of the work in progress as a basis for determining conformance of work, materials and equipment with the contract documents.
5. If inspectors, representing local, state or federal agencies having jurisdiction over the Project visit the site, accompany such inspectors during their trips through the Project, record and report to the construction manager results of these inspections.
6. If the Owner occupies the Project for any portion thereof prior to final completion of the work by the contractors, be especially alert to the possibilities of claims for damage to work completed prior to occupancy.
7. Report any defective work to L. R. Kimball and Pennsylvania Soil and Rock, Inc. If a situation arises during construction, which in your view requires that work be rejected, report such situation immediately to L. R. Kimball and Pennsylvania Soil and Rock, Inc.
8. Observe the progress and quality of the work at an average of eight (8) hours per work day during construction to determine that the work is proceeding in accordance with the contract documents, and that the material is ordered and delivered in due course. Regardless of the day or time, the On-Site Representative is to be on-site if a contractor is performing work which will not be left unconcealed for subsequent inspection by the On-Site Representative.
9. Continuously evaluates the material stored on site.

10. Observe on-site testing of materials, record results and report same to L. R. Kimball and Pennsylvania Soil and Rock, Inc. Verify any testing invoices to be paid by Owner.

11. Be alert to the construction schedule and to conditions which may cause delay in completion and report it to Owner. Monitor the construction schedule to verify that work is being done in a timely manner. Advise the Owner's Consultants and Owner of any conditions which may delay the completion of the Project.

12. Assist with the problem resolution in the field and notify the Owner and Owner's Consultants of unsolved problems to assist in corrective action; notify Owner's Consultants and Owner of resolved problems.

13. Consider and evaluate suggestions or recommendations which may be submitted by a contractor to the Owner's Consultants. If Owner's decision is required, report them with recommendations to the Owner for final decision.

14. Keep the Board of School Directors and Superintendent informed about the construction Project.

15. Attend School Board and Board Committee meetings as needed.

16. Coordinate with appropriate school personnel regarding security, school resource usage, utilities, access to facilities and other pertinent issues as they arise.

17. Work with facilities manager, principal and other staff for the relocation of students, equipment, furniture and other items to expedite Project.

18. Help determine locations to be barricaded and egress areas to continue school operations when necessary.

19. LIMITATION OF AUTHORITY

Unless specific exceptions are established by written instructions issued by the Owner:

19.1 Do not authorize deviations from the contract documents.

19.2 Do not personally conduct any tests

19.3 Do not enter into the area of responsibility of the contractor's superintendent.

19.4 Do not expedite the work for the contractor.

19.5 Do not advise on, or issue directions relative to, any aspect of construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work.

RESPONSIBILITY MATRIX

	FUNCTION / ACTIVITY	LR KIMBALL	PA SOIL	RUCON	PBSD
PRE-CONSTRUCTION FUNCTIONS					
1	Monthly Pre-Construction Meetings	1-Attend, Record Minutes	2-Attend	2-Attend	2-Attend
2	Site Survey	2-Receive Report	1-Responsible	2-Receive Report	2-Receive Report
3	Soil Borings	2-Receive Report	1-Responsible	2-Receive Report	2-Receive Report
4	Agency Approvals (Building)	1-Prepare	No Action	2-Assist & Review	2-Review & Approve
5	Agency Approvals (Site)	No Action	1-Prepare	2-Assist & Review	2-Review & Approve
6	Master Pre-Construction Schedule	2-Advise	2-Advise	1-Originate & Update	2-Review & Approve
7	PlanCon Documents	1-Originate	2-Review	2-Review	2-Review & Approve
8	Construction Phasing Plan	2-Assist Preparation	2-Assist Preparation	1-Prepare	2-Review & Approve
9	Site Utilization Plan	2-Assist Preparation	2-Assist Preparation	1-Prepare	2-Review & Approve
10	Monthly Progress Reporting	2-Assist Preparation	2-Assist Preparation	1-Originate	2-Receive
11	Constructibility Review	2-Review & Comment	2-Review & Comment	1-Originate & Present	2-Review & Approve
12	FRONT END DOCS				
13	Instructions to Bidders	1-Originate	2-Review	2-Review	2-Review
14	Bid Form (Proposal)	1-Originate	2-Review	2-Review	2-Review *
15	Form of Contract	1-Originate	2-Review	2-Review	2-Review *
16	Construction Administration Procedures	2-Advise	2-Advise	1-Originate & Present	2-Review & Approve
17	Prevailing Wages	1-Originate	2-Review	2-Review	2-Review
18	Division 01 - General Requirements	1-Originate	2-Provide Input	2-Provide Input	2-Review *
18	Division 02 - 28 Technical Specifications	1-Originate	2-Review	2-Review	2-Review
19	Division 31 - 33 Technical Specifications	2-Review	1-Originate	2-Review	2-Review
20	Bid Narratives	1-Originate	2-Advise	2-Review	2-Review & Approve
21	Bidding Alternates	1-Define & Prepare	2-Advise	2-Suggest & Recommend	2-Suggest & Request
22	Schedule specification	2-Advise	2-Advise	1-Originate & Present	2-Review & Approve
23	Temporary Facilities, other select spec sections	2-Advise	2-Advise	1-Originate & Present	2-Review & Approve
24	BIDDING PHASE				
25	Invitations to Bid	1-Originate	2-Review & Comment	2-Review & Comment	2-Review
26	Bid Document Print & Distribution	1-Responsible	2-Assist	2-Assist	2-Pay
27	Create List of Bidders	1-Prepare	2-Review	2-Review & Comment	2-Review
28	Advertisement for Bidding	1-Originate	2-Review	2-Review	2-Review & Approve
29	Addenda	1-Prepare & Issue	2-Review	2-Recommend	2-Receive Copy
30	Pre-Bid Meeting	1-Conduct	2-Participate	2-Participate	2-Attend
31	Bid Openings	2-Participate	2-Participate	1-Read and record	2-Participate
32	Bid Verification	2-Participate	2-Participate	1-Conduct & Record	2-Attend
33	Award Recommendation	1-Originate	2-Participate	2-Participate	2 Review & Approve
34	Bid Recap Preparation	2-Assist	2-Assist	1-Originate	2-Review
35	Contract Award	2-Recommend & Prepare	2-Recommend & Prepare	1-Recommend	2-Authorize
36	Prepare Contracts	1-Prepare	2-Review	2-Review	2-Sign

EXHIBIT C

1 - Party having Primary Responsibility
2 - Supports Party having Primary Responsibility

RESPONSIBILITY MATRIX

37	Notices to Proceed	1-Prepare & Issue	2-Review & Approve	2-Review & Comment	2-Review & Approve
38	CONSTRUCTION FUNCTIONS				
39	Pre-Construction Conference	2-Attend, Provide Comment	2-Attend, Provide Comment	1-Conduct	2-Attend
40	Basic Building Permit	2-Assist	2-Assist	1-Prepare & Obtain	2-Pay
41	Submittals:				
42	⇒ Administrative Submittals	2-Review	2-Review	1-Approve & Maintain	2-Review
43	⇒ Shop Drawings	1-Receive, Process, Approve	1-Receive, Process, Approve	2-Log, Distribute & Expedite	No Action
44	⇒ Samples	1-Receive, Process, Approve	1-Receive, Process, Approve	2-Log, Distribute & Expedite	2-Review
45	⇒ All items required by Technical Specifications	1-Receive, Process, Approve	1-Receive, Process, Approve	2-Log, Distribute & Expedite	2-Review
46	Review & Approve Contractor Schedules	2-Review & Comment	2-Review & Comment	1-Responsible	2-Review & Comment
47	Baseline Schedule & Updates	2-Observe & Comment	2-Observe & Comment	1-Responsible & Report	2-Review & Comment
48	Schedule Review & Suggest Corrective Action	2-Observe & Comment	2-Observe & Comment	1-Responsible & Report	2-Observe & Comment
49	Site Administration & Control	2-Review & Comment	2-Review & Comment	1-Responsible	2-Review & Comment
50	Weekly Supt Meeting	No Action	No Action	1-Conduct & issue minutes	No Action
51	Bi-Weekly Progress Meetings	1-Conduct & Issue Minutes	2-Review & Comment	2-Review & Comment	2-Attend
52	Contractor Coordination	2-Assist	2-Assist	1-Responsible	2-May Advise
53	Quality Enhancement	2-Observe & Comment	2-Observe & Comment	1-Responsible & Report	2-Review
54	Contractor Claim Prevention	2-Advise & Interpret	2-Advise & Interpret	1-Initiate	2-Review & Comment
55	Site/Building Security	2-Comment	2-Comment	1-Coordinate w/ GC	2-Review
55	Requests for Information (Building)	1-Process & Answer	No Action	2-Collect, Log & Advise	2-Review
56	Requests for Information (Site)	No Action	1-Process & Answer	2-Collect, Log & Advise	2-Review
57	Monthly Progress Reports	2-Receive & Review	2-Receive & Review	1-Originate, Distribute & Present	2-Receive
58	Monthly Board Meetings	2-Attend, if required	2-Attend, if required	1-Attend & Report	2-Attend
59	Bulletins/Requests for Proposals (RFP)	1-Prepare	2-Review	2-Issue, Log & Review	2-Review & Approve
60	Review of Changes	2-Advise & Interpret	2-Advise & Interpret	1-Prepare	2-Review & Comment
61	Change Orders	1-Prepare & Advise	2-Review & Advise	2-Review & Comment	2-Review & Approve
62	Billings & Contractor Pay Requests	2-Review & Approve	2-Review & Approve	1-Collect, Review/Revise & Approve	2-Review, Approve & Pay
63	Incomplete Work Lists (Pre-Final Punchlists)	2-Advise	2-Advise	1-Originate & Provide	2-May Review & Comment
64	CLOSE-OUT FUNCTIONS				
65	Obtain Close-Out of Paperwork	2-Review & Approve	2-Review & Approve	1-Develop Packaging & Expedite	2-Ultimately File @ District
66	Produce Punchlist	2-Assist	2-Assist	1-Originate	2-Assist
67	Administer Punchlist corrections	2-Review & Comment	2-Review & Comment	1-Responsible	2-Assist
68	Warranty Walk-Through	2-Participate	2-Participate	1-Participate w/Follow-Up	2-Participates
69	Close-Out Process Overall Administration	2-Review	2-Review	1-Responsible	2-Review
70	Certificates of Substantial Completion	2-Sign	2-Sign	1-Originate & Distribute	2-Sign

1 - Party having Primary Responsibility
2 - Supports Party having Primary Responsibility