



# City of Riverside Administrative Manual

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*Policy Owner(s):* General Services

*Approved:*  
  
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Al Zelinka  
City Manager  
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City Manager

**SUBJECT:**

## Coordination and Administration of Minor Building Improvement Projects

**PURPOSE:**

To provide coordination and administration of minor building improvement projects contracted by the City and to provide a checklist of major steps involved in the planning, design and construction of these projects.

**POLICY:**

The General Services Department coordinates minor building improvement projects for all City departments and will ensure that adequate design, engineering, supervision, and testing/inspection services are rendered to complete the projects.

This procedure is applicable to all departments for minor building improvement projects including City Hall, fire stations, branch libraries, police stations, museums and other City facilities. Projects which are managed by and under the direct control of the Parks, Recreation and Community Services, Public Works, and Public Utilities Departments may not utilize this policy unless the assistance of the General Services Department is requested.

**PROCEDURE:**

Responsibility	Action
Originating Department	<p>1. Schedules a pre-planning conference with the Projects Manager or Coordinator, as well as representatives from the City Attorney's Office, Community and Economic Development, Public Works, Public Utilities, and the Innovation and Technology Departments, if needed. This conference shall be held prior to preparation of plans, vetting of construction contracts and selection of a design professional.</p> <p>The pre-planning conference shall establish an outline for each department of the responsibilities of the General Services Department, which will take the lead on this project through its completion. Assistance may be required from the originating department's project liaison in areas such as communications between the City and outside agencies including the design professional and the contractor.</p>

**PROCEDURE:**

Responsibility	Action
	This conference shall develop an initial general Progress and Coordination Schedule for the projected completion of the project.
Project Manager and City Attorney's Office	2. Develops a Request for Proposal (informal and/or formal) for the services of a design service based on the departmental/project needs and requirements. City Attorney's Office develops a sample professional services agreement to attach to the RFP (based on the requirements of a project, this step may not be required).
Selection Committee	3. Selects the design professional.
Project Manager/Coordinator	4. Coordinates the signatures and insurance submittals with selected design professionals.
City Attorney's Office	5. Reviews and approves contracts for design professional services.
Originating Dept. Liaison and Project Manager	6. Develops and completes a City Council report based on the contract documents, with assistance from the departmental liaison, prior to submission to the City Council for approval.
Project Manager/Coordinator	7. Oversees and directs the design professional during the design phase and construction drawing preparation. 8. Processes progress payments and/or change orders to the design professional. 9. Reviews and approves final plans and coordinates review and approval by others, including originating department. 10. Ensures that utility installations and relocations are reviewed and approved by appropriate City departments and other outside agencies during plan check. 12. Prepares bid package, coordinates bidding with the Purchasing Division, reviews (with assistance of architect and originating department) bids received and recommends award to City Council.
Project Manager and Originating Dept. Liaison	13. Develops and completes a City Council report based on the contract documents, with assistance from departmental liaison, prior to submission to the City Council for approval.
Project Manager/Coordinator	14. Administers construction contract after award. 15. Ensures that construction work is properly supervised and inspected, including coordination with the design professional and City inspection personnel. Reviews all inspection reports and approvals by the design professional and City inspection personnel. 16. Reviews, prepares, and issues all progress payments, change orders, and project requisitions, with concurrence of originating department. 17. Ensures that final inspection is made and that all appropriate City personnel are involved.
Originating Dept.	18. Participates in preliminary and final inspections prior to acceptance of the completed project.

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
Project Manager/Coordinator	19. Prepares Notice of Completion for City Clerk's Office. Reviews and approves "as built" plans. Ensures all project closeout documentation and training has been completed. 20. Delivers completed project to originating department.

Distribution: Regular

