


# Manual of Construction Documentation

Responsibility Matrix for Design and Construction Projects											
 Minnesota STATE COLLEGES & UNIVERSITIES	Associate Vice Chancellor, Facilities (OCC)	CU President	Director of Construction (OCC)	Program Manager (OCC)	Chiefly Physical Facilities Officer	CU Project Manager	A/E	Specialty Consultants	Owner's Rep	Construction Contractor	Notes/Comments
<b>Project Initiation and A/E Selection</b>											
Delegation Letter		RR		L	I						Approved by Vice Chancellor/Chief Financial Officer
Program Schedule	A	A	RR	I	I	L					
Program Budget	A	A	RR	I	I	L					
A/E RFP											
A/E Selection	A	I	(A)	L	I	I					Dir. of Construction Approval in absence of AVC
A/E Contract	A	A	(A)	RR	I	L	A				Contract signature required by OCC
<b>Owner's Representative Selection</b>											
OR RFP		A	RR	RR	I	L					
OR Selection	A	A	(A)	RR	I	L					Dir. Of Construction Approval in absence of AVC
OR Contract	A	A	(A)	RR	I	L					Contract signature required by OCC
<b>Schematic Design Phase</b>											
Design Kickoff Meeting			I	L	RR	I	I	I			
Project Schedule	A					A	L		RR		Deviations need approval
Project Budget	A		RR	RR		L	I		I		Deviations need approval
Code Approvals						I	L	I	I		Approval at either the state or local county/city office
Surveys (Hazardous, Geotechnical, etc.)				I		L	I	I	I		
Schematic Design options	A					RR	L	I	I		
FFAE	A					L	I	I	I		
Value Engineering/Constructability Review	A			I		RR	L	I	I		
Schematic Design Phase Reporting						RR	L	I	I		
Schematic Design Submittal	RR	RR	RR	RR		RR	L	I	I		Approved by Vice Chancellor/Chief Financial Officer
<b>Design Development Phase</b>											
Project Schedule	A			RR	I	A	L		I		Deviations need approval
Project Budget	A		RR	RR	I	L	I		I		Deviations need approval
Design Development Phase Reporting	A					(A)	I	I	I		
Design Development Review	RR	RR	RR			RR	L	I	I		
<b>Construction Documents Phase</b>											
Project Schedule	A			RR	I	A	L		I		Deviations need approval
Project Budget	A		RR	RR	I	(A)	I	I	I		Deviations need approval
Construction Documents Phase Reporting	A					L	I	I	I		
Construction Document Review	RR	RR	RR			RR	L	I	I		

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