

PROJECT MANAGER



Owner's Rep/Construction Project Manager

Start Date: Immediate

End Date: Project completion approx. end of September)

The project manager will be the liaison between Baxter Construction, North River Architecture, and the Middle Way School for the construction of a 3-classroom net-zero building.

MWS Construction Project Manager Responsibilities

- Attend virtual weekly project meetings
- Run communications between all parties involved: MWS Property Committee, North River Architecture and Planning (NRAP), GC and construction firm Baxter, Jeff Hogan engineer
- Weekly visits (or as needed) to MWS construction site
- Communicate changes to the project: additions, deletions; and negotiate contract sum and schedule changes with contractor as per MW
- At project completion: punch list review & approval

Architect's Responsibilities

Architect has authority to act on behalf of the Owner, to the extent described in the contract between Owner and Architect.

- Construction meetings & site visits to inspect the progress and quality of the work
- Report and reject any known deviations from contract documents or deficiencies in the work
- Review schedule with contractor on a weekly basis
- Review and approve progress payments
- Review and approve material and shop drawing submittals
- Interpret and decide matters concerning requirements of the contract documents
- Review contractor's & Owner's requests to make minor and major changes in the work & report to Owner any impacts to cost or schedule
- Prepare punch lists for Owner review & approval
- Prepare meeting minutes for all of the above activities as needed; circulate to project team