1.0 Policy

This procedure applies to all personnel working on the Water System Improvement Program (WSIP) to the extent that their work is affected by these WSIP Construction Management (CM) Procedures and does not conflict with specific San Francisco Public Utilities Commission (SFPUC) Policies or the contract under which the work is executed.

Every major CM function should have a procedure which describes that activity's implementation process, its control and desired result.

2.0 Description

This Construction Management procedure establishes the guidelines to prepare, review, update and control the WSIP Construction Management (CM) Procedures.

3.0 Definitions

3.1 WSIP Construction Management (CM) Procedures

CM Procedures are developed and implemented for the Water System Improvement Program (WSIP) Projects.

4.0 Responsibilities

All CM Team members are to understand and adhere to the WSIP CM Procedures. Each team member is also encouraged to suggest revisions and new procedures that may increase the efficiency and effectiveness of the program organization.
4.1 **Project Construction Manager (Project CM)**

The Project CM is responsible for ensuring the CM team members are provided with the most current WSIP CM Procedures and understand the intent, proper implementation, and compliance with each CM procedure.

4.2 **WSIP Deputy Director of Construction**

The WSIP Deputy Director of Construction is responsible for deciding when a new or revised procedure is required. The WSIP Deputy Director of Construction may delegate the procedure development to a CM team member or select a specialist review by a non-team member.

4.2.1 The WSIP Deputy Director of Construction approves all new and revised WSIP CM procedures.

4.2 **Procedure Preparer**

The designated procedure preparer is responsible for the development or revision, and review process of a WSIP CM Procedure. Procedure Preparer assignments are based on subject matter and availability of qualified team members.

4.3 **Procedure Reviewer**

The Procedure Reviewer is designated by the WSIP Deputy Director of Construction to review the subject CM Procedure content, format and language. All revised versions of the CM procedures are sent to the Procedure Reviewer to ensure consistency of purpose, and then to the WSIP Deputy Director of Construction for approval.

5.0 **Implementation**

5.1 **Procedure Preparation**

5.1.1 Procedure Preparer shall interview the request originator who has identified the need for a new or revised WSIP CM Procedure. The data or information collected during discussions may include:

- Objectives of the CM Procedure
- Related background information
- Relevant policy requirements
- How the CM procedure is to be organized
- Roles and responsibilities of participants
- How the CM procedure is to be implemented
• Other related procedures
• References (Technical Specifications, CM Procedures, etc.)
• Attachments (Examples, Flow Charts, Formats, etc.)

5.1.2 The WSIP CM Procedure shall be prepared in the format and content presented herein.

• Arial 12 point font shall be used for all procedures, with section numbering, underlined titles and margin formats to precisely match this procedure and Attachment 001-1.

• Page footers must use the format “WSIP Construction Management: Procedure No. XXX, Rev. X. Page X of X” center justified.

• Attachments must use the format “Attachment <procedure number – X>, <attachment title>, page X of X” in bold font center justified as shown in Attachment 001-1.

5.1.3 The Policy section (1.0) shall briefly describe the policy basis of the procedure and to whom it applies.

5.1.4 The Description section (2.0) shall briefly describe the subject of the procedure and its purpose.

5.1.5 The Definitions section (3.0) shall define any key terms especially relevant to the procedure, and any relationships necessary to understand the procedure.

5.1.6 The Responsibilities section (4.0) shall specify the authority and responsibilities of each person who will participate in the specific implementation steps required by the WSIP CM Procedure.

5.1.7 The Implementation section (5.0) shall identify each step of the work process with a brief description of the activities necessary to fully execute the procedure. Procedural steps should indicate who is responsible for each step, how the procedure is carried out, and what documentation is required. It must also identify and describe all coordination and interfaces with other organizations.

5.1.8 The Other Procedural Requirements section (6.0) may be used to define requirements that are necessary for the procedure but are not part of the step by step implementation of the procedure.

5.1.9 The References section (7.0) shall identify relevant references for the WSIP CM Procedure that the user should be aware of to fully
understand the intent, objective and context of the procedure. Include procedures that support the execution of the procedure.

5.1.10 The Attachments section (8.0) shall include examples of standard documentation formats required to execute the procedure. A Work Flow Diagram may be included for complex procedural processes.

5.1.11 If any sections are not used, the section title must be included with the text “None” to indicate that section is not applicable for the procedure. Sections should not be re-numbered from this approved procedure format.

5.2 Revising WSIP CM Procedures

WSIP CM Team member requesting a revision to an existing WSIP CM Procedure should submit a marked-up copy of the procedure, electronic or hardcopy to the WSIP Deputy Director of Construction. The WSIP Deputy Director of Construction will determine if a revision is warranted and, if so, assign CM team members to prepare and review the preliminary draft revised procedure.

5.3 Approval Date and Revision Number

Initial approved CM procedures shall be identified by Revision Number “0”. Each CM procedure shall indicate the date of approval and the next numerical revision number, e.g. 1, 2, etc., in the revision date and revision box.

5.3.1 Alphanumeric revisions are used for interim CM procedure development, e.g. 1A, 1B, etc. where the numeral identifies the current approved revision and the alpha character identifies the current draft version of the proposed revision.

5.4 Final Draft Procedure

The WSIP Deputy Director of Construction Manager determines who shall review the final draft procedure. Comments from the additional reviewer(s) are returned to the WSIP Deputy Director of Construction. After comments are addressed in final draft revision by the Procedure Preparer, the procedure is submitted to the WSIP Deputy Director of Construction for final review.

5.5 Approvals

After all comments addressed, the WSIP Deputy Director of Construction will approve all procedures.
5.6 Distribution and Control of CM Procedures

5.6.1 The WSIP Deputy Director of Construction's administrative staff will issue the approved WSIP CM Procedure to the WSIP Construction Management staff, including WSIP CM consultants.

5.6.2 WSIP CM Procedures will be posted on a SFPUC Infrastructure common drive along with standard formats cited as attachments that are required to be used to implement the procedures.

5.6.3 It is the responsibility of each recipient to update their working copy of the WSIP CM Procedures Manual. Upon receipt of a revised procedure, the previous revision must be destroyed by each recipient.

6.0 Other Procedural Requirements

None

7.0 References

None

8.0 Attachment:

001-1 WSIP Construction Management Procedure Format
1.0 Policy:

Describes the policy basis of the procedure and to whom it applies. The following statement is required to be included in all CM procedures but additional policy guidance should be provided specific to the function addressed by the procedure.

This procedure applies to all personnel working on the Water System Improvement Program (WSIP) to the extent that their work is affected by these WSIP Construction Management (CM) Procedures and does not conflict with specific San Francisco Public Utilities Commission (SFPUC) Policies or the contract under which the work is executed.

2.0 Description:

Describes what the procedure does.

3.0 Definitions

Definitions of key works/terms related to the procedure

4.0 Responsibilities

Describe each role in implementing the procedure.

5.0 Implementation

Step-by-step description of action necessary to execute the procedure.

6.0 Other Procedural Requirements

Include other requirements that may not be a part of the specific implementation steps (if required)
7.0 References

Associated procedures.

8.0 Attachments

Standard Forms or Examples (if required)
Work Process Flow Chart (if required)