PROJECT ADMINISTRATION REDESIGNED FLOW

Engineering

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Construction Phase activities:
- Receive Invoices from Contracts
- Approve Invoices
- Authorize payment based on technical criteria
- Send Invoices to Contracts
- Attend construction meetings
- Process work directive changes and change orders
- Site visits

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Contracts Development and Administration

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Set up bond and insurance databases

Get executed minority contracts from prime

Construction Phase activities:
- Receive invoices
- Review prime and sub contractor payrolls
- Review support for stored materials
- Receive materials billing and payroll exceptions from Consulting Engineer
- Process payments as needed
- Authorize payment of invoices based on contract criteria

Update database

File minority participation report with funding agency

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Receive work directive changes from Consulting Engineer

Accounting/Purchasing

EXTERNAL PROCESS

Romanyk Consulting