1.0 Policy

The New and Revised Task Order development, review and approval process for SFPUC Infrastructure CM Consultant services shall conform to this CM procedure.

This procedure applies to all personnel working on the SFPUC Infrastructure CM Procedures to the extent that their work is affected by these CM Procedures and does not conflict with specific SFPUC policies or the contract under which the Work is executed.

2.0 Description

This procedure describes the process for preparing, reviewing, submitting and approving New and Revised Task Orders for CM Consultant services.

The CM and PM collaborate to develop the new CM Consultant scope of work services.

3.0 Definitions

3.1 Task Order and Subtasks

Appendix A of the signed project contract document (P-500) provides the Task Order and Subtask scope of work descriptions; refer to Attachment 048 – 3 for a sample CM Task Order Budget table.

3.1.1 A Task Order is developed by the PM and CM negotiating with the consultant to define the scope of work and to determine a budget to authorize for the CM Consultant, in accordance with CM Procedure No. 047.
3.1.2 Subtasks are lower-level detail components of specific task activities, in accordance with CM Procedure No. 047.

3.1.3 The Task Order break-down structure for each project identifies the specific project activities within that project. Therefore, the Task Order document revision will indicate that the revision occurs at the project level.

3.1.4 A standard CM Task Order Budget table for (each) specific project shall be prepared in accordance with Attachment 062 – 4.

3.2 **Advanced Purchasing and Inventory Control System (ADPICS)**

The ADPICS is a City-wide procurement management system module of FAMIS, designed to specifically address the purchasing, receiving, inventory control, and accounts payable activities of the SFPUC.

3.2.1 IBAS personnel enter task order scope and funding data into ADPICS to create purchase order encumbrances.

3.3 **Consultant Financial Management Database (CFMD)**

The CM Consultant Financial Management Database (CFMD) is a software database used by IBAS to track contract, task order, purchase order, and consultant staffing data. The billing rate, task order budget, purchase order budget, timesheet, and ODC data in the database are used for contract compliance.

3.3.1 The task order information entered into ADPICS must also be entered manually into the SFPUC Infrastructure CFMD.

3.3.2 IBAS manages the SFPUC Infrastructure CFMD.

3.4 **Facilities Administration Management Information System (FAMIS)**

The FAMIS software is a City-wide electronic accounting general ledger which tracks project budget, expenditure and encumbrance data for the SFPUC.

3.4.1 ADPICS is a purchasing module of FAMIS.

3.4.2 IBAS personnel enter Task Order information into the ADPICS module of FAMIS.

3.4.3 Accounting Department personnel enter and approve payment requests in ADPICS.

3.5 **Workflow Process**

The Workflow application is the SFPUC document tracking system for the entry, review and approval of agenda item, task order, and invoice requests.
4.0 Responsibilities

4.1 Construction Management (CM) Consultant

4.1.1 The CM Consultant negotiates and agrees to new and revised Task Orders.

4.1.2 The CM Consultant submits staff changes, Other Direct Charges requests and other changes which affect the current contract documents.

4.2 Infrastructure Budget & Administrative Services (IBAS)

Infrastructure Budget & Administrative Services personnel process new and revised task orders in ADPICS, maintain contract data in the CFMD, perform compliance for invoices, and submit payment requests to Accounting.

4.2.1 IBAS personnel enter task orders into ADPICS.

4.2.2 The IBAS personnel enter the task order budget/ subtasks, staffing, PO’s and timesheet and ODC data into the WSIP CFMD System.

4.2.3 IBSA personnel review and certify the availability of index code funding and PO balances.

4.3 Construction Manager (CM) – City

The SFPUC Senior CM and PM prepare and approve the new and revised task orders.

4.4 Senior Project Manager (Senior PM)

The Senior Project Manager and CM prepare and approve the new and revised task orders.

4.5 Contracts Administration Bureau (CAB) - City

The Contracts Administration Bureau is responsible for issuing the Notice to Proceed and Notice of Task Order Change letters.

4.6 Accounting Department

The SFPUC Accounting Department of Financial Services approves purchase order encumbrance requests in ADPICS and enters and approves payment requests in ADPICS.

5.0 Implementation

Implementation of New and Revised Task Orders are described in procedure sections 5.1 through 5.8 and Attachments 062-1A and 062-2.

5.1 Task Order Scope Development

5.1.1 The CM and PM prepare the scope of work and schedule for the new or revised task order.
5.1.2 The PM prepares the CM Task Order Budget Structure in accordance with formats presented in Attachment 062 – 3 for Regional Task Orders and Attachment 062 – 4 for specific projects.

5.2 **CM Consultant Proposal**

5.2.1 The CM Consultant receives request from the PM to submit new or revised task order proposal.

5.2.2 The CM Consultant develops proposal for new scope services, schedule, staff and deliverables.

5.2.3 The CM Consultant submits the new or revised task order to the CM.

5.3 **CM Review and Approval**

5.3.1 The CM reviews, and then approves or rejects the new or revised task order proposal.

5.3.2 If the CM approves the proposal, then the proposal is forwarded to the PM.

5.4 **PM Review and Approval**

5.4.1 The PM reviews, and then approves or rejects the new or revised task order proposal.

5.4.2 If the PM approves the proposed task order, then the signed task order is entered into Workflow.

5.5 **Workflow Process**

*Refer to Attachment 048-2*

*Task Order Workflow from CM Consultant for complete details.*

5.5.1 The Contract Administration Bureau (CAB) Coordinator reviews the format of the task order request. Makes sure all data entry fields are consistent with the standardized format for entry.

5.5.2 The CAB Coordinator confirms the proposed Task Order is classified as work or activity. If confirmed, then Coordinator proceeds to next decision.

5.5.3 The CAB Coordinator confirms the work is contracted as Construction Management Contract. If confirmed, then Coordinator approves the proposed task order which is forwarded to the next approver.

5.5.4 The CMB Manager reviews task order, and then upon approval forwards to IBAS.

5.5.5 The IBAS personnel review the task order documentation, review the task order budget table, review the contract and funding balances, and enter the data into ADPICS.
5.6 **ADPICS and CFMD Entries**

5.6.1 The IBAS personnel enter data from the approved task order into ADPICS.

5.6.2 The IBAS personnel enter data from the approved task order into CFMD.

5.7 **Accounting Department**

5.7.1 The Accounting Department personnel review the task data entered by IBAS into ADPICS.

5.7.2 The Accounting Department approves task orders.

5.7.3 IBAS will verify the approval by the Accounting Department.

5.8 **Issues NTP/NOC**

IBAS will forward approved task order documentation to the Contracts Administration Bureau to issue Notice to Proceed / Notice of Task Order Change Letter to CM Consultant.

*Implementation for Staffing Changes, Rate Adjustments, ODC Pre-Approval Requests and Specific Subtask revisions are described in procedure sections 5.9 through 5.12 and Attachment 062-1B.*

5.9 **Task Order Revisions**

5.9.1 The CM Consultant identifies needs to alter contract conditions; i.e. Specific Subtask revisions.

5.9.2 The CM Consultant submits task order revisions to the CM.

5.10 **CM Review & Approval**

5.10.1 The CM reviews, and then approves or rejects the task order revisions for the project.

5.10.2 If the task order is approved, then it is forwarded to the PM.

5.11 **PM Review & Approval**

5.11.1 The PM reviews, and then approves or rejects the task order revision for the project.

5.11.2 If the task order revision is approved, then it is input into Workflow for CMB Manager approval and IBAS for review and processing.

5.12 **IBAS Review & Approval**

5.12.1 The IBAS personnel review task order revisions to the budget and process change orders in ADPICS.

5.12.2 Upon approval of change order by Accounting, IBAS personnel enter revised task order budget table information into CFMD.
6.0 Other Procedural Requirements
None

7.0 Reference
7.1 Technical Specifications
CM Procedure No. 047, Manual Timesheet and Invoice Processing

7.2 SFPUC Infrastructure CM Procedures
No. 047, Manual Timesheet and Invoice Processing

7.3 Other
None

8.0 Attachments
048 – 1    CM Task Order Budget Structure – (Typical)
048 – 2    CM Task Order Budget Structure – (Typical) Specific Projects
048 – 3    Revision Control Log
Attachment 048 – 2
CM Task Order Budget Structure – (Typical) Specific Projects

Task 1   Intentionally Left Blank

Task 2   Construction Management Services

Subtask 2.1  Pre-Construction Services
Subtask 2.2  Construction Contract Administrations
Subtask 2.3  Quality Assurance Services
Subtask 2.4  Contracts Management Services
Subtask 2.5  Project Controls Services
Subtask 2.6  Environmental Compliance Monitoring and Support Services
Subtask 2.7  Other Direct Services

Note: The above CM Task Order format is typical for projects only. However, due to special project requirements, additional subtasks may be necessary.
### Revision Control Log

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<th>Revision Date</th>
<th>What changed?</th>
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