

Hiring a Program Manager

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Presentation overview

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Background

A district must evaluate the capacity of its own staff to manage and oversee the planned project.

Background

Based on the experience and ability of existing district staff to take on additional responsibilities a governing board may choose one of the following for the oversight of the project:

1. To use existing district staff
2. Hire a new staff person as lead on the project
3. Hire a project manager from an outside company

Background

The decision of which management option to choose is wholly dependent on staff capacity, funds available, project timeline, and many other local considerations.

Definition

Project management is a professional service that uses management techniques during the planning, design and construction phases of a project for the purpose of controlling time, cost and quality.

Definition, continued

The role of a project manager is to represent the school district during the planning, design and construction phases of the project, regardless of delivery method.

The board should ensure the delivery method chosen results in a cost-effective and dedicated representation of the school district's objectives.

When to hire a project manager

The project manager should be hired prior to the Division of the State Architect approval, selection of a delivery method and bidding

Hiring process

- Request for proposals or quotation
- Review proposals and conduct interviews
- Board vote to select a project manager
- Contract negotiations
- Board vote to finalize the project management contract

Hiring process

Request for proposals or quotation (RFP or RFQ)

- The board may consider directing district staff to write a RFP
- An RFP should:
 - reflect district goals and expectations
 - list qualifications required for hiring
 - be advertized in publications of professional societies and sent to qualified firms

Hiring process

Review proposals and conduct interviews

- District staff should meet with at least three firms
- Staff typically make recommendations to the board
- The board shall select a minimum of three project managers to hire based on RFP
- *Please refer to the Hiring a Project Manager Policy Brief for a list of qualifications to consider*

Hiring process

Board vote to select a project manager

- Board and appropriate district staff must consider each qualified proposal
- Board may use background information provided by staff to analyze each proposal
- Board selects project manager by voting

Hiring process

Contract negotiations

District and project manager should discuss:

- How to reach goals and objectives of the district
- Definition of the scope of all related district consultants
- Discussion of and policies for potential change orders and cost over-runs
- Agreement on total budget and program management fee
- Agreement and understanding of construction management master schedules
- Guidelines for communication with the public
- Communication process and procedures between the project manager, district staff, citizens oversight committee and the governing board

Hiring process

Board vote to finalize the project manager contract

The final contract must be approved by the school board at a public meeting with open session.

Resources

For more information, please visit the Web resource page of the CSBA Construction Management Task Force

www.csba.org/constructionmanagement.aspx



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