

Project Management Checklist

(Attach resume of each person identified below.)

1. Overall Project Management:

- A. Who will manage the project to ensure its timely and economical completion?

- B. Who will keep project reviewers informed of progress and upcoming decisions?

- C. Who will bring together the correct people to select appropriate technology?

- D. Who will manage the cash flow of all funds?

- E. Does this person(s) have experience overseeing construction projects? If yes, specify.

- F. Does this person(s) have experience overseeing grant projects? If yes, specify.

2. Planning and Design Phases:

- A. Who will complete the planning and design phases of the project?

- B. Who will provide engineering and design consultation services as needed during construction?

- C. Who will prepare the construction drawings?

- D. Who will prepare specifications and contract documents and ensure that they have the correct technical and general provisions and meet CFR requirements?

- E. Who will supervise startup/initial operation of the treatment works?

3. Construction Management:

- A. Who will oversee the construction contractor, control project costs and the completion time, and ensure quality construction?

- B. Who will monitor and update the project budget and schedule?

- C. Who will review construction contractor staffing plans to ensure that adequate manpower will be used to enable the project to stay on schedule?

- D. Who will provide advice to the engineer on construction phasing, trade practices, and the suitability and availability of various construction materials?

- E. Who will make recommendations concerning bid packaging to increase competitions?

- F. Who will inspect the construction to ensure conformance with the specifications?

4. Accounting:

- A. Who will provide accounting services for the project, including separate ledgers for the EPA funded project, identification of allowable and unallowable costs, and maintenance of vouchers for all costs incurred?

5. Financial Advice:

- A. Who will determine how O&M and other costs incurred by the Tribe will affect the community and water rate structure?

6. Legal Services:

- A. Who will provide legal counsel (e.g., right of way, interagency service agreements)?

7. Environmental Review:

- A. Who will complete documents and other activities for the environmental review process (i.e., NEPA)?
