MONTEREY PENINSULA COLLEGE
Bond Management Organization Responsibilities Chart
Approved by the Governing Board, March 23, 2004

BOARD OF TRUSTEES

- Approves the Educational Facilities Master Plan, including phasing of projects and overall budget
- Approves an implementation plan
- Approves the overall building/facility program schedule and subsequent changes in phasing of projects
- Approves any increase in the overall budget established for the Educational Facilities Master Plan
- Approves all Final Project Plans (including ASF, GSF, and budget)
- Approves all preliminary plans (including ASF, GSF, and budget)
- Approves advertisement/award of all bids

Citizens' Oversight Committee

Superintendent/President

College Council

- Provides input to Educational Facilities Master Plan
- Provides input to implementation plan
- Provides input to changes in the overall building/facility program schedule and phasing of projects
- Serves as an information medium for the campus regarding the bond program; receive updates on projects and status

Vice President for Administrative Services

Executive Committee

- Responsible for implementation of projects within budgets
- Establishes individual project committees and provides scope and budget for each project as indicated in the Educational Facilities Master Plan
- Approves any changes in project scope or budget (within a master contingency budget)
- Monitors progress of all projects
- Approves all change orders exceeding project contingency budget
- Resolves problems that are outside of the scope or which cannot be addressed by the individual Project Committees

Bond Program Manager

- Coordinates compliance for all applicable laws including labor codes, California Environmental Quality Act (CEQA), Education Code and Title 24
- Coordinates use of transitional facilities and relocations
- Establishes and coordinates the accounting for the overall budget as well as the accounting for each project budget; integrates this accounting system with the college's accounting system
- Provides oversight of vendor payments and state billings
- Advises on all aspects of each project, including but not limited to continuing evaluation of schedule and budget requirements
- Prepares and maintains schedules for the overall plan
- Serves as member of the Executive Committee

Director of Facilities

Project Construction Manager(s)

- Involved in preliminary planning process to review potential construction problems and verify scope and budget
- Oversees construction of project(s)
- Schedules and chairs weekly project construction progress meetings
- Maintains project cost controls and reports
- Coordinates inspections and final close out for project(s)

Project Committees

- Work with architects to determine building construction/remodel plans, within scope and budget parameters (for IPP, FPP, preliminary plans, and working drawings phases of design)
- Work with architects, construction manager, contractor, inspector of record, and Director of Facilities during construction phase to ensure project is constructed as planned