

**SAN FRANCISCO PUBLIC UTILITIES COMMISSION
INFRASTRUCTURE CONSTRUCTION
MANAGEMENT PROCEDURES**

**SECTION: SFPUC INFRASTRUCTURE
CONSTRUCTION MANAGEMENT**

APPROVED: 

PROCEDURE NO: 001

DATE: 6/7/2019

**TITLE: PREPARATION AND CONTROL
OF CONSTRUCTION
MANAGEMENT PROCEDURES**

REVISION: 1

1.0 Policy

This SFPUC Infrastructure Construction Management (CM) Procedure applies to all personnel working on SFPUC Infrastructure projects during construction to the extent that their work is affected by this CM Procedure and does not conflict with specific SFPUC policies or the Contract under which the Work is executed.

Every major CM function should have an SFPUC Infrastructure CM Procedure which describes that activity's implementation process, its control and desired result.

2.0 Description

This SFPUC Infrastructure CM Procedure establishes the guidelines to prepare, review, update and control the procedures.

3.0 Definitions

3.1 SFPUC Infrastructure Construction Management (CM) Procedures

SFPUC Infrastructure CM Procedures are developed and implemented for the SFPUC Infrastructure Programs/Projects during construction.

4.0 Responsibilities

All CM team members are to understand and adhere to the SFPUC Infrastructure CM Procedures. Each team member is also encouraged to suggest procedure revisions and new procedures that may increase the efficiency and effectiveness of the SFPUC Infrastructure CM organization.

4.1 Resident Engineer (RE)

The RE is responsible for ensuring the CM team members are provided with the most current SFPUC Infrastructure CM Procedures and understand the intent, proper implementation, and compliance with each SFPUC Infrastructure CM Procedure.

4.2 Construction Management Bureau Manager (CMB Manager)

The CMB Manager is responsible for deciding when a new or revised procedure is required. The CMB Manager may delegate the procedure development to a CM team member or to a non-team member specialist.

4.2.1 The CMB Manager approves all new and revised SFPUC Infrastructure CM Procedures.

4.3 Procedure Preparer

The designated procedure preparer is responsible for the development or revision, and review process of an SFPUC Infrastructure CM Procedure.

4.3.1 Procedure Preparer assignments are based on subject matter and availability of qualified team members.

4.4 Procedure Reviewer

The Procedure Reviewer is designated by the CMB Manager to review the subject SFPUC Infrastructure CM Procedure content, format and language. All revised versions of the SFPUC Infrastructure CM Procedures are sent to the Procedure Reviewer to ensure consistency of purpose, and then to the CMB Manager for approval.

5.0 Implementation

5.1 Procedure Preparation

5.1.1 The Procedure Preparer shall interview the request originator who has identified the need for a new or revised SFPUC Infrastructure CM Procedure. The data or information collected during discussions may include:

- Objectives of the CM Procedure
- Related background information
- Relevant policy requirements
- How the CM procedure is to be organized
- Roles and responsibilities of participants
- How the CM procedure is to be implemented through the Business Processes
- Other related procedures
- References (Technical Specifications, CM Procedures, etc.)

- Attachments (Examples, Flowcharts, Forms, reports etc.)
- 5.1.2 The SFPUC Infrastructure CM Procedure shall be prepared in the format and content presented herein.
- Arial 12-point font shall be used for all procedures, with section numbering, underlined titles and margin formats to precisely match this procedure and Attachment 001-1.
 - Page footers shall use the format “SFPUC Infrastructure CM: Procedure No. XXX, Rev. X. Page X of X” center justified.
 - Attachments shall use the format “Attachment <procedure number – X>, <attachment title>, page X of X” in bold font center justified as shown in Attachment 001-1.
- 5.1.3 The Policy section (1.0) shall briefly describe the policy basis of the procedure and to whom it applies.
- 5.1.4 The Description section (2.0) shall briefly describe the subject of the procedure and its purpose.
- 5.1.5 The Definitions section (3.0) shall define any key terms especially relevant to the procedure, and any relationships necessary to understand the procedure.
- 5.1.6 The Responsibilities section (4.0) shall specify the authority and responsibilities of each person who will participate in the specific implementation steps required by the SFPUC Infrastructure CM Procedure.
- 5.1.7 If needed, and there is no Business Process for a particular CM Procedure, an Implementation section (5.0) shall identify each step of the work process with a brief description of the activities necessary to fully execute the procedure. Procedural steps should indicate who is responsible for each step, how the procedure is carried out, and what documentation is required. This section shall also identify and describe all coordination and interfaces with other organizations.
- 5.1.8 The Other Procedural Requirements section (6.0) may be used to define requirements that are necessary for the procedure but are not part of the step by step implementation of the procedure.
- 5.1.9 The References section (7.0) shall identify relevant references for the SFPUC Infrastructure CM Procedure that the user should be aware of to fully understand the intent, objective and context of the procedure. Procedures that support the execution of the procedure should be included.
- 5.1.10 The Attachments section (8.0) shall include examples of standard documentation formats required to execute the procedure. A Work Flow Diagram may be included for complex procedural processes.

5.1.11 If any sections are not used, the section title shall be included with the text “None” to indicate that section is not applicable for the procedure. Sections should not be re-numbered from this approved procedure format.

5.2 Revising SFPUC Infrastructure CM Procedures

The SFPUC Infrastructure CM team member requesting a revision to an existing SFPUC Infrastructure CM Procedure should submit a marked-up electronic copy of the procedure to the CMB Manager. The CMB Manager will determine if a revision is warranted and, if so, assign CM team members to prepare and review the preliminary draft revised procedure.

5.3 Approval Date and Revision Number

Initial approved SFPUC Infrastructure CM procedures shall be identified by Revision Number “0”. Each SFPUC Infrastructure CM procedure shall indicate the date of approval and the numerical revision number, e.g. 1, 2, etc., in the revision date and revision box.

5.3.1 Alphanumeric revisions are used for interim SFPUC Infrastructure CM procedure development, e.g. 1A, 1B, etc. where the numeral identifies the current approved revision and the alphabetic character identifies the current draft version of the proposed revision.

5.4 Final Draft Procedure

The CMB Manager determines who shall review the final draft procedure. Comments from the additional reviewer(s) are returned to the CMB Manager. After comments are addressed in a final draft revision by the Procedure Preparer, the procedure is submitted to the CMB Manager for final review.

5.5 Approvals

After all comments are addressed, the CMB Manager will approve all procedures.

5.6 Distribution and Control of SFPUC Infrastructure CM Procedures

5.6.1 The CMB Manager’s administrative staff will issue the approved SFPUC Infrastructure CM Procedures to the CM team, including CM consultants.

5.6.2 SFPUC Infrastructure CM Procedures will be posted on SFPUC website: www.sfwater.org and on SFPUC common drive along with standard formats cited as attachments that are required to be used to implement the procedures.

5.6.3 It is the responsibility of each recipient to update their working copy of the SFPUC Infrastructure CM Procedures Manual. Upon receipt of a revised procedure, the previous revision shall be destroyed by each recipient.

6.0 Other Procedural Requirements

None

7.0 References

7.1 Technical Specifications

None

7.2 SFPUC Infrastructure CM Procedures

None

7.3 Others

None

8.0 Attachments

001 - 1 SFPUC Infrastructure CM Procedure Format

001 - 2 Revision Control Log

SAN FRANCISCO PUBLIC UTILITIES COMMISSION INFRASTRUCTURE CONSTRUCTION MANAGEMENT PROCEDURES	
SECTION: <Insert Section Title>	APPROVED:
PROCEDURE NO: <Insert Number>	DATE: <Insert Date>
TITLE: <Insert Title>	REVISION: <Insert Number>

1.0 Policy

Describes the policy basis of the SFPUC Infrastructure Construction Management (CM) Procedure and to whom it applies. The following statement is required to be included in all SFPUC Infrastructure CM Procedures, however, additional policy guidance should be provided specific to the function addressed by the procedure.

“This SFPUC Infrastructure Construction Management (CM) Procedure applies to all personnel working on SFPUC Infrastructure Projects during construction to the extent that their work is affected by this CM Procedure and does not conflict with specific SFPUC policies or the Contract under which the Work is executed.”

2.0 Description

Describes what the SFPUC Infrastructure CM Procedure does.

3.0 Definitions

Contains definitions of key words and terms related to the SFPUC Infrastructure CM Procedure.

4.0 Responsibilities

Describes each role in regard to implementing the SFPUC Infrastructure CM Procedure.

Attachment 001 - 1
Page 2 of 2
CM Procedure Format

5.0 Implementation

Describes each step of the work process with a brief description of the activities necessary to fully execute the SFPUC Infrastructure CM Procedure.

6.0 Other Procedural Requirements

Include other requirements that may not be a part of the specific implementation steps (if required).

7.0 References

Reference(s) associated with SFPUC Infrastructure CM Procedures.

7.1 Technical Specifications

None

7.2 SFPUC Infrastructure CM Procedures

None

7.3 Others

None

8.0 Attachments

- 001 – 1 Standard forms or examples (if required)
- 001 – 2 Work Process Flowchart(s) (if required)
- 001 – 3 Other attachment as required by procedure
- 001 – 4 Last Page Attachment: *REVISION CONTROL LOG* – inserted to each SFPUC Infrastructure CM Procedure to view what changed at-a-glance to the procedure

Attachment 001 - 2
Revision Control Log

Revision No.	Revision Date	What changed?
Rev 1	6/7/19	<ul style="list-style-type: none">• Minor format changes• Attachments - revised• Revision Control Log - updated
Rev 0	11/14/16	Signed