Construction Emergency Process Map



Contract Coordinator / CAP Agency **Project Manager START** Declares an emergency and reports to CAP by providing a written letter within 10 days with the following: · Statement of the issue and reasons for action. · Signed by appropriate personnel. Recorded minutes of governing body's approval of emergency. · Completed project request (M701). 2. Acknowledges the emergency Vendor quote or estimate. with a written letter signed by the Required insurance CAM administrator to include documents. instructions on how to proceed Other docs for OMES to with contracts, plans and specs. prepare contract. Assigns a project number and creates a contract in the project management software. Provides the following bond forms to the vendor for completion, if applicable: A312A Performance Bond. A312B Payment Bond. A312C Statutory Defect Bond. Provides notice and supporting documentation to Risk Management upon receipt of a declared emergency on property insured by the state. 6. (If emergency project is deemed Sends the contract to the vendor complex) assigns a project to review and sign. Vendor has 10 days if no bonds and 20 days with manager to provide oversight. bonds to return the contract. 7. Reviews the signed contract and distributes it to the agency for signature. Agency has five days to Provides an NTP, signed PO, sign and return the contract and bond documents and fully PO. Then contract is submitted to executed contract to the vendor CAM Administrator for signature. and agency. Reviews and approves change orders as deemed appropriate.

Maintains a report of emergencies declared during the previous calendar year.