

**Coordination Project - Project Manager
Responsibility Matrix**

(OSU projects delivering scope on Engie's behalf)
March 3, 2021

Key: X - denotes responsibility to initiate the activity
P - denotes participation
Y - denotes confirmation on scope a budget to be provided

Phase	OSU	Engie	Energy Office	Comments
Project Initiation				
Project Kick-Off meeting	X	P, Y	P	Initiate coordination with Engie to develop preliminary OSEP/Engie scope to be included in OSU project
Execute Design PM memo	X	P, Y	P	For design services only (to be completed prior to AE contracting)
AE Selection	X	P		OSU PM to provide oppurtunity for Engie PM to offer comments and feedback on AE teams through selection process
AE scope and technical proposal development	X	P, Y		Joint review and approval of included Engie scope
Design				
Design coordination	X	P	P	
SD/DD and CD review phases	X	P, Y	P	Confirm project scope, budget, and schedule at each review point (budget to include AE fees, construction, change order contingency, FOD fees)
Modify PM memo to include construction (at CD)	P	X	P	PM memo may be drafted anytime within the design process (to be executed prior to bidding or GMP)
CMR & DB Delivery Methods				
Design Assist Selection	X	P		Joint involvement in selection of Design Assist contractor
Conversion of design assist to construction	X	P, Y		Joint agreement on converting Design Assist to construction & confirm within Engie budget
CMR/DB subcontracting scoping	X	P		
CMR/DB subcontractor plan approval	X	P		Engie to review proposed contractors on Engie scope
Subcontract bid amount (not through design assist)	X	P, Y		Engie to confirm Engie scope within budget
General Contracting				
Review Engie scope items to confirm within budget	X	P, Y	P	
Construction				
Preconstruction Meeting	X	P		
Construction progress meetings	X	P		
RFI response	X	P		
Change order review/approval	X	P		
Submittal review	X	P		
Acceptance	X	P		includes periodic site reviews and testing results