



TERMS OF REFERENCE WASHINGTON STREET ADVISORY TASK FORCE

Purpose:

To act in advisory capacity to the Owner's Representative on the Washington Street Infrastructure Renewal Project.

Members:

Shall consist of one Owner's Representative, one member of Council, up to four citizens with engineering qualifications, and/or experience in managing major construction projects and a staff member, as needed.

The staff person, or another member of the committee, shall be responsible for taking minutes at each meeting. The staff person shall provide policy advice as well as necessary background information as needed. The Council Representative will act as liaison to Council. The Owner's Representative will report to Council and further will be the sole member dealing directly with the project manager, the engineering firm, the contractor and consultants working on the Washington Street project.

Structure:

- All members to be appointed by Mayor and Council.
- The Chair will be appointed from among the Task Force members.
- Meetings will be scheduled at the discretion of the Owner's Representative, the Chair or upon request of the majority of the Task Force.

Duties:

The Task Force shall in an advisory capacity to the Owner's Representative. Duties shall include, but will not be limited to, review with the Owner's Representative of:

- tender package
- accepted bids
- contract managing process
- overall engineering
- construction
- schedules
- reporting
- change orders

Term:

Council will determine the term of the Advisory Committee. Members' appointment may be revoked by a motion of Council.