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[CE SBAC] Fwd: Responsibility Matrix

1 message

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To: Christopher Record <crecord@capeelizabethschools.org>
Cc: SBAC <cesbac@capeelizabethschools.org>

Tue, Oct 3, 2023 at 8:34 PM

Hi, Chris,

After our meeting today, I am a little confused on the roles and responsibilities of our owner's representative, the architect, and the communication consultant. This needs to be clearly defined otherwise there will be possible overlap of work not to mention potential change orders for work that has not been defined and assigned. I have attached two examples of Responsibility Matrixs that I feel should form part of each groups' contract. It could be issued as an Addendum to our O/R contract since their contract has already been awarded.

The first example is a real basic one that I used years ago when I was a PM. The second one is more complex which I made sure that my PMs used on their projects.

Sent from my iPad

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2 attachments **RACI-001-Jabal Sayid Paste Plant Project_Rev C.xls**
46K **Communication Matrix - 19-Sep-2023.xlsx**
133K