# ARTICLE 113: FIRE CHIEF, Project Management

The Fire Chief shall act as, or appoint a Project Manager (PM) for any major Project the District may undertake. Herein a Project is defined as a unique undertaking separate from everyday operations, with a fixed duration, and may require specialized outside resources.

With the assistance of engineers, architects or other advisors as required, the PM shall coordinate with the Fire Chief to prepare detailed written specifications and an estimated cost for the project for submission to the District’s attorney and Board. After the Board approves the specifications, the PM shall advertise and solicit bids from qualified contractors, as determined by the scope of the project, for any project estimated to cost more than $5,000. The Board shall select the winning bids based on competitive selection criteria – not necessarily the lowest bid. The winning contractor shall be required to sign a contract containing the specifications, terms and conditions for the project. In the event that no acceptable contractors submit bids the Board shall determine how to proceed with the project.

Once a contract has been executed the PM shall be in charge of and responsible for its successful completion and shall make every effort to avoid changes to the original specifications. The Fire Chief shall create and maintain a project schedule (including Gantt chart) and budget (including cost-to-completion) throughout the duration of the project. The Fire Chief shall report to the Board at least monthly as to the status of the project schedule and budget. Any proposed changes resulting in a schedule change or price increase shall be submitted to the Board for approval by written change order (CO) specifying the scope and price increase. The CO shall be signed by the PM and contractor. One copy of all approved contracts and associated CO’s shall be filed in the District business office located at 660 Highway 46, Black Hawk, CO.

# Severability. If any part, section, subsection, sentence, clause or phrase of this policy is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

Effective Date. This policy shall take effect and be enforced immediately upon  
its approval by the Board of Directors of the District.

|  |  |  |  |
| --- | --- | --- | --- |
| Previous Revision | Change Date | Approved By | Description of Change |
| 0 | 11/20/2013 |  | Original Adoption |
|  |  |  |  |
|  |  |  |  |