



# CM Internship – 2024 Scope of Work

CM Intern scope (7.15.2024).docx

## Construction Management Intern Recruitment

City of Pacific staff has prepared this scope below for recruitment:

1. Hiring (1) individual current/former construction management student who has experience in civil construction work. This is 100% on-site, non-remote, no benefits, paid position, at \$25hr - \$35hr DOE, for about 6 months.
2. The work is a heavy civil infrastructure project that just went to bid and the contractor will be starting on August 5<sup>th</sup>. The work consists of water main replacements, new storm water conveyance, new sidewalks, street overlays and other minor improvements.
3. The overall duration of work will be from August 2024 through January 2025; limited only due to the Dept of Retirement Systems hourly contribution maximum.
4. The work schedule will be 8-hours a day 5-days a week, M-F occasionally matching the contractors schedule of evenings and weekends (likely not much odd schedule if any is needed).
5. Additional hands-on training will be given by City staff.
6. Additional provisions: City email account, phone, laptop, and receive a \$50 month stipend for fuel.

#	Daily	Weekly	Monthly
1	Compare bid items to the construction progression and have consensus with the contractor, so all parties agree to the quantities and units installed. Always verifying that the bid item totals align with actuals.	Compare bid items to the construction progression and have consensus with the contractor, so all parties agree to the quantities and units installed. Always verifying that the bid item totals align with actuals.	Verify contractor progressive AS-BUILTS.
2	Maintain a positive but firm relationship with the contractor.	Maintain a positive but firm relationship with the contractor.	Maintain a positive but firm relationship with the contractor.
3	Coordinate any questions with City Staff and/or Design Engineer.	Coordinate any questions with City Staff and/or Design Engineer.	Coordinate any questions with City Staff and/or Design Engineer.
4	Prepare meticulous detailed daily reports.	Prepare meticulous detailed daily reports.	Prepare meticulous detailed daily reports.
5	Attend daily debrief meetings with the City at beginning and end of day.	Attend weekly progress meetings with the contractor, City and engineer.	
6	Review bid items to WSDDOT specs for conformity.	Review bid items to WSDDOT specs for conformity.	
7	Collect all receipts for delivered materials and equipment.		
8	Take lots of pictures with smart phone & drone.		
9	Collect daily hours & mileage readings of all vehicles and equipment used by the contractor onsite.		
10	Provide informal QC inspections.		