



# City of Fayetteville

## Facilities Capital Program Management



# Program Overview

## OBJECTIVES

- Strengthen the City's internal Construction Management Division (CMD) capacity
- Deliver capital projects efficiently, transparently, and on schedule
- Integrate consistent tools and workflows for planning, budgeting, and reporting
- Transition program ownership to City staff as capabilities mature

## KEY SERVICES

- **Program Management**  
Development of tools, dashboards, and reporting systems
- **Design Oversight**  
Coordination, reviews, and constructability input for design consultants
- **Procurement Support**  
RFQs, bid documents, and award coordination
- **Construction Oversight**  
Cost/schedule tracking, change control, and closeout documentation
- **Public Engagement**  
Coordination with PIO for updates and milestone events

## STRATEGIC OUTCOMES

- Unified program management framework
- Real-time cost and schedule transparency via Power BI dashboard
- Clear accountability across departments and consultants
- Sustainable handoff process enabling City-led program delivery

## Facilities Capital Program – Deliverables Summary

Category	Description	Frequency / Timing	Responsible Party	Output Format
<b>Program Framework Package</b>	Establish program structure, staffing plan, roles/responsibilities, and process workflows.	One-time	FNI	PDF / SharePoint Documentation
<b>Kickoff and Transition Plan</b>	Facilitate kickoff workshop and prepare transition plan for phased City staff ownership.	One-time	FNI	Summary Report / Action Plan
<b>Program Management Tools Suite</b>	Develop Master Program Schedule (MS Project), SharePoint file structure, document control system, and change management process.	One-time	FNI	MS Project / SharePoint Configuration
<b>CIP Update Package</b>	Update capital project list, priorities, cost estimates, and schedules for the annual CIP cycle.	Annual	FNI with City	Excel / PowerPoint Summary
<b>Project Reporting Dashboard</b>	Create and deploy Power BI dashboard integrating schedule, cost, and progress data across all projects.	One-time setup with periodic refresh	FNI	Excel + Power BI Dashboard
<b>Standardized Templates and Forms</b>	Develop standard templates for project reporting, consultant progress, PSA, OPCC comparisons, and value engineering.	One-time	FNI	Word / Excel Templates
<b>Design Management Deliverables</b>	Prepare RFQs, selection documentation, design review comments (30/60/90%), constructability reviews, and OPCC review reports.	Per project	FNI	PDF / Comment Logs
<b>Procurement and Award Documentation</b>	Prepare bid packages, addenda summaries, bid tabulations, award recommendations, and notices of award.	Per project	FNI	PDF / Excel
<b>Public Information Materials</b>	Provide public information, web content, and event materials (PIO coordination).	As needed	FNI with City PIO	PDF / Web Copy / Graphics
<b>Construction Closeout Package</b>	Compile submittal logs, change orders, claim evaluations, inspection reports, punch list, warranties, and final payment documentation.	Per project	FNI	PDF / SharePoint Upload

## Facilities Capital Program – Deliverables Summary

### Continuous Deliverables

Category	Description	Frequency	Responsible Party	Output Format
<b>Financial Tracking and Analysis</b>	Monthly monitoring of project accounts and funding availability.	Monthly	FNI	Excel / Dashboard
<b>Program Progress Dashboard</b>	Update progress metrics for internal and Council reporting.	Quarterly	FNI	Power BI / PDF
<b>Program Schedule Maintenance</b>	Update and maintain program-level and project-level schedules.	Monthly / As needed	FNI	MS Project
<b>Consultant Performance and Variance Analysis</b>	Review consultant effort, OPCC alignment, and schedule adherence.	Ongoing	FNI	Excel / Report
<b>Construction Progress Reports</b>	Summarize cost, schedule, and quality updates for active projects.	Monthly	FNI	PDF / Dashboard
<b>Site Observation and Quality Reports</b>	Document construction quality, deficiencies, and resolutions.	Monthly / As needed	FNI	PDF / Photo Log

# Adapt and Elevate

- **Provide targeted Project Management support to reinforce capacity and continuity**
- Lead management of CIP projects to maintain program momentum
- Develop a clear, actionable Standard Operating Procedure for Project Charters
- Updated and streamlined Closeout documentation to align with evolving City needs
- Collaborate with City staff to integrate Laserfiche for Charter and Closeout processes





# Support Beyond CMD

- Preparation of RFQs
  - Architects
  - CMARs
  - On-Call for Architecture and Engineering
- Assistance with OA Contracts and Task Orders
- Provided a new process for qualification-based selection criteria

# Project Tracking

- Currently tracking the following information and dates
- Dates feed into the Schedule Dashboard (PowerBI)

## General Information

- Project Name
- Project Number
- Client /Owning Department
- Project Manager
- Status

## Initiation Phase

- Project Manager Assigned
- Charter sent for Review
- Charter sent for Execution
- Charter Completion

## Consultant Procurement

- RFQ in Development (Yes/No)
- RFQ Advertisement
- RFQ Closed
- Consultant Selection
- Contract Execution

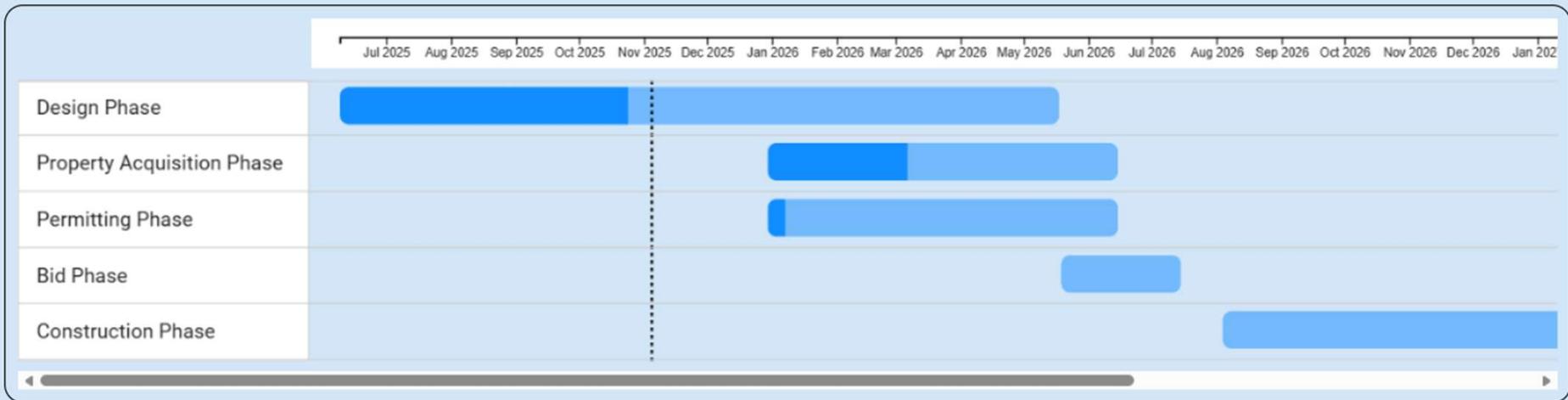


# Project Tracking (continued)



## Construction Management Division - Project Schedules

Fire Station 16



**Fire**  
Client Dept.

**Davis Kane ...**  
Consultant/AE

**David/Dan**  
PM

**CMAR**  
Delivery Method

Task	Completion Date	Status
30% Deliverables	8/28/2025	✓
60% Deliverables		✗
90% Deliverables		✗

**Phase**

- Initiation
- Consultant/Designer Procureme...
- Design
- Construction Procurement

# Financial Tracking

- Currently developing a budget tracking spreadsheet
  - City provides updates every Monday
- Amounts will feed into the Financial Dashboard (PowerBI)

Column A	Design						
	Column N	Column O	Column P	Column Q	Column R	Column S (Column P+Q+R)	Column T (Column O-P)
Project Name	Design Consultant	Design Encumbered	Design Spent to Date	Land Spent to Date	Other Spent to Date	Total Spent to Date	Design Remaining
Market House Repurposing	?					\$ -	\$ -
Cape Fear River Park	Moffatt & Nichol	\$ 350,064.00	\$ 54,280.00	\$ -	\$ -	\$ 54,280.00	\$ 295,784.00
Martin Luther King Jr. Park	The Site Group					\$ -	\$ -
Veterans Park II	Ratio					\$ -	\$ -
Fire Station 16	Davis Kane Architects, PA	\$ 735,000.00	\$ 125,380.00	\$ 681,018.01	\$ 649.95	\$ 807,047.96	\$ 609,620.00
E-911 Center	Hord Coplan Macht, Inc. (Schrader Group)	\$ 1,777,000.00	\$ 7,000.00	\$ -	\$ -	\$ 7,000.00	\$ 1,770,000.00
Fire Station 9	Davis Kane Architects, PA (Pending Award)	\$ -	\$ -	\$ 1,593,311.60	\$ -	\$ 1,593,311.60	\$ -
Fire Station 2	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transit Multi-Modal Building Upfit	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Solid Waste Bathroom Reno	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In-Ground Bus Lift	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -





# Discussion / Feedback

