



# CAPITAL PROJECTS DIVISION

## Capital Planning Group

The Capital Planning group is responsible for investment of capital based on sound financial and technical objectives ensuring long term planning and daily maintenance operations are aligned.

The Authority Five Year Capital Plan requires prioritizing and scheduling this as per the Federal, State and City Funds becomes available.

## Technical Planning

The Technical Planning Section provides in-house project controls in Construction Cost Management, Schedule Management and Physical Needs Assessment (PNA).

### • **Construction Cost Management Team**

- Estimates total project costs from Planning inception through Construction Closeout
- Estimates probable costs for all grant funds
- Analyzes contractor bids
- Analyzes project cost impacts
- Develops Database and updates based upon market conditions



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- **Schedule Management Team**
  - Develops Five Year Plan schedule with costs fully loaded
  - Develop Project Charters schedules
  - Monitors and recalibrates schedules for plan recovery
  - Guides all Units in management of Five Year Plan
  - Analyzes project schedule impacts
  - Develops schedule Database and updates based upon market conditions
- **Physical Needs Assessment (PNA) Team**
  - Conduct Physical Needs Assessment
  - Analyzes PNA data
  - Develops scope, budget, and schedule for Capital Plan
  - Leads scoping teams for inspections and site surveys
  - Presents projects to all Authority constituencies
  - Communicates project standards, manage project deadlines, track projects and performance



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## Financial Planning

The Financial Planning Section provides in-house financial budgeting services.

- **Planning and Budgeting Unit**

- Develops Five-Year Capital Plan, in conjunction with the Property Management Department, to ensure Authority priorities and capital needs
- Establishes budgets for issues as these arise, to address both immediate and long-term modernization needs
- Ensures obligations meet HUD regulations
- Reviews funding to ensure regulatory requirements are met prior to release

- **Contract Administration Unit**

The Contract Administration Unit originates and monitors all AE and CM contracts. These tasks include:

- Identifying needs for A/E and CM contracts
- Assists in development of AE and CM RFP's and guides entire process
- Establish A/E and CM task orders
- Monitors and tracks A/E and CM contract capacity
- Provides assistance with the close out of CM Task Orders