

Statement of Work

ASSESS PAST PERFORMANCE OF STEEL BUILDINGS

Task 3.1.6: Task Coordinator for Topical Investigations on the Performance of Steel Buildings in Past Earthquakes

Background: The technical work in the Phase 2 Project is carried out by teams of consultants and sub-contractors supervised by the Project Management Committee. These teams are assigned to focus on and coordinate activities within a key aspect of the project. One of the the teams addresses the performance of steel buildings in past earthquakes. This team is led by a Task Coordinator who is directly supervised by and reports to the Project Director for Topical Investigations.

The Task Coordinator for the Performance of Steel Buildings in Past Earthquakes is responsible to coordinate the activities of their respective team, and to produce a specific project deliverable identified in the Work Plan, namely a State-of-the-Report in their area of focus. The Past Performance Task Coordinator, the Lead Guideline Writers, and the Topical Investigation Team Leaders form a core group within the project, providing essential continuity, technical coordination within each team's activity, and communication among the various teams to ensure that critical knowledge is transferred from one task to another. Team Leaders and Lead Guideline Writers are also strategically paired and assigned key responsibilities in assessing current knowledge and gaps, preparing State-of-the-Art Reports, and completion of project deliverables. Table 3.3 of the Project Work Plan delineates these specific assignments.

Specific roles/tasks for the Task Coordinator for the Performance of Steel Buildings in Past Earthquakes include the following:

- 1) Coordinate technical activities undertaken by the team with concurrence of the Project Director for Topical Investigations;
- 2) Facilitate and coordinate flow of information among team members and teams;
- 3) Prepare monthly summary progress reports and feedback comments for the team;
- 4) Attend Team Leader / Guideline Writer meetings;
- 5) Review available literature that is pertinent to the focus area;
- 6) Incorporate available knowledge and knowledge generated by the project into a State-of-the-Art Report;
- 7) Act as a Principal Reviewer for other State-of-the Art Reports, as appropriate;
- 8) Assist in the development and review of specific portions of the Inspection Procedures and Seismic Design Criteria documents, as appropriate;

Regarding the first item listed above, the Task Coordinator will be responsible to convene, chair and produce minutes for team meetings over the course of the team's activities. In addition, specific work statements for topical investigations or other projects to be undertaken and supervised

by the team will be drafted by the Task Coordinator for review by the team and approval by the Project Management Committee. The Task Coordinator will also assist in finalizing these work statements and in the selection of the consultants or sub-contractors to perform the work. During the course of these investigations or projects, the Task Coordinator will communicate on a regular basis with the consultants and sub-contractors to ensure that the goals of the project (technical content, schedule, budget, etc.) are being met. The Task Coordinator will also coordinate the review and synthesis of project results to be performed by the team.