

CONSTRUCTION MANAGEMENT SERVICES PROPOSAL

LAKE HAVASU CITY

CONSTRUCTION MANAGEMENT SERVICES for FISCAL YEAR 2015/16

SCOPE OF WORK

GENERAL SERVICES SUMMARY

This scope of services is based on funded CIP projects for FY15/16. This scope includes construction management services for DR1000 Chesapeake Drainage Improvements.

PROJECT SCOPE OF WORK

The DR1000 Chesapeake Drainage Improvements generally includes roadway, drainage, and offsite improvements on Chesapeake Boulevard from South Jamaica Boulevard to McCulloch Boulevard South. The Consultant will inspect the selected Contractor's work to confirm it complies with the design documents provided by the City. The Consultant will provide a full-time inspector, part-time Construction Manager, and as-needed materials testing. The construction duration is assumed to be 150 days. The Consultant's services are described below.

TASK 1 – Construction Management

The Consultant will manage the construction contract by acting as the City's Agent as described in the Contract Documents. Management will include monitoring elements of the construction for conformance with the Project's intent and contract requirements.

The Construction Management task is further divided into the following subtasks.

Task 1.1 – Preconstruction Meeting

The Consultant will conduct the pre-construction conference for the project. This includes preparing an agenda, moderating the meeting, and issuing minutes. The Consultant will also provide the interpretation of the requirements of the Contract Documents and answer other questions during the pre-construction meeting as directed by the City after coordination with the Engineer as need. The Consultant will provide written responses to engineering and technical questions.

Task 1.2 – Project Management and Reporting

The Consultant will perform overall management of the Consultant's services and overall management of the Contractor's contractual obligations to the City. The Consultant will provide one (1) part-time Construction Manager to perform this task.

Consultant will provide for and coordinate the services of required subconsultants during the construction period. Where subconsultants provide site visits or overview, they will provide written reports, summarizing their work.

The Consultant will provide the following construction management report(s) to the City:

1. Monthly Summary Report – The Consultant will prepare a Monthly Summary Report of Project status that summarizes construction activities to date, status of administrative items such as submittals and RFIs, anticipated activities for the following month, a summary of change orders and claims, schedule status, and a summary of budgets and expenditures for construction. The report will include a matrix summarizing administrative metrics (submittal and RFI review duration), change status, schedule status, and budget status. Monthly Summary Reports will be transmitted to the City, along with the Consultant's invoice, on a monthly basis in electronic portable document format (PDF).

Task 1.3 – Baseline and Periodic Schedule Review

The Consultant will review the Baseline construction schedule to confirm the Contractor's logic and preparation of the schedule in relation to the Contract Documents. During the construction phase, the Consultant will review one monthly update to the baseline schedule to confirm progress is consistent with the approved Baseline and the current payment request.

Task 1.4 – Periodic Progress Meetings

Consultant will coordinate and preside over periodic progress meetings. Consultant will prepare meeting agendas prior to meetings and minutes after the meetings for distribution among participants and stakeholders.

Task 1.5 – Change Order Assistance

The Consultant will track all potential change orders, pending change orders, anticipated change orders with estimated cost and time impacts. All change order issues and correspondence will be channeled through the Consultant and addressed in accordance with the Contract Documents.

The Consultant will prepare and submit change order requests explaining the merits for the change and a recommendation for the City's approval and acceptance. The Consultant will assist the City in the negotiation of an agreement with the Contractor as to scope of work, cost, and schedule impacts associated with changes in Work. Each change order item will include a written evaluation. For budget purposes, the Consultant assumes six (6) change items at two (2) hours each.

Task 1.6 – Submittal Review

The Consultant will review each submittal initially to evaluate shop drawings, samples, test results, certifications, O&M manuals, and other data provided by the Contractor for completeness and readability. The Consultant will return to the Contractor any submittals found to be incomplete or illegible with appropriate comments describing reasons why the submittal was not reviewed. The Consultant will perform a technical review of all submittals to determine conformance to the Contract Documents and will consult with the City and/or design Engineer to

resolve apparent conflicts with the Contract Documents. For budget purposes, the Consultant assumes four (4) submittals at three (3) hours each.

The Consultant's submittal review does not extend to means, methods, sequences, techniques, or procedures of construction selected by the Contractor, or to safety precautions and programs associated thereto.

Task 1.7 – RFI Coordination

The Consultant will process and respond to requests for information and clarifications in accordance with the Contract Documents. The Consultant will consult with the City and/or design Engineer to resolve requests for information on an as-needed basis. The Consultant will respond to issues raised during construction regarding interpretation and clarification of the contractual, administrative, and technical requirements of the Contract Documents. All interpretations and clarifications documentation and correspondence will be channeled through the Consultant. For budget purposes, the Consultant assumes six (6) RFIs at two (2) hours each.

Task 1.8 – Contract Closeout

The Consultant will manage the Substantial Completion and Final Acceptance processes as follows:

1. Substantial Completion – The Consultant will manage the Substantial Completion process in accordance with the Contract Documents. In consultation with the City, the Consultant will, prior to issuing a certificate of substantial completion, prepare a punch list of incomplete Work or Work that does not conform to the requirements of the Contract Documents. This list will be attached to the Certificate of Substantial Completion issued by the City to the Contractor.
2. Final Acceptance – In consultation with the design Engineer and City, Consultant will be responsible for determining Final Acceptance, based on Consultant's assessment of the Contractor's work, and its compliance with the requirements for Final Acceptance set forth in the Contract Documents. The Consultant will prepare and submit to the City documents for Final Acceptance of the Work. The City will issue to the Contractor documents for Final Acceptance of the Work. The Consultant will advise the City concerning final payment, release of retention, and release of insurance and bonds.
3. As Built Preparation – The Consultant will receive the as-built documentation prepared by the contractor and periodically reviewed by the Consultant and prepare final As-built drawings. The Consultant expects to receive full size red-lined documents prepared by the contractor. The As Built drawings will be submitted to the City in PDF and AutoCAD format. The Consultant assumes the City will provide the Consultant conformed (i.e., AutoCAD files incorporating bid phase changes on final design documents) Contract Documents at the beginning of the construction phase.

Task 2 – Construction Inspection

The Consultant will perform inspection of the Contractor's work to verify it is executed in accordance with the Contract Documents. The inspection task is complementary to the Construction Management task. The Consultant will provide one (1) full-time inspector to perform this task.

Task 2.1 – Inspection of the Work

The Consultant will inspect the Contractor's work to confirm the work is performed in accordance with the Contract Documents, approved construction-phase clarifications, and changes. The Consultant will coordinate with the City and Engineer to resolve construction-phase issues.

Task 2.2 – Inspection Reporting

The Consultant will provide the following inspection report(s) to the City:

1. Daily Record of Work – The Consultant will prepare Daily Record of Work reports describing work and work conditions observed by the Consultant. Daily Record of Work will be available to the City online in electronic format. Consultant's Daily Record of Work will include photographic documentation of the work.
2. Special Inspection Reports – The Consultant will prepare Special Inspection Reports describing inspections conducted by the Consultant. Special Inspection Reports will be available to the City online in electronic format.

Task 2.3 – Quantity Evaluation

The Consultant will perform periodic evaluation of the quantity of work completed by the Contractor. This evaluation will be used to estimate the Contractor's progress and to determine appropriate Contractor payment.

Task 2.4 – Quality Assurance Materials Testing

The Consultant will provide quality assurance materials testing for the Project in accordance with the Contract Documents. The Consultant will use a combination of Consultant's certified personnel and the services of qualified materials testing and special inspection firm(s). The Consultant will receive copies of all inspection and testing reports and will provide copies of such reports to the City. The budget estimate for quality assurance materials testing is a not to exceed estimate of the cost to test materials based on an initial review of the Contract Documents and assuming the Contractor is performing more frequent quality control material testing. The budget may need to be adjusted to account for actual testing costs in excess of this amount. Materials testing and special inspection include:

1. Concrete: The Consultant will conduct concrete tests as set forth in the Contract Documents. The Consultant will verify reinforcing steel placement and cast concrete test cylinders. The test cylinders will be compression tested in accordance with the testing procedures outlined by the American Concrete Institute (ACI) unless specified otherwise
2. Earthwork: The Consultant will obtain samples of on-site and import soils and conduct laboratory testing as necessary to determine applicable engineering properties of materials and confirm soils testing conducted by the Contractor; observe fill placement and field test materials for moisture and density as necessary to determine compliance with project specifications.
3. Asphalt: The Consultant will conduct density tests on the in-place asphaltic concrete. Core samples will be obtained in the event that nuclear density tests do not meet the minimum requirements of the Contract Documents.

BUDGET ESTIMATE

A labor hour breakdown and budget estimate establishing a not-to-exceed amount has been prepared and is presented as an exhibit to this scope. Budgets for individual tasks shown in the exhibit are for estimating purposes only and are not limiting for each task. Labor hours and costs may be re-allocated within the tasks, with City approval, in such a manner so as not to exceed the not to exceed price. Should the project be delayed beyond this time for any reason, the Consultant reserves the right to renegotiate the agreement to cover actual cost increases.

TASKS, MAN-HOURS and BUDGET ESTIMATE
Professional Construction Management Services for FY 2015/16
Lake Havasu City, Arizona

| TASKS | Man-Hours | | | | | | Total Man-Hours Per Task | Labor Cost Per Task | Other Direct Costs | | | Total Other Direct Costs | Subconsultants | Subconsultants Markup (10%) | Fee Per Task |
|---|-------------------|-----------------|------------------|--------------|------------------|----------------------|--------------------------|---------------------|------------------------|----------------|------------|--------------------------|-----------------|-----------------------------|------------------|
| | Project Principal | Project Manager | Project Engineer | Engineer | Technician | Word Proc./ Clerical | | | Travel and Subsistence | Mileage | Printing | | | | |
| Chesapeake Drainage Improvements Construction Management Services (DR1000) | | | | | | | | | | | | | | | |
| Task 1 - Construction Management | | | | | | | 246 | \$42,398 | | | | \$2,900 | \$0 | \$0 | \$45,298 |
| 1.1 Preconstruction Meeting | | 10 | 10 | | | 4 | 24 | \$4,098 | \$300 | | | \$300 | | \$0 | \$4,698 |
| 1.2 Project Management and Reporting | 10 | 40 | | | | | 50 | \$10,130 | | | | \$0 | | \$0 | \$10,130 |
| 1.3 Baseline and Periodic Schedule Review | | 16 | | | | | 16 | \$3,168 | | | | \$0 | | \$0 | \$3,168 |
| 1.4 Periodic Progress Meetings | | 40 | | | | 8 | 48 | \$8,696 | \$2,000 | | | \$2,000 | | \$0 | \$12,696 |
| 1.5 Change Order Assistance | | 8 | | | | | 8 | \$1,584 | | | | \$0 | | \$0 | \$1,584 |
| 1.6 Submittal Review | | 2 | 10 | | | | 12 | \$2,126 | | | | \$0 | | \$0 | \$2,126 |
| 1.7 RFI Coordination | | 4 | 8 | | | | 12 | \$2,176 | | | | \$0 | | \$0 | \$2,176 |
| 1.8 Contract Closeout | | 8 | 20 | | 40 | 8 | 76 | \$10,420 | \$600 | | | \$600 | | \$0 | \$11,620 |
| Task 2 - Construction Inspection | | | | | | | 906 | \$105,202 | | | | \$6,100 | \$10,000 | \$1,000 | \$122,302 |
| 2.1 Inspection of the Work | | | | | 800 | | 800 | \$92,000 | | \$5,500 | | \$5,500 | | \$0 | \$103,000 |
| 2.2 Inspection Reporting | | 10 | | | | 36 | 46 | \$5,472 | | | | \$0 | | \$0 | \$5,472 |
| 2.3 Quantity Evaluation | | | | | 50 | | 50 | \$5,750 | \$600 | | | \$600 | | \$0 | \$6,950 |
| 2.4 Quality Assurance Material Testing | | 10 | | | | | 10 | \$1,980 | | | | \$0 | \$10,000 | \$1,000 | \$12,980 |
| Total Hours | 10 | 148 | 48 | 0 | 890 | 56 | 1152 | | | | | | | | |
| Hourly Rates | \$221 | \$198 | \$173 | \$140 | \$115 | \$97 | | | | | | | | | |
| Total Costs | \$2,210 | \$29,304 | \$8,304 | \$0 | \$102,350 | \$5,432 | | \$147,600 | \$3,500 | \$5,500 | \$0 | \$9,000 | \$10,000 | \$1,000 | \$167,600 |
| Grand Total Hours | 10 | 148 | 48 | 0 | 890 | 56 | 1152 | | | | | | | | |
| Grand Total Costs | \$2,210 | \$29,304 | \$8,304 | \$0 | \$102,350 | \$5,432 | | \$147,600 | \$3,500 | \$5,500 | \$0 | \$9,000 | \$10,000 | \$1,000 | \$167,600 |