



TASK AUTHORIZATION #FY

Client: City of Forney PO Box 826 Forney, TX 75126 Attn: City Manager	City Project No.:
	Consultant Project No: 20214-02
	Date: April 21, 2022

Project Description: Renovation of 118 E Main Street & 120 E Main Street, Forney, TX

Description of services: Provide Professional Project Management services on behalf of City of Forney. Services outlined in attached Exhibit A.

Compensation shall be as follows:
Basic Services – (Lump Sum) to be paid in equal monthly amount
Special Services – (T&M per Hourly Billing Rates)

Task	Description	Quantity	Unit Price	Total
1	Project management services for (14) months	1	\$5,000	\$70,000
		Total Not to Exceed		\$70,000

	Total Contracted Fee	\$70,000
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Schedule shall be as follows:

Once the Notice to Proceed (NTP) is received, a formal schedule will be developed and presented. Should the project duration extend past the time stated FDCS will continue to invoice at the stated monthly fee.

The above described services shall proceed upon return of this Task Authorization. Services will be billed monthly as they are completed. All other provisions, terms, and conditions of the agreement for services which are not expressly amended shall remain in full force and effect.

This Task Authorization will serve as the notice to proceed.

CONSULTANT: Jerry Fitzpatrick

CITY OF FORNEY:
City Manager

BY: 

BY: _____

TITLE: FDCS Managing Member

TITLE: City Manager

DATE: 4/21/2022

DATE: _____

Attachment A

Scope of Services

Project Management Services for the Renovation of 118 & 120 East Main St. Forney, Texas

Fitzpatrick Design Construction Services Group LLC (FDCS), acting as consultant for the City of Forney, proposes to provide Professional Project Management services for project duration of (14) fourteen months, as set forth in the following scope of services.

PROJECT DESCRIPTION

FDCS understands the scope of services are to include the renovation of 118 E Main Street and 120 E Main Street in Forney to house both Fire Administration, City Engineering, and Community Development Services.

FDCS will work on behalf of the City of Forney to manage the Architectural and General Contracting Services for both locations from conception to completion.

SCOPE

Project Planning/Development

- Assist City partner with development of project scope, preliminary pricing information, and conceptual design for presentation to council along with developing presentations for use in council meeting.

Project Design

- Draft RFQ/RFP for architectural services. Working with Purchasing Dept. to advertise bid opportunity, conducting pre-bid meeting, answering pre-bid RFI's, attending bid opening in support of City Purchasing.
- Assist City partner to assemble a review team. Distributing bid packages to each review team member for review. Developing grading criteria and forms for use.
- Conducting interviews for respondents selected, managing, and documenting the grading.
- Conduct Design Kick-off meeting with Architectural team to establish project goals and guidelines.
- Attend weekly design meetings representing the cities best interest and ensuring compliance with the City needs.
- Drawing reviews prior to bid issue to confirm accuracy and content.
- Develop and maintain Responsibility Matrix tracking all aspects of equipment and FF&E helping avoid cost overruns.

Attachment A

Scope of Services

Project Management Services for the Renovation of 118 & 120 East Main St. Forney, Texas

Out to Bid

- Draft RFQ/RFP for general contracting services. Working with Purchasing Dept. to advertise bid opportunity, conducting pre-bid meetings, answering pre-bid RFI's, attending bid opening.
- Assist City partner to assemble a review team. Distributing bid packages to each review team member for review. Developing grading criteria and forms for use.
- Conducting interviews for respondents selected, managing, and documenting the grading process. Sending notice of award to successful firm and notifying those not selected.
- Contact references provided by contractor and providing feedback to City representative prior to contracting.

Pre-Construction

- Coordinating with City
- Purchasing Dept. to ensure all contracts, certificates of insurances, bonds, and state required documents are complete.
- Review of all contracts, presenting requested contract verbiage changes to City Attorney, negotiating final form between City and General Contractor.
- Conduct Project Kick-off meeting with General Contractor and primary Sub-Contractors to establish project goals and guidelines.

Construction

- Conduct weekly Owner/Architect/Contractor (OAC) meeting.
- Coordinate city vendors and contractors.
- Review Schedule of Values/cost breakdown and construction schedule and recommend approval/changes or disapproval.
- Process all invoices and applications for payment and forward for payment.
- Access and evaluate cost/facts related to change orders requested, review and forward for recommended action.
- Work with General Contracting team coordinating information/workflow.
- Monitor work on site as necessary and daily if needed.
- Monitor quality of materials and methods used in construction, reporting all deficiencies.
- Monitor project schedule and budget for compliance throughout process.
- Provide photographs of construction progress throughout project.
- Review special inspection and material testing reports to verify compliance.
- When work is non-conformant to plans and specifications, document the deficiencies and promptly provide notification of the deficiencies to the Owner and Contractor.
- Coordinate and manage procurement of FF&E.
- Keep Master Project Budget updated and available for review.

Attachment A

Scope of Services

Project Management Services for the Renovation of 118 & 120 East Main St. Forney, Texas

Project Close Out

- Manage the substantial completion process.
- Schedule and conduct punch-list walk-thru with Architect and General Contractor creating a complete list of existing deficiencies.
- Monitor and confirm completion of all punch-list items prior to sign-off.
- Verify submission of O&M manuals, warranties, guarantees, as built documents, and all other required closeout documents.
- Assist in close out of all contracts, confirming supporting documentation complete.
- Coordination of maintenance agreements, systems start-up, and commissioning.
- Move management, day after support, and ten-month warranty review.