

Attachment A

Scope of Services

Project Management Services for Fire Station #3 Interim Facility

Fitzpatrick Design Construction Services Group LLC (FDCS), acting as consultant for the City of Forney, proposes to provide Professional Project Management services for a project duration of up to (7) seven months, as set forth in the following scope of services.

PROJECT DESCRIPTION

FDCS understands the scope of services are to include, Architectural, Civil and MEP in support of a temporary modular housing unit, provided by the city, and to be located at 12475 Windy Lane Forney, Tx, an existing ESD Apparatus Bay Site. An exterior door is to be cut into the existing building, with covered walkways and patio provided between the two structures. Relocating the existing flagpole and adding new site signage will be necessary.

FDCS will work on behalf of the City of Forney to manage all aspects of his project from conception to occupancy.

SCOPE

Project Planning/Development

- Assist City partner with development of project scope, preliminary pricing information, and conceptual

Project Design

- 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.

Out to Bid

- Draft RFQ/RFP for general contracting services. Working with Engineering 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.

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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 regularly scheduled Owner/Architect/Contractor (OAC) meetings.
- 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.

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.