

REQUEST FOR QUALIFICATIONS (RFQ) – Construction Management at Risk Services

Exhibit A: Construction Manager at Risk Scope of Services

From: Iowa Central Community College

- Project:
1. Storm Lake Learning Center
 2. Biofuels Testing Lab Facility
 3. Crimmins Building Exterior Envelope Improvements
 4. Athletic Field Improvements

Contract Type: AIA A133 - Standard Agreement for Construction Manager as Constructor with GMP

Pre-Construction Phase

1. Strategy

- a. The Construction Manager will evaluate various project options and provide cost analyses. The evaluation shall identify advantages and/or disadvantages of the option with regard to cost, schedule, logistics, and site development.
- b. The Construction Manager, in consultation with the Owner and the Architects, will analyze project requirements and develop pre-construction and construction strategies that address requirements for function, cost, quality, time, procurement, and on-site logistics.
- c. The Construction Manager will review design documents, as they are developed in order to avoid potential challenges to minimize potential change orders. The Construction Manager will provide recommendations on contract provisions that establish contractor performance requirements to promote quality cost effectiveness and schedule compliance.
- d. Detailed constructability reviews shall be done once bid documents are 75% complete. A detailed report by sheet number shall be provided for Owner and Architect to review.

2. Budget support

- a. The Construction Manager, in consultation with the Owner and the Architect, will develop a detailed schematic design budget. Budget shall identify all costs including construction cost, consulting fees, permit fees, testing and inspection fees, furnishings, equipment, inflation, and contingencies.
- b. The Construction Manager will perform a minimum of two (2) Cost Control Studies (value engineering); one (1) at schematic design to evaluate systems, and one (1) at the completion of the design phase to evaluate details and finishes. The final selections shall be made in consultation with the Owner and the Architect, prior to the preparation of final construction documents.
- c. The Construction Manager will prepare a minimum of three (3) detailed cost estimates for all building construction and site development work. One (1) estimate will be provided at completion of schematic design, one (1) at the 75% construction document phase, and one (1) at 95% construction documents or as agreed upon with the Owner. The final estimate shall conform to the final bid package configuration.

3. Schedule

- a. The Construction Manager, in consultation with the Owner and the Architect, will develop a "Project Master Schedule" that establishes duration and responsibility for all major activities during all phases of the project.
- b. The Construction Manager will monitor and report on progress during the pre-construction phase. The Construction Manager will update the "Project Master Schedule" monthly, will notify the Owner and Architect of any delays or problems, and will recommend any corrective action necessary to meet the schedule.
- c. Schedules shall consider labor and material availability.

4. Meetings & communication

- a. The Construction Manager will prepare and distribute monthly reports to the Owner and Architect on the project budget, the status of the project schedule, and on general project information.
- b. The Construction Manager will participate in design coordination meetings on a regular basis with the Owner, the Architect, and other consultants to discuss and review all items pertinent to the design phase.

Bidding Phase

1. Bidding Information
 - a. The Construction Manager will establish and implement procedures for the bidding process including the distribution of bid documents, the issuance of addenda, the holding of pre-bid conferences, the receipt of bids, and the bidding schedule.
 - b. The Construction Manager shall adhere to Iowa statues regarding qualification, selection, and award of contract for public work. Reference Iowa Senate File 183 directly in addition to other public bidding laws.
 - c. The Construction Manager will distribute all bid documents to plan rooms and contractors then maintain accurate records of distribution activities.
 - d. The Construction Manager, in consultation with the Owner and Architect, will receive and evaluate the bids and recommend the award of contracts, The Construction Manager shall perform thorough scope review meetings with one to three low bidders in each respective contract package to ensure each bidder has included a complete scope and to help identify constructability or coordination concerns prior to construction starting. This scope review process shall include the Owner.
 - e. The Construction Manager, in consultation with the Owner and Architect, will prepare and coordinate the processing of all construction documents.
 - f. The Construction Manager will field all contractor questions and provide to the Architect for response via addenda to all plan holders.
2. Contractor Engagement
 - a. The Construction Manager will develop contract packages to establish the categories of work into separate contracts that promote competition and provide well-defined and manageable divisions of work.
 - b. The Construction Manager will identify potential contractors and suppliers and develop their interest in bidding the project to insure a competitive bidding environment. The Construction Manager will investigate potential bidders and suppliers to determine their ability to meet project requirements.
3. Schedule
 - a. The Construction Manager will develop a construction schedule that meets the needs of the Owner for inclusion in the contract documents.
 - b. The Construction Manager, in consultation with the Owner and Architect, will schedule, organize, and conduct pre-bid conferences in a manner consistent with the bid schedule.

Construction Phase

1. Communication / Conference / Meetings
 - a. The Construction Manager, in consultation with the Architect, will organize and conduct pre-construction meetings with contractors, consultants, and the Owner. The meetings shall include a review of project management, project schedule, and project procedures. The Construction Manager will distribute all bid documents to contractors and maintain accurate records of distribution activities.
 - b. The Construction Manager will develop and maintain a detailed construction schedule based upon the construction schedule in the contract documents. The schedule will include start and finish dates for procurement and construction activities and major milestones for each segment of the work. The master schedule will be updated monthly. Weekly planning schedules that identify constraints and critical path items shall be updated during weekly job meetings.
 - c. The Construction Manager, in consultation with the Owner and Architect, will conduct regular meetings at the job site to discuss job progress, resolve problems and make decisions. The Construction Manager will prepare and distribute accurate meeting minutes in a timely manner.
 - d. The Construction Manager will conduct weekly meetings at the job site with the construction superintendents to coordinate construction activities and discuss project progress. The Construction Manager will prepare and distribute accurate meeting minutes in a timely manner.
 - e. The Construction Manager will communicate with the Architect to solve construction related conflicts with existing conditions as soon as they are uncovered.
2. Staffing
 - a. The Construction Manager will provide and maintain qualified, on-site field staff sufficient to manage the project, conform to the scope of services, and ensure that the work is performed in compliance with the contract documents.
3. Project Implementation
 - a. The Construction Manager, in consultation with the Architect, will establish and implement procedures for processing and approving shop drawings, product data, samples, and other submittals from the contractors and will coordinate the processing and approval of all submittals with the Architect. The Construction Manager will establish and maintain a submittal log to ensure contractor compliance with the contract documents.

- b. The Construction Manager will provide administration, management, and related services necessary to coordinate the construction activities of the contractors with each other and with those of the Construction Manager, the Architect, and the Owner.
4. Quality Control
- a. The Construction Manager will review contractor's construction schedules, observe construction progress, and report deviations from the schedule that might delay project completion. The Construction Manager will consult with contractors to develop and implement corrective actions necessary to meet the project schedule.
 - b. The Construction Manager will monitor and inspect all work in progress to ensure the quality of the work and compliance with the contract documents. The Construction Manager will document and report all deficiencies and make recommendations for corrective actions.
 - c. The Construction Manager will maintain current and orderly records of all construction documents including contracts, drawings, specifications, submittals, samples, schedules, correspondence, meeting minutes, directives, change orders, etc.
 - d. The Construction Manager will prepare and maintain daily job site reports including weather conditions, number of workers, equipment in use, contractor activities, general activities, and special occurrences.
 - e. The Construction Manager will determine the requirements and make recommendations for inspections and testing activities.
 - f. The Construction Manager will evaluate work in progress and make recommendations for changes in the work on basis of field conditions, improved quality, cost savings, or time savings.
 - g. The Construction Manager will coordinate and maintain photographic and/or video records of construction activities and project progress on a regular basis.
 - h. The Construction Manager will prepare and distribute a monthly report to the Owner and Architect including information on schedule, budget, quality, safety, logistics, and general project information.
5. Safety
- a. The Construction Manager will review and monitor the safety program developed by each contractor, record any safety violations, and make recommendations for improving safety conditions.
6. Accounting
- a. The Construction Manager, in accordance with the Owner, will develop and implement a procedure for the review and processing of contractor payment applications. The Construction Manager will evaluate each sub-contractor's schedule of values to ensure accurate and appropriate payments are made to contractors. The Construction Manager, shall submit monthly Pay Applications including the following components:
 - i. AIA G702 and G703 Application for Payment for the complete project
 - ii. Scanned copies of each of the monthly sub-contractor's application for payment
 - iii. Scanned copies of self-performed work cost report
 - iv. Working document worksheet comparing monthly pay request by CM to the monthly pay request by subcontractors and the scheduled value by the CM to the values listed on the sub-contractor's invoice.
 - b. The Construction Manager will establish and maintain an accurate and up-to-date construction cost account system.
 - c. The Construction Manager, in consultation with the Owner and the Architect, will develop and implement a system for review and processing of change orders. The Construction Manager will estimate the cost of all change orders, ensure the validity of change orders, and negotiate the cost of change orders with the contractors on behalf of the Owner.

Close-out Phase

1. Construction Close-out
- a. The Construction Manager, in consultation with the Owner and the Architect, will develop a detailed program of close-out activities in compliance with the contract documents. The program will include a close-out schedule, inspections, testing, start-up procedures, warranty processing, and occupancy
 - b. The Construction Manager will coordinate close-out activities including the completion of deficiencies, submittal of close-out documents, resolution of change orders, and recommendations for payment of retainage.
 - c. The Construction Manager will coordinate the warranty work by contractors to ensure that their obligations are fulfilled in a timely manner.
2. Inspection/Testing
- a. The Construction Manager will coordinate, monitor, and document for testing, calibration, and start-up of all equipment and building systems.
 - b. The Construction Manager, in consultation with the Architect, will schedule and coordinate substantial completion and final inspections. The Construction Manager will assist the Architect in the preparation of the list of deficiencies (punch list) and will coordinate all corrective action by contractors

3. Training

- a. The Construction Manager, in consultation with the Owner, will coordinate and assist in the training of Owner's personnel on the operation and maintenance of building systems and equipment.

4. Documentation

- a. The Construction Manager will collect and catalog all operating and instruction manuals for equipment and building systems. The Construction Manager will collect, log, review and submit to Owner all warranty documentation.
- b. The Construction Manager will submit all project documentation including files, records, drawings, submittals, samples, and other information to the Owner in an organized and usable form hardcopy format as well as digital copy.