

**901 Administration Building DCP**  
**January 19, 2021**  
**Owner's Representation**  
**Scope of Services**

**I. Design Criteria**

**II. Bidding**

- Assist with preparation of the front-end bid specifications
- Provide the technical specification document and drawings
- Attend and conduct 1 pre-bid meeting. Prepare agenda for the meeting. Prepare meeting minutes after the meeting and distribute to the City's Project Manager for distribution as appropriate.
- Review submittals
- Provide assistance with the selection process, including preparation of bid tabulations, bid evaluations, reference checks, etc. Provide to the City a recommendation of award.

**III. Design and Permitting**

- Attend and conduct all related meetings, including:
  - Project Kick-off meeting
  - Design progress meetings
  - Design review meetings
- Develop and implement a Quality Control/Assurance Plan.
- Monitor the work of the selected Design-Build Firm's design staff and coordinate through all local, state, and federal agencies as required.
- Monitor the permitting process and maintain compliance with all federal, state, and city requirements as applicable.
- Budget reviews and value engineering, when necessary.
- Review, approve, and process the D-B Firm's monthly pay applications, change orders and time-extensions, in accordance with City requirements.
  - Prepare preliminary DRC submittal and submit to city for comments. Incorporate DRC comments in DCP.

**IV. Pre-Construction**

- Attend and conduct 1 preconstruction meeting. Prepare agenda for the meeting. Prepare meeting minutes after the meeting and distribute to the City's Project Manager for distribution as appropriate

**V. Construction**

- Observe and monitor on-site construction progress and schedule throughout each phase and report progress on a monthly basis to the City's designated project manager
- Review and respond to any RFI's (Requests for Information) from the D-B firm.
- Review and respond to any RCO's (Requests for Change Orders) from the D-B firm.

- Review, approve, and process the D-B Firm's monthly pay applications, change orders and time-extensions, in accordance with City requirements.

**VI. Commissioning**

- **Oversee the D/B team's submittal for green building certification and building commissioning.**

**VII. Project Closeout**

- Monitor project close-out (permit close-outs, regulatory permit close-outs, certificate of occupancy, substantial and final completion letters, punch list items, warranties, as-built drawings, O&M's, etc.)

- Assist Owner to determine delivery method (Design-Build, Design-Bid-Build, CMAR, etc.) most appropriate for each project.

Incorporate the following items in the DCP:

- Ensure adequate outreach via traditional and non-traditional means to maximize local participation in solicitations.
- Coordination of community meetings to ensure community input into the design process for each project.
- Monitor the selection process for Contractors and execute contracts (coordination of outreach to local contractors and subs to notify of solicitation opportunities (including hosting meetings and working with City's outreach coordinators to ensure all sectors of the community are aware and notified of solicitation opportunities via traditional and non- traditional channels).
- Provide for a mechanism to track local participation and reporting to the City to include, but not be limited to name and location of local vendor, date of contract award, services/goods provided, and dollar amount of contract provided to local vendors.
- Prepare related agenda items and attend City Commission meetings.
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