

REQUEST FOR COUNCIL ACTION

Date: Dec. 12, 2011

Item No.: 12.†

Department Approval



City Manager Approval



Item Description: Request For Approval for Construction Management Services

BACKGROUND

On March 21, 2011 the Fire Department Building Facility Needs Committee presented the following recommendations to the City Council regarding direction for future fire stations:

After an extensive evaluation of fire department operations, services offered, current building conditions and shortcomings, station locations, and future shared services the committee made a recommendation that the fire department move to a single new fire station on the grounds of the current Fire Station #1 at 2701 Lexington Ave. This recommendation would consolidate the department's current three station out-dated model into a centrally located station that would better serve the community both today and into the future.

At the August 22, 2011 City Council meeting, approval was given to the Fire Department to enter into contract for construction management services using Bossardt Corporation for Phase I of the fire station project. Phase I of the project will conclude with the approval and cost estimating of the conceptual drawings. The Fire Department has been very pleased with the services provided by Bossardt Corporation during Phase I and is recommending we continue with Bossardt Construction exercising Phase II of the construction management proposal for services.

Phase II of the process would include the following:

Project Phase II

- Update and implement the Phase II Construction Management plan based on information provided by the City and Architect.
- Develop bid package and contracting strategies that result in project budget compliance while achieving the project goals and schedule.
- Assist the selected architect(s) in the formation of contract conditions to facilitate the use of the Agency Construction Management project delivery method.

- Divide the work and write individual Work Scopes for each bid package that facilitates the multiple contractors bidding process. The Work Scopes permit the contractors to bid on the same scope of work and minimize change orders and misunderstandings.
- Conduct an extensive pre-bid review of the contract documents prior to issuance to the trade contractors.
- Coordinate with small utility companies for utility relocations, disconnects for building demolition, and connections for new building.
- Survey and analyze the local construction labor pool and the local contracting practices to determine any unique conditions which may influence design or impact cost.
- Identify building code issues and compliance with ADA standards.
- Prepare and issue an RFP for geotechnical services and construction testing/inspection services.
- Pre-qualify contractors and procure long-lead items of material and equipment for early direct purchase by the City. Expedite and coordinate delivery of these purchases.
- Print and distribute construction documents for contractor bidding.
- Collaborate with the architect to clarify and resolve any discrepancies in the bidding documents.
- Develop bidding competition to maximize the most favorable pricing and encourage contractors to bid through facsimile or email solicitation as well as personal phone calls.
- Manage the bidding process. Confirm that the bidding procedures are clearly understood and properly conducted.
- Receive/open bid proposals, make bid comparisons, review bids for technical compliance with bidding documents and determine which bids are complete, responsive and in the City's best interest.
- Lead contract negotiations with contractors on behalf of the City, prepare contracts and provide administrative assistance in the signing of contracts and the accumulation of required insurance and bonding certificates.
- Organize and chair pre-construction meetings with contractors and other affected parties.
- Coordinate securing of all building permits.
- Prepare and implement a quality control and management program for the project.
- Provide full-time on-site supervision, coordination of contractors and project management of the work.

- Schedule and chair site construction coordination meetings with contractors and the City's representatives. Prepare and promptly distribute the meeting minutes.
- Prepare, implement and regularly update the on-site construction schedule, including phasing of the project completion to allow the City ample time to move in and begin operations.
- Manage and expedite critical materials/equipment and deliveries.
- Accept delivery and arrange for storage, protection, and security of all owner-purchased materials and equipment.
- Proactively communicate with the City designated representative(s) and project team on a regular basis concerning the status of the project.
- Establish and administer a project reporting system that includes a monthly status report to the City reporting cost vs. budget, construction progress vs. schedule, projected final costs and change order summary.
- Maintain cost tracking and cost control records in relation to budget performance.
- Identify materials and equipment that have a long procurement/fabrication timeline. Establish a procurement process that addresses the project needs and maintains the project schedule.
- Administer contract changes and project change order procedure.
- Coordinate with the selected architectural and engineering firm(s), assuring necessary approvals from permitting agencies.
- Develop and coordinate the payment process system for contractors. Review each contractor's monthly billings and prepare a single application for payment. Distribute application and coordinate payment process.
- Make arrangements for and manage construction support, general condition items, and temporary facilities.
- Assist in the resolutions of any labor relations or disputes arising from the performance of the trade contractors and/or material vendors on the project.
- Provide overview of all contractors' safety programs. Adhere to applicable construction requirements at the local, state and federal levels. Monitor site for safe working conditions.
- Provide timely progress reporting to the City staff and City Council.
- Request and conduct inspections by appropriate governing authorities.

- Provide liaison and coordination of timeline for City move in and occupancy with the construction activities.
- Manage building start-up, commissioning, testing and training with operations personnel.
- Preparation of the final punch-list and punch-list completion.
- Coordination of contractor warranty work and management of deficient work completion in advance of occupancy.
- Obtain building equipment operation and maintenance manuals and as-built drawings.
- Prepare a warranty and guarantee book.
- Conduct final accounting of each construction contract, recommend retainage release, and obtain final lien waivers.
- Coordinate contractor maintenance and/or warranty work during warranty period.
- Conduct eleven month warranty inspection and coordinate contractor's corrective work.
- Always be available to the City representative.

FINANCIAL IMPACTS

The new fire station project incorporates two phases. Phase II will be the final design, planning, and construction elements.

Phase II construction management services costs for Bossardt Corporation is in the amount of \$435,300. These costs are within our projected estimates and funding will be used from the sale of bonds.

STAFF RECOMMENDATION

Staff recommends Council authorize the fire department award of a contract for Construction Management Services for Phase II of the new Fire Station Project with Bossardt Corporation in the amount of \$435,300. Staff will be utilizing the standard professional service contract and incorporating the scope of services as described in the RCA in accordance with review and preparation by the City Attorney.

REQUESTED COUNCIL ACTION

Motion to authorize the fire department to award the contract for Construction Management Services for Phase II of the new Fire Station Project to Bossardt Corporation in the amount of \$435,300.

Prepared by: Timothy O'Neill, Fire Chief