

**WORK ORDER NO.24-08**

The City of Bel Aire New Public Works Facility (Project) shall consist of an 8.34-acre new development that will include a multi-use building structure that will accommodate administrative, vehicle maintenance and equipment storage space. Site improvements will include soft and hardscapes, security and supporting utility services.

**SECTION A – SERVICES****A.1 Project Description.**

1. The Project has an estimated construction budget of \$6,704,710.00
2. The Project delivery method is proposed to be **TBD**

**A.2 Project Deliverables**

1. PEC proposes to provide owner representation/ project management services to the Owner based on the scope of services provided for the stated project.

**A.3 Scope of Services:**

1. **General Scope items for Owner Representation/project management**
  - a) Attendance at project meetings
  - b) Project progress reporting to Client
  - c) Review of project documentation
2. **Pre-Construction Phase Services:**
  - a) General advisory of practices and procedures in the lifecycle of the project.
  - b) Constructability reviews.
  - c) Facilitate cost proposals from Contractor and vendors.
  - d) Establish and monitor Master Schedule. Monitor and report on progress and problems. Advise the Owner of any delays to the design schedule and recommend corrective action to be taken.
  - e) Support any budgetary practices or procedures for the Owner.
  - f) Review and monitor project budget. Review and provide input regarding conceptual project estimates for construction and soft costs.
  - g) Provide Cost Estimates. If necessary, prepare construction cost estimates for all building and site development at the schematic level. Review Design development and construction document completion levels.
  - h) Facilitate Design Coordination Meetings. Meet with the Owner, architect, and consultants to discuss and review all items pertinent to the design phase such as schedule, progress to date, decisions required, problems and any other items important to the design process.
3. **Construction Phase Services:**
  - a) General advisory of practices and procedures in the lifecycle of the project.
  - b) Conduct Pre-Construction Conference. Following award of contracts, organize and direct a pre-construction meeting with the contractors, consultants, and the Owner. Review project organization, lines of authority and project procedures.
  - c) Construction Schedule. Coordinate with Contractors in developing a construction schedule outlining start and finish dates for the procurement and construction activities, milestones, and phasing for each segment of the work.
  - d) Monitor Progress of the Work. Review contractors' construction schedules. Observe construction progress and report deviations from the schedule which will jeopardize

- job progress. Work with contractors to develop and implement correction actions.
- e) Construction Quality Assurance. Perform weekly onsite visits to observe work activities in progress and report defects and deficiencies. Recommend corrective action where required.
  - f) Maintain Job Site Records. Maintain a current record of contracts, drawings, and specifications. Keep a log on shop drawings, submittals, samples, and catalog data. File correspondence, directives, and meeting minutes.
  - g) Process Payment Requests. Review of Contractors monthly progress payment requests and provide recommendation to Owner of disposition for action.
  - h) Change Management. Facilitate and administer the review of any change requests for time and money submitted by the Contractor and their trade partners. Provide recommendation of action for change orders to the Owner.
  - i) Conduct Regular Job Meetings. Schedule and conduct weekly OAC meetings at the job site. Discuss job progress, problems, and required decisions. Track and record these meetings.
  - j) Manage Testing Agencies. Assist in the selection of independent testing agencies. Coordinate their work, review their reports, and make recommendations regarding their findings.
  - k) Project enhancement support. Make recommendations for alternatives or approaches in the work dictated by field conditions or provide opportunity for the Owner to save time or money and improve quality.
  - l) Photographic Record of the Project. Obtain photographs or, if required, video coverage of activities throughout the project.
4. **Close-Out Phase Services:**
- a) General advisory of practices and procedures in the lifecycle of the project.
  - b) Assemble Operating Manuals and Warranties. Collect and catalogue all procedures, manuals, and instructions for the operation of mechanical, plumbing, and electrical equipment. Collect all warranties. Provide these items in an organized manner to the Owner.
  - c) Coordinate Final Inspections. Schedule and direct inspections to develop punch lists. Assist the OAC Team in establishing substantial and final completion dates.
  - d) Close-out Construction Contracts. Work with each contractor to monitor the completion of punch list items and to finalize all outstanding changes in their scope of work. Recommend payment of retainages as work is completed to satisfy release.
  - e) Implement Start-up Procedures. Coordinate and monitor the start-up and adjustment of all building systems. Assist with any Owner activities during start-up, including organizing training from the Prime Contractors on equipment and systems.
5. **Additional Responsibilities of Client.**
- a) The Client agrees to provide the following pursuant to PEC accomplishing the Scope of Services outlined herein.
    - 1) City issued identification badge if applicable
    - 2) Vehicle parking permit if applicable
    - 3) Network access
    - 4) Historical and pertinent information necessary for the management of this project.
6. **Additional Services:**
- a) The following services can be provided by PEC at an additional cost by Supplemental Agreement:
    - 1) Design Engineering Services



- 2) Surveying
- 3) Geotechnical Engineering
- 4) Materials Testing and Inspection

7. **Exclusions:**

- a) The following shall be excluded from the Scope of Services provided by PEC.
  - 1) Printing costs.
  - 2) Plan review and permit fees.
  - 3) Outside consultants.
  - 4) Special inspection services. Special inspections are usually required by building codes, building officials, or designers for structural elements of the project but may include other design disciplines and testing agencies. Any special inspection services required will be covered under a separate or supplemental agreement and are not covered under standard observation services.

**SECTION B – SCHEDULE**

**B.1** PEC shall perform the Services according to the following:

- 1. PEC shall commence its services on the Project immediately after receiving Client’s notice to proceed.
- 2. PEC and Client anticipate that Design (pre-construction phase of the Project) will commence in July 2024 and construction planned to begin in September of 2024.
- 3. Client acknowledges that directed changes, unforeseen conditions, and other delays may affect the completion of PEC’s services. PEC will not have control over or responsibility for any contractor or vendor’s performance schedule.

**SECTION C - COMPENSATION**

**C.1** PEC’s Fees:

- 1. PEC will invoice Client one time per month for services incurred in the previous month.
- 2. PEC’s Fee for its Scope of Services will be 4% percent of the cumulation of Architectural services and cost of construction (material and installation), Fee will be calculated based on actual costs incurred for design and construction.
- 3. Taxes are not included in PEC’s Fees. The client shall reimburse PEC for any sales, use, and value added taxes which apply to these services.

**CITY OF BEL AIRE, KANSAS**

**PROFESSIONAL ENGINEERING CONSULTANTS,  
P.A.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_