

Albeck Group LLC  
982 Lexington Ave. Ext.  
Rincon, GA 31326

## **Effingham County Board of Commissioners Proposal for Services**

**Date:** May 24, 2023

**Proposal to Provide Consulting Services for Program Management for Capital Projects in Effingham County, Georgia.**

### **Scope of Work**

Albeck Group LLC (Consultant) is proposing to provide professional Program Management services for the Effingham County (Owner) Capital Projects Program. Specific technical staff will be assigned to this project on a daily basis as needed to accomplish the Scope of Services outlined below. The Consultant shall provide documentation for any anticipated costs and expenses considered outside the limits of this Agreement and shall obtain expressed written consent prior to proceeding with services. Fees for this effort are based on hourly rates for the technical staff assigned.

### **Scope of Services**

#### **Program Management**

The Consultant shall provide management services for Effingham County capital projects identified by the Owner. The Consultant will monitor/manage critical phases of the designated projects and recommend courses of action to the Owner as needed to ensure successful completion of the projects. Program management tasks may include but are not limited to:

- Attend all public and private meetings designated by the Owner's senior staff as essential to the successful completion of the projects.
- Coordinate with Owner's public relations offices and assist as needed on the dissemination of information to the public.
- Development an as-needed revision/refinement of an updated master plan for near- and long-term infrastructure construction and repair for Effingham County's Capital Projects Program.
- Assist the Owner in the identification of preferred project delivery methods for projects currently in development.
- Assess ongoing project performance to maximize ROI on County Projects.
- Assist Owner's senior staff in managing overall project budgets.
- Identify inter-connected projects requiring integrated management.
- Provide timely input and assistance to manage risk for the Owner during all phases of the project to ensure that potential project impacts are transparent, understood and mitigated to the maximum extent possible.

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- If requested, serve as liaison between Owner and external project engineers, contractors, vendors, and other construction entities/personnel for managed projects.
- Assist with procurement activities for projects from pre-bid activities through project completion.
- Manage contracts and invoicing for projects.
- Perform specific value engineering, scheduling, and cost analysis of all change orders and other amendments to project scope; make recommendations to the Owner regarding adoption, revision, or rejection.
- Ensure regulatory compliance with applicable codes, specifications, and permitting.
- Visit construction sites as needed for projects and review technical issues, proposed changes, and potential schedule impacts with project contractors, vendors, and other stakeholders.
- Prepare timely reports on any technical, budget, or scheduling variances on managed projects.
- Administration of post-construction closeout for projects to transition the operation to Owner's possession.
- Provide educational seminars as requested by the owner.

**Budget and Expenses**

Direct non-salary (reimbursable expenses), including printing and reproduction are billed at cost. Travel in private vehicles will be billed at the IRS Standard Rate and may be revised based on fuel pricing.

Payment for services is based on the following rates:

Activity	Hourly Rate
Program Management Activities	\$200

Proposed By:

Albeck Group, LLC

  
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Slade F. Helmly, CEO

  
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Wesley Corbitt, Chairman

Effingham County Board of Commissioners

06/06/2023

Date Approved