



CITY OF  
**FORESTPARK**

# City Council Agenda Item

**Subject: Council discussion to approve Task Order FDC 2024.05 for Falcon Design to perform General Contractor Procurement and Contract Administration for the Rite Aid Renovation (Grapevine) Project**

**Submitted By:** James Shelby, Project Manager

**Date Submitted:** June 7, 2024

**Work Session Date:** June 17, 2024

**Council Meeting Date:** June 17, 2024

**Background/History:**

Precision Planning, Inc. (PPI) has completed the design and construction documents to renovate the existing Rite Aid building that will function as a business incubator. The staff is requesting to move forward with General Contractor Procurement and Construction Administration for the project.

Falcon Design will prepare contract documents and technical specifications from Precision Planning, Inc. Review shop drawings and product submittals for general conformance with the intent of construction documents. Oversee pre-construction meeting, normal construction observation site visits (bi-weekly), perform a substantial completion inspection, and final inspection(s). Each construction observation shall include the preparation and distribution of written reports. Written reports will include review and certification of contractor’s pay applications, issuance of substantial completion certificate and recommendation of final payment. Falcon Design will also assist the City of Forest Park in the preparation of change orders related to site construction items, if required, and provide closeout document submittals for review.

**Cost:** Bidding Assistance \$7500.00

Construction Administration 3% of Base Bid

**Budgeted for:**  Yes  No

**Financial Impact:** No Impact on General Funds. Project is funded from CDBG 325 51 4110 54 1201

**Action Requested from Council:** Approval of a Task Order for Falcon Design to perform General Contractor Procurement and Construction Administration for the Rite Aid Renovation (Grapevine) Project

