

**Town of Prosper & Consultant PSA - Exhibit A**  
**Scope of Services & Compensation - Raymond Park**

Updated 02 AUG 2024  
 Printed on 8/2/2024 at 2:47 PM

Service Item #	Description	Level of Service
<b>1.0</b>	<b>Preconstruction</b>	<b>w/Below</b>
<b>1.A</b>	<b>Project Discovery, Goals &amp; Project Definition</b>	<b>Complete</b>
1.0	Project Leadership Interviews	✓
2.0	Project Goal Setting	✓
3.0	Project Stakeholder Interviews	✓
4.0	Physical Asset Discovery & Documentation Review	✓
5.0	Manage Physical Asset Evaluation Process (by 3rd Party Subject Matter Experts)	
6.0	Current & Projected Needs Assessment	
7.0	Project Scope Definition	✓
<b>1.B</b>	<b>Goal-setting, Scheduling &amp; Information Management</b>	<b>Complete</b>
1.0	Project Implementation Plan	✓
2.0	Communication & Information Management Plan	
3.0	Conceptual Master Project Schedule	✓
4.0	Conceptual Construction Phasing Plan	
5.0	Detailed Master Project Schedule	✓
<b>1.C</b>	<b>Cost Management</b>	<b>Complete</b>
1.0	Programmatic Construction Cost Estimate – One Scheme	✓
2.0	Programmatic Construction Cost Estimate – Additional Schemes (Each)	
3.0	Owner’s Development Budget Validation	✓
4.0	Conceptual Design Construction Cost Estimate – One Scheme	✓
5.0	Conceptual Design Construction Cost Estimate – Additional Schemes (Each)	
6.0	Cash Flow Prediction	✓
7.0	50% Schematic Design Construction Cost Estimate (Assumes Single Scheme)	
8.0	100% Schematic Design Construction Cost Estimate (Assumes Single Scheme)	✓
9.0	Validation of GC’s Initial Construction Cost Estimate	✓
10.0	50% Design Development Construction Cost Estimate (Assumes Single Scheme)	
11.0	GC’s Estimate Validation at 100% Design Development	✓
12.0	Validation of the GC’s Proposed Final Guaranteed Maximum Price (GMP)	✓
13.0	Value Engineering, Life Cycle Cost Analysis and Evaluation of New Alternatives	✓
14.0	Coordination of Furnishings, Fixtures & Equipment (FF&E), IT, AV and Security Budgets	
<b>1.D</b>	<b>Best Value Procurement Processes</b>	<b>Complete</b>
1.0	“Owner-friendly” Design Team Selection Strategies	
2.0	Design Team Selection Assistance	
3.0	“Owner-friendly” Contracting Team Selection Strategies	
4.0	Contracting Team Selection Assistance	✓

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5.0	Contractor/Sub Prequals, Solicitation, Bid Analysis & Award Recommendation Validation	✓
<b>1.E</b>	<b>Ongoing Preconstruction Services - From Start Date to Notice to Proceed for Construction</b>	<b>Complete</b>
1.0	Interactive Work Sessions and Meetings Required for Basic Preconstruction Services	✓
	Services Duration = Current Project Contract Schedule; Extensions Calc'd at Monthly Rate	
<b>2.0 Construction</b>		
<b>2.A</b>	<b>One Time Tasks - Set Up Project Controls &amp; Information Management Systems</b>	
1.0	Cost Management Options Review	✓
2.0	Schedule Management Options Review	✓
3.0	Information Management Options Review	✓
4.0	Set Up the Chosen Systems, Processes & Tools for Tracking:	✓
.1	Budgets Against Commitments	✓
.2	Proposed Change Orders	✓
.3	Pending Commitments	✓
.4	GC, Design Team, and Consultant Contract Changes	✓
.5	Contingency Use Log(s)	✓
.6	Commitments vs. Budget	✓
.7	Payments vs. Commitments	✓
5.0	Set Up Buyout Savings Tracking Process with GC	✓
6.0	Set Up the Allowances & Furnishings/Equipment Budget Tracking System	✓
7.0	Review Project Controls Systems with Team	✓
8.0	Project Controls Systems Training for Architect & Owner Team	✓
	<b>One Time Tasks - Set Up Project Controls &amp; Information Management Systems</b>	
<b>2.B</b>	<b>Ongoing Project Control Services - Cost, Schedule &amp; Information Management</b>	
1.0	Ongoing Cost Management	✓
2.0	Ongoing Schedule Management	✓
3.0	Ongoing Information Management	✓
4.0	Meetings During Construction:	
.1	Project Executive	Monthly
.2	Senior Project Manager	
.3	Project Manager	4X per Month
.4	Assistant PM	
5.0	Review Project Status & Interview Team Members	✓

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6.0	Read Weekly Meeting Minutes & Status Logs	✓
7.0	Reporting to Owner	4X per Month
8.0	Review Applications for Payment Monthly:	✓
.1	Note Compliance with the Contract and Standards of the Industry	✓
.2	Compare Scheduled/Completed Work vs. Amount Billed	✓
.3	Review Appropriateness of Contingency Reallocations	✓
.4	Validate Proper Documentation of Expenditures	✓
.5	Track Use of Allowances	✓
.6	Track Invoices for Furnishings & Equipment	✓
.7	Confirm Buyout Savings Status	✓
9.0	Update Owner's Budget	✓
10.0	Maintain and Update Project Budget Tracking System	✓
11.0	Publish Monthly Reports wExecutive Summary + Detailed Findings	✓
12.0	Establish Schedule Tracking Procedures	✓
13.0	Validate GC's Proposed Change Requests (up to a Max of 5.0% of GC's Contract Amount)	5.0%
	(5.0% CO Max is Calculated on Contract without Owner's Owner's Contingency Line Included)	
	(Evaluating & Negotiating COs Above this 5.0% Amount Is An Additional Service)	
14.0	Validate Project Turnover, Start-up, Owner Move-in, and Closeout Procedures	✓
	Services Duration = Current Project Contract Schedule; Extensions Calc'd at Monthly Rate Below	
	<b>Ongoing Project Control Services - Cost, Schedule &amp; Information Management</b>	
<b>2.C</b>	<b>Owner Stakeholder Management</b>	
1.0	Provide Direct Interface with End-users and Other Stakeholders as Required	These Services to be Provided by the Town of Prosper (KB)
2.0	Maintain a Single Point of Project Contact for the Owner Team	
3.0	Provide Briefings of Officials, Council, Boards, Commissions, & Ad-hoc Committees	
4.0	Plan, Coordinate & Lead Project Update Meetings & Status Report Distribution for Above	
5.0	Provide a Public Communication Plan for Neighborhoods & Community-wide Citizens	
6.0	Assist Staff in Coordination of Ground-breaking, Announcements & Press Conferences	
7.0	Coordinate Design, Approval & Placement of Project Signage	
7.0	Serve as the Owner's Point of Contact during Construction	
8.0	Conduct Construction Update Meetings at Construction Sites	
<b>2.D</b>	<b>Quality Management</b>	
1.0	Coordinate Project Close Out, including Obtaining Final As-Built Plans from Contractor	✓
2.0	Monitor Construction Progress	✓
3.0	Advise the Owner of Any Observations of Non-Conforming Work or Other Quality Concerns	✓

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4.0	Manage the Geotechnical Investigations and Develop Contracts for Geotechnical Firms	✓
5.0	Review Results from Geotechnical Investigations	✓
6.0	Review Contractor's Quality Control Plan	✓
7.0	Provide Oversight of Owner's Quality Assurance Plan	✓
8.0	Review Submittals Prepared by the Contractor & Processed by the Design Team	✓
9.0	Coordinate Owner Staff Review of Submittals Where Required	By ToP (KB)
10.0	Coordinate Owner Vendors, to Include Security, Data, Telecom, & Move Management	By ToP (KB)
11.0	Coordinate Furnishings Installation (Furnishings Procurement by Others)	By ToP (KB)
12.0	Coordinate Owner's Architect's Site Visits & Facility's Punchlist Distribution/Tracking	By Dunaway
13.0	Monitor Contractor's Completion of Punchlist Items & Architect's Confirmation of Same	By Dunaway
14.0	Coordinate Owner's Commissioning Consultant's Site Visits & Review Reports	Not Required
15.0	Monitor Contractor's Compliance w/Commissioning Consultant's Findings & Final Cx Report	Not Required
16.0	Coordinate Turnover of Closeout Documentation & Project Information Management System	✓
17.0	Coordinate Owner's Architect's 11 Month Warranty Site Visit & Distribution Findings	By ToP (KB)
<b>2.E</b>	<b>Support Services for Other Owner Project Management Responsibilities</b>	
1.0	Issue "Notices to Proceed" on Appropriate Phases	✓
2.0	Coordinate TAS Consultant's Site Visit(s) & Review TAS Consultant's Findings	By Dunaway
	<b>Support Services for Other Owner Project Management Responsibilities</b>	
<b>Original PSA Construction Services: 01 MAR 2024 to 31 MAY 2025 (Cost per Month)</b>		<b>9,450</b>
<b>Original PSA Construction Services Fees for Project Controls (15 Months x \$ 9,450)</b>		<b>141,750</b>
<b>Additional Services for PPV's PSA Amendment #01</b>		
Construction Services: Assumes 01 MAR 2024 to 30 SEP 2025 (Add 4 Months)		37,800
<b>Construction Services Fees for Project Controls (Assumes 19 Months)</b>		<b>179,550</b>
Preconstruction Services: Original Scope of Work		23,450
Preconstruction Services: Added \$2M Funding - Scope & Budget Management		3,140
<b>Preconstruction + Construction Project Control Services (Original + Amndt # 1)</b>		<b>206,140</b>

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Service Item #	Description	Level of Service
<b>3.0</b>	<b>Task Order Clarifications &amp; Exclusions</b>	
3.1	Safety Plan and Logistics Coordination Are Solely the Resonsibility of the Contractor	Excluded
3.2	Quality Management of Materials & Installation Are Solely the Resonsibility of the Contractor	Excluded
3.3	Consultant Will Be Performing Onsite Observations, not Continuous or Exhaustive Inspections	Excluded
3.4	Consultant Will Not be Held Responsible for Contractor's or Vendor's Nonconforming Work	Excluded
3.5	Consultant is Not Responsible for Architect's or Contractor's Failure to Perform	Excluded
3.6	Fees for for Architect's or Contractor's Failure to Perform, or Project Delays are Add Services	Excluded
3.7	Design, Procurement, and Delivery of Furnishings is by Others	Excluded
3.8	Design, Procurement, and Delivery of Security, Data, Telecom Equipment is by Others	Excluded
3.9	Services Not Checked in Sections Above (Even if Included In PSA Exhibit A) Are Excluded	Excluded