

RFQ Scope for Project Management Services:

City of Burnet Public Safety Facility

- I. **SCOPE OF SERVICES:** The City of Burnet (City) is seeking a Project Manager (PM) for the construction of a new Public Safety Facility (Project.) A certified Professional Engineer or Architect is preferred. The Project Manager shall render professional services in connection with the Project at a minimum level as follows:

Program Management:

- Establish and maintain Project schedules and budget
- Report to City bi-weekly or as needed
- Provide needs assessment and analysis of alternatives
- Coordinate conceptual designs and cost estimates
- Evaluate and prioritize all aspects of the Project and their interrelationships and dependencies
- Provide Project scope, goals, and objectives
- Oversee all Project consultants
- Plan, notify stakeholders and conduct public meetings
- Provide Project closeout/final accounting
- Research and recommend the most cost-effective ways to deliver the Project
- Support City staff with communications and dialogue with local community

Contract Administration, negotiations and firm selection including:

- Negotiate and recommend contracts on behalf of City for all consultants and contractors, including, but not limited to:
 - Design firm(s) for design/construction phase
 - Geotechnical and materials testing firm
 - Surveying firm
 - Texas Department of Licensing and Regulation firm for accessibility
 - Contractor(s)

Design Phase

- Review plans for cost effectiveness, constructability, satisfaction of Project goals, City, county, LCRA and state compliance
- Provide value engineering and cost reductions options for the Project
- Oversee all professional trades associated with the Project
- Ensure compliance with all zoning and platting issues related to the Project and assist in processing zoning and platting applications if

- needed
- Review, and if necessary revise, opinions of probable construction cost at predefined plan completion percentages of 30%, 60%, 90%, and 100% or similar
- Facilitate design meetings with City
- Provide independent cost estimates based on recent projects with a similar scope of work

Bidding

- During the planning process, introduce and recommend bidding options to the City. Review and oversee Prepare and Conduct all bidding processes associated with the project, including advertising, pre-bid meetings, respond to questions from potential bidders, etc.
- Ensure bid process is conducted in accordance with all federal, state, and local requirements
- Assure that plans and specifications are disseminated to the proper digital plan rooms
- Recommend award of bid(s)

Construction Observation

- Maintain schedule, budget control and reporting to the City
- PM to coordinate with construction inspection staff provided by the City to ensure Project is constructed in compliance with construction plans
- Schedule, notify stakeholders, and conduct pre-construction meeting(s)
- Assist with design team review of shop drawings and submittals
- Review lab testing on materials
- Provide routine observation services and reporting
- Conduct periodic construction meetings as-needed with contractor & stakeholders. Act as a liason between the City and the contractor in regard to interpretations and clarifications of plans and specifications
- Prepare and administer change orders
- Make recommendations as to acceptability of work
- Assist with preparation of sketches to resolve problems due to field conditions encountered
- Review progress payment requests / make recommendations for payment
- Review contractor's record drawing information
- Make final inspections at completion including punch list administration
- Assist with operations start up and move in
- Recommend final acceptance
- Provide follow-up inspections for maintenance bonds

SERVICES NOT INCLUDED:

- Engineering design
- Environmental assessments

- Easement document preparation
- Hydraulic modeling
- Geotechnical engineering

This contract is subject to the Environmental Protection Agency's (EPA) "fair share policy", which includes EPA-approved "fair share goals" for Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms in the Construction, Supplies, Equipment, and Services procurement categories. EPA's policy requires that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to Small, Minority and Women-Owned Business Enterprises. Although EPA's policy does not mandate that the fair share goals be achieved, it does require applicants and prime contractors to demonstrate use of the six affirmative steps. The current fair share goals for the State of Texas are as follows:

CATEGORY	MBE	WBE
CONSTRUCTION	34.8%	6.7%
SUPPLIES	9.7%	5.2%
EQUIPMENT	7.2%	4.1%
SERVICES	16.1%	21.3%

Equal Opportunity in Employment - All qualified Applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap or national origin. Bidders on this work will be required to comply with the President's Executive Order No. 11246, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60. Small, minority, and women-owned business enterprises are encouraged to respond.

Please direct all questions or comments to:

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