

ATTACHMENT A – SCOPE OF SERVICES

Consultant shall perform the following services to Owner, to the extent requested or required by Owner. Consultant shall provide a bid per scope for the pre-development phase, construction phase, and project closeout and postconstruction phase, in support of the North Housing Block A project, and perform one or more of the following tasks; not all tasks will be required for any given project. See Exhibit G for the North Housing Development Plan and Bid Set Documents Package and Exhibit C for the Fee Schedule Breakdown.

Pre-Development Phase for North Housing Block A:

- Consultant will become familiar with the subject property.
- Consultant shall review the General Contractor's constructability review of the draft construction drawings and provide feedback to Owner.
- Assist the Owner in discussions and design decisions with the Architect/Engineer in the development of the drawings and specifications. Consultant will also review plans and specifications and point out discrepancies, inconsistencies, conflicts, and any potential gaps in scope.
- Consultant will provide input during predevelopment phase in cooperation with the Owner, the Architect and General Contractor for the proposed project at the following milestones:
 - Bid Set/GC Cost Review
 - This will include a feasibility analysis and recommendations for the use of alternative building and energy systems.
- Recommend cost saving measures through value engineering and provide recommendations regarding potential alternatives. Assist Architect and Owner in securing permits and required approvals.
- Assist the Owner in defining any areas that may require an allowance or contingency money to be budgeted.
- Consultant will help solicit construction hard bids and administer the construction contracts to provide all services needed to support and facilitate the Work per the plans and specifications prepared by the Owner's Architect of Record.
- Consultant will review all contracts with the Owner and assist in reviewing and provide recommendations for the Owner's approval.
- Review the GC's contract for completeness, negotiate the GMP/Schedule of Values, and reviewing the LEQ's.
- Consultant will be required to coordinate with the Owner's Architect of Record, including any sustainability consultants and Contractors as needed to maintain the Project's schedule and budget.
- Monitor and facilitate utility and joint trench design, facilitate contract negotiation and coordinate with the engineers during the installation process.
- Participate in all pre-construction conferences and meetings.

Construction Contract Administration Phase for North Housing Block A:

- Consultant shall at all times have access to the Work. All written communications with the Contractor shall be through or authorized by the Owner's Project Manager.
- Consultant shall attend weekly or bi-weekly progress meetings and shall visit each Project site at intervals appropriate to the stage of construction. Consultant shall provide periodic updates and report on-site observations to the Owner regarding the progress of the construction at weekly or bi-weekly check-in meetings.
- Consultant shall prepare and/or review meeting minutes from project team meetings during construction. Consultant shall become generally familiar with the progress and quality of the Work and shall determine, in general, if the Work is proceeding in accordance with the Contract Document.
- Consultant shall promptly review the Contractors' requests for information, submittals, and substitutions (collectively "Contractor Documents"), and shall respond no later than the next business day to evaluate for completeness as required by the Contract Documents.
- Monitor changes in document processes including RFI's, ASI's, COR's and Change Orders to insure timely, accurate responses and protect the Owner's best interest.
- Consultant shall review, evaluate and negotiate all cost changes including Change Order Requests and Change Orders. Monitor the budget and do all that is possible to minimize the number of and financial impact of contract change orders. Consultant shall maintain the Change Order Budget and Change Order Requests log and provide recommendations for Owner's consideration.
- Monitor submittal process to ensure compliance with Owner's needs & expectations. Consultant shall monitor the Architect's response and advise the Architect when the expiration period is imminent. Consultant shall maintain a log of all Contractor Documents and Owner/Architect/Consultant responses thereto.
- Consultant shall review, amend and approve pay applications and progress billings with the Owner and Project Architect. The Consultant shall review the amounts due to the Contractor within five (5) business days of receipt. The Consultant's review shall constitute a representation to ICD that, to the best of the Consultant's knowledge, information and belief, the Work has progressed to the point of completion indicated and that the quality of the Work is in accordance with the Contract Documents. The Consultant's review shall be based on site observations, and on the information in the Application for Payment.
- Consultant shall immediately inform Owner when Consultant observes work, which does not conform to the Contract Documents. When Consultant's observations so indicate, Consultant shall recommend special inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is then fabricated, installed or completed.
- Review and monitor the general contractor's project schedule to ensure compliance with the project milestones. Consultant shall review any deadline extension requests for project deliverables with Owner and recommend for approval.
- Provide recommendations for approvals of schedule and weather delays. Consultant shall assist with suggesting alternate resolutions to maintain compliance with project milestones shall any unforeseen delays occur.

- Consultant shall assist in addressing any unforeseen conditions, General Contractor claims, disputes, and provide recommendations for resolving issues in cooperation with the Owner, General Contractor and Architect.
- Ensure that the general contractor has determined any long lead items that may hinder the overall project schedule and has taken steps to ensure their timely delivery.
- In collaboration with the Owner, Architect, and Contractor, develop a schedule for punch and warranty walks and trainings, including required attendees to attend these punch walks. It is expected the consultant shall attend all punch walks, including final landscape warranty walks.
- Consultant shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, for the acts or omissions of the Contractors, Subcontractors, or any other persons performing any of the Work, or for the failure of any of them to carry out the Work in accordance with the Contract Documents.
- Consultant shall monitor project milestones in connection to the mobilization and on-site preparation of ground improvements and off-site improvements.
- The Consultant shall act with such reasonable promptness as to cause no delay in the Work or in the activities of the Contractor.

Project Closeout and Post Construction Phase for North Housing Block A:

- Consultant shall ensure that all final inspections have been conducted and the government Building Department has issued a Certificate of Occupancy.
- Prior to Owner approving the final pay app and retention release, Consultant shall review and negotiate final application for payment, and recommend for approval the final retention draw.
- Consultant shall develop and facilitate punch-list and move in schedules in coordination with the Owner, Architect and General Contractor.
- Assist project team in establishing criteria and format for punch-lists, monitor and evaluate execution of related repairs.
- Monitor Contractor's processes and procedures for post construction / occupancy repairs and warranty work.
- Ensure that the contractors provide the Owner and Owner's Property Management Agent with all Owner's manuals, warranties, and a complete demonstration of all equipment and building systems, which may take place in a punch list walk-through. Owner may want the demonstration videotaped. Owner will pay for video recording fees.

Reimbursable Expenses for North Housing Block A:

- Reasonable costs of travel and subsistence incurred by Consultant's representatives while on trips authorized in writing by Owner outside a twenty-five (25) mile radius of the address of the Project.

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ENTITY: ICD

SERVICES: CONSTRUCTION MANAGEMENT

- Reasonable costs of printing, photo processing, shipping, and delivery which are incurred specifically for the Project.

Notwithstanding the foregoing, all travel expenses shall require Owner's prior written approval and Reimbursable Expenses in excess of Two Hundred Dollars (\$200) per item (or per group of similar or related items) which have not approved in writing by Owner prior to being incurred will not be reimbursed.

If Owner elects to pay any Reimbursable Expense, such payment shall not constitute a waiver by Owner of its right to refuse to pay or reimburse any subsequent expenses which were incurred without Owner's prior approval or which are otherwise not reimbursable hereunder.