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July 27, 2022

Mr. Jeff Edmonds, P.E.
Director of Engineering Services
City of Corpus Christi
P.O. Box 9277
Corpus Christi, TX 78469-9277

**RE: Proposal for Professional Engineering Services
New Peoples Boardwalk
City Project 21027**

Dear Mr. Edmonds:

Thank you for the opportunity to submit our proposal for design, bid support and construction administration for replacement of the New Peoples Boardwalk and associated finger piers. The scope of work and task list, Attachments A and A-1 are attached.

We are looking forward to working with the City on this project.

Jacobs Engineering Group, Inc.
TBPE Firm No. 2966

Louis Klusmeyer, P.E., S.E.
Senior Project Manager

Jeff Ely, P.E.
Manager of Projects

LK/cp

Attachments: Attachment A – Scope of Work
Attachment A-1 – Task List

**EXHIBIT A
CITY OF CORPUS CHRISTI, TEXAS
NEW PEOPLES BOARDWALK
PROJECT NO. 21027**

1. SCOPE OF SERVICES

A. Basic Services.

The scope of work consists of the design, bid support and construction administration for the replacement of the Peoples Street Boardwalk and associated finger piers. We understand the replacement boardwalk will have the same dimensions and there will be no revisions to the finger piers. Basic Services will include the following in addition to those items shown on **Exhibit “A-1” Task List**.

Understanding

We understand the existing Peoples Street Boardwalk and finger piers were constructed in 1989 and the decking of the existing boardwalk has been removed for safety concerns. The boardwalk is approximately 14 feet wide and 690 feet long and is constructed with timber piles, pile caps, stringers, and decking. There are 13 finger piers which are accessed from the boardwalk and are also constructed with timber materials. An inspection of the boardwalk was performed and documented in a report dated June 2021 which stated that the timber piles were in good condition. However, treated timber structures in the marine environment will typically have a useful lifespan of 40-45 years resulting in an expected remaining lifespan of 7-12 years. We understand that the City requires a useful life of 25-50 years for this project. Therefore, this project will replace the existing timber piles with durable concrete piles and design the boardwalk with composite decking similar to that provided at Cole Park Pier as requested by the City.

1. Preliminary Phase. The Architect/Engineer-A/E will:

We understand that the City is interested in replacing the boardwalk and finger piers in the same location and dimensions with no revisions to the finger piers, adjacent street or utilities except for providing (2) 50 amp electrical service outlets to each slip. There could be added benches and shade structures if there is remaining budget, but other revisions are not included in the scope.

It is the intent of the Preliminary Phase to provide a preliminary (30% design) **letter engineering report** which includes Preliminary designs, drawings, and written description of the project. This report shall include:

- a. A geotechnical investigation will be prepared. The investigation will determine vertical and horizontal soil characteristics to support the design of

replacement piles to resist vertical loads on the boardwalk and berthing/mooring loads from vessels.

- b. Confer with the City staff regarding the design parameters of the Project during the kickoff meeting. The Engineer will participate in a maximum of one formal meeting (kickoff) before the preliminary design submittal and biweekly status meetings with City staff, provide agenda and purpose for each formal meeting; document and distribute meeting minutes and meeting report within seven (7) working days of the meeting. The A/E will participate in discussions with the operating department during that meeting and discussions with the COE associated with permitting as described in Additional Services Section B 1.
- c. Jacobs will develop one structural concept during preliminary design for the boardwalk. This option will use durable precast prestressed concrete piles to support the boardwalk. Jacobs will develop two structural concepts during preliminary design for the finger piers. The two options will use either composite or concrete piles. The concept for the boardwalk and finger piers will use composite decking and restore the existing potable water service in-kind. Each slip will be provided with one hose bib for potable water and (2) 50 amp receptacles housed within a pedestal designed and premanufactured for the intended service. Jacobs will prepare a cost estimate for the boardwalk which will include a comparative cost estimate for the finger pier structural pile options for consideration by the City.
- d. Submit one electronic pdf of the Letter Engineering Report, with executive summary, opinion of probable construction costs and review with City staff to produce an acceptable format which contains common municipal elements. The Letter Engineering Report will include the following (with CONSTRUCTABILITY being a major element in all the following items):
 - 1) Summary of project requirements resulting from review of the Project with the Marina Department and discussions including clarification and definition of intent and execution of the Project; The A/E will meet with City staff during the one identified meeting to collect data, discuss materials and methods of construction, and identify design and construction requirements.
 - 2) Review and investigation of available records, archives, and pertinent data related to the Project provided by the City including taking photographs of the Project site, list of potential problems and possible conflicts, intent of design. No improvements are required to structure.
 - 3) Identify results of site field investigation including site findings, existing conditions, and probable Project design solutions; (which are common to municipalities).
 - 4) Advise of environmental site evaluations and archeology reports that are needed for the Project. beyond those identified below in Additional Services. (Environmental issues and archeological services to be an Additional Service).

- 5) Confer, discuss, and meet with City marina department and Engineering Services staff during the on identified meeting to produce a cohesive, well-defined proposed scope of design, and probable cost estimate.
- 6) Jacobs will provide structural, electrical, and utility design to the 30% level.
- 7) The following drawings: cover sheet, demolition and new site plan, structural framing plans, electrical and utility plans
- 8) Opinion of Probable Construction Cost with comparative costs for finger pier structural options.
- 9) Provide a letter stating that the A/E and Sub-consultant Engineers have checked and reviewed the design memorandum prior to submission.

City staff will provide one set only of the following information (as applicable):

- a. Record drawings, record information of existing facilities, and utilities (as available from City Engineering files).
- b. The preliminary budget, specifying the funds available for construction; Aerial photography for the Project area.
- c. A copy of existing studies and plans. (as available from City Engineering files).
- d. Field location of existing city utilities. (A/E to coordinate with City Operating Department).

City staff will perform the following:

- a. Review the preliminary design submittal within 4 weeks.
 - b. Collate and assemble any and all review comments prior to delivery of same to the A/E.
2. Design Phase. Upon City review and approval of the preliminary phase, designated by receiving authorization to proceed, the A/E will:
- a. Identify and discuss with City staff any comments on the preliminary submittal that are beyond minor revisions. Minor revisions are limited to the following: Revisions beyond minor will require additional scope and fee.
 - 1) Upsizing the existing utility lines to a specified size. Calculations to size lines for existing or future connections are not included. This effort can be included for an additional fee.
 - b. Provide structural, electrical, and utility design to the 90% level of completion.
 - c. Implement the letter engineering report recommendations during the design phase including construction sequencing and connections to the existing facilities. Development of the construction sequencing will be coordinated with the City Operating Department(s) and Engineering Services staff.
 - d. A building permit submittal will be provided at the 90% or the 100% level of completion at the City's guidance

- e. Prepare **one electronic pdf** set of Construction Bid and Contract Documents in City format (using City Standards as applicable), including Contract agreement forms, general conditions and supplemental conditions, notice to bidders, instruction to bidders, insurance, bond requirements, and preparation of other contract and bid related items; specifications and drawings to fix and describe, for one bid or for multiple bids, the size and character of the entire Project; description of materials to be utilized; and such other essentials as may be necessary for construction and cost analysis. Drawings will be provided in half size (11x17).
- f. Prepare bid items and estimates of probable construction costs with the recommended construction schedule. The construction schedule will provide a phased approach to better track progress and payments.
- g. Furnish one electronic pdf of the interim submittal documents to the City staff for review and approval purposes with estimates of probable construction costs. **Required** with the interim plans is "Plan Executive Summary" which will identify and summarize the project by distinguishing key elements such as:
 - 1) Pile Size
 - 2) Pile Material, etc.
 - 3) Constructability, etc.
 - 4) Specific requirements of the City
 - 5) Standard specifications
 - 6) Non-standard specifications
 - 7) Any unique requirements
 - 8) Cost, alternatives, etc.
 - 9) Owner permit requirements and status
- h. Participate in a review meeting at the beginning of each submittal review period (2 total). The A/E will walk the City staff through the project plans describing how the Plan Executive Summary is described on the documents.
- i. Review and discuss with the City all review comments, modifications, additions/deletions and proceed to next phase, upon Notice to Proceed.
- j. Provide 1 copy of 100% plans and bid documents to the City staff for review and approval purposes with revised estimates of probable costs. Review and discuss with the City all comments and incorporate the agreed upon comments and requirements into the plans and specifications.
- k. Prepare one electronic pdf set of Construction Bid and Contract Documents in City format (using City Standards as applicable), including technical specifications and drawings to fix and describe, for one bid, the design and construction details of the entire project.
- l. Provide Quality Assurance/Quality Control (QA/QC) measures to ensure that submittal of the 90%, 100%, and final (signed and sealed) complete bid documents to accurately reflect the percent completion designated and do not necessitate an excessive amount of revision and correction by City staff. The Consultant A/E and Sub-consultant A/E shall submit a letter declaring that all engineering disciplines of all phases of the submittals have been

checked, reviewed, and are complete prior to submission, and include signature of all disciplines including but not limited to structural, civil, mechanical, electrical, etc.

- m. If required, provide traffic controls including a Traffic Control Plan, illumination, markings and striping, signalization, as delineated by the City Traffic Engineering Department.
- n. Upon approval by the Director of Engineering Services, provide one (1) electronic pdf of the final plans and bid documents suitable for reproduction (In City Format) and said bid documents henceforth become the sole property and ownership of the City of Corpus Christi. Drawings will be provided in half size (11x17).
- o. Prepare and submit monthly status reports with action items developed from monthly progress and review meetings.
- p. Provide a Storm Water Pollution Prevention Plan.

The following items are excluded from the above scope of services:

- a. Items not specifically mentioned in the above scope of services.
- b. Graphics or renderings.
- c. Roadway or paving design.
- d. As-builtting of the existing structure, utilities, or electrical service.

The City staff will:

- a. Designate an individual to have responsibility, authority, and control for coordinating activities for the construction contract awarded.
- b. Provide the budget for the Project specifying the funds available for the construction contract.
- c. Provide the City's standard specifications, standard detail sheets, standard and special provisions, and forms for required bid documents.
- d. Review each submittal within 2 weeks at the detailed, 90%, and construction documents, 100%, design levels.
- e. Collate and assemble any and all review comments prior to delivery to the A/E.

B. Additional Services (ALLOWANCE)

This section defines the scope (and ALLOWANCE) for compensation for additional services that may be included as part of this contract, but the A/E will not begin work on this section without specific written approval by the Director of Engineering Services. Fees for Additional Services are an allowance for potential services to be provided and will be **negotiated** by the Director of Engineering Services as required. The A/E will, with written authorization by the Director of Engineering Services, do the following:

1. **Permitting.** Furnish the City all engineering data and documentation necessary for the permits identified below. The A/E will prepare this documentation for all required signatures.
 - a. US Army Corps of Engineers Nationwide Permit 3; We will perform the following tasks associated with this permit. The environmental scope assumes no special aquatic features or other regulated resources are present, and a non-notifying NWP would be approved for the work. We have included two rounds of comments and responses from the Owner and the USACE in the proposed fee. Any change from this assumed scope of work will require additional scope and fee.
 - 1) Coordinate with the USACE in regard to a Nationwide Permit 3 or a Section 10, and determine what USACE permit documents are required (one meeting). We assume a non-notifying NWP 3(a) for maintenance or replacement of an existing structure will be appropriate for this work. Any determination of another permit being required for the project resulting from this meeting will require additional scope and fee.
 - 2) Coordinate a pre-application/review meeting with the USACE (one meeting).
 - 3) Prepare the USACE documents in the City's name.
 - 4) Coordinate with the USACE in regard to questions, comments, or requests for information the USACE may need during the review and approval process. We have included two rounds of comments and responses in the proposed fee.
 - 5) Preparation of a memorandum to the file for compliance with the 2021 Nationwide Permit 3(s) and associated General Conditions for maintenance improvements to reconstruct the New People's Boardwalk.
 - 6) Review and compilation of Owner-provided data.
 - 7) Perform one field visit to determine if wetlands or other sensitive habitats are present within the project area.
 - 8) Acquire a USFWS iPAC report for compliance with the Endangered Species Act and document the project's proposed compliance with the Regional and General Conditions of a non-notifying NWP 3(a).
 - b. Texas Department of License and Regulation (TDLR) We will perform the following tasks associated with this permit.

- (1) Register project with TDLR and submit registration fee.
 - (2) Provide copy of contract documents to TDLR and submit plan review fee.
 - (3) Prepare request for inspection on behalf of City.
 - (4) A/E to coordinate and pay for RAS inspector directly.
2. **Architectural Services.** Develop location and two types of shade structures and benches along the boardwalk for consideration by the City. The walking surface for the project will be composite decking over the entire walking surface similar to Cole Park Pier.
3. **Topographic and Bathymetric Survey.** A topographic survey will be prepared to locate the existing boundaries of the boardwalk and finger piers. A bathymetric survey will be prepared to determine the existing water depths in the area and the adjacent waters.
4. **Bid Phase.**

The A/E will:

- a. Participate in the pre-bid conference and provide a recommended agenda for critical construction activities and elements impacted the project.
- b. Assist the City in solicitation of bids by identification of prospective bidders, and review of bids by solicited interests.
- c. Review all pre-bid questions and submissions concerning the bid documents and prepare, in the City's format, for the Engineering Services' approval, any addenda or other revisions necessary to inform contractors of approved changes prior to bidding.
- d. Attend bid opening, assist in the evaluation of the bids and make recommendation concerning award of the contract.
- e. In the event the lowest responsible bidder's bid exceeds the project budget as revised by the Engineering Services in accordance with the A/E's design phase estimate required above, the Engineer will, at its expense, confer with City staff and suggest revisions to the opinion of probable cost.

The City staff will:

- a. Arrange and pay for printing of all documents and addenda to be distributed to prospective bidders.
- b. Advertise the Project for bidding, maintain the list of prospective bidders, receive and process deposits for all bid documents, issue (with the assistance of the A/E) any addenda, prepare and supply bid tabulation forms, and conduct bid opening.
- c. Receive the Engineer's recommendation concerning bid evaluation and recommendation and prepare agenda materials for the City Council concerning bid awards.

- d. Prepare, review and provide copies of the contract for execution between the City and the contractor.
5. **Construction Phase**. The A/E will perform contract administration to include the following:
- a. Provide one (1) electronic pdf set of conformed drawings and technical specifications in PDF format.
 - b. Participate in pre-construction meeting conference and provide a recommended agenda for critical construction activities and elements impacted the project.
 - c. Review for conformance to contract documents, shop and working drawings, materials and other submittals. A maximum of 26 submittals is included in the estimate. Revised submittals count as a new submittal. Additional submittals will require a contract amendment for additional scope and fee.
 - d. Review field and laboratory tests.
 - e. Provide interpretations and clarifications of the contract documents for the contractor and authorize required changes, which do not affect the contractor's price and are not contrary to the general interest of the City under the contract. A maximum of 50 interpretations or clarifications are included in the estimate. If changes are required, we will review the issue, provide a recommended solution and review the Contractors proposal, as requested by the Owner's Authorized Representative (OAR). Significant changes may require additional compensation.
 - f. Make regular visits to the site of the Project (four hours per week for a maximum six months) to confer with the City project inspector and contractor to observe the general progress and quality of work, and to determine, in general, if the work is being done in accordance with the contract documents. We will check in with the City Inspector prior to each visit and provide observation reports for each visit to the OAR. This will not be confused with the project representative observation or continuous monitoring of the progress of construction.
 - g. Prepare change orders as authorized by the City (coordinate with the City's construction division); provide interpretations and clarifications of the plans and specifications for the contractor and authorize minor changes which do not affect the contractor's price and are not contrary to the general interest of the City under the contract.
 - h. Make final inspection with City staff and provide the City with a Certificate of Completion for the project.
 - b. Review construction "red-line" drawings, prepare record drawings of the Project as constructed (from the "red-line" drawings, inspection, and the contractor provided plans) and deliver to the Engineering Services a reproducible set and electronic file (AutoCAD r.14 or later) of the record drawings. All drawings will be CADD drawn using dwg format in AutoCAD,

and graphics data will be in dxf format with each layer being provided in a separate file. Attribute data will be provided in ASCII format in tabular form.

The City staff will:

- a. Prepare applications/estimates for payments to contractor.
 - b. Conduct the final acceptance inspection with the Engineer.
6. **Warranty Phase.** Provide a maintenance guaranty inspection toward the end of the one-year period after acceptance of the Project. Note defects requiring contractor action to maintain, repair, fix, restore, patch, or replace improvement under the maintenance guaranty terms of the contract. Document the condition and prepare a report for the City staff of the locations and conditions requiring action, with its recommendation for the method or action to best correct defective conditions and submit to City Staff. Complete the inspection and prepare the report no later than sixty (60) days prior to the end of the maintenance guaranty period.

2. SCHEDULE

PROPOSED PROJECT SCHEDULE

DAY	DATE	ACTIVITY
Weekday	Notice To Proceed (NTP)	Begin Preliminary Phase
Weekday	12 wks after NTP	Begin Design Phase
Weekday	8 wks after begin design	Interim Submittal
Weekday	2 wks after submittal	City Review
Weekday	2 wks after City review	Pre-Final Submittal
Weekday	2 weeks after submittal	City Review
Weekday	1 wk after City review	Final Submittal
Weekday	Depends on City	Advertise for Bids
Weekday	1 wk after advertisement	Pre-Bid Conference
Weekday	3 wks after advertisement	Receive Bids
Weekday	Depends on City	Begin Construction
Weekday	24 wks after bid awarded	Construction Completion

3. FEES

A. Fee for Basic Services. The City will pay the A/E a fixed fee for providing all “Basic Services” authorized as per the table below. The fees for Basic Services will not exceed those identified and will be full and total compensation for all services outlined in Sections I.A.1-2 above, and for all expenses incurred in performing these services. For services provided in Sections I.A.1-2, A/E will submit monthly statements for basic services rendered. City will make prompt monthly payments in response to A/E’s monthly statements.

B. Fee for Additional Services. For services authorized by the Director of Engineering Services under Section I.B. “Additional Services” the City will pay the A/E a not-to-exceed fee as per the table below: In Sections I.B.1-4 & 6, the statement will be based upon A/E’s estimate (and City Concurrence) of the proportion of the total services actually completed at the time of billing. For services provided in Section I.B.5, the statement will be based upon the percent of completion of the construction contract.

C. Summary of Fees

Fee for Basic Services	
1. Preliminary Phase	\$ 70,213
2. Design Phase	184,742
Subtotal Basic Services Fees	\$254,955
Fee for Additional Services (Allowance)	
1. Permit Preparation (as applicable) U.S. Army Corps of Engineers Texas Department of License and Regulation Total Permitting	\$ 38,780
2. Architectural Services	31,420
3. Topographic & Bathymetric Survey	10,280
4. Bid Phase	10,920
5. Construction Phase	86,520
6. Warranty Phase	6,140
Sub-Total Additional Services Fees Authorized	184,060
Total Authorized Fee	\$439,065

EXHIBIT A-1

CITY OF CORPUS CHRISTI, TEXAS NEW PEOPLES BOARDWALK PROJECT NO. 21027

TASK LIST

I. SCOPE OF SERVICES

The scope of work for the project consists of the 30% design, 90% design, construction documents and construction administration associated with replacement of the Peoples Street boardwalk and associated finger piers. We understand the replacement boardwalk will have the same dimensions and there will be no revisions to the finger piers.

A. BASIC SERVICES

1. Preliminary Design

Jacobs shall provide a preliminary, 30%, design submittal for approval of the concept by the City.

- a. Review existing information provided by City staff.
- b. Geotechnical investigation and report.
- c. Kick-off meeting with City staff and key stakeholders to understand the stakeholders goals for the project and any specified upsizing of utility lines.
- d. Jacobs will develop one structural concept during preliminary design for the boardwalk and two pile concepts for the finger piers.
- e. Advise of environmental site evaluations and archeology reports that are needed for the Project beyond those identified below in Additional Services.
- f. Preparation of a letter engineering report (electronic pdf) which documents the project requirements and design criteria, investigations, environmental permit requirements, engineer's opinion of probable cost and concept plans.
- g. Provide structural, electrical, and utility design to the 30% level.
- h. Provide engineers opinion of probable cost with comparative cost for the finger pier pile options.
- i. Bi-weekly status calls with City staff.
- j. Monthly written status report to City staff.
- k. Quality Assurance and Quality Control of project deliverables.
- l. Submit a letter declaring that all engineering disciplines of all phases of the submittals have been checked, reviewed, and are complete prior to submission.
- m. The A/E will participate in discussions with the operating department

during those meetings and with the COE for discussions associated with permitting as described in Additional Services Section B 1.

2. Detailed Design and Construction Documents

Jacobs shall provide a 90%, 100% and Bid design submittals after approval of the previous design submittal by the City.

- a. Implement the letter engineering report recommendations during the design phase including construction sequencing, connections to the existing facilities.
- b. Construction sequencing incorporating City staff input.
- c. Civil, structural, electrical, and utility design to the 90%, 100% and Bid level of completion.
- d. Review meeting at beginning of each submittal review to walk City staff through the project plans describing how the Plan Executive Summary is described on the documents.
- e. Prepare bid items and estimates for engineer's opinion of probable construction cost.
- f. Anticipated construction schedule.
- g. Building permit submittal at the 90% or the 100% level of completion at the City's guidance.
- h. Bi-weekly status calls with City staff.
- i. Monthly written status report to City staff.
- j. If required, Traffic Control and Storm Water Prevention Plan.
- k. Quality Assurance and Quality Control of project deliverables.
- l. Prepare **one electronic pdf** of Construction Bid and Contract Documents in City format (using City Standards as applicable), including Contract agreement forms, general conditions and supplemental conditions, notice to bidders, instruction to bidders, insurance, bond requirements, and preparation of other contract and bid related items; specifications and drawings to fix and describe, for one bid or for multiple bids, the size and character of the entire Project; description of materials to be utilized; and such other essentials as may be necessary for construction and cost analysis. Drawings will be provided in half size (11x17).
- m. Furnish one electronic pdf of the interim submittal documents to the City staff for review and approval purposes with estimates of probable construction costs.
- n. Plan Executive Summary with each submittal
- o. Submit a letter declaring that all engineering disciplines of all phases of the submittals have been checked, reviewed, and are complete prior to submission.
- p. Upon approval by the Director of Engineering Services, provide one (1) electronic pdf of the final plans and bid documents suitable for reproduction (In City Format) and said bid documents henceforth become

the sole property and ownership of the City of Corpus Christi. Drawings will be provided in half size (11x17).

B. ADDITIONAL SERVICES

1. Permitting

The 30% design shall be used for the permit application at the start of detailed design.

a. USACE Permit

- 1) Coordinate with the USACE in regard to a Nationwide Permit 3 or a Section 10; and determine what USACE permit documents are required (one meeting). We assume a non-notifying NWP 3(a) for maintenance of an existing structure will be appropriate for this work.
- 2) Coordinate a pre-application/review meeting with the USACE (one meeting).
- 3) Prepare the USACE documents in the City's name.
- 4) Coordinate with the USACE in regard to questions, comments, or requests for information the USACE may need during the review and approval process. We have included two rounds of comments and responses in the proposed fee.
- 5) Non-notifying Nationwide Permit 3 (NWP 3 memo to the file)
- 6) Preparation of a memorandum to the file for compliance with the 2021 Nationwide Permit 3(s) and associated General Conditions for maintenance improvements to reconstruct the People's Boardwalk.
- 7) Review and compilation of Owner-provided data.
- 8) Perform one field visit to determine if wetlands or other sensitive habitats are present within the project area.
- 9) Acquire a USFWS iPAC report for compliance with the Endangered Species Act and document the project's proposed compliance with the Regional and General Conditions of a non-notifying NWP 3(a).

b. Texas Department of License and Regulation (TDLR).

- 1) Register project with TDLR and submit registration fee.
- 2) Provide copy of contract documents to TDLR and submit plan review fee.
- 3) Prepare request for inspection on behalf of City.
- 4) A/E to coordinate and pay for RAS inspector directly.

2. Architectural Services

- a. Develop location and two types of shade structures and benches along the boardwalk.

- b. Drawings, specifications and OPCC at the 90%, 100%, and Bid submittals.

3. Topographic and Bathymetric Survey

- a. A topographic survey will be prepared to locate the existing boundaries of the boardwalk and finger piers.
- b. A bathymetric survey will be prepared to determine the existing water depths in the area and the adjacent waters.

4. Bid Support and Construction Administration

- a. Participate in the pre-bid conference to discuss scope of work and to answer scope questions.
- b. Review all bidder questions concerning the bid documents and prepare any revisions to the plans, specifications and bid forms that may be necessary.
- c. Attend bid opening and assist with the evaluation of bids and make recommendation concerning award of the contract. In the event the lowest responsible bidder's bid exceeds the project budget as revised by the Engineering Services in accordance with the A/E's design phase estimate required above, the Engineer will, at its expense, confer with City staff and suggest revisions to the opinion of probable cost.
- d. Assist with the review of the Contractor's Statement of Experience and confirm it meets Contract requirements.
- e. Provide one (1) electronic set of conformed drawings and technical specifications in PDF and original format (CAD/Word/etc.)
- f. Participate in pre-construction meeting conference and provide to the City PM a recommended agenda for critical construction activities and elements impacting the project.
- g. Review Contractor submittals for conformance to Contract Documents. A maximum of 26 submittals is included in the estimate. Revised submittals count as a new submittal.
- h. Review field and laboratory tests.
- i. Provide interpretations and clarifications of the Contract Documents for the Contractor. A maximum of 50 interpretations or clarifications are included in the estimate. The review will provide a recommended solution and review of the Contractor's proposal, as requested by the Owner's Authorized Representative (OAR).
- j. Make periodic visits of 4 hours per week for 6 months to the project to confer with the City Project Inspector and Contractor to observe the general progress and quality of work and conformance with the Contract Documents. Observations reports shall be prepared.
- k. Prepare change orders as authorized by the City (coordinate with the City's construction division.) Provide interpretations and clarifications of the plans and specifications for the contractor and authorize minor

changes which do not affect the contractor's price and are not contrary to the general interest of the City under the contract.

- l. Attend final inspection with City staff, provide punch list items to the City's Construction Engineers for Contractor completion, and provide the City with a Certificate of Completion for the Project upon successful completion of the Project.
- m. Review Contractor-provided construction "red-line" drawings. Prepare Project Record Drawings and provide a reproducible set and electronic file (both PDF and AutoCAD r.14 or later) within one (1) month of receiving the Contractor's red-line drawings. All drawings shall be CADD drawn using dwg format in AutoCAD. The Record Drawings should incorporate the Contractor's red-lines.
- n. When requested by the OAR, assist in addressing Requests for Information (RFI) submitted by the Contractor.

5. Warranty Phase

- a. Provide maintenance guaranty inspection between 9 and 10 months after substantial completion. Note defects requiring contractor action to maintain, repair, fix, restore, patch, or replace improvement under the maintenance guaranty terms of the contract.
- b. Provide maintenance guaranty report documenting the conditions and recommendations to correct defective conditions before the end of the 10th month after substantial completion.
- c. Attend one warranty walkthrough at 11 months after Substantial Completion.