

## **Work Order #13 – Construction Administration and Post Design Services**

This work order scope is to assist LFUCG with the administration of the construction and to provide any post design services that may be requested by LFUCG for the federally funded Town Branch Commons project. The project has been awarded multiple federal grants (TIGER, CMAQ and TAP) as well as Kentucky Infrastructure Authority (KIA) funds which will require adherence to state and federal guidelines. It is expected that the grants will be coordinated through KYTC's Office of Local Programs. Utilizing these various funding types will require that the construction phase of the project is being advanced according to the requirements. This work order includes the time needed to provide construction administrative assistance and other post design services during the construction phase during the contract. There will be several components to the scope as shown below:

### **PROJECT ADMINISTRATION AND COORDINATION**

The Program Management Team will advise and consult LFUCG during the Construction Phase Services as needed. The Consultant shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures or for safety precautions and programs in connection with the Work nor shall the Consultant be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents.

If requested, the Consultant will review the Contractor's accepted schedule and schedule updates for compliance with the contract requirements and provide ongoing schedule review and evaluation support through project completion.

The Program Management Team will be available for bi-weekly update/coordination meetings on an as-needed basis agreed upon by the PM Team, LFUCG Staff, KYTC and Design Team and Contractor during the construction phase of the project.

### **PROJECT DELIVERY COORDINATION MEETINGS**

The Program Management Team will be available to participate in bi-weekly project delivery coordination meetings with the Contractor, subcontractors, LFUCG, KYTC, utility personnel, and other agencies affected by the project as requested by LFUCG. The purpose is to gather project status updates as well as to discuss field and testing reports and short and long-term schedules.

### **REVIEW OF CONTRACTOR SUBMITTALS / SHOP DRAWINGS**

The Program Management Team, upon request, can review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given and the design concept expressed in the Contract Documents. Such review and approvals or other action is not for the purpose of determining the accuracy or completeness of other information such as dimensions, quantities, and installation or performance of the equipment or systems, which are the Contractor's responsibility and will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs. The PM Team is not to sample construction materials but is to review material samples submitted by the Contractor.

The Program Management team shall review the Contractor's submittals with reasonable promptness while allowing sufficient time for adequate review.

### **CONSTRUCTION OBSERVATION**

The Program Management Team can provide periodic on-site construction observation services during the construction phase at intervals appropriate to the stage of construction, or as requested by LFUCG in order to observe the progress of the work. Such visits and observations by the PM Team are not intended to be exhaustive or to extend to every aspect of Contractor's work in progress but will be a general observation of the Work based on Consultant's exercise of professional judgment. Based on information obtained during such visits and such observations, the PM Team can evaluate whether Contractor's work is generally proceeding in accordance with the Contract Documents. The PM Team shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work, nor shall the Consultant have authority over or responsibility for the means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction selected by Contractor, for safety precautions and programs incident to Contractor's work, nor for any failure of Contractor to comply with laws and regulations applicable to Contractor's furnishing and performing the Work. Accordingly, Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

### **RESPONSES TO REQUEST FOR INFORMATION (RFI)**

As requested by LFUCG, the Program Management team can respond to reasonable and appropriate Contractor requests for information (RFI) and issue necessary clarifications and interpretations of the Contract Documents to LFUCG as appropriate to the orderly completion of Contractor's work. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawing or Specifications in need of clarification and the nature of the clarification requested.

Any orders authorizing variations from the Contract Documents will be made by LFUCG.

## **UTILITY COORDINATION**

The Program Management Team can provide assistance to LFUCG for utility coordination activities during the construction phase of the project at the request of LFUCG. This effort includes the following:

- Review utility drawings.
- Meet with utility representatives to discuss the work progress and schedule changes.
- Participate in utility meetings as needed on-site.
- Coordinate with utilities and contractors to assist in the resolution of conflicts.
- Assist the utilities and LFUCG with issues involving supplemental agreements.

## **CHANGE ORDER REVIEW AND RECOMMENDATION**

Upon request from LFUCG, the Program Management Team will assist with the review and recommendation of any supplemental agreements and or change orders submitted by the contractor with the plans and specifications. The PM Team can provide assistance with the processing of Change Orders on a supplied standard form(s) for LFUCG approval and execution in accordance with the Contract Documents.

## **DESIGN SUPPORT DURING CONSTRUCTION**

The Program Management Team may be requested to assist in design services for certain items to reflect differing field conditions or design additional elements to better facilitate construction. The PM Team may provide assistance in evaluating and resolving problems encountered during construction. This effort could include the associated drafting support or CADD services.

## **PROJECT CLOSEOUT**

The Program Management Team will assist LFUCG with the closeout of the project. This process will include a punch list walk through, and final inspection. Promptly after notice from Contractor that it considers the entire Work ready for its intended use, the Program Management Team, the site inspectors, the Project Manager, the Contractor, and representatives from KYTC District 7, KYTC Central Office, FHWA and the KY Division of Water, will participate in a project walk-through to determine if there are any deficiencies to correct. These deficiencies will be reflected on a punch list. The Contractor will be provided with a letter documenting punch list items. The letter will state that the final payment will not be made until all listed items are completed, all property owner complaints have been resolved, and the final compensation change order is processed and the Sworn Statement of Final Payment has been submitted.

The PM Team will participate in a final site visit to determine if the completed Work of Contractor is generally in accordance with the Contract Documents and the final punch list.

Work will be considered Substantially complete following satisfactory completion of all items as defined in the contract documents.