

Work Order #4 – Grant Management Services

This work order scope is for the grant management services required for the federally funded Town Branch Commons project. It includes the management and technical oversight of the design consultant working on the project. The project has been awarded multiple federal grants (TIGER, CMAQ and TAP) which will require adherence to 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 plan development, project documentation and progress reporting to demonstrate it is being advanced according to the requirements. This work order includes the time needed to provide consultant oversight during the design development phase during the contract period. There will be several components to the scope as shown below:

KYTC COORDINATION MEETINGS

Coordination with the KYTC Central Office (Frankfort) and District 7 Office (Lexington) will be required during the project development since KYTC has both funding and jurisdictional authority over Vine Street (US25/US60/US421) and Newtown Pike (KY 922). Regular meetings will be held, one every six months, to discuss scope, budget, schedule and plan details will be needed to build consensus on the geometric design, traffic operation and construction phasing. The geometric criteria will be documented in a Design Executive Summary per KYTC Standard protocol and the traffic analysis will be used to obtain an encroachment permit for the construction activities.

GRANT DOCUMENTATION

Record Keeping, Reporting, and Monitoring & Management will be critical to comply with the documentation requirements for the TIGER, CMAQ and TAP grants. It has been decided that the City's Division of Grants and Special Programs office will provide the financial and accounting documentation and the Program Manager will provide the technical reports and project related documentation to them as needed. Compliance with the KYTC/FHWA Local Public Agency Design Review Checklist and MOAs will be used to guide the KYTC documentation.

TECHNICAL PROJECT OVERSIGHT

Provide technical oversight and plan development review to the project design team. Oversee the development of the design plans to satisfy the FHWA, KYTC, and LFUCG and provide guidance and direction so that the design conforms to budget requirements. We have identified 8-10 staff as subject matter experts but have estimated 4-5 to be involved on a more routine basis.

Review areas include the following:

- Monitor the overall design process during the Phase II (Final Detailed Design) phases of the project during the contract period.

- Schedule and facilitate project design meetings to track progress and address issues which may impede the project development. At a minimum this will include bi-weekly Design Team meetings, quarterly KYTC/FHWA project team meetings, as well as official KYTC milestone meetings (Drainage Inspection, Joint Inspection, etc).
- Monitor the design development for adherence to the contract requirements and see that the designer and/or consultants make the necessary changes to correct.
- Provide the necessary technical experts to review design plan submittals for adherence to the contract requirements. This may include subject matter experts such as traffic engineering, roadway engineering, hydraulic/hydrology studies, green infrastructure design, sanitary sewer design, geotechnical (karst) engineering, structural engineering, landscape architecture, roadway lighting design, construction engineering, etc.
- Manage the design process to deliver the project deliverables within the planned timeline. This includes identifying long lead time items to minimize their impact on meeting the project schedule.
- Manage necessary variations within the project budget. Where business conditions necessitate, manage required scope changes, related additional funding requests, and assuring approved funding meets adjusted design.
- Conduct/facilitate constructability reviews for the project. Recommend design modifications or construction phasing changes to capture improvement and cost reductions identified in the reviews. Conduct/facilitate value engineering studies on the project and recommend changes to the design to capture savings or project improvement opportunities.
- Coordinate and conduct project budget/cost plan reviews throughout the design process to monitor the remaining project budget. Review the design consultant pay estimates for processing by the City.
- Manage necessary variations within the project budget. Where business conditions necessitate, manage required scope changes, related additional funding requests, and assuring approved funding meets adjusted design.
- Working with the City's staff start developing a design guideline that defines access management to adjoining properties, expectations for new development, utility companies (or other) restoration requirements.
- Post Design Support Services (Landscape Architecture)

BI-WEEKLY DESIGN TEAM PROGRESS MEETINGS (7/1/2018 – 3/1/2019)

Bi-weekly meetings with the Design Team, whether formally or informally, to provide project related updates, status overview and discuss critical items needed for resolution throughout the contract period. This will end after the first construction section is let, assumed to be March 2019 (20 meetings) for this proposal. Prior to each formal meeting an agenda will be prepared to maintain focus on the key issues such as unresolved action items, upcoming events, milestones, risk items, etc. The meeting will discuss both unresolved and new action items along with who is responsible for getting them resolved. These action items will be tracked through completion.

Participants – It is anticipated that four members of the Program Management Team will attend these meetings and assist with the meeting preparation. The attendees may include the Program Principal, Program Manager, Deputy PM, Corridor Design Manager, Task Managers and/or appropriate subject matter experts based on need. The City will have the discretion to select the appropriate participants from the Program Management Team as the project advances.

CONSTRUCTION MANAGEMENT

AECOM will provide construction management services to the City in accordance with the Construction Management Plan. This includes the following:

- a. Assist with the procurement process and preparing responses to inquiries and addenda in coordination with LFUCG and the design consultant.
- b. Assist in contract advertisement and release bid package.
- c. Assist in pre-bid activities.
- d. Attend public bid opening, analyze bids, and prepare recommendation for award.

AECOM will serve as the Owner's Representative during the construction phases. Construction management includes contract administration, labor compliance in coordination with LFUCG, progress payments, change order management, submittal reviews, claims support, and safety reviews.

- a. Manage the Pre-Construction Conference and construction progress meetings and reports.
- b. Establish communications protocols with the contractor.
- c. Monitor stormwater and water pollution control compliance.
- d. Manage the contract for Construction Engineering and Inspection services. AECOM will not self-perform any construction engineering or inspection under this contract modification.

Additional details for this work order can be found below:

PRE CONSTRUCTION CONFERENCE

Per KYTC protocol, a Pre-Construction Conference will be held with the low bid contractor, Owner, and Engineer, with an invitation extended to KYTC and other agencies as needed. Discussion will include contract status, start work date, completion date, DBE program, traffic control plan, billing cycle, grant reporting requirements, etc. Minutes of the meeting will be prepared and distributed to attendees.

BIWEEKLY CONSTRUCTION MANAGEMENT TEAM MEETINGS (03/01/2019 – 01/01/2020)

AECOM Construction Management Team will hold bi-weekly update/coordination meetings (20) with the PM Team, LFUCG Staff, KYTC and Design Team and Contractor, if needed. The purpose will be to review the contractor's progress and planned activities scheduled for the upcoming two week period as well as discuss project issues and concerns. This will include the coordination time necessary to address issues, track down answers and resolve action items between the face-to-face meetings.

WEEKLY SITE VISITS (03/01/2019 – 01/01/2020)

AECOM will conduct weekly site visits (40) for general construction compliance, observation and check-in with the on-site LFUCG staff. During each visit AECOM will review the following: site conditions, daily inspection reports, spot check the contractor's quality control records, weekly material testing approval, current construction activities, future scheduled activities, progress payment status, DBE compliance, address contractors questions, discuss possible changes in work, review change order request, discuss shop drawing reviews and other items as necessary. It assumed this will occur on the same day as the bi-weekly CM meeting plus a pool of additional hours as needed.

DAILY INSPECTIONS (BY OTHERS)

Daily inspections will be the responsibility of LFUCG in lieu of AECOM. The inspections should include daily duties such as; Signing daily inspection reports, Verify Temporary Traffic Control is in compliance with MUTCD and the Temporary Traffic Control Plan, Verify general compliance with plans and specifications, Observe concrete placement, Observe sub-grade prior to placement of base aggregate, Verify compacted base, Verify all disturbed areas are seeded and straw mulched, Verify site cleanup at the end of each day, Provide Best Management Practices (BMP) plan, Verify concrete tests (first truck each day, every fourth truck) for air content, slump, temperature and cylinders (2-6x12's or 3-4x8's). AECOM will coordinate with the LFUCG staff on a weekly basis.