

ATTACHMENT 1 – SCOPE OF WORK

1. PRE-CONSTRUCTION / CONSTRUCTABILITY REVIEW

- Coordinate with the City and design consultant, including participation in design coordination meetings as requested.
- Review and refine the Project budget and identify cost, scope, schedule, and constructability risks.
- Continuously review design submissions for program compliance, schedule, budget, constructability, lifecycle value, interdisciplinary coordination, and completeness.
- Perform formal constructability reviews at the 90% Construction Documents / Plan Check and Bid Set / Permit Set including Addenda milestones, or such other milestones established by the City.
- Review civil, grading, structural, architectural, mechanical, electrical, HVAC, plumbing, aquatic mechanical/chemical treatment, landscape, lighting, FF&E, IT, accessibility, delegated design, and related disciplines including BIM modeling/clash detection to be coordinated with the design team.
- Review aquatic accessibility and operational interfaces, including competition pool, recreation pool, lazy river, toddler play, waterslides, pool decks, changing facilities, and spectator areas.
- Review geotechnical information, shallow foundation assumptions, structural systems, pre-engineered/delegated design components, and major site/civil coordination.
- Review utility conflicts and identify third-party utility coordination requirements.
- Review the Engineer's estimate and identify concerns to the City and design team.
- Conduct field/site review as part of constructability review to identify existing conditions that may affect construction.
- Coordinate special testing, inspections, and other specialty consultant needs.
- Assist with selection and coordination testing laboratories, roofing/waterproofing consultants, and other special consultants when requested.
- Provide grant coordination/management/reporting support if grant funding is awarded and the City authorizes such services.

2. PLAN CHECK, BIDDING, AND AWARD SUPPORT

- Review and comment on addenda for schedule, cost, constructability, and coordination impacts.
- Support prequalification, bid opening, bid evaluation, responsiveness review, alternate/unit-price analysis, and recommendation of award as requested by the City.
- Assist with verification of bidder insurance, bonds, vendor documentation, and other award requirements.
- Prepare bid evaluation and supporting recommendation materials as requested.
- Assist with rebidding if authorized by the City when bids exceed the applicable Project budget or funding authorization.
- Coordinate and/or support the mandatory pre-bid meeting and respond to bidder questions through the City's established procurement process.

3. CONSTRUCTION MANAGEMENT

- Conduct pre-construction orientation conferences and establish reporting procedures, site rules, communication protocols, and document controls.
- Administer the construction contract in coordination with the City and design consultant, including staging, fencing, mobilization, sequencing, and coordination among project participants.
- Establish and maintain procedures and logs for submittals, RFIs, samples, product data, change orders, payment requests, material deliveries, certified payroll, and other required documentation.
- Lead or co-lead construction progress meetings and distribute minutes.
- Establish and implement a Project QA/QC management plan appropriate to the Project.

- Monitor the General Contractor's timely scheduling and coordination of all required City inspections, materials testing, special inspections, and other required inspections. Support the General Contractor and coordinate with City inspectors and testing/special inspection personnel as necessary to facilitate timely completion of required inspections and testing.
- The Consultant shall actively monitor the General Contractor's compliance with its inspection and testing responsibilities. If the General Contractor fails to timely request, schedule, coordinate, or prepare for a required inspection or testing activity, the Consultant shall promptly document the issue, notify the City, and recommend appropriate corrective action. The Consultant shall incorporate required inspection and testing activities into its review of the General Contractor's schedule and shall identify any resulting or anticipated delay to the City before it affects a contractual milestone. Failure by the General Contractor to timely request, schedule, coordinate, or prepare for a required inspection or testing activity shall not, in itself, constitute a delay attributable to the City or Consultant.
- Observe construction for conformance with approved contract documents; document defects, deficiencies, deviations, and non-conforming work and recommend corrective action.
- Advise the City regarding contract prerogatives, including schedule recovery, acceleration, withholding for cause, and other contract remedies as appropriate.
- Review contractor insurance endorsements, certificates, performance bonds, and payment bonds and monitor continuing compliance.
- Maintain daily logs documenting weather, workers, equipment, work completed, problems, and other relevant field information.
- Monitor actual progress against the approved schedule, identify variances, and assist with recovery schedules when requested.
- Monitor Contractor performance continuously and take proactive action to identify and address schedule slippage. The Consultant shall not wait until a milestone is missed before notifying the City of a developing schedule problem. The Consultant shall provide timely recommendations regarding recovery schedules, sequencing, acceleration, staffing, procurement, submittals, RFIs, and other measures necessary to maintain the approved Project schedule.
- Develop and maintain a comprehensive Project document-management program and ensure that current contract documents and construction records are maintained.
- Review contractor schedules of values and payment applications and make recommendations to the City.
- Evaluate change order pricing and time requests, provide independent estimates where appropriate, and assist the City and design consultant with negotiations.
- Prepare monthly change-order reports showing impacts to contract value and the master Project schedule.
- Review contractor notices and claims, evaluate the basis and supporting information, provide recommendations to the City, and assist with negotiations when requested.
- Prepare monthly Project status reports addressing schedule, budget, changes, claims, risks, construction progress, key decisions, and other management information.
- Obtain and review O&M manuals, warranties, affidavits, releases, bonds, waivers, guarantees, and other closeout documentation.
- Coordinate completion of punch lists and recommend readiness for final inspection and acceptance.
- Coordinate and expedite as-built documentation and recommend appropriate action if required documents are incomplete.
- Coordinate City-furnished materials, FF&E, IT, user relocation, and occupancy activities as applicable.
- Coordinate and document City staff training and manufacturer training for operations and maintenance personnel.

- Maintain appropriate Project accounting records and cost controls.
- Assist with building, grading, occupancy, and other permits as requested; the City retains responsibility for City approvals.
- Observe and assist with initial start-up, testing, commissioning, and trial operation of utilities, aquatic systems, building systems, and equipment.
- Coordinate Storm Water Pollution Prevention Plan requirements and monitor implementation when applicable.
- Monitor contractor compliance with prevailing wage requirements and other labor-compliance requirements applicable to the Project, including any City-directed workforce requirements.
- Facilitate inspection and coordination by other agencies and City-designated inspectors.

City Inspection Responsibilities

The City will provide and perform all City-required construction inspections through City-designated inspectors. The Consultant shall not be responsible for performing City inspection services unless specifically authorized by the City in writing.

The General Contractor shall be responsible for timely requesting and scheduling all required inspections, including City inspections, Building Division inspections, special inspections, materials testing, and other inspections required by the Contract Documents, applicable codes, permits, or regulatory agencies. The General Contractor shall coordinate its work and provide sufficient advance notice to allow required inspections and testing to occur without delaying the Project.

The Consultant shall support and facilitate the General Contractor's inspection responsibilities. The Consultant shall verify that the General Contractor has identified and requested required inspections in accordance with the Project schedule, confirm that work is reasonably ready for inspection, coordinate access and information with City inspectors and other inspection/testing personnel, monitor inspection status, and promptly notify the City of any inspection or testing issue that may affect the Project schedule, cost, quality, or compliance.

The Consultant shall not assume responsibility for scheduling inspections on behalf of the General Contractor. The Consultant's responsibility is to monitor, coordinate, facilitate, and support the General Contractor's timely scheduling and completion of required inspections and testing.

The Consultant shall maintain an inspection coordination log identifying, as applicable, required inspections, responsible parties, requested dates, scheduled dates, inspection results, outstanding deficiencies, corrective actions, and status. The Consultant shall promptly notify the City of any failure by the General Contractor to timely request, schedule, prepare for, or coordinate a required inspection or testing activity.

The Consultant shall coordinate its construction management activities with City inspectors and shall promptly notify the City of conditions requiring City inspection, approval, or other City action.

Materials Testing and Special Inspection Services

The Consultant shall provide, either directly or through qualified subconsultants, all Materials Testing and Special Inspection Services required for the Project in accordance with the Contract Documents, applicable codes and regulations, the requirements of the City's Building Official, and the approved testing and inspection program.

Services shall include, as applicable:

- Development and maintenance of a project-specific testing and special inspection schedule;
- Coordination of required materials testing and special inspections with the Contractor, City inspectors, design consultant, Building Official, and other Project participants;
- Provision of qualified and appropriately certified special inspectors and testing laboratory personnel;
- Concrete, reinforcing steel, structural steel, welding, masonry, soils, asphalt, waterproofing, roofing, or other testing and inspection required by the Contract Documents or applicable code;
- Review and tracking of testing and special inspection reports;
- Immediate notification to the City and design consultant of failed tests, deficient work, or other nonconforming conditions;
- Tracking of corrective actions and required retesting;
- Preparation of a final testing and special inspection summary as part of Project closeout; and
- All other testing and special inspection services reasonably necessary to demonstrate compliance with the Contract Documents.

The Consultant shall include all anticipated Materials Testing and Special Inspection Services in its Fee Proposal. The Consultant shall identify proposed testing laboratories, special inspection firms, anticipated services, assumptions, unit rates where applicable, and any allowances included in the proposed fee.

4. COMMISSIONING, CLOSEOUT, AND POST-CONSTRUCTION

- Oversee commissioning and trial runs of Project equipment and systems and coordinate operational readiness with City staff.
- Coordinate and document punch-list completion.
- Review and compile as-builts, closeout documents, warranties, releases, O&M manuals, training records, and other required deliverables.
- Prepare final payment documentation and a final Project report including financial summary, final schedule review, acceptance summary, and receipt of FF&E/IT documentation.
- Assist with final claims releases and stop-notice documentation as required by the construction contracts and applicable law.
- Assist with initial post-occupancy complaints and warranty matters.
- Conduct a warranty-period walk-through immediately before expiration of the applicable warranty period and document outstanding warranty items.

5. PUBLIC OUTREACH / CONSTRUCTION COMMUNICATIONS

The Consultant shall provide construction-related public outreach and communication support necessary to minimize impacts to surrounding residents, businesses, roadway users, and the community. The Consultant shall coordinate its activities with the City's designated Public Information Officer and City project staff.

Services shall include, as applicable:

- Preparation and coordination of advance notifications regarding road closures, lane closures, detours, major construction activities, utility interruptions, noise-generating activities, and other significant construction impacts;
- Preparation of construction-impact notifications to adjacent residents, businesses, property owners, and other affected stakeholders;

- Coordination with the City's Public Information Officer regarding the timing, content, distribution, and format of public notifications;
- Attendance at public meetings, neighborhood meetings, community meetings, or other public meetings when requested by the City;
- Preparation of meeting materials, construction schedules, exhibits, and other information necessary to communicate significant construction impacts or schedule changes;
- Coordination and communication regarding unforeseen construction conditions, significant schedule changes, major traffic impacts, safety concerns, or other circumstances that may materially affect the public;
- Response and coordination regarding construction-related public questions and complaints, with escalation to City staff when appropriate;
- Preparation of a monthly construction project update report summarizing current construction activities, recently completed work, upcoming work, major milestones, schedule status, significant impacts, traffic or access impacts, and other information requested by the City; and
- Other construction-related public outreach services reasonably necessary to support successful Project delivery.

The City will retain responsibility for official City communications, public policy statements, and final approval of public notices and communications unless otherwise specifically authorized in writing.

6. CONSULTANT STAFFING AND PROJECT PRESENCE

Pre-Construction

During the pre-construction and design/constructability phases, the Consultant may perform its services remotely. The Consultant shall attend in-person meetings, site visits, design coordination meetings, constructability reviews, pre-bid meetings, and other meetings or activities when requested by the City and reasonably necessary to perform the services.

The Consultant shall maintain sufficient availability during pre-construction to respond promptly to City, design consultant, and Contractor-related inquiries and shall not rely on remote work practices to delay Project decisions, reviews, coordination, or deliverables.

Construction

During active construction, the Consultant shall provide full-time on-site construction management presence at the Project site. At least one qualified Consultant representative with appropriate authority shall be present at the Project site during the Contractor's regular construction activities and shall serve as the primary day-to-day construction management representative.

The Consultant's core construction management and field staff shall work from a construction trailer at the Project site. The General Contractor shall provide the construction trailer and associated basic site facilities for the Consultant's use.

The Consultant shall provide its own computers, telecommunications, software, field documentation systems, personal protective equipment, office equipment, and other equipment necessary to perform its services unless otherwise identified in the Agreement.

Consultant staffing shall be adjusted as necessary to address critical construction activities, major concrete placements, aquatic system installation, commissioning, inspections, testing, extended work hours, multiple shifts, critical schedule activities, and other Project conditions.

The Consultant shall identify its proposed on-site construction staffing levels, classifications, anticipated hours, and responsibilities in its proposal.