

Request For Qualifications For Professional Services

Responses due: by 4:00 p.m. July 18, 2008

The City of Pacific (CITY) seeks the services of a registered architect and their team (hereafter referred to as architect) to assist with the Community Center remodeling project. Those architects short-listed from the Request For Qualifications (RFQ) process will be requested to submit a proposal under a Request for Proposal (RFP) process. The selected architect will work with the CITY and the Community Services Advisory Committee, CITY personnel and the public throughout the process.

Project Background: The present Community Center of the CITY has served the community well, but is no longer an adequate facility to meet the needs of the CITY. In the early 2007 the discussion of the need for an expanded or new facility commenced. A Community Services Committee, citizen input from public meetings, and work with CITY personnel provided information for the development of the plan. The Committee has recommended developing a three-phase approach. The first phase is to design and construct immediate improvements to the existing facilities. Phase II consists of the community visioning process that leads to conceptual design of a new “Community Center Addition” and funding package development. Phase Three will be the design and construction of the new facility. In June 2007, King County CDBG funds were applied for and awarded in the amount of \$505,000 for design and construction of Phase I improvements.

Project Description: The project consists of Phase I, which is work to be completed prior to October 30, 2008, and Phase II that is work to be done concurrently with Phase I.

Scope of Services for Phase I: Provide the normal professional architectural services required for the Community Centers Improvements defined as:

Community Center

- New Entry Doors
- New Computer Lab, Remodel Office
- Repair Stairs to Upper Level
- New Carpet
- Patch, Paint Walls
- Gym Floor
- Replace Gym Lights

Repair Women's Restroom
Commercial Upgrade Kitchen/ Sprinkler Systems
Furnace/HVAC Improvements
Lift

Senior Center

Water Heater/Sub floor
Cabinets/Countertops
Vinyl Flooring
Storage Area
Windows

These services shall include architectural design, programming, cost estimating, structural engineering, MEP, bid specifications and schematics that incorporate King County Community Development Block Grant requirements, and contract administration.

Scope of Services for Phase II: The architect will be responsible for preparation of documents suitable for making a recommendation to the CITY as to improvements that best suits the future needs of Community Center users and the community.

The architect will be expected to assist in program development, as needed.

The architect will develop interior design documents consisting of drawings and other documents illustrating the scale and relationships of the remodeling program.

The architect will submit an estimate of construction costs. The architect will prepare documents and illustrations for public education, information and fund raising activities.

In addition to working closely with the advisory committee and CITY personnel, the architect will participate in public education meetings.

Budget: The CITY has obtained a King County CDBG funding for design work of Phase I Remodeling project. Minimal funding is available within the CITY's FY08 operating budget for the preliminary, Phase II work. Limited funding for preliminary work will be available in the CITY's FY 09 budget. Funding for the work in Phase III will be obtained via the Community Visioning process and submitted funding packages.

Tentative schedule Phase I and Phase II

Reponses to RFQ due July 18, 2008

Short list determined – August 1, 2008

Interviews conducted – Week of August 12, 2008

Architect selected no later than August 19, 2008

Contract with architect signed no later than September 12, 2008

Phase I Remodeling Design

Meeting with Community Services Committee, CITY and King County Staff

Design and Bid Documents Submitted to CITY October 31, 2008

Modifications made after review by CITY/King County December 15, 2008

Phase I Bid January, 2009

Architect review bids, check debarment with King County Staff and recommend award
February, 2009

Final Inspection March 31, 2009

Phase II Community Visioning

Meetings held August through November 2008.

Conceptual design and cost estimates presented to the City no later than January 10, 2009.

RFQ Submittals: Interested architects should respond in writing and adhere to the following outline. Submittals not adhering to the outline or failure to provide the items listed under each heading may result in low evaluation scores. Proposals in excess of **11 text pages** may not be reviewed. Please include the following information:

Firm Overview:

Name, address, phone number, website and e-mail for firm.

Brief history of firm including length of time firm has been in business as presently organized.

Experience:

List of projects that are similar to this project or that address similar issues

List previous experience working with CDBG funding packages

Please include:

Owner name, address, phone number, e-mail

Square footage

Estimated cost

Actual cost

Completion date

Brief description including if involved in site selection process

Provide a comprehensive list of Community Center projects your firm has designed as well as a list of other public projects completed.

Describe your past performance relative to achieving cost and schedule goals.

Describe your previous experience in working with public boards/committees and the general public.

Provide three recent references, preferably from public projects.

Project Team:

Describe the project team, including any Architect you will use, and provide resumes of key members stating their role on this project, experience and qualifications.

About Our Project:

Discuss your Community Center building re-design philosophy. Include in your response examples that show your team understands of the unique design needs for Community Center and how you have innovatively solved these issues. Indicate your firm's ability to adequately staff this project.

Address submittals to:
City of Pacific
City Clerk
100 Third Avenue SE
Pacific, WA 98047

All materials including Seven (7) copies of response must be received by 4:00 p.m. local time on July 18, 2008.

Questions regarding the project should be addressed to:
Joanne Barkley, Community Services Director
(253) 929 – 1151
jbarkley@ci.pacific.wa.us

SELECTION: The CITY and advisory committee will review the submittals. The CITY may create a short list of architects. The selected architects maybe requested to participate in an interview. The CITY of Pacific will select the architect for the project and work will begin as soon as appropriate documents are signed. The successful architect will be required to negotiate and execute a written agreement satisfactory to the CITY and King County Housing and Community Development Program

ADMINISTRATIVE INFORMATION:

1. Minority-owned and Women-owned Business Enterprises: CITY strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, and small businesses to respond to this RFQ, to participate as partners, or to participate in other business activity in response to this RFQ.
2. Basic Eligibility: Any successful Architect must be licensed to do business in the State of Washington and must have a state Unified Business Identifier (UBI) number. In addition, the successful Architect must not be debarred, suspended, or otherwise ineligible to contract with the CITY, and must not be included on the General Services Administration s List of Parties Excluded from Federal Procurement and No Procurement

Programs or the Department of Housing and Urban Development's Limited Denial of Participation list.

3. Payment Requirements: Firms should be aware that the CITY will only make payments on Work Orders after the work being billed has been completed, and will pay reimbursable expenses to the firm only upon receipt of an invoice for the reimbursable expenses. No advance payments will be made to the firm; who must have the capacity to meet all project expenses in advance of payments by the CITY.

4. Approval of Sub-Architects: The CITY retains the right of final approval of any sub-Architect of the selected firm who must inform all sub-Architects of this provision.

5. Documents Produced: All construction drawings, reports, specifications, and other documents produced under contract to the CITY must be submitted to CITY in both hard copy and a digital format that meets CITY's requirements, using Microsoft Office or AutoCAD products. All documents and products created by the firm and their sub-Architects shall become the exclusive property of the CITY of Pacific. The CITY respects the confidentiality of the information provided in the statements of qualifications. However, the Statements of Qualifications may be subject to freedom of information requirements.

General Insurance Requirements:

1. Prior to undertaking any work under this Contract, the Architect shall procure and maintain continuously for the duration of this Contract or associated Work Orders, at no expense to the CITY, insurance coverage as specified below, in connection with the performance of the work of this Contract by the Architect, its agents, representatives, employees and/or subcontractors.

2. The Architect's insurance shall be primary as respects CITY, and any other insurance maintained by CITY shall be excess and not contributing insurance with the Architect's insurance.

3. Except with respect to the limits of insurance, and any rights or duties specifically assigned to the first named insured, the Architect's Commercial General Liability and Commercial Automobile Liability insurance coverage shall apply as if each named insured were the only named insured, and separately to each insured against whom claim is made or suit is brought.

4. Failure of the Architect to fully comply with the insurance requirements of this Contract will be considered a material breach of contract and, at the option of CITY, will be cause for such action as may be available to CITY under other provisions of this Contract or otherwise in law, including immediate termination of the Contract.

5. Required Insurance Coverage: The following are the types and amounts of insurance coverage that must be maintained by the Architect during the term of this Contract. The CITY reserves the right to increase or otherwise change insurance requirements in accordance with the scope of work of any Work Order to this Contract. The Architect must provide acceptable evidence of such coverage prior to beginning work under this Contract or associated Work Orders.

a. Commercial General Liability Insurance. A policy of Commercial General Liability insurance including bodily injury, property damage, and products/completed operations, written on an occurrence form, with the following minimum coverage:

\$1,000,000 each occurrence/aggregate

Coverage shall extend to cover the use of all equipment on the site or sites of the work of this Contract. In the event that the services to be provided under this Contract involve the Architect's contact with minor children, the Architect shall provide evidence that sexual misconduct coverage has not been excluded from the policy and is covered under the policy. Acceptable evidence of sexual misconduct coverage must include an endorsement and policy excerpt(s) and is subject to approval by CITY.

b. Employers Liability or Washington Stop Gap Liability. A policy of Employers Liability or a Washington Stop Gap Liability insurance endorsement with the following minimum coverage:

\$1,000,000 each accident

c. Commercial Automobile Liability Insurance. A policy of Commercial Automobile Liability Insurance, including coverage for owned, non-owned, leased or hired vehicles written on an insurance industry standard form (CA 00 01) or equivalent, with the following minimum coverage:

\$1,000,000 combined single limit coverage

d. Professional Liability Insurance: A policy of Errors and Omissions Liability Insurance appropriate to the Architect's profession. Coverage should be for a professional error, act, or omission arising out of the scope of work as described in this RFQ to a Work Order, with the following minimum coverage:

\$1,000,000 per Claim/Aggregate

If the Professional Liability Insurance policy is written on a claims made form, the Architect warrants continuation of coverage, either through policy renewals or the purchase of an extended reporting period (tail) for a minimum of three years from the date of completion of the work authorized by the Contract. In the event that the Architect is authorized to engage subcontractors, each subcontractor shall provide evidence of separate professional liability coverage equal to the levels specified above, unless CITY waives such requirement in writing.

e. Workers Compensation. The Architect shall secure its liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington (RCW). If the Architect is qualified as a self-insurer in accordance with Chapter 51.14 RCW, the Architect shall so certify by a letter signed by a corporate officer, indicating that it is a qualified self-insured, and setting forth the limits of any policy of excess insurance covering its employees, or any similar coverage required.

f. Additional Insured Endorsement: The CITY of Pacific AND King County must be named as an Additional Insured on a primary and non-contributory basis on all Commercial General Liability policies of the Architect. A policy endorsement (form CG20 10 B or equivalent) must be provided to CITY as evidence of additional insured coverage.

6. Proof of Insurance and Insurance Expiration: The Architect shall furnish certificates of insurance and policy endorsements as evidence of compliance with the insurance requirements of the Contract. A person authorized by that insurance company to bind coverage on its behalf must sign such certificates and endorsements

7. The Architect shall include all subcontractors at any tier as insured (except for Professional Liability insurance). Alternatively, the Architect shall:
Obtain from each subcontractor not insured under the Architect's policy or policies of insurance, evidence of insurance meeting all the requirements of this Contract, and
Maintain such evidence on file for a period of one year after the completion of this Contract and,
Upon request, submit such evidence to CITY for examination, and
Ensure that the Architect's coverage of subcontractors under the Architect's policies is not excluded by any policy provision or endorsement.

8. The Architect's insurance shall not be reduced or canceled without thirty (30) days prior written notice to CITY. The Architect shall not permit any required insurance coverage to expire during the term of this Contract.

9. CITY reserves the right to require complete, certified copies of all required insurance policies at any time during the term of this Contract, or to waive any of the insurance requirements of this Contract at its sole discretion.

10. Carrier Review and Approval Authority: Insurance policies, deductibles, self-insured retentions, and insurance carriers will be subject to review and approval by CITY. All insurance shall be carried with companies that are financially responsible. Generally, except for Professional Liability Insurance coverage, all carriers of insurance or reinsurers must have and maintain a rating of A VII or better as identified in the A. M Best Insurance Rating Guide, most recent edition. Insurance carriers or reinsurers that do not have a rating of A VII or better may not be used without written approval of CITY.

City of Pacific
RFQ Evaluation Package
Community Center Improvements Architect

A. Specialized Experience and Technical Competence (40 Points Possible*)

1.	Experience with Project Planning and Start-Up Services	5 Points Maximum
2.	Project Design Concepts	5 Points Maximum
3.	Knowledge and Experience with King County and Federal Requirements	5 Points Maximum
4.	Experience with Financial Management	5 Points Maximum
5.	Experience with Contract Management	5 Points Maximum
6.	Experience with Competitive Bidding Process	5 Points Maximum
7.	Experience with Construction Management and Observation	5 Points Maximum
8.	Experience with Project Closeout	5 Points Maximum
	TOTAL POINTS SCORED SECTION A	40 TOTAL Points Maximum

B. Past Performance (15 Points Possible*)

1.	Ability to Meet Schedules and Deadlines	5 Points Maximum
2.	Control of Costs	5 Points Maximum
3.	Quality of Work	5 Points Maximum
	TOTAL POINTS SCORED SECTION B	15 TOTAL Points Maximum

C. Capacity and Capability of Firm to Perform Work (15 Points Possible*)

1.	Staff to be Assigned	5 Points Maximum
2.	Staff Experience	5 Points Maximum
3.	Staff Time Available	5 Points Maximum
	TOTAL POINTS SCORED SECTION C	15 TOTAL Points Maximum

D. Visioning Experience (20 Points Possible*)

1.	Past Experience doing Community Center Visioning	10 Points Maximum
2.	Past Experience working with public Committees	10 Points Maximum
	TOTAL POINTS SCORED SECTION D	20 TOTAL Points Maximum

E. RFQ Submittal (10 Points Possible*)

1.	Did The Submittal Meet all the Criteria?	5 Points Maximum
2.	Past Experience working with public Committees	5 Points Maximum
	TOTAL POINTS SCORED SECTION E	10 TOTAL Points Maximum

TOTAL POINTS SCORED	SECTIONS A THROUGH D	100 POINTS
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Rating Guidelines

For the Architectural Firm, the following RFQ Rating Guidelines are to be used in evaluating all RFQs received:

Score

- 5 Documentation **clearly indicates** that the firm possesses the knowledge and experience necessary to perform the job.
- 4 Documentation clearly indicates that the firm **does possess** the knowledge and experience necessary to perform the job, but there is also **evidence of factors that limit the firm.**
- 3 Documentation is **unclear**; it **neither does nor does not** indicate that the firm has the knowledge and experience necessary to perform the job.
- 2 Documentation is **considerable** that the firm **does not** possess the knowledge and skills necessary to perform the job.
- 1 Documentation is **clear and convincing** that the firm **does not** possess the necessary knowledge and experience to perform the job.

Specialized Experience and Technical Competence

- The evaluator must evaluate each firm's response to each area of the criterion "specialized experience and technical competence."
- Next, the evaluator must rate each area of "specialized experience and technical competence" on a scale from 1 to 5 using the rating guideline scale above.
- The rating achieved for each area of "specialized experience and technical competence" must then be placed on each firm's rating worksheet.
- The evaluator must now document on each scoring sheet why each particular score was given, i.e., explain why one firm was judged to possess the knowledge and experience necessary to perform the job or explain what evidence exists to justify a judgment that there are factors limiting the firm's ability to provide the services desired, etc.
- Lastly, the individual areas of "specialized experience and technical competence" must be summed to produce a subtotal.

Past Performance

- The three areas of "performance" will be evaluated in terms of the results of stated projects and reference checks.
- The evaluator should review project information claimed by each firm in response to the "performance" criterion.
- Next, the evaluator must evaluate the results of these contracts and rate each firm using the rating scale on the preceding page.
- The rating achieved for each area of "performance" must then be placed on the rating worksheet of each firm.
- The evaluator must now document on each scoring sheet why each particular score was given, i.e., explain why one firm was judged to possess the knowledge and experience necessary to perform the job or explain what evidence exists to justify a judgment that there are factors limiting the firm's ability to provide the services desired, etc.

- Finally, the individual areas of “performance” scores must be summed to obtain the “performance” subtotal.

Capacity and Capability of Firm to Perform Work

- The evaluator must evaluate each firm's response to each area of the criterion "capacity and capability of firm to perform work."
- The evaluator must rate each area of "capacity and capability of firm to perform work" on a scale from 1 to 5 using the rating guidelines scale on the preceding page.
- Next, the rating achieved for each area of "capacity and capability of firm to perform work” must be placed on each firm's rating worksheet.
- The evaluator must now document on each scoring sheet why each particular score was given, i.e., explain why one firm was judged to possess the knowledge and experience necessary to perform the job or explain what evidence exists to justify a judgment that there are factors limiting the firm's ability to provide the services desired, etc.
- Lastly, the individual areas of "capacity and capability of firm to perform work" must be summed to obtain the "capacity and capability to perform work" subtotal.

Community Visioning

- The evaluator must evaluate each firm's response to each area of the criterion "community center visioning."
- Evaluator must rate each area of "Center visioning work" on a scale from 1 to 10.
- Next, the rating achieved for each area of "community center visioning” must be placed on each firm's rating worksheet.
- The evaluator must now document on each scoring sheet why each particular score was given, i.e., explain why one firm was judged to possess the knowledge and experience necessary to perform the job or explain what evidence exists to justify a judgment that there are factors that limit the firm's ability to provide the services desired, relative to leading the community center visioning.
- Lastly, the individual areas of "proximity to and familiarity with the project area" must be summed to obtain the "proximity to and familiarity with the project area” subtotal.

RFQ Submittal

- The evaluator must evaluate each firm's response to each area of the criterion "RFQ submittal."
- The evaluator must rate each area of "RFQ submittal" on a scale from 1 to 5 using the rating guidelines scale on the preceding page.
- Next, the rating achieved for each area of "the submittal” must be placed on each firm's rating worksheet.
- The evaluator must now document on each scoring sheet why each particular score was given, i.e., explain why one firm’s submittal was judged as having met the requirements and justify a judgment that there are deficiencies in the submittal, etc.
- Lastly, the individual areas of "capacity and capability of firm to perform work" must be summed to obtain the "capacity and capability to perform work" subtotal.

Total Score

- Sum all category subtotal scores above.

**City of Pacific
(Community Center Improvements Architect)
Rating Sheet**

Name of Firm: _____ Evaluator _____

Possible Points: **100** Points Awarded: _____

A. Experience and Technical Competence

(40 Points Possible)

	Points Possible	Points Awarded
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1. Experience with Project Planning and Start-Up Services <i>Justify the score given:</i>	5	_____
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2. Project Design <i>Justify the score given:</i>	5	_____
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3. Knowledge and Experience with Federal Requirements <i>Justify the score given:</i>	5	_____
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4. Experience with Financial Management <i>Justify the score given:</i>	5	_____
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5. Experience with Contract Management <i>Justify the score given:</i>	5	_____
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	Points Possible	Points Awarded
6. Experience with Competitive Bidding Process <i>Justify the score given:</i>	5	_____
7. Experience with Construction Management and Observation <i>Justify the score given:</i>	5	_____
8.. Experience with Project Closeout <i>Justify the score given:</i>	5	_____

B. Performance

(15 Points Possible)

	Points Possible	Points Awarded
1. Ability to Meet Schedules and Deadlines <i>Justify the score given:</i>	5	_____
2. Control of Costs <i>Justify the score given:</i>	5	_____
3. Quality of Work <i>Justify the score given:</i>	5	_____

C. Capacity and Capability of Firm to Perform Work (15 Points Possible)

	Points Possible	Points Awarded
1. Staff to be Assigned <i>Justify the score given:</i>	5	_____
2. Staff Experience <i>Justify the score given:</i>	5	_____
3. Staff Time Available <i>Justify the score given:</i>	5	_____

D. Community Center Visioning (20 Points Possible)

	Points Possible	Points Awarded
1. Past Experience doing Community Center visioning <i>Justify the score given:</i>	10	_____
2. Past Experience working with public committees <i>Justify the score given:</i>	10	_____

E. RFQ Submittal

(10 Points Possible)

	Points Possible	Points Awarded
1. Did The Submittal Meet all the Criteria? <i>Justify the score given:</i>	5	_____
2. Past Experience working with public Committees <i>Justify the score given:</i>	5	_____

TOTAL SCORE

Criteria	Points Possible	Points Achieved
1. Experience/Competence Subtotal	40	_____
2. Performance Subtotal	15	_____
3. Capacity/Capability Subtotal	15	_____
4. Community Center Visioning	20	_____
5. RFQ Submittal	10	_____

TOTAL SCORE **100** _____

**RFQ Evaluation Package
(Community Center Improvements Architect)**

Firms	Experience and competence	Past Performance	Capacity and capability to perform	Visioning	RFQ Submittal	Total score

City of Pacific Community Center Remodeling Project

City of Pacific Community Development Department

Scope of Services

Arai Jackson Ellison Murakami

October 14, 2008

Purpose

The purpose of the Agreement between Arai Jackson Ellison Murakami LLP, the "Consultant", and the City of Pacific, "Management Team (MT)", is to prepare design and construction documents, and to provide construction administration services for the City of Pacific Community Center Remodeling Project. The work of the Consultant shall generally consist of Basic and Reimbursed services as follows:

PHASE I - Pacific Community Center Remodeling Project

- Review previous studies and cost estimates.
- Conduct technical building analysis of existing Senior Center and Community Center facilities.
- Develop action plan that categorizes repairs and improvements by immediate, suggested, desirable, and optional. (The scope of Phase I Remodeling is to be coordinated with Phase II Community Visioning to make sure Phase I work is not undone by the broader vision of Phase II.)
- Assist City with the prioritization of repairs and improvements, and reconcile with project budget.
- Prepare permit drawings and bid documents for approved list of repairs and improvements.
- Assist City with bidding.
- Provide construction contract administration services.

Estimates of probable construction cost for the project are based upon a mid point of construction date of September 2009. Escalation rates used shall be based upon current rates provided by the Washington State Office of Financial Management.

If a site survey is not prepared, then estimates of probable cost will be based upon existing site maps and will need to be updated when a site survey is available.

PHASE I - PACIFIC COMMUNITY CENTER REMODELING PROJECT

TASK 1: Facility Analysis Phase

- 1.1 **Project Orientation Meeting.** Meet with City of Pacific Management Team to confirm project scope, schedule, and work plan
- 1.2 **Request/Review Background Data.** Compile list of necessary background data and submit to City. Review background data from previous studies provided by City.
- 1.3 **Background Drawing Preparation.** Conduct field measurement of facilities to create background drawings including floor plans, and exterior elevations.
- 1.4 **Code Review.** Conduct a building and zoning code review for the Community Center and Senior Center facilities and site.
- 1.5 **Facility Analysis.** Evaluate Community Center and Senior Center facilities for viability of existing systems and potential maintenance issues. Conduct walk-through condition survey to evaluate building envelope, structural systems, mechanical systems, and electrical systems. Compare with previous study's list and reconcile differences with MT.
- 1.6 **Categorization of Improvements.** Assist MT with categorization of repairs and improvements by immediate (*life/safety code issues, or deferred maintenance issues that present an immediate threat to the facilities*), suggested (*repairs and improvements that could extend the useful life of the building and/or systems*), desirable, and optional.
- 1.7 **Prioritization of Improvements.** Assist MT with the prioritization of repairs and improvements, and reconcile with project budget. Review for consistency with Community Center Visioning process to insure Phase I improvements consider the longer term goals for the site and facilities.
- 1.8 **Revise Cost Estimate.** Revise probable cost of construction for identified repairs and improvements and overall project budget to reflect findings of tasks above.
- 1.9 **Action Plan.** Develop action plan for Phase I repairs and improvements for approval by the City. Coordinate with requirements of KC CDBG

Management Team Tasks

- A. Provide the Consultant with requested background data.
- B. Provide access to buildings, maintenance records, as-built drawings, etc.
- C. Provide King County CDBG requirements

Consultant Deliverables

- a. List of requested background data
- b. Summary of code review
- c. Building Analysis report
- d. Cost estimate
- e. Draft and final report detailing process and approved scope of work for Phase I repairs and improvements

TASK 2: Design Phase

- 2.1 General Project Administration.** Meet with City of Pacific Management Team to confirm project scope, schedule. Coordinate with consultants and permitting agencies. Prepare monthly invoicing as necessary.
- 2.2 Code Review.** Confirm code compliance for approved repairs and improvements.
- 2.3 Design Drawings.** Develop design drawings for approved repairs and improvements. Drawings to include floor plans, elevations, wall sections (if needed). Outline specifications will be prepared, City to provide Division 0 and input on Division 1 specifications.
- 2.4 Outline Specification.** Develop outline specification to generally describe the products and materials intended for the scope of repairs and improvements of design concepts.
- 2.5 Refine Cost Estimate.** Update cost estimate to reflect development of design concepts.
- 2.6 Management Team Meetings.** Meet with MT up to 2 times for review and approval of design drawings. Meetings to occur around 30% and 60 % design.

Management Team Tasks

- A. Provide the Consultant with Div 0 Specification.

Consultant Deliverables

- a. 30% and 60% Design Drawings
- b. Outline Specifications
- c. Cost Estimate

TASK 3: Contract Document Phase

- 3.1 General Project Administration.** Meet with City of Pacific Management Team to confirm design, budget and schedule. Coordinate with consultants and permitting agencies. Prepare monthly invoicing as necessary.
- 3.2 Contract Drawings.** Develop the necessary plans, elevations, sections and details to describe the scope of repairs and improvements. Submit 90% drawings for City review and approval.
- 3.3 Specifications.** Develop specifications necessary to describe the scope of work in detail for the scope of repairs and improvements. Submit 90% specifications for City review and approval.
- 3.4 Refine Cost Estimate.** Update cost estimate to reflect development of design concepts. Identify alternates as necessary to align scope of repairs and improvements with the construction budget.

Management Team Tasks

- A. Provide the Consultant with Div 0 Specification.

Consultant Deliverables

- a. 90% and 100% Contract Drawings.
- b. 90% and 100% Specifications.

TASK 4: Permit Phase

- 4.1 **Prepare and Coordinate Permit Drawings.** Review permit submittal process and requirements, and assist City with the preparation of permit application. Coordinate submittal of permit drawings.
- 4.2 **Permit Intake Meeting.** Attend permit intake meeting.

Management Team Tasks

- A. Provide the Consultant with permit application requirements.

Consultant Deliverables

- a. Permit drawings.

TASK 5: Bidding Phase

- 5.1 **Bidding Administration.** Coordinate Design Team. Answer bidder questions, review substitution requests. Prepare monthly invoicing as necessary.
- 5.2 **Pre-Bid Meeting and Walk-through.** Conduct a pre-bid meeting and walk-through of construction area with potential bidders to generally describe the scope of work and the requirements of the project, and to answer bidder questions.
- 5.3 **Addendum Preparation.** Prepare addendum as necessary to clarify bid documents, address bidder questions, and approve substitution requests.

Management Team Tasks

- A. Schedule a pre-bid meeting and walk-through of construction area for potential bidders.

Consultant Deliverables

- a. Addendum.

TASK 6: Construction Administration Phase

- 6.1 Project Administration.** Coordinate Design Team. Prepare monthly invoicing as necessary.
- 6.2 Progress Meetings.** Conduct up to 9 progress meetings (approximately 1 per week) to review construction progress, schedule, contractor questions, payment requests, etc.
- 6.3 Submittal Review.** Review submittals required as part of the construction contract documents for compliance.
- 6.4 Punchlist.** Conduct a walk-through of the facility when the contractor is a point of substantial completion of the project to check for compliance with the construction contract documents.

Management Team Tasks

- A. Attend regularly scheduled Construction Progress Meetings.

Consultant Deliverables

- a. Construction Progress Meeting minutes.
- b. Punchlist.

TASK 7: Closeout Phase

- 7.1 Review O & M Manuals.** Review Operations and Maintenance manuals submitted by contractor.
- 7.2 Record Drawings.** Incorporate as-built information provided by contractor into contract documents.
- 7.3 Closeout Administration.** Coordinate close-out activities for Design Team.

Management Team Tasks

- A.

Consultant Deliverables

- a. Record Drawings.