

## **CONSTRUCTION MANAGEMENT SERVICES**

TPA is capable of providing services required under task orders for individual projects or managing multiple projects on a 'turn-key' basis. We provide the management, quality control, and administrative tasks needed to perform Construction Management (CM) services in an expeditious and economical manner, consistent with standards established by the engineering and construction industry. Our services may include Design Phase Services, Procurement Phase Services, Construction Phase Services, and Post-Construction Phase Services.

### **Design Phase Services**

TPA can assist a client during the design phase of a project by coordinating and managing design development. We would be expected to work with the A-E and client in a cooperative team effort to develop a quality design. TPA will communicate with the client if submissions appear inadequate or have the potential to jeopardize the project's goals relating to schedule, cost, quality or scope. Our staff, under the direction of the Project Manager, will be responsible for the following 'design-phase' activities:

- Coordinating design reviews
- Reviewing designs
- Reviewing cost estimates
- Controlling schedules
- Keeping records
- Reporting on progress and resolving problems
- VE exercises
- Performing administrative and other services

TPA can coordinate all design reviews for the client. Shortly after award, and prior to the first scheduled design review, we will prepare and submit to the client for approval a procedure for conducting all design reviews required under this contract. The procedure will include a list of participants, the responsibilities of participants, a detailed schedule of review activities consistent with the turn-around periods in the A-E contract, and the physical location of design reviews. We can conduct reviews appropriate to the level of design development on the following A-E submissions:

- Site Survey, Pre-Concept, or Design Program
- Concept Design Drawings, Specifications & Estimates

- Design Development Drawings, Specifications & Estimates
- Mid-point Construction Drawings, Specification & Estimates
- 95% Construction Drawings, Specification & Estimates
- Final Construction Drawings, Specifications & Estimates

Other submissions:

TPA will maintain file copies of all design submissions and review comments throughout the design phase. These records will be organized and maintained so they are easily accessible. At the completion of design, such files will be turned over to the client for record purposes. The file documents at a minimum shall consist of:

- A-E's formal design submissions
- Corresponding design review reports
- Minutes from design review meetings
- Formal VE reports
- A-E contract modifications
- Documentation of significant clarifications and decisions
- TPA's monthly status reports

### **Procurement Phase Services**

Following completion of the design by the A-E, TPA can provide the following services:

Procurement Schedule:

TPA will prepare a procurement phase schedule, to include all activities necessary to award a construction contract. Once the procurement phase schedule is approved, TPA will update and expand the master project schedule by incorporating the procurement phase activities.

Marketing:

TPA will evaluate bidder interest and prepare a source list of potential bidders or offerers. At the request of the client, we will suggest strategies for expanding competition by stimulating more bidder interest.

Pre-Bid Conference:

TPA will assist the client in conducting a pre-bid conference for the benefit of potential bidders and SB/SDB sub-contractors. TPA will schedule the meeting, publicize the meeting, prepare an agenda, record minutes, take follow-up actions, or provide logistical or other administrative support.

#### Site Visits:

TPA will assist the client in conducting site visit(s) for the benefit of potential bidders. We will be responsible for scheduling and/or publicizing the visit, recording questions and answers, taking follow-up actions, and for providing logistical or other administrative support.

#### Amendments:

TPA will assist the client with the preparation of amendments to the solicitation package and coordinate activities with the A-E to get the amendment drafted, approved and distributed. If an amendment involves technical changes to the specifications or drawings, TPA will review the A-E's work for constructability, review cost/pricing impacts, and assess schedule impacts.

#### Bid/Offer Evaluation:

TPA may prepare a technical analysis of bids/offers, compare and evaluate bids and proposals, and make recommendations to the client regarding award of the construction contract.

### **Construction Phase Services**

Construction Phase services include, but are not limited to the following:

- Keeping records
- Reporting progress
- Controlling schedules
- Conducting meetings
- Processing submittals
- Processing progress payments
- Monitoring safety
- Inspecting \*
- Verify contractor is maintaining As-Built drawings

- Responding to information requests
- Processing contract modifications \*
- Processing claims and claims prevention
- Monitoring labor provisions
- Performing photographic services and other services

(\*) Inspection:

TPA will inspect the construction contractor's workmanship, materials, and equipment for conformity with requirements of the construction contract, i.e., against the contract drawings and specifications, subsequent contract modifications, and approved submittals. Our Project Manager will promptly report to the construction contractor, in writing, observed variances from the contract requirements with a copy to the client. Throughout construction, TPA will maintain an up-to-date list of defects and omissions. We will prepare and maintain inspection reports. Each client will conduct the final inspection with assistance from TPA.

(\*) Contract Modifications:

One of our primary functions is to assist each client with the administration of modifications to the construction contract. TPA will avoid taking actions that commit additional engineering and construction industry funds or could be interpreted as authorizing modifications to the contract. We will develop a standard procedure for working with the construction contractor, the A-E and client in processing modifications. TPA will perform or assist each client in performing the steps in the modification process listed below:

- Determining the need for modification
- Verifying that the modification is within the scope of the contract
- Defining the scope of the change
- Preparing an independent engineering and construction industry estimate
- Preparing the request for a contractor's cost proposal
- Evaluating the contractor's proposal
- Preparing a price analysis or a technical analysis
- Initiating a request for an audit, if appropriate
- Estimating time impacts
- Obtaining A-E technical design input
- Assisting in negotiations with the contractor
- Preparing a price negotiation memorandum
- Processing through to approval and documentation of the final modification

## **Post Construction Phase Services**

TPA will assist with construction contract closeout when required. These services may include, but not be limited to resolving claims, assisting in response to appeals, and related activities. Throughout performance under this contract, we will mitigate circumstances that could lead to claims, resolve conflicts promptly, and keep the client advised of any potential disputes. We will review disputes and claims from the A-E and/or construction contractors and render all assistance, which may be required, including furnishing reports with supporting information necessary to resolve disputes and defend against claims. TPA may be required to assist in preparing and assembling appeal files, prepare cost estimates for use in claims negotiations, prepare findings of facts and any other documentation as required by the engineering and construction industry, participate in meetings or negotiations with claimants, appear in legal proceedings, and provide other appropriate assistance.

## **Other Related Services**

- Special consultant or special inspection services, such as assessments of hazardous materials, special studies and/or updates to prior studies
- Supplements to master or environmental plans, interior space planning, existing site surveys, site models, etc.
- Tenant relocation and moving services at facilities other than those covered by the scopes of projects managed under this contract
- Photographic records beyond the normal scope of presentation and/or inspection services required
- Expert testimony
- Expertise as required in unusual situations from specialty disciplines
- Certification services of trade societies, institutes, organizations, etc.
- Provision of special plant facilities and equipment such as: trailers, unusual testing apparatuses, etc.
- Construction phasing plans and schedules encompassing relocation of building occupants at facilities other than those covered by order issued under a contract, i.e., moves into/out of temporary space, and into/out of new/renovated space.
- Testing Services, when required, will be obtained. All offers for testing services will be structured on a fixed unit price basis. Testing services will be coordinated with on-going work at the sites for efficient performance and so as not to delay work in progress. TPA will be responsible for monitoring of testing services, and immediate notifications to the client in writing of any inadequate processes and/or materials not meeting construction requirements.