



## CITY OF BATTLE CREEK

### ADDENDUM #1

IFB# 2019-014R

TITLE: Construction Loan Monitoring Services

ADDENDUM ISSUED: November 6, 2018

***NOTE!*** City Hall has Security on the 1<sup>st</sup> floor. Please allow extra time to get through Security when dropping off your proposal.

The following changes, additions and deletions have been provided:  
Due date and time remain the same

### Add to Section 5.0, Scope of Work

#### SPECIFIC SERVICES REQUIRED:

##### Pre-construction

1. Obtain copies of all contract documents.
2. Conduct a review of project drawings and specifications provided for compliance with generally accepted and current industry standards.
3. Obtain a copy of the hard construction cost budget.
4. Perform gross area checks for the major systems and elements of the project.
5. Compare cost/SF and unit costs for the major systems and elements of the project with pricing for recent projects of similar scope.
6. Review this cost information and provide an opinion on whether the indicated costs are based on the scope of the work depicted on the design documents.

##### Construction

1. Review the construction progress to date to determine that it is in general accordance with the intent of the contract documents.

2. Report on the progress of the construction to date in relation to the contractor's proposed construction schedule, noting concerns or issues with sequencing or completion timing.
3. Review monthly applications for payment to confirm they are in accordance with the requirements described in the contract, such as:
  - Confirm the completion of work applied for is consistent with the work which is in place on site.
  - Confirm sufficient backup documentation for the Contractors' and Sub-Contractors' billings and that it is consistent with the Contractor's pay application.
  - Confirm the correct waivers and unconditional trailing waivers are submitted in accordance with the contract requirements.
  - Confirm the correct sworn statements are submitted in accordance with the contract requirements.
  - Confirm materials and equipment being billed for, including materials being stored on-site or off-site, have the correct documentation in accordance with the contract requirements.
  - Review the current pay application against the previous pay application to confirm the billing is consistent.
4. Inform the Lender of any outstanding items which need resolution and any effect they may have on the project schedule.
5. Provide quality, labeled, color photographs within the construction report(s) to more explicitly relate to the observations described.

**Project Close out:**

None

**This addendum must be acknowledged or your proposal may be deemed non-responsive.**