

**REQUEST FOR
STATEMENTS OF QUALIFICATIONS
FOR
CONSTRUCTION MANAGER AT RISK (CMAR):
CIVIC CENTER OFFICE BUILDING**

City of Avondale
11465 West Civic Center Drive
Avondale, Arizona 85323

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation Number:	DS 20-021
Solicitation Title:	Civic Center Office Building CMAR
Release Date:	October 02, 2019
NON-MANDATORY Pre-Submittal Conference:	October 09, 2019 09:00 a.m. (local time, Phoenix, Arizona) Avondale Civic Center Mesquite Conference Room (2 nd Floor City Hall) 11465 West Civic Center Drive Avondale, Arizona 85323
Final Date for Inquiries:	October 14, 2019
SOQ Due Date and Time:	October 23, 2019 5:00 p.m. (local time, Phoenix, Arizona)
Letters to Final Listed Firms:	October 31, 2019
Oral Interviews (if needed):	November 7, 2019
Target City Council Award:	December 2019
Anticipated Agreement Start Date:	December 2019
RFQ Administrator:	Tiffany Copp tcopp@avondaleaz.gov

* **The City of Avondale reserves the right to amend the solicitation schedule as necessary.**

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PART I. RFQ PROCESS; AWARD OF AGREEMENT

1.1 Purpose; Scope of Work. The City of Avondale (the “City”) is issuing this Request For Qualifications (this “RFQ”) seeking statements of qualifications (“SOQ”) from qualified, licensed Construction Manager at Risk firms (“CMAR Firms”) interested in providing design phase review and complete construction services related to the construction of a new 20,000 sf office building and selective remodel of existing City Hall and city-owned ISM building to expand the Civic Center campus and additional parking for the Avondale Police Department (the “Services”), as more particularly described in Subsection 1.1(A) below. This will be a one-step, qualifications-based process as authorized by ARIZ. REV. STAT. § 34-601 *et. seq.* A separate Request for Proposal will not be issued. In accordance with the City’s Procurement Code, the City will accept sealed SOQ for the Services.

A. Background.

B. Design Review. The City is in the process of procuring a firm (the “Consultant”) to design the Improvements.

C. Reference Materials. Reference materials related to this project can be accessed online at www.avondaleaz.gov/procurement.

1.2 Preparation/Submission of SOQ. CMAR Firms are invited to participate in the competitive selection process for the Services outlined in this RFQ. Responding parties shall review their SOQ submissions to ensure the following requirements are met.

A. Irregular or Non-responsive SOQ. The City may consider as “irregular” or “non-responsive” and reject any SOQ not prepared and submitted in accordance with this RFQ, or any SOQ lacking sufficient information to enable the City to make a reasonable determination of compliance to the minimum qualifications. Unauthorized conditions, limitations, or provisions may be cause for rejection. An SOQ may be deemed non-responsive at any time during the evaluation process if, in the sole opinion of the City, any of the following are true:

(1) CMAR Firm does not meet the minimum required skill, experience or requirements to perform or provide the Services.

(2) CMAR Firm has a past record of failing to fully perform or fulfill contractual obligations.

(3) CMAR Firm cannot demonstrate financial stability.

(4) CMAR Firm’s SOQ contains false, inaccurate or misleading statements that, in the opinion of the City Manager or authorized designee, are intended to mislead the City in its evaluation of the SOQ.

B. Submittal Quantities. Interested CMAR Firms must submit **one hardcopy original** and **one PDF copy** of the SOQ on a CD-ROM or similar electronic storage device. The PDF file must be in one file. Failure to adhere to the submittal quantity criteria shall result in the Proposal being determined non-responsive.

C. Required Submittal. The SOQ shall be a maximum of **12** pages to address the SOQ criteria (excluding cover letter, resumes and the CMAR Firm Information Form, but including the materials necessary to address Project understanding, general information, organizational chart, photos, tables, graphs, and diagrams). Each page side (maximum 8 1/2" x 11") with criteria information shall be counted. However, one page may be substituted with an 11" x 17" sheet of paper, folded to 8 1/2" x 11", showing a proposed Project schedule or organizational chart and only having information on one side. Cover, back, table of contents and tabs may be used and shall not be included in the page count, unless they include additional project-specific information or SOQ criteria responses. CMAR Firms are encouraged to utilize recyclable materials and endeavor to be considerate of the environment in preparation of the SOQ. The minimum allowable font for the SOQ is **11 pt, Arial or Times New Roman**. Failure to adhere to the page limit, size and font criteria and shall result in the SOQ being determined non-responsive. Each SOQ shall be submitted with the documents necessary to meet all of the requirements of this solicitation, including the information required in Part II and the following:

- (1) Cover letter with an **original ink signature** by a person authorized to bind the Vendor. Proposals submitted without a cover letter with an **original ink signature** by a person authorized to bind the Vendor may be determined non-responsive.
- (2) CMAR Firm Information Form, with **original ink signature**.
- (3) References.
- (4) Project Schedule, if required.
- (5) Resumes, Licenses and Certifications (if required).
- (6) Acknowledgment page, with an **original ink signature**, for any Addendum received.

D. CMAR Firm Responsibilities. All CMAR Firms shall (1) examine the entire RFQ, (2) seek clarification of any item or requirement that may not be clear, (3) check all responses for accuracy before submitting an SOQ and (4) submit the entire SOQ by the official SOQ Due Date and Time. A late SOQ will not be accepted. A CMAR Firm submitting a late SOQ shall be so notified. Negligence in preparing an SOQ shall not be good cause for withdrawal after the SOQ Due Date and Time.

E. Sealed Submittals. All SOQ shall be sealed and clearly marked with the SOQ number and title, **(DS 20-021) CMAR Civic Center Office Building**, on the lower left-hand corner of the mailing envelope. A return address must also appear on the outside of the sealed SOQ. The

City is not responsible for the pre-opening of, post-opening of, or the failure to open, any SOQ not properly addressed or identified.

F. Address. All SOQ shall be directed to the following address: Tiffany Copp c/o City Clerk, 11465 West Civic Center Drive, Suite 200, Avondale, Arizona 85323. Proposals must be received in the City Clerk's office by the SOQ Due Date and Time indicated on the cover page of this RFQ. Telegraphic (facsimile), electronic (e-mail) or mailgram SOQ will not be considered.

G. Amendment/Withdrawal of SOQ. At any time prior to the specified SOQ Due Date and Time, a CMAR Firm (or designated representative) may amend or withdraw its SOQ. Any erasures, interlineations, or other modifications in the SOQ shall be initialed in **original ink** by the authorized person signing the SOQ. Facsimile, electronic (e-mail) or mailgram SOQ amendments or withdrawals will not be considered. No SOQ shall be altered, amended or withdrawn after the specified SOQ Due Date and Time.

1.3 Cost of SOQ Preparation. The City does not reimburse the cost of developing, presenting or providing any response to this solicitation. An SOQ submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner. The CMAR Firm is responsible for all costs incurred in responding to this RFQ. All materials and documents submitted in response to this RFQ become the property of the City and will not be returned.

1.4 Inquiries.

A. Written/Verbal Inquiries. Any question related to the RFQ shall be directed to the City Representative whose name appears on the cover page of this RFQ. Questions shall be submitted in writing or via e-mail by the close of business on the Final Date for Inquiries indicated on the cover page of this RFQ. Any inquiries related to this RFQ shall refer to the number and title, page and paragraph. However, the Respondent should not place the RFQ number and title on the outside of any envelope containing questions, because such an envelope may be identified as a Submittal and may not be opened until after the RFQ Deadline.

B. Inquiries Answered. All inquiries must be directed to the RFQ Administrator in writing. Verbal or telephone inquiries **will not be answered** and Vendors attempting to do so will be directed to submit written inquiries. The RFQ Administrator shall provide a compilation of all questions received in writing with official answers that will be made available on the City's website at <https://www.avondaleaz.gov/procurement>.

C. Pre-Submittal Conference. A mandatory Pre-Submittal Conference shall be held. The date and time of this conference will be indicated on the cover page of this RFQ; Failure to attend shall render that CMAR Firm's SOQ non-responsive. The purpose of this conference will be to clarify the contents of this RFQ in order to prevent any misunderstanding of the City's requirements. Any doubt as to the requirements of this RFQ or any apparent omission or discrepancy should be presented to the City at this conference. The City will issue written answers to any

questions raised at the Pre-Submittal Conference. The City may issue a written amendment or addendum to this RFQ. Oral statements or instructions are provided for informational purposes only and do not become a part of this RFQ. Any change to the RFQ shall be made in the form of an addendum.

1.5 Addenda. Any addendum issued as a result of any change in this RFQ shall become part of the RFQ and must be acknowledged in the SOQ submittal. Failure to indicate receipt of any addendum may result in the SOQ being rejected as non-responsive. It shall be the CMAR Firm's responsibility to check for addenda issued to this RFQ. Any addendum issued by the City with respect to this RFP will be posted on the City's procurement website at www.avondaleaz.gov/procurement.

1.6 Public Record. All SOQ shall become the property of the City and shall become a matter of public record available for review, subsequent to the award notification, in accordance with the City's Procurement Code.

1.7 Confidential Information. If a CMAR Firm believes that an SOQ or protest contains information that should be withheld from the public record, a statement advising the City Representative of this fact shall accompany the submission and the information shall be clearly identified. The information identified by the CMAR Firm as confidential shall not be disclosed until the City Representative makes a written determination. The City Representative shall review the statement and information with the City Attorney and shall determine in writing whether the information shall be withheld. If the City Attorney determines that it is proper to disclose the information, the City Representative shall inform the CMAR Firm in writing of such determination.

1.8 CMAR Firm Licensing and Registration. Prior to the award of the Agreement, the successful CMAR Firm shall (A) be registered with the Arizona Corporation Commission and authorized to do business in Arizona and (B) have a completed Request for Vendor Number on file with the City Financial Services Department. The CMAR Firm shall provide licensure information with the SOQ. Corporations and limited liability entities must be able to provide a Certificate of Good Standing from the Arizona Corporation Commission.

1.9 Certification. By submitting an SOQ, the CMAR Firm certifies:

A. No Collusion. The submission of the SOQ did not involve collusion or other anti-competitive practices.

B. No Discrimination. It shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246.

C. No Gratuity. It has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor or service to a City employee, officer or agent in connection with the submitted SOQ. It (including the CMAR Firm's employees, representatives, agents, lobbyists, attorneys, and subcontractors) has refrained, under penalty of disqualification, from direct or indirect contact for

the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the Selection Committee, elected officials, the City Manager, Assistant City Managers, Department Heads, and other City staff, unless such person is designated as a City Representative. All inquiries must be addressed to the City's Procurement Agent, except for questions submitted as set forth in Section 1.4 (Inquiries) above. Any attempt to influence the selection process by any means shall void the submitted SOQ and any resulting Agreement.

D. Financial Stability. It is financially stable, solvent and has adequate cash reserves to meet all financial obligations including any potential costs resulting from an award of the Agreement.

E. No Signature/False or Misleading Statement. The signature on the cover letter of the SOQ and the CMAR Firm Information Form is genuine, and the person signing has the authority to bind the CMAR Firm. Failure to sign the cover letter and the CMAR Firm Information Form, or signing either with a false or misleading statement, shall void the submitted SOQ and any resulting Agreement.

F. Construction Manager at Risk Agreement. In addition to reviewing and understanding the submittal requirements, it has reviewed the attached sample Construction Manager at Risk Agreement and agrees to be bound by its terms.

1.10 Award of Agreement.

A. Evaluation; Selection. A Selection Committee composed of representatives from the City will conduct the selection process according to the schedule on the cover page of this RFQ. The Selection Committee will create a final ranking of the CMAR Firms based upon its evaluation of (1) the SOQ, (2) information provided by references and (3) criteria outlined in this RFQ. The Selection Committee may select up to three finalists that will be invited for oral interviews with the Selection Committee. The City will conduct the oral interviews with the selected CMAR Firms and upon completion of the final tabulation of points for scored components, will create a final list, in order of preference, of the three most qualified CMAR Firms. The RFQ Administrator will enter into negotiations with the highest scoring CMAR Firm from the final list.

B. Form of Agreement. The selected CMAR Firm will be required to execute the City's standard Construction Manager at Risk Agreement in a form acceptable to the City Attorney. A sample of the Construction Manager at Risk Agreement is included with this RFQ. The City reserves the right to terminate the selection process at any time.

C. Waiver; Rejection; Reissuance. Notwithstanding any other provision of this RFQ, the City expressly reserves the right to: (1) waive any immaterial defect or informality, (2) reject any or all SOQ or portions thereof and (3) cancel or reissue an RFQ.

D. Protests. Any CMAR Firm may protest this RFQ, the proposed award of an Agreement, or the actual award of an Agreement. All protests will be considered in accordance with the City Procurement Code.

1.11 Offer. An SOQ submittal is an offer to contract with the City based upon the terms, conditions and specifications contained in this RFQ, including the sample Construction Manager at Risk Agreement, and the CMAR Firm's responsive SOQ, unless any of the terms, conditions, or specifications are modified by a written addendum or agreement amendment. Provided, however, that no contractual relationship shall be established until the CMAR Firm has signed, and the City has approved, a Construction Manager at Risk Agreement between the City and the CMAR Firm in the form acceptable to the City Attorney.

PART II. STATEMENT OF QUALIFICATIONS FORMAT; SCORING

2.1 Evaluation Process. Each submittal will be reviewed for compliance with the submittal requirements and scored by the Selection Committee.

2.2 Proposal Format and Scoring. The SOQ shall be organized and submitted in the format as outlined below. Failure to conform to the designated format, standards and minimum requirements shall result in a determination that the SOQ is non-responsive. Additionally, the Selection Committee will evaluate and award points to each SOQ based upon the evaluation criteria as outlined in this document. Points listed below are the maximum number of points possible for each criteria.

A. General Information - 10 pts.

(1) One page cover letter as described in Subsection 1.2(C) (Required Submittal).

(2) Provide CMAR Firm identification information. Explain the CMAR Firm's legal organization including the legal name, address, identification number and legal form of the CMAR Firm (e.g., partnership, corporation, joint venture, limited liability company, sole proprietorship). If a joint venture, identify the members of the joint venture and provide all of the information required under this section for each member. If a limited liability company, provide the name of the member or members authorized to act on the company's behalf. If the CMAR Firm is a wholly owned subsidiary of another company, identify the parent company. If the corporation is a nonprofit corporation, provide nonprofit documentation. Provide the name, address and telephone number of the person to contact concerning the SOQ.

(3) Identify the location of the CMAR Firm's principal office, the local work office, if different from the principal office and the percent of work expected to be done locally. Include any documentation that supports the CMAR Firm's authority to provide services in Arizona.

(4) Provide a general description of the CMAR Firm that is proposing to provide the Services, including years in business.

(5) Identify any contract or subcontract held by the CMAR Firm or officers of the CMAR Firm that has been terminated within the last five years. Briefly describe the circumstances and the outcome.

(6) Identify any claims arising from a contract that resulted in litigation or arbitration within the last five years. Briefly describe the circumstances and the outcome.

(7) Provide the Arizona professional and contractor license numbers held by the CMAR Firm/team and the key personnel who will be assigned to this Project; please indicate if the individual or the firm holds the license.

(8) CMAR Firm Information Form, with an **original ink signature** (may be attached as separate appendix).

(9) CMAR Firms selected as finalists for this Project will be required to provide a statement from a surety company licensed to do business in Arizona with an A.M. Best rating of not less than A- to verify the Firm's bonding capacity.

B. Experience and Qualifications of the CMAR Firm - 20 pts.

(1) List at least three comparable projects in which the CMAR Firm served as Construction Manager at Risk during design and construction phases (without providing construction services), as the Builder in a Design-Build project, and/or General Contractor. Special consideration will be given to CMAR Firms that have provided Construction Manager at Risk services on similar successful projects. For each project, provide:

- (a) Project description. Include details about how your project is similar to the one described in this SOQ.
- (b) Role of the CMAR Firm (i.e. Construction Manager at Risk, Construction Manager, or General Contractor). If Construction Manager at Risk or General Contractor, state the percent and type of work self-performed for each project. Specify services provided during the design phase, i.e. cost estimating, scheduling, value engineering and other services.
- (c) Describe the CMAR Firm's experience in the vertical construction of municipal facilities.

- (d) Project's original contracted construction cost and final construction cost.
- (e) Project's original completion date and final completion date.
- (f) Project owner.
- (g) Project references, including telephone number and email address.

(2) List all Arizona projects, whether completed, ongoing, or selected, but not yet under contract, where the CMAR Firm/team provided either Construction Manager at Risk, Builder in a Design-Build project, or general construction services in the last three years.

(3) The City's representative may conduct any investigation deemed necessary to determine the CMAR Firm's ability to perform the Project. CMAR Firms may be requested to submit additional documentation within 72 hours (or as specified) to assist the City in its evaluation.

C. Key Positions - 30 pts.

(1) Provide an organizational chart showing key personnel to be involved in this Project and CMAR Firm affiliation. At a minimum, identify the following:

- (a) Project Manager for Preconstruction Services and during construction.
- (b) Chief Estimator.
- (c) Construction Engineer.
- (d) Superintendent.
- (e) Other key personnel as desired.

(2) Identify the home office location of key personnel, length of time with the firm and the percent of work to be done locally.

(3) If a subcontractor will be used for all work of a certain type, include information on this subcontractor. A detailed plan for providing supervision must be included.

(4) Attach a résumé and evidence of certification, if any, for each key personnel member and/or subcontractor to be involved in this Project, including experience

in construction manager at risk projects. At a minimum, the listed projects should include two comparable projects, the project name, project owner, location, key person's role, reference information and brief description of the work. Résumés should be attached together as a single appendix at the end of the SOQ and will not count toward the SOQ page limit. However, each resume shall not exceed two pages in length.

D. Project Understanding and Approach - 30 pts.

(1) Discuss your understanding of this Project. Include major issues your firm/team has identified and how you intend to address those issues.

(2) Describe your approach to performing the required Services in the Scope of Work described in the Construction Manager at Risk Agreement in Exhibit B, including the following processes:

- (a) Planning.
- (b) Estimating.
- (c) Scheduling.
- (d) Budget and Cost controls.
- (e) Project management and team organization during design and construction phase services.
- (f) Bid package management.
- (g) Management of overhead costs.
- (h) Managing subcontractors.
- (i) Quality control.
- (j) Safety.
- (k) Dispute resolution.

(3) Submit a subcontractor selection plan that meets ARIZ. REV. STAT. § 34-601 *et seq.* requirements. Discuss the benefits that your selection provides to the Project.

E. Project Schedule - 20 pts.

Provide a project schedule showing key project milestones and deliverables. The schedule shall demonstrate CMAR Firm's ability to meet the designated milestones as listed below. Assumptions used in developing the schedule shall be identified and at a minimum the proposed schedule shall include the following dates:

- (1) Contract Award Date
- (2) Notice to Proceed Date
- (3) Proposed Kick-Off Meeting
- (4) Substantial Completion Date
- (5) Final Completion Date

Total Possible Points for SOQ Submittal: 100

PART III. ORAL INTERVIEWS; SCORING

Three CMAR Firms may be selected for oral interviews. The selected CMAR Firms will be invited to participate in discussions with the Selection Committee and awarded points as outlined below. CMAR Firms selected for oral interviews will be given additional information for these oral interviews.

Oral Interview

100 Total Possible Points for Oral Interview

Total Points Possible for this RFQ: 200

PART IV. CMAR FIRM INFORMATION FORM

By submitting your Statement of Qualifications, the submitting CMAR Firm certifies that it has reviewed the administrative information and draft of the Construction Manager at Risk Agreement's terms and conditions and, if awarded the Agreement, agrees to be bound thereto.

CMAR FIRM SUBMITTING SOQ

FEDERAL TAX ID NUMBER

PRINTED NAME AND TITLE

AUTHORIZED SIGNATURE

ADDRESS

TELEPHONE

FAX #

CITY STATE ZIP

DATE

WEB SITE:

EMAIL ADDRESS:

MINORITY/WOMEN-OWNED SMALL BUSINESSES (check appropriate item):

- _____ Disadvantaged Business Enterprise (DBE)
_____ Women-Owned Business Enterprise (WBE)
_____ Minority Business Enterprise (MBE)
_____ Small Business Enterprise (SBE)

Has your firm been certified by any jurisdiction in Arizona as a minority or woman owned business enterprise?

If yes, please provide details and documentation of the certification.

EXHIBIT A
TO
REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR
CONSTRUCTION MANAGER AT RISK

[Scope of Work]

See following pages.

SCOPE OF WORK

CMAR Civic Center Office Building Design Services RFQ DS 20-021

The City of Avondale (“City”) is seeking a qualified construction manager at risk (“CMAR”) firm to provide construction services for a new office building facility.

1.0 – Project History

Due to the current and future growth needs of the City of Avondale, the City needs a new office building to expand the Civic Center campus. The campus has been master planned for future buildings with existing pad sites, and this new office building will be located on the existing building pad north of Jefferson Street. The building will be a 2 story 20,000 square foot office building. The building may house city staff/departments or other professional office users. Site work associated with the new building includes parking, driveways, landscape, utilities, etc. Should departments relocate to the new building from the existing City Hall, minor tenant improvements may be needed at the existing City Hall. In addition, the design scope includes enlarging the secure parking lot at Police Headquarters (separate parcel) in an open area immediately East and contiguous with the current secure lot (see attached graphic).

2.0 – Project Description

2.1 The project consists of:

- a) Design of the new City Office Building (approximately 20,000 square feet)
- b) Potential TI renovations in 2 existing City buildings
- c) Enlarging the Police secure parking lot (separate parcel)
- d) Permitting of the Construction Documents
- e) Collaboration with the City’s designated Project Manager and CMAR during the design and construction process
- f) Construction Administration for the project

2.2 The new City Office Building design will incorporate, but not be limited to:

- a) Entry Lobby; Waiting Area, Covered spaces as refugee areas, Restrooms, Break Rooms, Conference Rooms, Exercise Room, Stairs and Elevator
- b) IT Equipment Room (MDF) and IT Facility Systems
- c) Building Services Spaces, building-mounted signs or monument signs
- d) Low Impact Development (LID), Parking, Parking canopies, Lighting, and Site Improvements
- e) Off-site utilities and street improvements

3. – Project Schedule

3.1 Below is a conceptual schedule to complete the associated tasks:

Procure Design Team	November 2019
Procure CMAR	April 2020
Complete new City Office Building Final Design	July 2020
Complete Construction of new City Office Building	June 2021

4. - Scope of Work

4.1 It is the intent of the City to hire one design firm (Consultant) to perform and/or manage the above tasks. One contract will be issued to the Consultant for the completion of these tasks. Consultant Scope of Work (SOW) will include Tasks 1 – 3 as described below.

4.2 Phase 1 – New City Office Building Programming

4.2.1 Coordinate and collaborate with City Staff and develop space planning and the preliminary design basis which will identify amenities agreed upon by the team for inclusion in the preliminary design basis documentation.

4.2.2 Phase 1 Deliverables include but are not limited to:

- a) Preliminary Design Basis narrative
- b) Design Concept plans and perspectives

4.3 Phase 2 – New City Office Building Construction Documents

4.3.1 All work shall conform to the latest edition and amendments of the following:

- a) City of Avondale Standard Details and Specifications
- b) MAG Uniform Standard Specifications and Details
- c) The Code of the City of Avondale
- d) Other applicable specifications and details required by a governmental agency or utility company (SRP, etc.)

4.3.2 The Construction Documents shall include, but not be limited to the following:

- a) Civil design (onsite grading & drainage, paving and offsites)
- b) Structural design
- c) Architectural design
- d) Plumbing design
- e) Mechanical design
- f) Electrical design
- g) Low Voltage Systems design
- h) Interior design
- i) Hardscape and Landscape designs which incorporate LID
- j) Construction fencing (graphics)
- k) Fire and Life Safety design

The Consultant shall provide value engineering throughout the design process. The Consultant shall collaborate with the Construction Manager at Risk (CMAR) and provide drawings and specifications updates weekly during the design process for utilization by the CMAR in the development of construction cost estimates.

4.3.1 Phase 2 – The new City Office Building design deliverables include but are not limited to:

- a) Final design document including executive summary and all supporting materials.

- b) Presentation of the design to City Council, City Staff, and project team.
- c) Overall design color graphics that capture the proposed amenities with existing conditions and infrastructure identified.
- d) Supporting graphics including site sections, elevations, perspectives and design details.
- e) Charts / graphs and supporting information.
- f) Complete Construction Document Package and Construction Permits. The City will pay for city plan review and permit fees.

4.4 Phase 3 – Construction Administration

Tasks for phase 3 may include, but are not limited to, the following:

- 4.4.1 Contractor Requests for Information (RFI) Responses
- 4.4.2 Submittal review and approval
- 4.4.3 Schedule update review and comment
- 4.4.4 Attend weekly construction progress meetings
- 4.4.5 Job site observation reports
- 4.4.6 Invoice review and comment
- 4.4.7 Change order request review and comment
- 4.4.8 Document control
- 4.4.9 Final As-Built Construction Documents

END OF SCOPE OF WORK

EXHIBIT B
TO
REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR
CONSTRUCTION MANAGER AT RISK

[Construction Manager at Risk Agreement]

See following pages.