



Berthoud
COMMUNITY LIBRARY
D I S T R I C T

REQUEST FOR PROPOSAL (RFP)

OWNER'S REPRESENTATION/PROJECT MANAGER

Berthoud Community Library District Potential New Construction

February 5, 2021

Prepared by:

Berthoud Community Library District
236 Welch Ave
PO Box 1259
Berthoud, CO 80513
Amie Pilla, Library CEO
(970) 532-2757
ceo.bclld@gmail.com

TABLE OF CONTENTS

- 1.0 GENERAL INFORMATION
 - 1.1 Introduction and Project Background
 - 1.2 Contact Information
 - 1.3 Schedule of Events
 - 1.4 Qualifications for Owner's Representative
 - 1.5 Administrative Information
 - 1.6 Proposal Instructions
 - 1.7 Proposal Requirements
 - 1.8 Questions, Inquiries and Amendments Regarding this RFP
 - 1.9 Proposing Firms to Fully Inform Themselves
 - 1.10 Evaluation and Selection Criteria
 - 1.11 Right of Rejection
 - 1.12 Modification and Withdrawal of Proposals
 - 1.13 Proposals to Remain Open Subject to Acceptance
 - 1.14 Cost of Proposals
 - 1.15 Rights of Owner

- 2.0 ATTACHMENTS
 - 2.1 Proposal Form for Owner's Representative
 - 2.2 Scope of Services

1.0 GENERAL INFORMATION

1.1 Introduction and Project Background

This Request for Proposal (“RFP”) is issued to provide the selection process for Owner’s Representation/Project Manager services for the planning, design, and construction of a potential new library building for the Berthoud Community Library District (BCLD). BCLD intends to award this contract to a qualified organization based upon expertise, qualifications, and costs.

Background:

The Berthoud Community Library District is a center for sharing resources to educate, enrich, and connect our community with the world. BCLD is an independent library district located in Larimer County. The current library building is located in downtown Berthoud. The population the library serves has tripled since the current library building was constructed and continues to grow. BCLD desires to construct a new building large enough to facilitate all library operations and vacate the current building, not to operate multiple branches.

Project Description:

BCLD initiated a Master Plan project in 2019 to determine both potential building needs and a site for the projected building. The Master Plan project is nearly complete. The new library building will need to be approximately 16,000 square feet, and will include adult, young adult, and youth areas; a computer lab/business center; a recording studio; a “Makerspace;” small study rooms; flexible community meeting spaces; and increased staff work spaces. BCLD has worked closely with the Town of Berthoud to identify a site at Waggoner Farm Park where a library can be constructed, adjacent to the Town’s recreation center, which is currently under construction. A legal description of the property BCLD can lease for this project is currently being written.

1.2 Contact Information

Owner: **Berthoud Community Library District**
Amie Pilla, Library CEO
236 Welch Ave
PO Box 1259
Berthoud, CO 80513
Phone: (970) 532-2757
e-mail: ceo.bclcd@gmail.com

Notice: Direct contact with BCLD, the Board, or other related parties, may cause a candidate’s removal from the RFP process.

1.3 Schedule of Events

The anticipated schedule below outlines milestones for the project:

DATE	TIME	EVENT
Friday, February 5, 2021		RFP Issued
Friday, February 19, 2021	5:00 p.m.	Deadline for receipt of questions
Wednesday, February 24, 2021	5:00 p.m.	Final responses (addendum) to questions issued
Friday, February 26, 2021	5:00 p.m.	Consultant to confirm if they will submit
Thursday, March 4, 2021	5:00 p.m.	Deadline for submission of proposals from Consultants
Thursday, March 11, 2021	12:00 p.m.	Notification of short-listed candidates
March 15-17, 2021		Interviews of short-listed firms
Friday, March 19, 2021	5:00 p.m.	Clarifications and, if necessary, requests for Best and Final Offer
Wednesday, March 24, 2021	7:00 p.m.	Recommendation of Selected Firm to Library Board
Monday, March 29, 2021		Contracting

1.4 Qualifications for Owner's Representative

1.4.1 Team members proposed must meet the following minimum requirements

1.4.1.1 Licensed General Contractor or minimum 15 years relevant experience as a general contractor or,

1.4.1.2 Licensed Civil Engineer or minimum 15 years relevant experience as a civil engineer or,

1.4.1.3 Licensed Architect or minimum 15 years' experience as a design professional.

1.4.1.4 If submitting firm/staff do not meet the credentials listed the submitting party shall demonstrate other relevant qualifications and experience that demonstrate equivalent qualifications

1.4.1.5 LEED Accreditation

1.4.2 Firm must meet the following requirements

1.4.2.1 Established as a business for five years in the State of Colorado.

1.4.2.2 Proposing Firm will be expected to plan, program, administer, manage and execute its scope of work in accordance with all federal, state, local laws and regulations including, but not limited

to, applicable building codes and the Americans with Disabilities Act.

- 1.4.2.3 The Proposing Firm will be required to complete a Conflict of Interest Disclosure Affidavit affirming that the Proposing Firm has no conflict of interest with any of the organizations or personnel of the Design or Construction Teams.
- 1.4.2.4 Subcontracting of services identified in this RFP or subcontracting of specialty consultants may be permitted only with written authorization by the BCLD Contract Administrator.
- 1.4.2.5 Prior to the Proposing Firm gaining access to proprietary information in performing services for BCLD, the Proposing Firm must agree to protect the information from unauthorized use or disclosure for as long as it remains proprietary and refrain from using the information for any purpose other than which it was furnished by BCLD.
- 1.4.2.6 The Proposing Firm, at its own cost, shall furnish and maintain all necessary personal protective safety equipment for their personnel as required for the type of work in accordance with Occupational Safety and Health Administration (OSHA) and the Contractor's Safety Program.
- 1.4.2.7 The Proposing Firm will supply its own transportation and properly insured vehicles. At no time will the Proposing Firm use or be authorized to use a BCLD-owned vehicle.
- 1.4.2.8 Time is of the essence for this project. If a Proposing Firm fails to respond to reasonable requirements of the Contract Administrator, the Proposing Firm may be removed from consideration for the project and for future projects, and/or any existing contract may be terminated.

1.4.3 Firm must carry the following Insurance requirements

- 1.4.3.1 Workers' Compensation insurance as required by the Labor Code of the State of Colorado and Employers Liability Insurance. Employer's Liability Limits include FIVE HUNDRED THOUSAND DOLLARS (\$500,000) for disease policy limit, disease of each employee, and each accident AND Employer's Liability Limits include FIVE HUNDRED THOUSAND DOLLARS (\$500,000) aggregate.
- 1.4.3.2 Commercial General Liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and TWO MILLION DOLLARS (\$2,000,000) aggregate. The policy shall include BCLD, its officers and its employees, as additional insureds, with primary coverage as respects Owner, its officers and its employees, and shall contain a severability of interests provision.
- 1.4.3.3 Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) per person in any one occurrence. The policy shall include Owner, its officers and its employees, as additional insureds, with primary coverage as respects Owner, its officers and its employees, and shall contain a

severability of interests provision. If the Consultant has no owned automobiles, the requirements of this paragraph shall be met by each employee of the Consultant providing services to Owner under this contract.

1.4.3.4 Professional Liability coverage with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each claim and TWO MILLION DOLLARS (\$2,000,000) aggregate. Professional liability insurance is required for subcontractors of Consultant only if such subcontractor is providing architectural, engineering or other professional services subject to state licensure.

1.4.3.5 Umbrella Liability with minimum combined single limits of FIVE MILLION DOLLARS (\$5,000,000) each claim and FIVE MILLION DOLLARS (\$5,000,000) aggregate

1.5 Administrative Information

1.5.1 BCLD anticipates a multi-year contract term. The contract will include insurance requirements.

1.5.2 Proposals must be signed by a person authorized to bind the Proposing Firm to its provisions for the period identified herein.

1.5.3 A selection committee will review and evaluate all replies/proposals for content and may request clarification from or interviews with finalists. The recommendations of this committee will be forwarded to the BCLD Board for approval and execution.

1.5.4 BCLD reserves the right to check both references offered in the response and also any other references, regardless of the source. BCLD will be the sole judge of the completeness of all information requested and submitted by respondents.

1.5.5 BCLD reserves the right to reject any and/or all proposals, to further negotiate with the successful Proposing Firm, to waive informalities and minor irregularities in proposals received, to accept any portion of the proposal if deemed to be in the best interest of BCLD to do so, to seek clarification through oral discussions, site visits or inquiries about the Proposing Firm's experience with similar projects, to request a Best and Final Offer, and to cancel this project at any time prior to the signing of a contract. This RFP does not represent a guarantee of any contract utilization.

1.5.6 If clarifications to Proposals are required, the Library may, at its option, request a Best and Final Offer from finalist Proposing Firms. Such request will indicate specific areas of Proposing Firm's proposal that are in question and include specific response instructions. Library Committee will re-score any revised proposals submitted using the original criteria and scoring before making a final decision.

1.5.7 The issuance of this RFP and the receipt and evaluations of proposals does not obligate BCLD to award a contract. BCLD will not be liable for costs incurred by the respondent in preparation, delivery, and/or presentation of their response. This procurement may be cancelled at any time by BCLD prior to execution of a contract without any liability to BCLD.

1.5.8 Proposing Firm shall operate within all governing laws at all times.

1.5.9 **ALL INFORMATION SUBMITTED BY THE FIRM IN RESPONSE TO THIS RFP IS CONSIDERED PUBLIC INFORMATION.** Any markings, statements or other indications delineated on the Proposing Firm's response to this RFP to otherwise identify any information as anything but public information will be deemed as an erroneous marking and not adhered to in any instance.

1.5.10 The RFP and the Proposing Firm's response to RFP and any negotiations reduced to writing will be made a part of the Contract Documents ("the Contract").

1.5.11 The Proposing Firm will protect BCLD from claims involving infringement of patent and/or copyright.

1.5.12 BCLD reserves the right to enforce the performance of the Contract in any manner prescribed by law or deemed to be in the best interest of BCLD in the event of breach or default by the Proposing Firm.

1.5.13 This Request for Proposal is BCLD's good faith effort to detail its requirements for qualified Proposing Firms to provide proposals for Owners Representative/Construction Management Services. Responses should be prepared simply and contain a concise description of the proposer's ability to satisfy the requirements of this RFP.

1.5.14 Proposers may amend or withdraw a proposal any time prior to the time and date established for submission of proposals.

1.6 Proposal Instructions

1.6.1 Pages in the proposal shall be typed with the maximum number of pages of proposal information (excepting cover sheet, index sheet, blank pages, table of contents, and other supplemental proposal forms required or requested) to be limited to 40 pages numbered in sequential order.

1.6.2 Proposals must be e-mailed **only** to ceo.bclد@gmail.com by the due date specified, with the subject line "Owners Representative Proposal". There will be no formal bid opening.

1.6.3 No Proposing Firm may submit more than one proposal. Multiple submissions under different names will not be accepted from one firm, Joint Venture, or association. Each respondent must comply with the submission requirements as outlined. Submittals that fail to comply with the requirements as specified may be deemed non-responsive and such determination will result in no further consideration of that respondent or the respondent's submittals by BCLD. At any stage, BCLD reserves the right to terminate, suspend or modify this selection process; reject any or all submittals at any time; and waive any informalities, irregularities or omissions in submittals, as the best interests of BCLD may require.

1.7 Proposal Requirements

Proposals must include, but are not limited to, the following items:

Part 1 – Cover Letter

Brief cover letter expressing interest. Identify years in business in the cover letter.

Part 2 – Project Experience

- A. Present three to six similar projects completed in the last four years similar in size and complexity. Provide portfolio sheets including:
 - 1. Project location
 - 2. Project size in square feet
 - 3. Project completed construction value
 - 4. Project construction start and completion date
 - 5. Method of construction delivery
 - 6. Project Description
 - 7. Staff directly involved with the project.
 - 8. Owner, Contractor, and Architect contact information, email and telephone

Part 3 – Project Team & Staff

- A. Provide an overview of your proposed team and how their experience benefits the proposed projects.
- B. Organization Chart; Provide an organization chart graphically indicating how your firm would staff and structure the proposed team. Clearly identify the main point of contact for all or each of the projects.
- C. Qualifications Matrix: Provide a matrix identifying the similar projects identified under project experience along and the proposed team members. Identify the team members that actively worked on the similar project. Also include relevant qualifications on the matrix such as LEED, PMP Certification, Licenses etc.
- D. Resumes of team members.
 - 1. Identify their role on the project
 - 2. Identify team member credentials per Part 2 A.7
 - 3. Identify their LEED Accreditation Status
 - 4. Identify relevant credentials such as Licensed General Contractor, Licensed Engineer, Certified Project Manager or other relevant experience
 - 5. Identify professional affiliations

Part 4 – Qualifications Q&A

- 1. Describe your firms approach and philosophies to projects
- 2. Describe your firms approach to communication with the ownership team members and consultants.
- 3. Describe how your firm engages the community in projects
- 4. Describe the tools your firm uses to effectively develop and manage the projects budgets.
- 5. Describe the tools your firm uses to effectively develop and manage the projects schedules.
- 6. Describe your firms experience managing a portfolio of projects and what lessons were learned.
- 7. Describe how your firm effectively coordinates decisions between different project stakeholders pre-construction.
- 8. Provide description of any lawsuits or claims including status and resolutions.

9. Describe how changes in libraries will affect how this project is designed and constructed.

Part 5 – Fee Proposal

1. In a separate pdf provide lump sum fees identified by each project. Prices identified herein shall be stated as “Not to exceed” amounts unless otherwise specified and shall be good for the full term of any Contract. Any proposed price adjustment for potential escalation should be either specifically identified as “included” or specifically identified, including the percent or amount of adjustment and the applicable contract year for such adjustment. **In no instance shall pricing be increased without an expressed written document signed by both parties.** If surcharges or increases of any type are to apply during the initial term of the contract, the amount and the basis of that surcharge or increase are to be specifically stated within the proposed bid.
2. Clearly identify reimbursables as a separate line item by project. Include a description of what is included and excluded as a reimbursable.
3. Define any clarifications or exclusions related to the fee proposed. Provide an hourly rate sheet for team members proposed.

1.8 Questions, Inquiries and Amendments Regarding this RFP

Questions and inquiries regarding the RFP should be directed to Amie Pilla (ceo.bclld@gmail.com) by the date aforementioned. BCLD will issue a response to all questions by email. Questions should not be submitted to the Board or other parties; doing so may cause this candidate’s removal from the RFP process.

1.9 Proposing Firms to Fully Inform Themselves

Proposers are required to fully inform themselves of all project conditions which may impact their proposal and BCLD’s requirements prior to submitting a proposal. It is incumbent upon each bidder to carefully examine these requirements, terms and conditions including all attachments, exhibits, and documents incorporated by reference. Before submitting a proposal bidders are solely responsible to make all investigations and examinations necessary to ascertain conditions and requirements affecting the full performance of the contract and to verify any representation made by BCLD upon which it may rely. Failure to do so will be at bidder’s risk. By submitting a proposal, each bidder represents

- a. That it has read and understands this Request for Proposal;
- b. That its proposal is made in accordance with the requirements of this RFP;
- c. That it is familiar with the local conditions and requirements under which the proposed services must be performed.

BCLD will not consider any claims arising from failure to take such actions.

1.10 Evaluation and Selection Criteria

BCLD reserves the right to reject any or all responses to this RFP. Final selection of the short-listed candidates will be on the basis of their apparent ability to best meet the overall expectations of BCLD, as determined solely by BCLD.

BCLD reserves the absolute right to conduct investigations as it deems necessary for the evaluation of any proposal and to establish the experience, responsibility, reliability, references, reputation, business ethics, history, qualifications and financial ability of the firm responding. The purpose of such investigation is to determine that the candidate has the ability, experience, resources and reputation necessary to perform the work and to support all warranties in accordance with the contract documents.

Award of the contract related to this RFP is not based solely on low bid. A Proposing Firm will be selected by the Evaluation Team based upon the Proposing Firm's experience and expertise with similar projects, the ability of the Proposing Firm to best fulfill library needs and to provide value added services, the ability to complete the project in a timely manner, the completeness of their submittal, the ability of the Proposing Firm to meet the needs of BCLD, and the cost of services. This determination will be made solely by BCLD based on the criteria listed below:

- 30% - Proposing Firm's experience and references
- 30% - Ability of Proposing Firm to meet BCLD needs
- 15% - Experience of key personnel designated to this project
- 15% - Interviews
- 10% - Cost

The results and subsequent recommendations of that evaluation will be reported to BCLD's Board for selection.

1.11 Right of Rejection

BCLD reserves the right to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified Proposing Firms, if such action is in the best interest of BCLD. BCLD has the right, in its sole and absolute discretion, to select the proposal or proposals that BCLD determines best meets its needs.

BCLD will have sole determination of which proposal is in BCLD's best interest. BCLD further reserves the right to cancel or amend this Request for Proposals at any time and will notify all recipients accordingly.

1.12 Modification and Withdrawal of Proposals

Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals due date/time provided that they are then fully in conformance with the RFP.

If, within twenty-four hours after proposals are opened, any company that provides written notice to BCLD and promptly thereafter demonstrates to the reasonable satisfaction of Owner that there was a material and substantial mistake in the preparation of its proposal, that company may withdraw its proposal. Thereafter, that company will be disqualified from further bidding on the Work.

1.13 Proposals to Remain Open Subject to Acceptance

All proposals shall remain open for forty five (45) days after the day of the proposal opening, but BCLD may, in its sole discretion release any proposal prior to that date.

1.14 Cost of Proposals

Expenses incurred in the preparation of proposals in response to this RFP are the Proposing Firm's sole responsibility. BCLD assumes no responsibility for payment of any expenses incurred by any Proposing Firm as part of the RFP process.

1.15 Rights of Owner

1.15.1 The Proposing Firm hereby releases, discharges and agrees to hold harmless BCLD, its directors, members, administrators, officers, employees, agents and contractors. The Proposing Firm also holds harmless BCLD, its trustees, administrators, officers, employees and agents, and any third-parties who provide any information to BCLD, as well as any assignees, from any and all claims for damages for libel, slander, defamation, invasion of privacy, false light, interference with business expectancy or any other claim based on any investigation of the background, references, credentials, history, experience and abilities of the Proposing Firm.

1.15.2 BCLD reserves the right (a) to terminate the Request for Proposals process at any time; (b) to reject any or all proposals; and (c) to waive formalities and minor irregularities in the proposals received. BCLD reserves the right to make all decisions regarding this procurement, including, without limitation, the right to decide whether a response does or does not substantially comply with RFP requirements or bidding procedures and requirements.

1.15.3 BCLD further reserves the right to conduct a pre-award survey and reference checks of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by BCLD to be necessary for the successful performance of the contract.

2.0 ATTACHMENTS

2.1 Proposal Form for Owner's Representative

(Please use additional sheets as necessary.)

COMPANY NAME: _____

COMPANY ADDRESS: _____

PHONE: _____

FAX: _____

CONTACT PERSON NAME: _____

CONTACT PERSON PHONE: _____

CONTACT PERSON EMAIL: _____

1. Acknowledgment that the submitting agent meets or exceeds insurance requirements as outlined in the RFP. _____(YES/NO)
2. The undersigned Proposer declares and stipulates that this proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same Work, and that it is made subject to all the terms and conditions of the Request for Proposal and associated documents, all of which have been examined by the undersigned. _____(YES/NO)
3. The submission of the proposal constitutes an agreement, and shall not be withdrawn after the proposal opening for a period of forty-five days.

The undersigned declares that they have carefully examined the RFP and all provided documentation for the bidding of Owners Representative/Project Manager Services for the Berthoud Community Library. Signature below acknowledges understanding of and ability to comply with all items in the bid proposal. If there are any differences concerning the specifications, those differences will be resolved in favor of the Owner.

Signature: _____ Date: _____

* * * End of Proposal Form * * *

2.2 Scope of Services

This project will be completed in two phases: Phase One, planning; Phase Two, design and construction. Phase Two of this project is contingent on a successful funding campaign.

Phase One:

The following professional services are required for Phase One:

1. Thorough cost analysis for building construction, including consideration of potential fees, materials, furnishing, equipment, etc.
2. Assisting in the selection and hiring of a financial firm to use the cost analysis to determine the best option to generate revenue for the construction project; this may include generating RFPs, checking references, analyzing fees, managing the interview process, and attending interviews.
3. Finishing the process currently underway of leasing the site for library construction from the Town of Berthoud, including finalizing a legal description of the site.
4. Coordinating with BCLD's legal team on drafting compelling and appropriate ballot language.
5. Assisting BCLD with community outreach, including preparation of content for printed or digital materials such as artistic renderings.
6. Assisting BCLD with the remaining outstanding components of the Master Plan, including cost analysis and coordinating community outreach.
7. Establish Owner's Representative as the central point of contact for coordinating all project activities, including the process for approvals, maintenance of project records, responses to inquiries from consultants, suppliers, and contractors, transfer of information to decision-makers, coordination of project information flow and progress reports to BCLD.
8. Provide oversight and coordination of the Project from BCLD's perspective to balance costs, time, and quality effectively.

Phase Two: Contingent on a successful funding campaign

The following additional professional services are required for Phase Two:

General

1. Set up and manage Project Management Online Software, including shared documents, contacts, and secure access requirements.
2. Be available to give monthly presentations to staff and board of directors.
3. Work with the team to refine the scope of work to be within BCLD's budget. Upon BCLD's approval of the design schematics and budget, the design team will prepare the necessary architectural and other design development documents. The Consultant will review the design with respect to compliance with agreed-upon project objectives.
4. Represent BCLD at regular project meetings and provide advice that will help facilitate economic, efficient, and desirable development and construction procedures. Track project-related issues, assign responsibility and track follow-through.

5. Act as liaison between the project team members and assist in the obtaining of building permits, other governmental approvals, authorizations, and sign-offs as necessary for the design, construction, and operations of the Project.
6. Develop a communication plan and decision making structure
7. Develop and track a master project budget, including soft costs and construction costs. Manage updates to a master budget to be tracked from start to completion of the Project. Assist BCLD with monitoring, identify cost savings, and design options/products.
8. Generate, monitor, and update master schedule milestones for all design phases, design review, bidding activities, purchase of major equipment, lead times for fixtures and equipment, coordination of activities outside construction, and coordination of key points with Owner staff.
9. Establish a process by which all changes can be priced, submitted, reviewed, and added or subtracted from the project cost. Review and submit, with recommendations, all requests for payment under vendor agreements, provided that all such payments shall be subject to Owner approval. Coordinate with BCLD's finance and accounting departments on related budget and financial matters.
10. Meet with fire departments, cable, power, and phone companies to progress design and construction.
11. Submit to BCLD suggestions or changes that could improve the design or reduce costs.
12. Develop a communication organization chart for communication flow and decision making.
13. Maintain electronic files for BCLD.
14. Review the options for project delivery methods based on program needs and recommend an approach.

Procurement

1. Manage architectural and general contractor selection process, including generating RFPs, checking references, analyzing fees, managing the interview process, and attending interviews.
2. Review contracts for the architect and general contractor in conjunction with BCLD's legal representation.
3. Manage the procurement of the surveyor for a metes and bounds survey.
4. Manage the procurement of the geotechnical engineering firm.
5. Manage the procurement of the material testing firm.
6. Monitor the procurement process, led by the design team, of procurement of the FF&E required for the Project.
7. Assist BCLD with developing/implementing and coordinating AV/Security/technology needs of BCLD. Assist with the selection of consultants and vendors led by the ownership IT department or architect consultant.
8. Manage the receipt of W-9 and insurance documents from procured team members.

Design and Planning

1. Serve as the main Owner contact for the design team.
2. Provide interpretation of plans and specifications.
3. Review existing documentation and data, manage existing data, and new project data.
4. Discuss Project with BCLD to review the critical information gathered related to the Project and analyze strategies for the Project's success.
5. Meet with the design team related to project progress and design decisions required.
6. Work with the team to establish proper project quality controls during the construction phase.
7. Work with the team to refine the scope to be within BCLD's budget.
8. Analyze existing site for issues related to construction implementation and logistics
9. Review the drawings and plans on behalf of BCLD. Provide comments from the ownership team to the design team and track to completion.
10. Work with the design team to assist in obtaining building permits, other governmental approvals, authorizations, and sign-offs as necessary for the design and construction of the Project.
11. Work with utility providers (gas, electric, internet) and design team to ensure services are delivered to the site.
12. Work with design team estimator or General Contractor to track estimates and cost-saving options to align with the project budget.

Bidding and Permitting

1. Confirm that the permit process is completed prior to the start of construction.
2. Coordinate and review any modifications to pricing with BCLD.
3. Review insurance and bonding requirements.
4. Review subcontractor bids and process and confirm that a competitive process has been followed in obtaining bids from subcontractors, assist in the review of bids and subcontractor selection, and take necessary action such that subcontractors are properly insured.
5. Issue final approval of Guaranteed Maximum Price or hard bid award.

Construction Administration

1. Serve as the primary Owner contact for the general contractor.
2. Review the contractor's safety plan for the construction site.
3. Work with the General Contractor on schedule and logistics plan.
4. Advise BCLD on issues, including construction costs, schedule, coordination, and owner-occupancy.
5. Assist with planning for the placement of construction trailers, fences, signage, staging areas, and construction traffic zones.
6. Monitor construction costs.
7. Review and monitor preliminary and final construction schedules.
8. Attend weekly construction meetings.

9. Observe construction activities. Minimum of once a week anticipated. Document weekly site observations. Monitor design team reports and follow up and close out quality-related issues.
10. Monitor inspections and testing reports take place as required. Review reports taking necessary action such that deficiencies are addressed.
11. Monitor the construction phase activities of the design and engineering firm(s), including the following:
 - i. Technical review and approval of materials submittals and samples
 - ii. Resolution of technical questions that may arise during construction
 - iii. Review and opinion on change orders subject to Owner approval
12. Monitor the progress of construction work to determine compliance with the drawings and specifications. Provide and document observations regarding quality of workmanship, conformity to plans and specs. Address corrective measures to mitigate and correct non-conforming workmanship per the Contract Documents as identified by the Architect or Contractor. Notify BCLD of non-conforming work with the Contract Documents and methods to resolve the issues.
13. Resolve questions asked of BCLD that may arise during construction.
14. Maintain Owner's record copies and permanent project files of necessary design and construction-related communications.
15. Report to and advise Owner on issues of construction cost, schedule, and Owner-related items.
16. Review progress payment requests of the contractor and provide payment recommendations to BCLD.
17. Monitor the design team's construction-phase performance with respect to timeliness of documentation, type, and frequency of contractually agreed-to project reporting and other documentation relied upon by BCLD and Owner's Representative.

Close-Out and Post-Construction

1. Monitor the moving of new/old/stored furnishings and equipment into the completed facility.
2. Monitor the creation of the design team punch list monitor progress and completion of corrective work identified on the punch list.
3. Recommend to BCLD the approval of the issuance of the Certificate of Substantial Completion.
4. Provide recommendation to BCLD regarding the final acceptance of the Project and release of final payment to the contractor(s).
5. Monitor the turnover of stock supplies of materials as specified by the contract documents.
6. Monitor the preparation of operations, maintenance manuals, and as-built plans and specifications on behalf of BCLD.

7. Facilitate contractor's training of appropriate; Owner selected facilities staff members on subjects of operations and maintenance. Facilitate post-occupancy evaluation following approximately 11 months.

Warranty Period

1. Assist BCLD with determining the warranty period. If an extended warranty is considered, assist BCLD with understanding the cost and value associated with extended warranties to evaluate the value and additional cost.
2. Schedule the 11-month warranty walkthrough with the design team if the warranty is a minimum of 1 year.
3. Assist BCLD with building issues/complaints and determine the necessary steps to take to address these items. Address warranty items to confirm the requirements of the warranty are met.
4. Provide status reports to BCLD summarizing progress, schedule and cost status, major decisions, changes and other key project information affected through the warranty period.