

SCOPE OF WORK

1. OVERVIEW

- A. Prince George's Community College (PGCC or the "College") is seeking a Construction Management Agent/Agency of the Owner (CMA) for the construction of the new Dukes Student Center. The CMA shall serve as an extension of the College's staff, ensuring that the project proceeds in accordance with contract documents, on-time, and within budget as determined and set forth by the College.
- B. CMA shall provide guidance and oversight through the entire lifecycle of the Dukes Student Center project, including all architectural design and interior design phases, FF&E selection and procurement phases, construction phases, and close-out phases as required by the College.
- C. The CMA shall have significant expertise in the areas necessary to meet the needs and requirements set forth in this RFP, including, without limitation, the ability to provide innovative and creative construction management solutions to meet the needs, vision and mission of the College.

2. DESCRIPTION OF SERVICES

CMA Services may include, but are not limited to, the following:

- A. Provide comprehensive construction phase administration with supporting pre-construction phase administration which would include on-going full-time supervision, project management and inspection of work, review shop drawings, preparation of all change orders (CORs), and contractor payment estimates, final inspections, and submitting project completion reports for acceptance and approval by the College. Services described in this Scope of Work relate to, and are associated with, work performed or to be performed by the General Contractor (GC) or Construction Management at Risk Contractor (CMAR).
- B. The CMA shall not "self-perform" or bid on any divisions of the work. However, the CMA shall be required to participate and provide guidance and support in the bidding/soliciting of work/subcontractors/contractors for any related project.

- C. A/E Design Team includes, but is not limited to, the Prime Architect, any associated Architects and Interior Designers providing specific services related to the project, all engineering consultants, all specialty consultants, and all other consultants and specialty contractors / vendors providing services for the completion of the project.
- D. CMA shall align their project management software with the CMAR to establish efficiency with document sharing. CMA shall coordinate software usage with the College and the A/E Design Team.
- E. CMA shall conduct weekly project meetings covering all pre-construction, construction, and post construction activities including, but not limited to, schedule, cost and budget, project impacts, procurement, contracting, payment applications, changes to the project and cost impacts, design and constructability, etc.

3. PRE-CONSTRUCTION PHASE

- A. CMA shall assist the College and work with the CMAR during the pre-construction phase activities including all needed responsibilities for the Project development by providing services including, but not limited to, the following:
 - 1. CMA shall provide Architectural and Engineering project management services during any given phase of the design starting with an overview of the Design Development Phase through the final Construction Documents Phase.
 - 2. CMA shall provide Interior Design and FF&E project management services during any given phase of the design phase starting with an overview of the College's requirements for interior finishing, starting with the Construction Documents Phase through the final installation of all FF&E products in the project in preparation for Project Close-Out and occupancy.
 - 3. CMA shall provide cost analysis review of all CMAR cost estimates and A/E cost estimates to validate the project is within the budget cost requirements set forth by the College. CMA shall provide independent cost estimates for reconciliation cross-referencing of all estimates.
 - 4. CMA shall provide project schedule review of CMAR construction schedule and A/E design schedule to validate project is within the timeline for various milestone completions and occupancy set forth by the College.
 - 5. CMA shall assist the College in completing all documentation necessary for permitting and agency approvals including complete review of the construction documents prior to each issuance for construction activities commencement.
 - 6. CMA shall have the ability to utilize all Contractor's Building Information Modeling software systems at all required levels and project file management software, as specified by the College.

7. CMA shall perform all other related work as required by the College.

4. CONSTRUCTION PHASE

The CMA shall manage the construction phase activities including all responsibilities of the Project by providing services including, but not limited to, the following:

- A. CMA shall maintain competent supervisory and technical staff to coordinate and provide general direction of the work and progress of the contractors on the Project.
- B. CMA shall observe all work as it is being performed for general conformance with construction drawings and specifications, establishing procedures for coordinating among the College, A/E Design Team, Contractors performing work on the project, and the CMAR with respect to all aspects of the Project and implementing such procedures
- C. CMA shall maintain job site records and generate appropriate progress reports; implementing labor policy in conformance with the requirements of the County and State laws
- D. CMA shall review the safety programs of each contractor for conformance with the County's and State policies/regulations/laws and make recommendations
- E. CMA shall review all claims and provide the College with a determination for resolution with supporting documentation
- F. CMA shall review and process all applications for payment for College acceptance and approval representing all involved contractors and material supplies in accordance with the terms of the contract. The College will track all project expenses and will share with the CMA the College's project tracking for concurrence.
- G. CMA shall provide in writing recommendations for acceptance and approval for all Change Order Requests (COR's) issued to the College. The CMA shall process requests for changes and maintain records of change orders including current market analysis of the proposed costs. The CMA shall provide for each change a Time Impact Analysis (TIA) for critical path and project scheduling. The CMA shall conduct appropriate job meetings to ensure orderly progress of the work with the CMAR.
- H. CMA shall develop and monitor an independent project progress schedule in order to coordinate and expedite the work of all contractors and provide periodic status reports to the College and the A/E Design Consultant Team; and establish and maintain a cost control system and conduct meetings to review costs.
- I. CMA shall prepare and update the construction schedule so that it incorporates all parties' responsibilities, which will be used for monitoring and enforcing the

progress of the Project, and which will be updated monthly for review by the College and A/E Design Consultant Team.

- J. CMA shall schedule and conduct weekly construction team meetings to be attended by the College's representatives, A/E Design Consultant Team, all contractors who are working on-site, or starting in the near future, to review construction progress, scheduling, problems, etc. The CMA shall prepare and distribute minutes to all parties involved.
- K. CMA shall review each contractor's application for payment based on observation and evaluation of performance and coordinate with each contractor as needed for modifications prior to submitting to the College for approval. CMA shall confirm certification of payment application by Prime Architect prior to submission to the College.
- L. CMA shall determine, in general, that the work of each contractor is being performed in accordance with the requirements of the contract documents, endeavoring to guard the College against defects and deficiencies in the work. The CMA in consultation with the A/E Design Consultant Team may reject work that does not conform to the requirements of the contract documents.
- M. CMA shall review all proposal request changes/CORs, assist in negotiating contractor's proposals/CORs, submit recommendations to the A/E Design Consultant Team and College, and if the requests are accepted, work with the CMAR to prepare change orders for acceptance and approval by the College.
- N. CMA shall review the contractor's payroll to ensure the contractor is paying the prevailing wage, as required by the statutes of the state of Maryland.
- O. CMA, in collaboration with the A/E Design Team, shall establish and implement the procedures for expediting, processing and approval of requests for information, shop drawings, product data, samples and other submittals with the information in specifications and contract drawings.
- P. CMA shall maintain one set of construction documents at the Project site for the College. This will include all contract drawings, specifications, addenda, change orders and other modifications, in good order and clearly marked for all changes to submit to the A/E Design Consultant Team to create a set of "as-built drawings" for the College.
- Q. CMA shall coordinate and schedule the contractor's final testing and start up utilities, operational systems and equipment and coordinate training of College personnel.
- R. CMA shall assist the A/E Design Team in determining when each contractor's work or a designated portion of that work is substantially complete. The CMA shall prepare a list of items that are not complete or do not meet the design standards and a schedule for their completion for the architect. The CMA shall assist the A/E Design

Team in conducting inspections to determine whether the work is complete and/or has been corrected, as well as conducting the final punch list and specifications.

- S. CMA shall monitor, coordinate and resolve all warranty complaints to the satisfaction of the College during the general warranty period or any longer special warranty period, as well as conduct a post-occupancy walkthrough with the College no later than one (1) month after the date of substantial completion.
- T. CMA shall be well versed in the College's contract terms and conditions, including but not limited General Conditions, General Requirements, Change Order approval process, Pay Application process, and Reporting, etc. to provide support and guidance and to ensure the GC/CMAR is performing per the contract terms and conditions. CMA shall also inform the College if any contract terms are in breach or require modification to meet industry standards.
- U. CMA shall provide full assistance and oversight for all FF&E procurement and installation requirements to ensure functionality and compliance with governing agencies for occupancy
- V. CMA shall have the ability to utilize all Contractor's Building Information Modeling software systems at all required levels and project file management software, as specified by the College.
- W. CMA shall perform all other related work as required by the College.
- X. CMA may be requested to provide specialty inspections and testing. CMA shall provide a listing of anticipated specialty inspections and testing fees for potential project needs.

5. CMA ON CAMPUS LOCATION

- A. The College will only provide for this project the following:
 - 1. Office space in the Facilities Management Building for 2-3 CMA staff.
 - 2. Furniture is associated with the individual staff needs and landline phones only.
 - 3. Access to the College's copier, printer, and plotter as needed by the CMA.
- B. CMA shall provide all office equipment necessary to support the CMA's staff including, but not limited to, computers, monitors, personal office printers, cell phones and handheld electronic devices, and any travel fees to the Largo Campus. Any additional costs incurred by the CMA during the performance of services shall not be reimbursed unless prior written approval is obtained from the College.

6. CMA ONSITE LOCATION (ALTERNATE OPTION)

- A. CMA may elect to provide an onsite trailer for CMA Staff in lieu of utilizing the Facilities Management office space. Onsite location shall be made operational by CMA. The CMA shall coordinate location and shared utilities with the CMAR.

- B. CMA shall provide all office furniture and equipment necessary to support the CMA's staff including, but not limited to, computers, monitors, personal office printers, cell phones and handheld electronic devices, and any travel fees to the Largo Campus. Any additional costs incurred by the CMA during the performance of services shall not be reimbursed unless prior written approval is obtained from the College.

7. CMA PERFORMANCE REFERENCE

CMA shall perform its duties in accordance with the College's governing policies and procedures, or as directed by the College at the award of contract or later.

8. BACKGROUND CHECKS

The CMA shall only assign personnel with successful background reports and provide the College all successful reports upon request. CMA shall immediately remove any assigned personnel that does not have a successful background report. CMA shall perform background checks listed below for all personnel assigned to perform work/services at any Maryland Education Enterprise Consortium (MEEC) facility/facilities.

- A. Federal Criminal Search

- B. State Criminal Search (specifically, MD, DC, VA)

- C. Sex Offender Search