

Appendix A
CPL Construction Manager RFP
Scope of Service

GENERAL OBLIGATIONS:

1. Make formal presentations to the Board as requested.
2. Attend all meetings during the Project with the Board, Consultants, and/or Contractors.
3. Consult with the CPL Board, upon request, for the purpose of reviewing the status of the project, and for the purpose of developing strategies necessary to achieve the goals of the District.
4. Provide general administrative management of the project tasks.
5. Provide bookkeeping services that include a detailed accounting of all cash flow needs, appropriations and commitments from all funding sources, and the expenditure of funds in according with the policies of the Board and the regulations of the NYS.
6. The Construction Manager shall be responsible for coordinating all services to be provided for the Project and shall give priority to this Project at all items. The Firm shall not change the person designated and approved without the prior written approval of CPL; said approval by the CPL shall not be unreasonably withheld. If the personnel assigned to the Project do not cooperate fully with the CPL, the Firm shall replace them at the request of and at no additional cost to the CPL.

CONSTRUCTION PHASE

1. In general, the Construction Manager will be responsible for all coordination, oversight, reporting, and day-to-day management of the construction process, prepare construction timelines and the coordination of the individual trades.
2. Conduct weekly meetings attended by the Contractor, Engineer/Architect, and CPL representatives.
3. Provide oversight and assurance that the job site is secure, that safety requirements for construction sites are in place and enforced, and that the overall safety and security staff has the highest priority, in conformance with S.E.D. RESCUE regulations (physical as well as air and environmental quality assurances).
4. Monitor site cleanliness and OSHA compliance.
5. Obtain and track all Contractors' Insurance Certificates and Bonds for compliance with Contract Documents.
6. Provide weekly construction and status reports due at the beginning of each week, including updated budgets, schedules, and construction progress to the CPL designee and be prepared to present this information to the Board monthly.
 - Overview of work accomplished during the previous week.
 - Overview of work to be accomplished the following week.
 - Updated schedule. This shall be based on the Contractors' schedule.
 - Contractor work progress and completion percentage in a summary form and graphs.
 - Problem areas, if any, with proposed corrective actions.
 - Outstanding issues with a deadline to resolve by date.
 - Budget report comparing the invoiced amount and cumulative billings with total authorized construction management budget.
 - Pending and approved change orders.
7. Interface with regulatory agencies and provide all reporting to same.
8. Provide an on-site project manager/management team to oversee the construction work to

assure compliance with the Contract Documents, Contractor's compliance in obtaining required permits and approvals. Provide prompt notice if the Contractor is failing to perform as required. The Construction Management firm is expected to provide an active and visible presence in the work area.

9. Provide interface with the Engineer/Architect/CPL Board.

10. Maintain schedule activity monitoring and report status to the Director and Board of CPL and/or designee.

11. Maintain a weekly log of all significant events and occurrences at the job site; maintain record drawings, photographs, etc. A copy of the weekly log shall be submitted to the CPL designee weekly.

12. Coordinate construction activities between Contractors to maintain the approved construction schedule.

13. Track all change orders and maintain a change order log; provide independent estimates of change orders; negotiate proposed change orders, subject to the Director and Board of CPL approval; recommend acceptance/rejection/modification of proposed change orders.

14. Track all Requests for Information ("RFI") and maintain RFI log; recommend answers to RFIs and coordinate receipt of answers to RFIs from other sources.

15. Be responsible for taking, preparing, and distributing all job meeting minutes. The content and format of job meeting minutes must be acceptable to the CPL Designee. Minimally, the minutes shall contain a detailed accounting of the topics discussed, the progress of the work and those in attendance, and the issues log and RFI log.

16. Maintaining a weekly log system that records the hours worked by each Contractor and Subcontractor workers and equipment. Detail must be sufficient to permit the review of the Contractor's costs of the work in a manner similar to force account. Equipment must be identified sufficiently to enable determination of the applicable rental rates and operator's minimum wage. Workers must be identified, and their hours worked. The narrative portion of the report shall include a description of the Contractor's operation and location of work and any other pertinent information. A copy of the weekly log shall be submitted to the CPL designee weekly.

17. Maintain subcontractor log; advise the CPL and Architect on new or replacement subcontractors proposed by the contractor.

18. Enforcing Labor Compliance by preparing weekly reports with the required information, monitoring Certified Payrolls, and doing spot-check labor surveys and interviews.

19. Maintaining well-organized photographic/video records, to be submitted with minutes.

20. Tracking sub-contractors' work. Ensuring the contractor submits a written request prior to substituting a subcontractor. Maintain subcontractor log; advise the CPL designee and Engineer/Architect on new or replacement subcontractors proposed by the contractor.

21. Review of project environmental documentation to ensure familiarity with all regulatory permits and mitigation measures, if any.

22. Communication with the Contractor regarding the acceptability of work.

23. Field Inspection, including:

- Review and inspection of Contractor's work for compliance with the Contract Documents daily.
- Monitoring of corrective actions taken by the Contractor needed to fix work that is not in compliance with Contract Documents.
- Field inspection diaries to be submitted weekly.

- Digital photos of work in progress, to be submitted weekly.
- Quality assurance materials testing services.
- Review of Contractor's compliance with all regulatory permits and mitigation measures.
- Review of Contractor's compliance with workplace safety and health standards and notification to the Director/CPL Board and Engineer/Architect of non-compliance.
- Review and approval of Contractor's survey layouts.
- Supervising Contractor's staging plans.
- Ensuring the Contractor properly provides for the safety of the workers.

NOTE: It is estimated that part-time (20 hours/week) field inspection services will be required when there are prime contractors working at the site(s).

24. Review for approval all contractor requests for payments, including compliance with bid documents, insurance and bond requirements, submittals, % of work completed, payroll certification, and all documentation to accompany payment. Notify the Director and Board of CPL and Engineer/Architect if the payment application is modified or rejected and the reasons for such modification or rejection.

25. Provide project closeout for all construction contracts.

26. Procure and submit to the Director and Board of CPL all O&M Manuals and Dept. of Labor logs.

27. Maintain "as-built" drawings on an ongoing basis throughout the construction period and prepare electronic copy for submission to the Director and Board of CPL.

28. Substantial and Final Completion services, including:

- a. Site inspection to determine if facilities are complete and in compliance with Contract Documents.
- b. Work with the Engineer/Architect to prepare the punch-list and inspection of punch-list corrective actions.
- c. Recommendation to CPL as to release of payments and retention to Contractor.
- d. O & M Manual Submittal Coordination with Contractor.
- e. Record Compilation and Submittal, including:
 - i. Preparation and submittal of a complete set of organized construction contract documentation.
 - ii. Submittal of any record drawings made by the Consultant during construction.
 - iii. Obtaining Warranty and Lien Release Information from Contractor.

29. Assist with any claims against Sureties under the Contractor's bonds, or any liens filed against the project.