

**City of Benbrook
General Consulting Services**

**Exhibit A
Scope of Services**

The purpose of this agreement is to provide an opportunity for the City to utilize the Services of the CONSULTANT as an extension of the staff.

The following general service tasks outline the potential Services that may be provided through this agreement.

Exhibit A

PROJECT MANAGEMENT SERVICES SCOPE OF SERVICES DETAIL

Overall Functions for the Project	
1	Broaddus & Associates shall provide the principal Project Manager (PM) and single point of contact for the City of Benbrook (City). Services include all general leadership and management functions required of a PM which include but are not limited to tracking budgets; monitoring schedules; overseeing quality of all aspects of the project; building and communicating with the project team; coordinating all issues, documentation, minutes, action items, and approvals to move the project through all its various phases; providing direct interface with the city and other stakeholders. Once 100% CDs are complete Broaddus & Associates role will be reduce to 25% level of effort (Staff augmentation role). Refer to construction phase for scope.
2	Develop initial budget estimate for project.
3	Establish overall project budget including hard and soft costs. (i.e., construction, design, management, testing, furnishings, equipment, permitting, connection fees, contingency funds, etc.)
4	Develop a master schedule for project.
5	Keep Owner informed to keep scope aligned with project objectives.
6	Establish, lead, and coordinate all project related meetings.
7	Identify the need for special studies, surveys, investigations, etc., and implement contracts as necessary.
8	Work with City to assist in the evaluation and selection of Design Build firms.
Programming Planning Phase (9 weeks)	
0 Pre-activities	
	Establish a Primary Point of Contact
	Submit request for information to Primary Point of Contact in support of the program
	Submit list of questions to the City in support of the first workshop
1 Data Gathering	
	Confirm total budget for project (including construction costs and owners costs)
	Receive all pre-planning documentation and floor plans in electronic format
	Collect existing information available, including: Proposed site, site utility maps, topography, current emergency access
	Review Space Needs Assessment and Proposed Space Needs
	Make recommendations for Space Needs based on the Broaddus Team's experience and prepare these recommendations for consideration by the City.
	Conduct Work Shop 1
	Conduct project kick-off meeting (onsite) with the City members to discuss:
	Initial parameters of the project
	"Big Picture" goals of the project and conceptual ideas for meeting goals
	Define key meeting dates, project milestones, and delivery dates
	Upon completion of Kick-off Meeting, conduct tour of existing spaces pertinent to the Needs Assessment recommendations.
	Review for consistency and adherence to City plan(s), if applicable
	Analyze site opportunities (topography, utilities, vehicular and pedestrian circulation and access, views, orientation, emergency vehicle ingress and egress, jail ingress and egress, etc.)

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2	Program Development
	Prepare project description
	Prepare project justification, overview and goals narrative
	Prepare draft outline program
	Prepare program of anticipated spaces and sizes of those spaces- cross-walk between current space list and recommendations
	Compile all of the above material into a "Summary Outline Program" document for use in Workshop #2
	Prepare preliminary concept site planning options
	Create site sketches, conceptual building section diagrams, and volumetric massing studies for 1-3 project options
	Concepts will be based on preliminary summary program and site analysis
	Develop blocking and stacking diagrams
	Use 3D virtual model as a working tool to generate blocking and stacking diagrams, which will demonstrate spatial relationships and circulation/flow
	Prepare initial cost estimate
	Create cost estimate for construction cost limitation (CCL) organized by CSI Format Divisions
	Add owner costs to CCL to create final total project cost (TPC) budget
	Conduct Work Shop 2
	Present proposed program, site analysis, concept options for input from the City
	Prepare refined program
	Make edits to program based on input gained in Workshop #2
	Develop adjacency requirements for each room and prioritized accordingly
	Prepare refined site plan
	Refine preferred site plan
	Prepare refined blocking/stacking diagrams
	Prepare refined cost estimate
	Create cost estimate for construction cost limitation (CCL) organized by CSI MasterFormat Divisions
	Add city costs to CCL to create final total project cost (TPC) budget, including equipment costs provided by the City
	Prepare project schedule
	Prepare room data spreadsheet
	Create room data spreadsheet for all types of rooms
	Specify room technical room criteria
	Conduct Work Shop 3
3	Reporting
	Create Program of Requirements Document
	Make final edits to all project elements based on input from Workshop #3
	Compile all information gathered to-date into final program document
	Issue a draft of the program for the City to obtain final comments (review period to be one calendar week from submittal of draft)
	Conduct draft review web conference with the City
	Present summary of final program, site plan, blocking/stacking diagrams, cost estimate, and project schedule for City's comment
	Finalize Program of Requirements Document
	Incorporate comments from draft into final document (one week period beginning when comments are received)
	Circulate sign-off sheet to designated faculty/staff and incorporate into final report document
	Provide five (5) hard copies and a digital PDF of the final document
	Assumptions
	Our statement of work assumes that the following items will be provided by the City:
	· Site, building and utility drawings in AutoCAD. Benbrook only has PDF versions.
	· All basic data on properties utilities or easements
	· Oblique aerial photos of the proposed site necessary to provide appropriate rendered illustrations
	· List of critical stakeholder participants and their contact information
	· Timely coordination of all internal and consulting team member meetings, and document review schedules

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Procurement: Selection & Contracting for Design Build Services	
	<i>Note: The following process steps are followed, with some variation, for Design Build firms, and other firms selected on a Qualifications (QBS) or Best Value Basis. The process may be used several times during the project. It may include Solicitation Document Preparation, Proposal Evaluation, Selection Committee Facilitation, Negotiation with the Selected Firm, and Preparation of the Contract Documents and Associated Documents to Implement Award of the QBS/Best Value Agreement/Contract.</i>
1	Prepare Requests for Qualifications (RFQ's) and Requests for Proposals (RFP's), and guide committees through fair, objective, and equitable selection process that is appropriately documented.
2	Specific activities for this phase typically include: <ul style="list-style-type: none"> • Develop RFQ's and RFP's documents • Draft Agreement/Contract • Organize the selection committee(s) • Establish selection criteria • Assist in advertising the Request for Qualifications (RFQ) • Receive and evaluate qualifications • Convene selection committee and develop a short list of the most qualified candidates • Request Proposals (RFP) from the short-list • Receive and evaluate proposals • Convene selection committee and discuss proposals • Conduct interviews of proposers in front of selection committee • Facilitate committee selection of best firm • Negotiate contract with selected firm (if possible, otherwise go to 2nd ranked firm) • Finalize contract and prepare presentation material for governing body and/or executive approval
3	Maintain appropriate confidentiality and comply with the Open Records process.
4	Provide the city's draft Agreement/Contract to include in the RFP, in order to eliminate extended negotiation of terms after selection.
5	Guide the selection process consistent with a project management approach acceptable to the city.
6	Negotiate financial & related issues to finalize the Agreement/Contract with the selected firm.
7	Coordinate with the city to ensure all procedures are in compliance with statutes and regulations.
8	Provide follow-up and de-briefing sessions with non-selected firms.
9	Collect & process all required documents from contracted firms before proceeding with work. (i.e., bonds, insurance, etc.)
10	Issue Notices to Proceed on appropriate phases when all necessary requirements have been completed.
11	Carry out necessary contractual actions and transactions during the various contract phases.
12	Procure specialty consultants such as surveyor, geotechnical engineer, hazardous material & abatement firms, test & balance firm, commissioning agent, materials testing firms, independent design consultants and peer reviewers.
Construction Contractor Specific Procurement	
13	Review standard construction contract for billing, procurement, timelines, change orders, applications for payment and all processes required.
14	Assist city with contractor selection criteria and review of contractor qualifications and capability to perform scope of work and comply with schedule, programming guidelines and specifications.
15	Assist city in negotiating with Contractors; re-bid or re-negotiate Project if lowest bid or proposal is greater than Project budget after selection of contractor by Owner.
16	Review information submitted by contractor to include insurance, fee / mark ups, bonds, and financing.

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Schematic Design Phase	
1	Conduct Partnering (<i>Best Practice</i>) and kickoff meeting with City & Design Build Firm
2	Communicate all pre-project planning information to Design Build Firm .
3	Conduct design meetings between the City and Design Build Firm , document and resolve issues.
4	Prepare Schematic Design cost estimate, conduct reviews of Design Build Firm cost estimate, reconcile, and take action to keep cost under control.
5	Participate in drawing reviews for completeness, constructability, and cost savings. Coordinate, review, and evaluate all Schematic Design documents submitted by Design Build Firm for compliance with the City's design guidelines, space program needs and performance specifications per campus.
6	Conduct PDR analysis. (<i>Best Practice</i>)
Design Development Phase	
1	Oversee Preparation of Design Development Documents addressing architectural, structural, mechanical & electrical systems, materials and other appropriate elements.
2	Conduct regular meetings between City & Design Build Firm to review and evaluate design documents for compliance with
3	Provide preliminary design review for code compliance.
4	Prepare Design Development cost estimate, conduct reviews of Design Build Firm cost estimate, reconcile, and take action to keep cost under control.
5	Participate in drawing reviews for completeness, constructability, and cost savings. Coordinate, review, and evaluate all Design Development documents submitted by Design Build Firm and its consultants for compliance with City's design guidelines, detailed program needs and performance specifications.
Construction Documents Phase	
1	Oversee preparation of Construction Documents addressing all project elements.
2	Conduct design review meetings and project management meetings with the City to update on progress, financial status, construction issues and use of project contingencies.
3	Participate in drawing reviews for completeness, constructability, and cost savings. Coordinate, review, and evaluate all Construction Documents submitted by Design Build Firm and subconsultants for compliance with city's design guidelines, detailed program needs and performance specifications before procurement of sub-contractors. (Recommend 30%, 50%, 95% and 100% complete submissions.)
4	Prepare Construction Documents cost estimate(s), conduct reviews of Design Build Firm, reconcile, and take action to keep cost under control.
7	Guaranteed Maximum Price (GMP) proposal, evaluate, negotiate, & recommend acceptance.
Construction Phase	
1	Once 100% CDs are complete Broaddus will be engaged at 25% level of effort as Benbrook's staff augmentation until September 23 2022. Scope will be to review and process Design Build Pay Apps, review change order and attend weekly construction meeting.
2	Once the 100% CDs are complete. Broaddus will ensure that the project buy out is completed in a timely manner and in accordance with the Design build contract.

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Exhibit B

Fees

Invoicing

CONSULTANT may submit invoices for Services rendered no more frequently than monthly, accompanied by an explanation of the Services provided and any necessary supporting documentation.

Exhibit B

		E. - Benbrook Approved Option	
Program	\$22,000,000 CCL 19,000,000	Hybrid Option of A & D	
Fee Summary		Total Hours	Full Scope Fee
Procurement PM 21+ PM 22 (9 months)		1,219	203,253
PM 2022 (3 months) Staff Aug		120	19,800
PM 2023 Staff Aug		360	60,588
		1,699	
PM Total Proposed Fee			\$ 283,641
Fee as % of TPC CCL Cost		1.29%	1.49%
Programming Planning			\$ 73,350
Combined Total			\$ 356,991
Alternative Approach:			
Base Contract			
Savings Target			
Incentive * if target met			
Incentive + Fee			
		* Procurement Phase would be through Buyout. Which is projected to be complete Sept 2022	