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MEMORANDUM

To: Honorable Mayor and City Council
From: John Gates, Purchasing Manager
Date: September 12, 2016
Subject: **Approval of Phase II Program Management Services Fee Schedule for New City Hall**

ITEM DESCRIPTION

Approval of Phase II Program Management Services fee schedule for the New City Hall.

BACKGROUND

The City contracted with Comprehensive Program Services to provide a facility assessment and space program analysis on the New City Hall building located at 4800 Ashford Dunwoody Road as Phase I of the contract. The contractor has completed Phase I. The contract price for Phase I was \$20,000.

Comprehensive Program Services has proposed a lump sum price of \$45,000 for remaining services, which encompasses Phases 3 through 5 in the following schedule, to include Architect & Construction Manager Selection, Design and Construction of the New City Hall, Transition from our current location, and the one-year warranty period management. With approval of Phase II the contract now exceeds \$50,000 which requires City Council approval.

RECOMMENDED ACTION

At this time, staff recommends approval of Comprehensive Program Services for the remaining Program Management Services schedule for the New City Hall in the amount of \$45,000.



Comprehensive
Program Services

September 6, 2016

Mr. John Gates
Purchasing Manager
City of Dunwoody
41 Perimeter Center East, Suite 250
Dunwoody, GA 30346

Re: City of Dunwoody, GA
Program Management Services
Comprehensive Program Services Phase II Fee Proposal

Dear Mr. Gates,

Comprehensive Program Services appreciates the opportunity to continue our working relationship with the City of Dunwoody to provide Phase II Program Management Services for the City Hall Project. Please find attached "Exhibit A" for our PHASE II Scope of Work which encompasses Phase 2 through 5.

Comprehensive Program Services will provide PHASE II services for a lump sum price of \$45,000.00 to include the one-year warranty period management as well.

Again, thank you for allowing our firm to work with the City of Dunwoody and if you should have any questions, please feel free to call.

Sincerely,

Comprehensive Program Services, Inc.

Eric L. Johnson
Program Manager

EXHIBIT "A"

PROGRAM MANAGER'S BASIC SERVICES

The Program Manager shall assist Owner in the following:

PHASE I

PHASE 1: Work Plan / Implementation

1.0 WORK PLAN

1.01 Prepare overall plan for project including:

- 1.01.1 Information flow
- 1.01.2 Approval levels and procedures
- 1.01.3 Budget
- 1.01.4 Schedule

1.1 Compile Source Data

- 1.10 Review existing material with respect to site
- 1.11 Review with Owner existing program and needs assessment
- 1.12 Recommend additional data required such as Geotechnical data, Environmental, etc.
- 1.13 Obtain the following data from existing property Owner (if available):
 - 1.13.1 Boundary Survey
 - 1.13.2 Topographic Survey
 - 1.13.3 Geotechnical data
 - 1.13.4 Environmental restrictions
 - 1.13.5 Building codes
 - 1.13.5 Water Retention Requirements
 - 1.13.6 Easements
 - 1.13.7 Traffic Analysis
 - 1.13.8 Zoning restrictions

1.2 Site Analysis / Conceptual Program Design

- 1.20 Coordinate work from outside sources such as surveyors, geotech, etc
- 1.21 Review existing site for program coordination/verification
- 1.22 Interview all Department Heads for Program compliance
- 1.23 Prepare conceptual plan diagrams outlining space adjacencies per Program
- 1.24 Reconcile conceptual plan diagrams with operational functions.
- 1.25 Complete Building Assessment to include all systems and roof.

1.3 Prepare Budget and Development Schedule

- 1.30 Prepare/confirm budget
- 1.31 Prepare list of tasks
- 1.32 Prepare estimated schedule

1.4 Prepare Project Delivery Methods

- 1.40 Identify and present project delivery methods
- 1.41 Prepare implementation plan for selected project delivery method

PHASE II

PHASE 2: Architect/Construction Manager Selection Based on Delivery Method

2.0 Architect / Construction Manager Selection

- 2.01 Generate master schedule
- 2.02 Prepare a list of critical dates
- 2.03 Develop selection criteria
- 2.04 Assemble selection package
- 2.05 Issue advertisements and RFP
- 2.06 Conduct pre-proposal meeting
- 2.07 Manage question and addenda process
- 2.08 Receive and distribute proposals
- 2.09 Prepare analysis of proposals
- 2.10 Coordinate development of shortlist of qualified firms
- 2.11 Assist in developing interview format and criteria
- 2.12 Develop interview results report
- 2.13 Assist in selection

2.1 Contract Negotiations

- 2.10 Develop range of fee and analysis
- 2.11 Coordinate negotiation meeting
- 2.12 Assist in final negotiations

2.2 Project Orientation

- 2.20 Develop agenda and conduct project orientation meeting
- 2.21 Integrate team into project development process
- 2.22 Arrange meetings with key county officials
- 2.23 Develop briefings for summary of planning documents

PHASE 3: Design of New Center

3.0 Design Phase Management - New Center

- 3.01 Monitor design for compliance with budget and Owner intent
- 3.02 Conduct design meeting with Owner staff
- 3.03 Forward design review comments to team
- 3.04 Monitor design for programmatic and operational objectives
- 3.05 Monitor design for adherence to codes and standards
- 3.06 Assist in developing alternatives for Owner Review
- 3.07 Conduct formal presentations at key milestones during design

3.1 Management Information Control System

- 3.10 Information tracking, reporting and administration, including:
 - Cost
 - Schedule
 - Cash flow
 - Funding
 - Technical issues
 - Quality

- 3.11 System tailored to the reporting needs of The Cobb County Sheriff's Office

3.2 Cost Management

- 3.20 Implement cost management system
- 3.21 Frequent cost estimating
- 3.22 Cost monitoring for compliance
- 3.23 Continuous value engineering
- 3.24 Development of bid packages based on delivery method

3.3 Quality Management

- 3.30 Monitor and enforce adherence to objectives
- 3.31 Monitor each individual system as well as the overall Project

3.4 Schedule Management

- 3.41 Monitor and control master schedule
- 3.42 Monitor and control of design issues relating to schedule
- 3.43 Long lead equipment procurement monitoring
- 3.44 Manage decision making for schedule control

PHASE 4: Construction of New Center

4.0 Bid / Award Representation

- 4.01 Assist / prepare bid documents
- 4.02 Preparation of bidders list
- 4.03 Stimulate competition including advertising
- 4.04 Conduct pre-bid conference with Cobb County, if necessary
- 4.05 Assist in evaluation of bids and recommendation for award
- 4.06 Contract negotiations
- 4.07 Preparation and award of contract

4.1 Construction Representation

- 4.10 On-site construction representation as needed
- 4.11 Monitor labor and materials progress
- 4.12 Coordinate information flow
- 4.13 Coordinate progress payments
- 4.14 Resolve conflicts
- 4.15 Change order control and processing
- 4.16 Technical inspections
- 4.17 Detailed check-out and punch lists
- 4.18 Quality control monitoring
- 4.19 Monitor and address quality of workmanship
- 4.20 Monitor and address quality of materials
- 4.21 Continuous monitoring and reporting

4.3 Financial Management

- 4.30 Status reports on payments, funding, allocations and project cost
- 4.31 Cash flow projections
- 4.32 Budget impact analysis

4.4 Claims Control

- 4.40 Prevention measures through aggressive management
- 4.41 Reporting on potential claims and recommended action
- 4.42 Impact analysis
- 4.43 Recommendation for action

4.5 Schedule Management

- 4.50 Upfront review of construction sequencing and methods
- 4.51 Detailed monitoring and coordination of construction scheduling
- 4.52 Continuous updates of schedule

PHASE 5: Transition into New Center**5.0 FFE Management**

- 5.01 Assist in development of list of reuse of existing FFE items
- 5.02 Assist in development of new FFE items
- 5.03 Assist in move management issues
- 5.04 Coordinate procurement of new FFE
- 5.05 Coordinate installation of new and reused FFE

5.1 Operational transition

- 5.10 Detailed check out of systems
- 5.11 Develop energy management plan
- 5.12 Assist in negotiations with utilities
- 5.13 Develop program to monitor energy usage

5.2 Maintenance Set Up

- 5.21 Develop Computerized Maintenance Management System
- 5.22 Determine spare parts and store control
- 5.23 Assist in training of maintenance staff
- 5.24 Assemble equipment operations manual
- 5.25 Develop preventive maintenance schedules
- 5.26 Develop service call system
- 5.27 Develop emergency call systems
- 5.28 Develop warranty follow up procedures

5.3 Prepare Post Occupancy Evaluation