

Transportation Engineering Services, Project Management and Construction Management Draft Scope of Work

Scope of Work of Construction Management includes but is not limited to:

General Management

- Prepare Project Budget(s) and Determine Feasibility
- Prepare Master Schedule
- Determine number of and scope of bid packages for projects

Design and Engineering

- Assist in selecting design team, including Architect and Engineers if necessary
- Establish design and construction schedules
- Identify long-lead items of material and equipment
- Coordinate plans & specifications with building inspector
- Obtain all necessary permits

Pre-Construction

- Develop bidding competition and interest to generate the most favorable pricing
- Obtain bids/quotes, review same for compliance with specs
- Maintain and review costs related to budget
- Recommend successful bids/quotes
- Ensure appropriate insurance, bonds, etc. are provided
- Organize, chair and take notes/minutes of preconstruction meeting(s) with contractors

Construction

- Provide necessary on-site supervision and inspection to insure contract design and specification compliance
- Make sure all local and state inspections are completed
- Coordinate contractors; administer contracts, and process change orders and payment requests
- Leadership in negotiations with contractors
- Chairing of periodic project and progress meetings with contractors & taking notes/minutes thereof
- Maintain and review costs related to budget
- Prepare construction and budget updates for client review
- Review payment requests and prepare applications for payment in a timely manner
- Prepare punch list for sub-standard work and establish schedule for corrections
- Ensure appropriate inspections are completed
- Accept delivery and arrange storage for all materials, supplies and equipment
- Take the lead in resolving disputes arising from the performance of the contractors
- Overview of all trade contractor's safety programs

Post-Construction

- Prepare punch list of sub-standard work and ensure appropriate inspections are completed

- Accomplish final accounting of each construction contract
- Release and obtain final liens and necessary close-out documentation
- Give final budget report to client's Board.

Engineering Services including but not limited to:

Provide civil, traffic and structural engineering and planning services from preliminary concept through construction. The firm must have broad capabilities and experience in providing complete engineering services in areas of:

Land development:

- Residential Development
- Commercial Development
- Public Facilities
- Community Facilities
- Infrastructure
- Environmental Analysis
- Surveying and Mapping

Transportation:

- Street and Highway Design / Reconstruction
- Traffic Studies
- Environmental Analysis
- Parking
- Bridge Design
- Airports
- Rail Design
- Transportation Stations
- Piers, Wharfs, Ferries
- Public Works

Water:

- Water Systems / Facilities
- Storm Drainage
- Wastewater Engineering
- Environmental Analysis
- Public Works

Structures

- Commercial
- Healthcare
- Residential
- Industry / Utility
- Parking
- Retail
- Special Structures / Historic Restoration

- Public Works

Earthquake Engineering

- Structure Assessment
- Performance Improvements
- Retrofits

Project/Program Management Services include but not limited to:

- Program development
- Budget development and management
- Financial/accounting systems
- Cash flow projections
- Consultant management
- Master scheduling
- CIP management
- Grants management
- Contract administration
- Labor compliance