

EXHIBIT D

Scope of Construction Management Services

The Construction Manager shall be responsible for advising the School District during design and overseeing the construction and completion of the project in accordance with the contract documents. The Construction Manager must be knowledgeable in construction methods and materials and have good communication and organizational skills.

As part of its responsibilities on this project, the Construction Manager shall provide the following services:

Pre-construction:

Work with the Architect and the School District to prepare project general conditions and phasing schedules and plans to be included in contract documents.

Provide project cost estimates at the completion of the following phases.

- Schematic Design
- Design Development
- Contract Documents/Pre-bid

Work with the Architect and the School District's financial advisors in developing a cash flow projection.

Review construction documents and offer recommendations prior to establishing the bid date.

Construction Phase and Closeout:

Have a thorough familiarity with the purpose of the facility to be constructed / reconstructed, with the School District's requirements, with the design, and with the contract documents.

Develop a thorough understanding of the project budget.
Assist the Architect in developing phasing, logistic and construction staging plans and schedules.

Solicit, review and make recommendations on the contractors' schedule of values.

Solicit, review and coordinate the contractors' construction project schedules and develop into a master construction schedule. Update and maintain schedule for life of project. Alert the School District to conditions that may affect the contractor's ability to complete the work in accordance with the schedule. Note: Monitor construction schedule and initiate corrective actions with contractors to remain on schedule.

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Prior to on-site construction mobilization, verify that each contractor has the required bonds and insurance for the project. Additionally, verify and confirm these insurances are kept current for the duration for the project.

Record names, addresses, and telephone numbers of all contractors and subcontractors. Maintain emergency telephone numbers of all contractors and subcontractors.

On-site, continuous day-to-day inspection and supervision of all work in progress, including second shift, holiday and weekend work.

Ensure that contractors follow all laws, statutes, codes and regulations during construction.

Coordinate all site stored material locations and contractor staging.

Coordination of all contractors' activities.

Attend all project meetings as the Construction Manager. Develop and submit written meeting minutes / reports to the School District, contractors and the Architect following each meeting.

Greet and escort authorized visitors to the site. Maintain a list of visitors and the time and purpose of their visit. Prevent unauthorized visitors from entering the site.

Coordinate all utility interruptions with the School District.

Maintain a log of all daily activities including daily progress, verbal instructions and interpretations given to contractors and specific observations, weather conditions, sub-contractors on site, and the nature and location of work performed. The daily log shall be countersigned by each contractor's site superintendent.

Act as a liaison between School District and the Architect and the contractors.

Schedule and attend all pre-installation conferences required by the contract documents. Develop and distribute minutes.

Review, log and validate any time and materials work.

Carefully coordinate and monitor any occupation of the facility by the School District prior to final completion of work.

Advise contractors against the installation of any materials and equipment for which shop drawings are required unless such drawings have been duly approved and issued by the Architect.

Assist the Architect in determining field conditions with photographs and on-site

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measurements when discovered field conditions differ from the contract documents.

Coordinate and direct the work of any separate School District's contractors or consultants (i.e. hazardous materials surveyors / monitors, special inspectors, etc.).

Coordinate scheduling and observe tests as required by the contract documents. Notify the Architect in advance of required construction and testing observations to be witnessed by the Architect / Engineers.

Coordinate training of the School District's staff on equipment operations and maintenance as required by the contract documents.

If requested, prepare and present progress reports to the Board of Education in a format agreed to by all parties.

Direct installation and inspection of School District furnished equipment or material.

Review, validate and confirm the need for requests for information (RFIs) from any contractor.

Evaluate, log, and make recommendations to the Architect and the School District on requests for change orders, allowance authorizations or field orders.

Assist in the coordination of access to various parts of the facility by the contractors and by the occupants.

Immediately notify the contractor's superintendent of any unsafe conditions observed. Notify the School District and the Architect of the unsafe conditions and corrective measures taken.

Immediately notify the School District, contractors and the Architect of any conditions which may delay completion of the total project or of major parts of the project.

Immediately notify the School District, contractors and the Architect of any work which, in the opinion of the Construction Manager, is substandard or otherwise not in accordance with the contract documents. Document with photographs, measurements, etc. as appropriate.

Maintain continuous communication with the School District, contractors and the Architect.

Maintain records at the construction site in an orderly manner as directed by the School District. Include copies of all correspondence concerning the project, contract documents, supplementary drawings, construction schedule, applications for payment, change orders, directives, test results, permits, inspection reports, insurance policies, minutes or summaries of meetings, shop drawings, product data, School District's separate contractors, and principal material suppliers, invoices, lien releases, and any other applicable

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documentation.

Review the contractors' on-site copy of the drawings, specifications, addenda, change orders and other modifications at intervals appropriate to the stage of construction and notify the School District of any apparent failure by a contractor to maintain up-to-date records.

Receive, log, present for the Architects approval and maintain custody of samples submitted by contractors.

Maintain separate files of approved and disapproved change orders.

Meet, verify identification, and accompany any inspectors from local, state, or federal agencies having jurisdiction over the project. Immediately report the results of such inspections to the School District, contractors and the Architect. Monitor any corrective actions.

Consider and evaluate suggestions or modifications which may be submitted by the contractor to the Architect, and report them with recommendations to the Architect for final decision.

Monitor the proper storage of materials, including any off-site storage. Report problems to the Architect. Notify the School District if, in the Construction Manager's opinion, any materials should be replaced due to improper storage. Document with photographs as necessary.

Verify, log and document off-site stored materials and subsequent insurance certificates.

Observe materials delivered to the site to determine that materials used are those specified or approved substitutes, and that materials are in good condition and free of defects. Document and report problems immediately to the Architect and as soon as possible to the School District.

Observe the quality and progress of construction to determine, in general, that it is proceeding in accordance with the contract documents. Maintain documentation and photographs of project progress. Perform regular examinations of the work on-site and comparing completed work with drawings and specifications to ensure accuracy. Be alert to the completion date and to conditions which may cause delay in completions, and report same to the Architect.

Report any variances, conflicts or potential problems to the School District and the Architect immediately.

Review the list of items to be completed or corrected which is submitted by a contractor with a request for issuance of a Certificate of Substantial Completion. Review the work. If the list is accurate, forward it to the Architect for final disposition; if not, advise the Architect and return the list to the Contractor for correction.

Assist the Architect in conducting inspections to determine date of partial or substantial

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completion and the date of final completion.

Assist the design team in the development of punch lists.

Observe all systems and equipment testing required in the specifications and report test results to the School District and the Architect. Participate in final inspections and commissioning. Receive and review all requests for payment from the contractors and forward to the Architect with recommendations for disposition.

Review the contractors' certified payrolls.

Receive and review as-built drawings for transfer to the School District.

Receive, log and review technical manuals, operator's manuals, manufacturer's instructions, inventory keys, special tools, filters, spare parts, warranties and similar items, and documents for transfer to the School District.

Assist the School District and the Architect in the preparation of final State Education Department paperwork and project closeout documentation.