

ATTACHMENT C
PROJECT MANAGEMENT SERVICES
BEXAR COUNTY FY 2007 - FY 2017 FLOOD CONTROL PROJECTS

The following scope of services for project management is an effort to provide an encompassing but not all inclusive list of duties and responsibilities that may be expected from the selected Program Management Consultant (PMC). Each consultant should be able to verbally answer, explain, and quantify the following items during an interview process if selected.

Based on program needs and requirements, due to external priorities, required implementation schedules, or the mission of the program, the selected Program Management Consultant will confer with Bexar County Infrastructure Services on a modified scope of services from the list below. This modified list will establish a basis to begin negotiations. Such services will require close coordination with Bexar County's legal, budget, and purchasing departments.

I. Pre-Design Services

1. Prepare RFQs, RFPs, scopes of services
2. Augment consultant selection process
3. Assist in the establishment of interdivisional and interdepartmental teamwork plan outlining each member's responsibilities to the project
4. Attend to negotiate final scope and fees meeting(s)
5. Establish or confirm budget

II. Design Phase Services (Preliminary, Intermediate, and Final)

1. Coordinate input from, and disseminate reports to project team members inclusive of public and private agencies impacted by project (utilities, HOAs, etc.)
2. Arrange, coordinate and participate in technical reviews
3. Review the preparation and updating of cost estimate at each budget cycle (preliminary, intermediate, and final)
4. Track and report on cash flow projections each month
5. Establish the process of receive, review, distribute and return comments on technical memorandum and reports
6. Review design options
7. Review invoices and recommend payment
8. Perform value engineering as requested by BCIS
9. Provide continuous budget control thru report established by collaborative software to be used in program management
10. Conduct review meetings with designer
11. Perform constructability review
12. Obtain input and consensus from operations and maintenance divisions
13. Arrange for and coordinate easement and right-of-way procurement activities
14. Obtain building permits from local and state agencies
15. Obtain all necessary stream buffer, 404 permits or other permits
16. Verify bid quantities and takeoffs
17. Obtain review and approval of other departments, as needed

III. Construction Phase Services

1. Attend and schedule bid award activities
2. Arrange groundbreaking where required
3. Contractor prequalification and preparation of the qualified bidders list
4. Manage design and construction management consultants and ensure contract compliance
5. Manage construction contract and ensure contract compliance
6. Supervise and monitor the activities and schedules of materials testing consultant's
7. Monitor cost-loaded CPM
8. Mitigate change orders
9. Provide continuous budget control
10. Review, approval and monitoring of erosion and sediment control measures
11. Conduct inspections of project site
12. Report on easement conditions with compliance to agreements
13. Track RFIs, RFP's, change orders, shop drawings and other submittals
14. Perform claims analysis and resolution
15. Review and approve payments to contractor and consultants; verify quantities
16. Determine substantial completion and prepare lists of incomplete or unsatisfactory items and a schedule for their completion
17. Ensure appropriate level of communications and public outreach

IV. Post-Construction Phase Services

1. Close out project consultant and construction contractor
2. Submit asset management report
3. Prepare final report as to the compliance with design scope of services
4. Arrange dedication as required
5. Identify and fulfill regulatory requirements
6. Oversee start up training provided by others
7. Review O & M Manual
8. Deliver all project files to the BCIS Department as prepared by project consultant and construction contractor
9. Assist in the tracking and delivery of as-builts to the BCIS Department
10. Perform eleventh month warranty inspection

V. Continuous Services

1. Provide monthly progress reports
2. Control costs and manage to budget
3. Facilitate project team cooperation and input
4. Maintain project files
5. Develop and implement QA/QC procedures