



Gravity Research, LLC

Scope of Work and Fee Proposal
For
Project Management Consulting
City of Casa Grande Community Recreation Center Project

Submitted To:

City of Casa Grande
510 E Florence Blvd.
Casa Grande, AZ 85122

March 13, 2017

Scope of Work and Fee Proposal
for
Project Management Consulting
City of Casa Grande Community Recreation Center

Project Background

Voters in the City of Casa Grande approved a bond measure in 2006 for the construction of a new Community Recreation Center. In 2013 the City used a qualification based selection process and awarded a Design-Build contract to the team of Haydon Building Corp., partnered with Architekton for design. The proposed site for the new facility is a donated parcel of land located on the east side of Peart Rd. between Cottonwood Rd. and Kortsen Rd. Since awarding the contract for design and construction, the project has moved slowly through a preliminary programming phase where the City and design partners have hosted multiple public outreach and stakeholder meetings. Following a fair amount of Council debate they voted in March of 2016 to move forward with this project. In May of 2016 the City issued bonds valued at \$16M for the project and the initial programming phase was completed. At this time, the project team is ready to begin the design development and move into construction of the facility.

As the Project Management Consultant (PMC), Gravity Research L.L.C. will provide overall Project Management services for the remaining planning, design, engineering, and construction of the City of Casa Grande Community Recreation Center. Services will be provided as soon as the contract is approved, and will conclude when the last of the closeout items are accepted by the City as final. The project duration is expected be 18-24 months.

PMC duties include:

1. General Management
 - a. Prepare and maintain project budget.
 - b. Prepare master project schedule.
 - c. Attend and/or lead project meetings; provide agendas and document meeting notes as appropriate.
 - d. Work with City Staff and the Design-Build team to identify any fatal flaws with scope, schedule, and budget.
 - e. Work with City Staff and the Design-Build team to refine the building and site program plan.
 - f. Provide the City with Cash flow projections.
 - g. Consultant management.
 - h. Contract Administration.

2. Preconstruction

- a. Coordinate and oversee the efforts of the Design-Build Team during the preconstruction phase.
- b. Attend design phase meetings and document results as appropriate.
- c. Coordinate development of plans and specifications.
- d. Work with city staff from all departments to establish and refine City design standards.
- e. Maintain a design decision matrix to be used as a design document quality assurance tool.
- f. Work with City Staff as appropriate to obtain all necessary permits and zoning.
- g. Work closely with the Design-Build team to review bids/ quotes used to establish the GMP in various stages of design.
- h. Work closely with the Design-Build team to review their final GMP proposal to ensure it is complete and competitive. Once the GMP is completed, report to the City and recommend that it be used as the basis for a construction contract.
- i. Assist the City in preparing documents for the construction contract.
- j. Ensure appropriate insurance, bonds, etc. are provided prior to execution of the construction contract.
- k. Accomplish final accounting for the construction contract.
- l. Coordinate meetings with Utility companies as necessary.

3. Construction

- a. Oversee the solicitation of subcontractor bids and the selection of subcontractors to ensure best value for the City, and compliance with state procurement laws.
- b. Provide necessary on-site supervision and inspection to ensure contract design and specification compliance.
- c. Ensure that local and state inspections have been completed as necessary.
- d. Administrate contract, process change orders and pay requests.
- e. Assist in any negotiations with the Design-Build Team.
- f. Attend periodic project progress meetings as an agent of the City, taking notes and providing progress reports to City Management as desired by the City.
- g. Provide construction budget updates to City Management.
- h. Confirm delivery and storage of all materials, supplies, and equipment.
- i. Take the lead in resolving any disputes arising from the performance of the contractor and sub-contractors.
- j. Ensure that the Contractor has an appropriate safety program in place.

4. Post Construction

- a. In conjunction with the Owner and the Design-Build Team, prepare and punch list of sub-standard work and ensure work is corrected and inspected.
- b. Accomplish final accounting for the construction contract.
- c. Coordinate and confirm final lien releases and delivery of all final close-out documents.
- d. Provide final budget report to the client.

Proposed Fee:

Project Management fees are typically established as a percentage of the final construction cost; however, the City of Casa Grande has requested a fixed-price fee proposal for this project in order to manage public funds responsibly. As requested, Gravity Research, L.L.C. will charge a fixed-price fee for providing Project Management Consulting services for this project.

The proposed fixed-price fee for this project is \$100,000 per year, plus reimbursable costs. Duration of this agreement shall cover services for Casa Grande's fiscal year 2017-2018. Continuance of this agreement into the next fiscal year is at the City's discretion.

Reimbursable costs:

1. Mileage – Automobile mileage incurred by Gravity Research personnel in the administration of this project will be billed at \$0.50 per mile. This applies only to travel outside of Casa Grande, and not daily travel between the Gravity Research, LLC office and Casa Grande.
2. Printing / Reproduction costs – Costs related to the reproduction of plans, specifications, and reports as required will be billed at cost.

Additional Services:

Should Gravity Research, L.L.C. be requested to provide additional services, Gravity Research will bill \$125 per hour.