

### Task #7 – Construction Phase Services

- Engineer shall provide professional services during construction to assist in obtaining a completed Project in accordance with the purpose and intent of the Construction Documents.
- The Engineer shall participate in pre-construction conference, public notice meetings and **bi-weekly** construction progress meetings and submit meeting minutes within three (3) business days.
  - When requested by the construction project manager, the Engineer shall attend other meetings related to project design in lieu of attending the **bi-weekly** construction progress meetings. Please provide an example of your standard report format in your proposal.
- The Engineer or Engineer's representative shall make visits to the Project site at appropriate intervals as construction proceeds to observe and provide a written construction site observation report on the progress and the quality of the executed Work.
  - The frequency of these visits should be bi-monthly, after the construction contractor has mobilized and is constructing the proposed improvements. Site visits should occur during times when the construction contractor is actively performing major construction activities. Site visits should be coordinated with the construction project manager. These visits shall be combined with any site visits made to resolve field problems relating to the construction or monthly progress meetings.
  - The personnel provided by Engineer to perform site visits shall be experienced in the administration of construction contracts and shall be under the supervision of a Professional Engineer registered by the State of Georgia. Supporting personnel shall be provided from the Project design team when specialized knowledge of the Project design is required.
  - Site Observation Reports shall be in writing and include sufficient photos to support the observation report, shall include all referenced supporting documents, and shall advise the JWSC of deviations from the Construction Documents, the contractor's construction schedule, or other items, observed by or brought to the attention of the Engineer at the time of the Site Observation. Unsafe conditions and major work deficiencies observed should be immediately brought to the attention of the Inspector and the construction project manager. Document such notifications on the report.
- The Engineer shall review and take appropriate action upon the shop drawings, samples, and other submissions furnished by the construction contractor and submitted to Engineer by the JWSC. Engineer shall determine if the shop drawings, samples, and other submissions conform to the requirements of the Construction Documents. Engineer shall notify the JWSC if the shop drawings, samples, or other submissions do not conform to the Construction Documents. Such action(s) shall be taken within 7 calendar days of receipt from the JWSC unless approved in advance by the Director of Engineering. Engineer shall maintain a log of all construction contractor submittals which shall include the submittal date, the action taken, and the date returned.

- The Engineer shall prepare supporting data and provide other services (including revisions to Construction Documents) at no additional charge to the JWSC in connection with change orders when such change orders are required either:
  - (1) to make clarifications or to correct discrepancies, errors, or omissions in the Construction Documents; or
  - (2) to conform the Construction Documents to the requirements of all applicable laws, codes, and regulations, including the Local Building Code (which is expressly made applicable to this Project) as it was in effect at the time of execution of this Contract.
- The Engineer shall review laboratory, shop, and mill tests of material and equipment for general conformance with Contract Document requirements and report to the JWSC in writing on such matters.
- The Engineer shall provide design clarifications and recommendations to assist the JWSC in resolving field problems relating to the construction. Requests for Information (RFIs) will normally be generated by the construction contractor when a situation or condition is anticipated or encountered in the field that may not be fully addressed in the construction Contract Documents. RFIs are to be reviewed, a complete and fully responsive written answer provided, and returned to the construction project manager with a copy to the design project manager within five (5) business days depending upon the criticality and impacted cost of the condition as described in the RFI. Engineer's response to RFI's concerning proposed modifications or unforeseen conditions shall only address the technical and design aspect of the issue. Any cost or schedule impacts shall be addressed to the construction contractor by the construction project manager.
- The Engineer shall evaluate construction contractor change and cost proposals and substitutions and recommend to the JWSC to either approve or disapprove the construction contractor's proposal or substitution, unless instructed not to do so by the Director of Engineering.
- Provide construction inspection services to ensure successful project completion. \*Not-to-Exceed budget for this item should be based upon 20 hours per week of inspection services for the duration of project construction
- No less than 30 days and no more than 45 days before the expiration of the correction (punch list) period established by the Construction Documents, Engineer, in company with the JWSC, shall observe the construction site. Within 14 days after such observation, Engineer shall furnish the JWSC with a written report enumerating items which require repair or replacement as provided under the correction period provisions of the Construction Documents.
- Review contractor submitted pay applications for accuracy and completion.
- To avoid misunderstandings or questions, Engineer understands and agrees that the Director of Engineering shall have the responsibility for the general administration of the construction contract. Accordingly, Engineer shall have the authority or responsibility to issue direct instructions to the construction contractor, to reject work done by the construction contractor, or to require special inspections or tests all with prior approval of the Director of Engineering. Engineer shall provide continuing counsel to the Executive Director throughout the construction of the Project.

- For contracts that require the construction contractor to service, calibrate, maintain, or provide periodic site inspections for a period of one year after the date of substantial completion, the Engineer shall accompany the construction contractor and construction project manager during such visits. For projects involving startup, testing, calibration, training and operation of facilities or systems, the Engineer shall assist the construction project manager in accomplishing such tasks in accordance with the Contract Documents.
- When requested by the Director of Engineering, the Engineer shall visit manufacturers' facilities in order to prequalify major products and materials to be incorporated into a construction contract or verify manufacturers' compliance with the Contract Documents. The Engineer shall accompany JWSC staff or may travel unaccompanied, as approved by the Director of Engineering. A written report shall be generated to document the results of the trips. Cost for travel shall be considered a Reimbursable Expense.

#### Task #7A – Construction Oversight Services

- The Engineer's representative shall make visits to the Project site at appropriate intervals as construction proceeds to observe and provide a written construction site observation report on the progress and the quality of the executed Work.
  - The frequency of these visits should be based on 40 hours per week, after the construction contractor has mobilized and is constructing the proposed improvements. Site visits should occur during times when the construction contractor is actively performing major construction activities. Site visits should be coordinated with the construction Project Manager. These visits shall be combined with any site visits made to resolve field problems relating to the construction or bi-weekly progress meetings (*this is the value to enter on 7A of 5.0 Proposal Summary Sheet*).
  - The personnel provided by Engineer to perform site visits shall be experienced in the administration of construction contracts and shall be under the supervision of a Professional Engineer registered by the State of Georgia. Supporting personnel shall be provided from the Project design team when specialized knowledge of the Project design is required.
  - Site Observation Reports shall be in writing and include sufficient photos to support the observation report, shall include all referenced supporting documents, and shall advise the JWSC of deviations from the Construction Documents, the contractor's construction schedule, or other items, observed by or brought to the attention of the Engineer at the time of the Site Observation. Unsafe conditions and major work deficiencies observed should be immediately brought to the attention of the Engineer of Record and the construction project manager. Document such notifications on the report.
  - The Engineer's representative shall keep a record of work completed by the contractor in the form of redline as-builts and to be submitted to the JWSC with every pay app submitted under this task.
- Provide construction inspection services to ensure successful project completion. \* Not -to-Exceed budget for this item should be based upon 40 hours per week of inspection services for the duration of project construction.

- Review contractor submitted pay applications for accuracy and completion.