

## Owner's Project Representative Scope of Work

Selected Responder will work with MnDOT's Project Manager, MnDOT's District Representative, and related consultants and the construction contractor(s) to administer the design and/or construction contract(s) on behalf of MnDOT to assure the project is designed and constructed in accordance with MnDOT Standards, and is completed on schedule, on budget and to a level of quality commensurate with MnDOT's requirements.

### Overall Responsibilities:

1. Selected Responder will provide owner project management services that are consistent with such industry skill and care to ensure the orderly progress of the Project and completion within the specified timeline, budget, and program requirements. This includes the development of a comprehensive Project Management Plan that will be reviewed and approved by MnDOT and stakeholders, and that will be updated monthly to reflect the current project status.
2. Selected Responder will facilitate required services between MnDOT, the Architect/Engineer (A/E) design team, other MnDOT consultants, and the construction manager as necessary related to the design and/or construction of the Project. Selected Responder will report to MnDOT's Project Manager and, as authorized, act on behalf of MnDOT. Selected Responder is a consultant and not a MnDOT or State of Minnesota employee. Selected Responder has no authority to enter into any contracts or otherwise legally obligate the State of Minnesota or MnDOT. All approval and signature authority for expenditure of funds rests with MnDOT and its duly authorized designee(s). Selected Responder can review and make recommendations but any decisions impacting the project are made by the MnDOT Project Manager.
3. Selected Responder will provide a Project Budget Control and Tracking System. This System will track all Project related budgets, estimates, encumbrances, contracts and amendments, change orders, purchase orders, invoices and payments, and contingencies. The System and reporting will include a one-page executive summary to be submitted to MnDOT's Project Manager no less than once a month.
4. Selected Responder will facilitate timely action on invoices, applications for payment and other financial correspondence.
5. Selected Responder will strive to obtain satisfactory performance from each consultant and contractor involved in the Project. Selected Responder will recommend a course of action to MnDOT when requirements of the contracts are not being met.
6. Selected Responder will advise MnDOT's consultants and contractors of the requirement for performing their work within the framework of the Project Schedule and that progress of the Work being performed will be monitored for the need of corrective action. Selected Responder will make recommendations to MnDOT on alternative courses of action in an effort to achieve completion of all activities, tasks, actions, and deliverables.
7. Selected Responder will participate in training, when provided by MnDOT or the State of Minnesota, to stay current with MnDOT's regulatory requirements and project management practices.
8. Selected Responder will coordinate major elements of design and/or construction with the facility operations, schedules, and activities to minimize disruptions.
9. Selected Responder will review and have a working knowledge of MnDOT's standard contract agreements, exhibits/attachments, and supplement agreement documents and processes.
10. Selected Responder will adhere to MnDOT's purchasing parameters and endeavor to provide open and competitive procurement processes, taking into account any procurement targets for supplier diversity.
11. Selected Responder will participate in any dispute resolution process if one arises.
12. Selected Responder will facilitate the completion and documentation of the Minnesota State B3/SB2030 Guidelines on behalf of MnDOT.

## **Tasks**

### **1. Planning and Design**

- 1.1 Review the Project Program and Project Schedule furnished by MnDOT to ascertain and arrive at an understanding of the Project requirements.
- 1.2 Expeditiously review Project Schematic Design, Design Development, and Construction Documents documentation and cost estimates prepared by the A/E and Construction Manager as Constructor (CMc) for conformance with MnDOT Project Program, design standards, constructability, and code compliance. Advise MnDOT, A/E, and CMc on proposed improvements, selection of materials, and building systems and equipment. Provide thorough comments and recommendations to MnDOT, A/E, and CMc. Cross-check plans and specifications for coordination issues. Evaluate and recommend opportunities for Value Engineering.
- 1.3 Collaborate with A/E and CMc on project phasing and schedule.
- 1.4 Develop procurement plan for MnDOT purchased long-lead time items.
- 1.5 Assess project risk and develop mitigation plan as part of the Project Management Plan.
- 1.6 Collaborate with MnDOT, A/E, and CMc when planning construction temporary facilities in regard to MnDOT ongoing operations.
- 1.7 Assist with the solicitation for and evaluation of CMc proposals for selection and award.
- 1.8 Facilitate the CMc Preconstruction services, including the establishment of the Guaranteed Maximum Price (GMP) and pre-qualifications of subcontractors.
- 1.9 Attend and participate in all scheduled design progress review meetings.

### **2. Bidding**

- 2.1 Assist with the preparation of final Bidding Documents; attend pre-bid, bid and post-bid meetings; and assist in the evaluation of bids for construction.
- 2.2 Assist MnDOT in the development of construction contracts and attachments and facilitate the signing of the contracts with the vendor.
- 2.3 Based on contractual submittals, make recommendation to MnDOT on the issuance of Notice-to-Proceed (NTP).
- 2.4 Coordinate early procurement processes for long-lead time MnDOT purchased items.
- 2.5 Ensure all bidding history is captured and transmitted to MnDOT's designated file storage location including bids received, bid tabulations, evaluations and recommendations for all consultants and contractors, including RFQ's and subcontractor qualifications as well as RFP's and bids collected by the CMc.

### **3. Construction**

- 3.1 Provide administrative and management services to coordinate scheduled activities to ensure minimal disruption to MnDOT ongoing operations.
- 3.2 Attend every two weeks in person construction progress meetings to represent MnDOT. Monitor the contractors' performance and facilitate remedial activities for project schedule recovery and open documented construction action items. Coordinate MnDOT ongoing operations with current construction activities.
- 3.3 Review any concerns about the initial submittal of the CMc's Critical Path Method construction schedule and recommend any corrective action to MnDOT, A/E, and CMc. Monitor construction progress and the construction contractor's schedule regularly to ensure schedule is meeting milestone dates. Provide MnDOT activities and MnDOT occupancy requirements to the CMc for inclusion in the construction schedule. Review the contractor's weekly updates as required by contract documents, document any discrepancies, and make recommendations to MnDOT.

- 3.4 Provide 16 hours per week (not including travel) on-site Owner Project Representation recording work activities, environmental conditions, worker type and quantity, and the contractor(s) performance and quality of the construction. This activity will occur from NTP through Substantial Completion.
- 3.5 Provide construction progress photos documenting the construction of the Project. A minimum of thirty photos will be made per each site visit day to document overall construction progress and key details. Special attention will be given to concealed construction and as-constructed conditions to document construction record information. Progress photo reports will be submitted to MnDOT weekly in a written report with text descriptions of each photo and important features to be noted. Provide the report in electronic PDF format.
- 3.6 Provide Prevailing Wage on-site monitoring and reporting to the MnDOT Labor Compliance Representative on a bi-weekly basis. This will include recording of trades on site, random interview with workers and documentation of findings.
- 3.7 Report to MnDOT and A/E any nonconformance with the Contract Documents. Review and recommend appropriate corrective actions with MnDOT and A/E. Assist the A/E in reviewing corrections to be completed by the construction contractor(s).
- 3.8 Continually assess and update identified Project risks and mitigation plan as part of the Project Management Plan.
- 3.9 Coordinate Project work to be performed by MnDOT including:
  - 3.9.1 Contaminated soil remediation.
  - 3.9.2 Hazardous material removals.
  - 3.9.3 HVAC and other systems building commissioning.
- 3.10 Coordinate design and procurement of interior and/or exterior permanent and/or temporary project signage.
- 3.11 Coordinate MnDOT moving needs; whether self-performed or outsources.
- 3.12 Prepare a monthly project status report for MnDOT summarizing at a minimum: key construction activities progress, conformance to the approved Construction Progress Schedule(s), Total Budget Summary/Status report, current or potential problems, identified or forecasted risks including mitigation plans to address such, recommendations for MnDOT actions, and quality issues. Provide other project information and reports as requested by MnDOT.
- 3.13 Review Request for Proposals, Construction Change Directives, and Change Order requests to ensure conformance to contract documents, quantity, contract time, costs, and recommendations to MnDOT.
- 3.14 Review applications for payment made by the CMc, note any discrepancies, facilitate necessary revisions, and make final recommendation on action to MnDOT.
- 3.15 Coordinate MnDOT supplied furniture, fixtures & equipment (FF&E) including but not limited to:
  - 3.15.1 Existing furniture relocation.
  - 3.15.2 Assist with defining MnDOT FF&E needs, including where necessary showroom tours and product evaluation process.
  - 3.15.3 Developing purchasing strategy for procurement of FF&E that reflects best value for the Project.
  - 3.15.4 Coordinate installation of FF&E, potentially in phases.
- 3.16 Coordinate technology and telecommunications system procurement and installation needs including but not limited to:
  - 3.16.1 Fiber network connection to facility.
  - 3.16.2 Relocation of existing Technology and/or design and purchase of new technology equipment and infrastructure.
  - 3.16.3 Integrate the needs of MNIT staff and coordinate their schedule and requirements with Contractor's Critical Path Schedule.
- 3.17 Verify that all building systems are functional and that the CMc have obtained Certificate(s) of Occupancy from officials having jurisdiction prior to the A/E issuing Certificate(s) of Substantial Completion.
- 3.18 Manage transfer of building operations to MnDOT. Facilitate systems start-up processes, demonstration and training sessions and transfer of operations manuals.

- 3.19 Confirm MnDOT's B3+SB2030 Requirements related to the transfer of Project from Construction to Operations is successfully completed.
- 3.20 Participate in Project inspection(s) for Substantial Completion(s).

**4. Close-Out**

- 4.1 Work with A/E and CMc to ensure contractors address punch list items and record document close-out processes are completed in a timely manner.
- 4.2 Coordinate and document receipt of specified attic-stock materials, warranties, operation and maintenance manuals, and "as-built" documents.
- 4.3 Review submitted record documents to ensure they include all key project files for archiving.
- 4.4 Ensure important Project correspondence, documents, and records are transmitted to MnDOT's designated file storage location. This will include but is not limited to design and construction meeting minutes, design and construction cost estimates by both the A/E and CMc, design and construction submittals, bidding documents, project and construction schedules, product data, shop drawings, samples, etc.
- 4.5 Participate in Project inspection(s) for Final Completion(s).
- 4.6 Coordinate Project Final Closeout(s).
- 4.7 Assist MnDOT in facilitation, collection, organization, and submission of A/E and CMc books, records, and documents relevant to the Project contract(s) for auditing purposes by the State Legislative Auditor's Office after termination/expiration of the Project contract(s).

**5. Warranty**

- 5.1 Coordinate the scheduling of 10-month Project warranty inspection(s) and participate in the on-site walk through(s).

**6. Other**

- 6.1 Liaison with MnDOT Leadership (or outside) community regarding the project by attending meetings with stakeholders.
- 6.2 Open Houses & Ribbon Cutting coordination.

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