

Exhibit B

Available Scope of Services

PRE DESIGN SERVICES

Project Feasibility and Need Assessment Review
Facility Maintenance Planning
Control Budget / Schedule Development
Site Evaluation / Selection / Acquisition Support
Consultant Procurement (RFQ, RFP, Contract Development)
Community Engagement, Presentation Development and Outreach
Alternative Approach Consultation
 Design Build
 [CM@Risk](#)
 Performance Contracting
Contract Development and Negotiation (design, vendor, contractor)
Rolls and Responsibility Planning

DESIGN PHASE SERVICES

Total Project Management
Project Documentation and Filing
Schedule, Attend, Record Project Meetings
Prepare and Monitor Comprehensive Master Schedule
Prepare Detailed Construction and Phasing Schedules
Procure Long Lead Items - Owner Direct
Prepare Detailed Unit Cost and Qty Estimates
Prepare and Monitor Total Program Budget
Prepare Cash Flow Projections for Financing
Coordinate with Governmental Agencies and Utilities
Assist in Obtaining Building Permits and Special Permits
Provide Constructability Input to Design
Provide VE Opportunities to Design
Review Consultant and Contractor VE Opportunities to Design
Coordinate the Contracting of any Required Owner Direct Vendors
Provide Input Regarding Material/Vendor Availability
Coordinate Furniture Design/Procurement
Coordinate Audio Visual and Security Design/Procurement
Coordinate IT and Phone Design/Procurement
Provide Preliminary Site Logistic / Community Impact Plans
Assist with the development Division 1 Documents
Prepare Strategy for Unit and Alt. Upgrades
Prepare Contingency Strategies for Risk Management
Establish Construction Phase Communication Protocol
 Submittal Reviews
 Testing & Inspections
 Change Management
 Quality Assurance & Safety
 Document Control
Review and Assist with Labor Strategies
Review and Assist with Inclusion (MBE) Strategies
Review and Assist with LEED Certification Process
Review and Assist with Project Advertisement's for Bid
Conduct Bidder Marketing and Project Awareness Initiatives
Facilitate Pre Bid Meetings
Coordinate Bidder Requests for Information
Facilitate Bid Receipt and Documentation
Analyze Bid Results and Second Tier Contracts
Analyze Bonding Strategies Flush Out Hidden Owner Cost/Risks
Analyze Insurance Strategies and Flush Out Hidden Owner Costs/Risks
Analyze/Review/Negotiate Final Contractor Values, Inclusions and Exclusions
Coordinate Permit Receipt and Contractor Mobilization

CONSTRUCTION PHASE SERVICES

Total Project Management
Community Liaison
User Group / Stakeholder Liaison
Project Documentation and Filing
Provide Site Observation and Prepare Site Observation Reports
Direct Management of Owner Direct Purchases
Receive and Process RFI's
Assist with the Development of Solutions for RFI's
Coordinate Document Interpretation
Coordinate Technical Design Problems/Omissions
Coordinate Shop Drawing Review & Approval
Issue Design Change Directives
Administer Change Request Program
Analyze CO Scope/Price from Contractor
Monitor Contractor's QA/QC Program
Monitor Contractor's Schedule Submittals
Review Regulatory Compliance (Building Permit Issues)
Monitor Contractor's Labor Relations Program
Review/Approve Contractor's Payment Applications:
 Review Progress Update
 Review Direct payments
 Review Certified Payrolls/Lien Waivers
 Review Submittal Logs
Prepare Monthly Report
Document Field Activities via Progress Photos
Manage Regular Budget Updates
Manage Regular Schedule Updates
Issue Notice of Non-Conformance
Coordinate and Administer Weekly Project Meetings
Monitor Testing & Inspection Activities
Coordinate & Administer CM/A-E/ Owner Meeting
Monitor Utility Tie-Ins and Relocations
Review Contractor Daily Reports
Coordinate Technical Submittal Process
Prepare Substantial Completion Punch Lists
Prepare Walk-Through and Final Punch Lists
Monitor Final Punch List work
Review Final Completion Submittals:
 Record Drawings from the Field
 Reproducible of Record Drawings
 Equipment Data & Maintenance Manuals
 Consent of Surety
 Final Lien Waivers and Releases
 Guarantees, Warranties and Affidavits

MOVE-IN / START-UP PHASE SERVICES

Coordinate Furniture, Fixture & Equipment Items (FF&E)
Schedule FF&E Deliveries & Coordinate Installation
Prepare Move-In Schedule & Coordinate Activities
Coordinate Testing & Systems Startup
Manage Master Key System
Coordinate Contract Close-Out w/ Contractor
Coordinate Contract Close-Out with Design Professionals
Coordinate Building Operator Training