## Appendix A

# RIC Owner's Program Manager Scope of Services

The Owner's Program Manager (OPM) shall provide project management services as listed below and as needed to execute the project. This list identifies specific project services covered under this agreement, however other related project services may be added at the direction of the Rhode Island College's representatives.

## Design Phase Services

- Meet with user groups to determine scope of work for design and construction.
- Prepare project cost estimates.
- Prepare project schedule including design, construction and owner move-in activities. Monitor progress over the course of the project.
- Evaluate projects for appropriate project delivery method and provide recommendations. Work with RIC Purchasing Department to develop Requests for Qualifications (RFQ's) and Requests for Proposals (RFP's). Manage and participate in the consultant selection process.
- Negotiate fees with design consultants and prepare consultants contracts. Monitor work of consultant, particularly as it relates to scope, budget and schedule. Review and approve consultant invoices
- Act as liaison between the design consultants, College user groups, and other campus stakeholders (Facilities and Operations, Network and Telecommunications, Campus Police, etc.).
- Provide as-built information to the design consultants.
- Participate as a member of the project Steering Committee. Take minutes at all meetings and distribute minutes within 48 hours of the meeting.
- Coordinate site surveys, inspections, soil testing, borings reports, utilities capacities studies, and other information needed for the design of the project.
- Coordinate and attend outside agency meetings.
- Review and monitor the consultant's quality control procedures.
- Review the design consultant's design documents (drawings and specifications) for compliance with project scope, RIC standards, and code compliance. Review the design consultant's progress documents for completeness.
- Coordinate the design review process with users and campus stakeholders at the end of schematic design, design development and construction documents phases.
- Work with the design consultant to define the project construction boundaries, staging, and field office locations.
- Work with the consultant to develop the commissioning requirements and develop

RFP for Owner's procurement of services.

- Review the consultant's cost estimates. Provide a comparative cost estimate if requested. Work with the consultant to identify value engineering or cost saving scope as necessary.
- Perform a constructability review of the project plans and specifications for the purpose of identifying errors, inconsistencies, ambiguities, conflicts etc. Monitor and track the project budget (construction budget, FF&E and soft costs). Maintain an itemized list of project expenses.
- Coordinate all utility application processes, fees, reviews and approvals for project activities. Coordinate all utility rebate programs.
- Provide monthly status reports to the Owner. Highlight the status of the project budget, scope and schedule.

**Furniture, Fixtures and Equipment (FF&E) Management**

- Manage the selection process for consultants. Work with RIC to develop RFQ's and RFP's
- Attend meetings for FF&E activities
- Create a room-by-room data bank of furniture, equipment, graphic representations and room information for FF&E coordination, tracking, and installation management.
- Create an FF&E package with all building users and Steering Committee to ensure the proper FF&E that functions as intended with all building systems and user requirements, has been selected, specified, purchased, and installed.
- Coordinate and develop with consultants, Network and Telecommunications and the users, all A/V requirements, performance, elements, specification packages, installation, punch list and final commissioning requirements.
- Coordinate procurement activities with RIC Purchasing regulations and requirements and ensure FF&E package is prepared and ready to go for scheduled purchase, delivery and installation.
- Coordinate FF&E activities with contractor activities to establish requirements, coordination of work, limits of responsibilities and installation timeframes
- Work with furniture representative/vendor/client to make sure furniture needs are met. Coordinate faculty/staff selections from furniture options.
- Work with faculty/staff to make sure equipment needs are met (ordering, tracking, receiving, installing)
- Coordinate delivery of furniture to campus
- Ensure furniture is being installed in the correct locations and confirm that orders are complete.
- Perform punch list with furniture vendor(s).
- Coordinate cardboard removal/recycling.
- Coordinate installation of new phones with Network and Telecommunications
- Provide Network and Telecommunications with list of who is moving, their

old and new locations and their extensions.

- Coordinate new computer, printer and fax set-ups with Network and Telecommunications
- Coordinate with Facilities and Operations for custodial equipment and service.
- Coordinate specialty systems FF&E design, selection, procurement, delivery, installation, punch list and warranty. Coordinate with all appropriate RIC entities (end user, Facilities and Operations, Network and Telecommunications, etc.).
- Provide monthly status reports to the Interim Director of Capital Projects. Highlight the status of the FF&E scope, budget and schedule.

## Construction Phase Services

### Bidding & Contract Award

- Assist RIC with the bidding process. Assemble the bid documents and work with the consultant to make sure the front end documents are coordinated.
- Conduct pre-bid conferences to review requirements. Document questions from prospective bidders and coordinate response with architect. Assist with addenda.
- Attend the bid opening and any pre-bid conferences.
- Assist the Owner with evaluating, negotiating, and preparing contracts for construction.
- Provide weekly status reports to the Owner.

### Construction

- Chair the pre-construction conference. Work with RIC and the consultant to prepare a list of significant issues to be addressed at the pre-construction conference.
- Serve as the Owner's chief representative in the field.
- Become familiar with all contract documents including specifications and drawings.
- Coordinate contractor parking and staging for construction activities
- Prepare and maintain a project contact list that identifies all RIC parties, consultants and contractors, including emergency contact numbers.
- Coordinate utility shutdowns with contractor, project schedule, Facilities and Operations and campus users. Coordinate location of existing utility lines.
- Coordinate the selection and manage the contract of the third-party inspections.
- Coordinate and participate in inspections. Review special inspection reports and testing results.
- Coordinate and resolve disputes between inspection and permit entities.
- Participate in documentation of existing site conditions – photos and/or video by general contractor.
- Manage on-campus communications between project activities and occupants of the

project site, and other related campus users.

- Review contractor's schedule of values.
- Log, distribute, track, review and negotiate all contractor pay requests.
- Conduct all weekly meetings and job related meetings. Prepare meeting minutes and distribute to all relevant parties within forty-eight hours of the conclusion of the meeting.
- Maintain an "action list" identifying specific task assignments and revise as necessary to keep the status of all action items current.
- Make recommendations to RIC for changes in the work the Project Manager may consider necessary or desirable.
- Inspect all work daily for quality and conformance to the contract documents. Inform RIC immediately of any work deemed to be of poor quality or work that fails to comply with contract requirements. Maintain daily inspection reports on all projects.
- Review contractor daily reports to ensure that all information is accurate and reflective of each day's events.
- Take digital photographs to document job progress and any on-site issues. Maintain photographic record of project.
- Monitor contractor's safety and recommend any corrective action if necessary.
- Advise RIC on courses of action when conflicts/questions arise during construction.
- Issues that cannot be resolved in the field by the Project Manager shall immediately be brought to the attention of RIC.
- Assist the consultant to monitor and evaluate the progress and quality of the Contractor's as-built drawings.
- Facilitate building commissioning throughout construction. Monitor the work of third party commissioning agents.
- Log, distribute, track and review all construction related correspondence, Requests for Information, submittals and substitution requests. Monitor that all correspondence is addressed in a timely manner.
- Review contractor Requests for Information (RFI'S) and Architect's Supplemental Information (ASI's) as submitted and ensure response is complete.
- Review submittals for contract compliance only. Coordinate submittal review with RIC as applicable.
- Implement and enforce the contractual procedures for the processing of Change Orders. Log, distribute, track, review and assist in negotiation of all Change Order Requests. Perform evaluation of the reasons for and how the costs are determined for all Change Order Requests. Review change order pricing and schedule impact.
- Review the baseline schedule to ensure that schedule is developed in accordance with

all contract requirements. Ensure that each updated schedule contains accurate information and that all activity and logic changes are reasonable. Verify that each 2 week look ahead schedule is representative of the information as provided in the baseline and updated baseline schedules.

- Provide continuous and active project assessment including guidance regarding critical decisions affecting cost and schedule during construction.
- Continuously review the Contractor's schedule for adequacy of lead-time for material and equipment procurement.
- Prepare a list of all required closeout documents and training. Establish that the required guarantees, record drawings, Operating and Maintenance manuals have been received from the Contractor, reviewed by the Architect and delivered to the College. Coordinate owner training with RIC Facilities and other RIC personnel.
- Monitor project closeout activities including the punch list
- Coordinate and ensure a timely delivery of Change Orders.
- Participate in review of application for Final Payment.
- Provide monthly status reports to the Owner. Highlight the status of the project budget and schedule.

**Project Move-In**

- Schedule meetings for the purpose of coordinating move-in activities.
- Coordinate and manage all project keying and access control systems. Coordinate entry card and key production and delivery to appropriate users.
- Coordinate all processes for procurement of goods and services with RIC Purchasing, to ensure move-in package is prepared and ready to go for scheduled purchase, delivery and installation. Coordinate internal and consulting services for all data and telephone services, including verifying services to facility, and routing and operation to all points of connection.
- Coordinate and oversee all room signage for occupants and rooms.
- Coordinate moving services for FF&E elements and moving of equipment, furniture, files and other occupant move items from procurement sources, or existing offices, into new facility. Document and initiate repair of any facility damage by FF&E installation entities. Manage and oversee the installation of all building equipment. Oversee cleaning services by FF&E contractors to ensure facility is in proper operating condition. Create a spreadsheet to track dates of the move on campus.
- Meet with Departments and faculty to brief them on move process and procedures.
- Provide monthly status reports to the Owner highlighting the move schedule and any outstanding coordination items.

**Post Construction Services**

- Coordinate the process for the nine-month warranty inspection at the Project site and shall prepare a list of any warranty issues observed during the inspection.

**Optional Services as Directed by RIC**

- Provide dispute/claims control administration including identifying and investigation of potential claims.
- Assist in resolving all disputes/claims in a timely manner and during the course of the project.