

<b>DEPT OF ADMINISTRATIVE SERVICE</b> Policies and Procedures <b>DIVISION OF FACILITIES</b> <b>CONSTRUCTION AND MANAGEMENT</b>	Ref DF0001 43-7.0	Page 1 of 1
	Effective Date ?-?-19	Revision Date ?-?-19
SUBJECT: Pre-Construction Services		Revised by:

## **I. PURPOSE**

Describe the process and outline expectations of services from Architect/Engineer (AE), Construction Manager (CM), System Commissioners (Cx) Building Envelope Commissioner (BECx), Energy Engineers (EE), Agency, and DFCM during Schematic Design (SD), Design Development (DD), Construction Documents (CD) phases of a CM/GC project delivery method.

## **II. BACKGROUND**

When a CMGC delivery method is used to complete a state project, a team is procured by DFCM consisting of A/E, CM, Cx, BECx, EE which engage with DFCM and the Agency in order to fulfill program needs and ensure scope, schedule, and costs are managed through the completion of SD, DD, CD and Construction phases.

## **III. POLICY**

On a CMGC project delivery method DFCM will procure a team consisting of A/E, CM, Cx, BECx, EE which engage with DFCM and the Agency in order to fulfill program needs and ensure scope, schedule, and costs are managed through the completion of SD, DD, CD and Construction phases. Each firm will provide adequate and professional services to complete each phase as outlined, to successfully complete a project. Ensure proper communication, decision making, and standards are implemented and followed.

## **IV. PROCEDURES**

### **A. DFCM**

- Engage the agency and procure design team to compile a program document. Dependent upon the contract, the AE may move into the design phase based upon their performance evaluation or a VBS selection may be initiated to procure design services.
- After programming and prior to the initiation of SD, procure through VBS the AE, CM, and Commissioning agents.  
-If possible, procure at end of programming.  
-Include design assist verbiage in RFP.
- With input from the team, DFCM will lead the team through each phase and oversee the project to ensure state standards are followed - compliance, accountability, quality, schedule, scope, and costs are met.
- Provide signature approval at each design milestone.

### **B. Agency**

- Provide direction according to program documents and limit additional requests from the end user.

- Manage steering committee, stakeholders, provide point of contact – decision makers.
- Request and manage FF&E/AMA contracts.
- Provide signature approval at each design milestone.
- Provide agency representation at each design meeting
- Provide plan reviews, OPR, and timely and necessary feedback to AE and CM requests, and helping DFCM make decisions.
- Ensure expectations have been captured by design team.
- Ensure design requirements are met. **Contingency, allowances, risk are under the line at GMP w/out mark-up.**

### C. AE

- Direct the design process with the agency thru workshops, meetings, and other avenues of communication to ensure the program requirements and state/agency standards are met.
- Procure sub-consultant services for mechanical, electrical, plumbing, structural, landscaping, and any other services required.
- Design within the budget provided, utilizing materials and systems that meet the expected performance standards, and fulfill all responsibilities outlined in the DFCM General Conditions.
- **Create scoping documents for each specification section.**
- Provide return and report showing expectations have been implemented within documents.
- Direct and update OPR.
- Ensure DFCM and agency design requirements are captured in documents.
- **Provide signature approval at each design milestone.**

### - *Sub-Consultant*

Under the direction of the prime AE:

- Design within the budget and project parameters.
- Provide timely information.
- Coordinate with other sub-consultant specialties.
- Coordinate and communicate with agencies and facilities

### D. CM

- Generate subcontractor interest, participation, and information sharing of constructability and costs associated with the design.
- Provide weekly cost variance updates, provide formal cost estimates at each milestone (SD, DD, CD), create relevant schedules incorporating pull planning concepts, and coordinate target value designs. **Provide adequate manpower and detail to meet the required level of cost estimates.**
- Be aware of and provide notification of changing market conditions including tariffs, labor shortages, **inflation, local subcontractor availability and interest**, and all other risks that may affect the project.
- Ensure the program expectations are met.
- **Provide thorough constructability analysis and report at each phase, SD, 50% DD, 90% DD, and CD (what is the expected deliverable)**
- Establish target value designs and provide this information to sub-consultants.
- Responsible for ensuring design requirements are captured in documents.
- **Confirm and clarify scoping documents for each specification so it is easily bid and clear to subs.**

- Create a procurement plan (contracts, submittals, deliveries, etc)
  - Provide an FLCC commitment at 90% DD. (what is the right time to expect this)
  - Provide signature approval at each design milestone.
- *Estimating*
- Realistic estimating must be created, maintained, and presented on a consistent basis throughout the project. Estimates will be reviewed at SD, DD, and CD phases to determine whether or not project should move to the next phase.
  - Each phase requires a variance report for costs.
  - Estimates should reflect the specification scoping documents for each section. (Specifically Architectural, MEP, Finishes, Structural, Exterior Skin, Site, etc)
  - Provide estimator updates at each OAC meeting.
  - Identify areas of fidelity and those with large fluctuations.
  - The following design contingency's will be allowed SD 15%; 50% DD 10%; 90% DD 5%.
  - Incorporate subcontractor involvement and feedback.
- *Design Assist*
- May be utilized and incorporated according to the teams decisions regarding deferred submittals. Determine the best method to lock in subs early enough to impact the scope, cost, and schedule. (when should this occur, how early in the process)

#### **E. Cx, BECx, and EE**

- Commissioning agents will provide design document review to ensure state standards are followed.

#### **F. Other Expectations**

- AE/CMGC will not add profit and overhead on errors/omissions.
- AE/CMGC cannot request profit, overhead, general conditions, time extensions, modifications, or change orders if they do not meet the FLCC.
- AE/CMGC will be given a performance evaluation on preconstruction services. (may be included in the final or may be separate)
- SDI will be covered under the contractor contingency line item (1% of the 2% budget)

**ALL PARTIES** will commit to attending meetings after the program is established. Expectations for each party are to be documented and followed through with. At each meeting, action items should be reviewed and parties held accountable. The project team is to define the top values of the project in order to facilitate key decisions in each phase of programming and design along the way.

#### Schedules

Team Procurement Schedule

Construction/ Procurement Schedule (subcontractor contracts, submittals, materials, deliveries)

Design Schedule

SD, DD, CD review phases (Allow ample time for reviews, is two weeks sufficient)

Code Review (Allow ample time for reviews, is four weeks expected)

## Design review and team procurement schedules

- Bluebeam session, comment period, page-turn meeting,
- Documentation outlining decision making
- Checklist prior to each phase

## Agendas

### Process kick-off meeting

- Agenda –identifying stakeholders, communication plan – how/who, potential risks, collaboration - alignment of goals between team members, prioritization of decision making
- Deferred submittals
- Design assist
- Determine true and consistent availability of sub-consultants

### Weekly OAC

- Cost variance updates
- Estimator updates at each OAC meeting

## Other Items

- How to create a consistent means of team member communication – who, how, frequency – everyone’s responsibility to educate each other.
- Moving to AIA design standards?
- Reducing the number of bid packages
- Having the owner/end user accept the project schedule
- Make project schedule a part of the management plan
- Identify contractor’s needs before CDs – space, storage, etc. Have a logistics plan.
- Identifying roles and expectations – eliminating assumptions
- Bringing sub-consultants up to speed who are brought on later into the project
- Acknowledging and addressing contract limitations early on
- Define design deliverables
- Decisions made at each phase/meeting
- Define expectations of what is provided/included in fee schedules