

OWNER'S REPRESENTATIVE/CONSTRUCTION MANAGER

The applicant's owner's representative/construction manager is primarily responsible for advocating the applicant's and the State's best interests by over-seeing the applicant's construction project during each phase. Depending on the applicant's expertise and services of other consultants, such as an architect, these services might include:

- Assisting with developing a thorough facility master plan or hiring a consultant for a master plan.
- Assisting with evaluating or contracting professional services to evaluate the applicant's needs based on the statewide facilities assessment, or facilities master plan. Based on these findings develop the project's scope to address the needs of the facility(s). This can be one large project or a multi-year phased project.
- Assist the applicant with selecting a steering committee. Doing so will ensure the needs of the applicant, the student body, and the community are addressed.
- Assist applicant in identifying where the matching funds will come from.
 - If the applicant determines the matching funds will come from a bond, assist with acquiring a bonding company to setup a bond program.
 - Other grant opportunities such as DOLA, GOCO, CHS, GEO etc.
- Assist the applicant with determining the appropriate delivery method for the proposed project.
 - Design/Bid/Build, Design Build, Cost plus with a guaranteed maximum, CM/GC.
- Assist the applicant with selecting the appropriate consultants through a Request for Qualifications (RFQ) and Request for Proposals (RFP) process. *(CDE requests a competitive selection process for large scale projects)*
 - Master planner, Architect, Commissioning Agent, Materials Testing, FFE, Asbestos Abatement, Contractor etc.
- Assist the applicant with collection of information required by the state for financing.
- Review contracts between the selected vendors and applicant for services to be performed. When necessary enforce contract revisions to prevent the applicant from being taken advantage of or put in a situation where they could be liable for something they shouldn't be.
- Change event management; review, comment and assist the district in managing any change orders or potential change orders for the project. Assist the district with CDE reserve requests as applicable.
- Ensure that the contractor and their subcontractors are properly insured and bonded.
- Review plans and specifications for suitability of school use; quality; student and staff safety; building code compliance; fire code compliance; size/s.f.; future operation costs; and budget.
- Submittal review; ensure that the contractor is submitting appropriate documentation and record-keeping. Review submittals for general conformance with construction documents on the Owner's behalf, and ensure

that the Owner is kept apprised of items that they need to make decisions on; ensure that appropriate parties are reviewing and stamping submittals and determine if additional consultants need to review them; provide comment to the Owner on adequacy of materials specified.

- RFI review; review RFI's to ensure contractor and design/engineer/consultants are providing thorough and efficient responses, and that RFI responses are being forwarded to/from the appropriate parties; advise Owner of RFI's that may incur additional cost and/or scope change prior to implementing work.
- Assist the applicant in implementing the requirements of SB07-051 which includes the selection of consultants capable to provide expertise in high performance design including high performing energy options. Engage USGBC and the Governor's Energy Office as appropriate in the development for energy alternatives.
- Review of Energy Modeling and assistance with coordination and oversight of LEED and/or CO-CHPS certification documentation. Overseeing of LEED certification professions and processes.
- Ensure all permits are procured and the applicant is in compliance with all local fire district requirements.
- FFE (furniture, fixture & equipment) design assistance for space programming, development of bid package, procurement/vendor selection, and installation. Coordination with and oversight of architect to ensure all FFE scope is covered.
- Ensure all federal, state, and local requirements are satisfied.
 - E.g. bonding, advertising for final payment, OSHA, EPA, EEO, other agency requirements, etc.
- Ensure a reasonable, realistic, budget is developed and maintained. Make sure that the budget is maintained without compromising the quality or integrity of the project.
 - Make sure all fees, profit, overhead, contingencies, etc. are inline with industry standards.
- Perform on-site inspections for quality of workmanship, quality of materials, conformity with plans & specifications, code compliance, on-site safety, project schedule vs progress, and general progress of the construction project.
 - Maintain observation reports/logs including work description, work methods, contractors on site, weather conditions, observations, photos, etc.
 - The frequency of on-site inspections should be determined by the applicant and the owner's rep. During construction site visits of no less than once per week are recommended.
- Attend, or conduct, construction meetings with contractor, architect, and major subcontractors that are on site.
 - These meetings should include discussions of potential or pending change orders, problems, schedule, budget, requests for information and any other areas of interest.
 - Report to the superintendent, school board, and the Division of Public School Capital Construction on the progress and status of the project.
 - Attend and provide comment on the design advisory committee meetings to assist the owner in making design decisions that are consistent with the grant application SF, scope and budget, and to assist the owner in making decisions that impact the operations and maintenance of the completed project.
 - Provide weekly updates to the district and CDE to include progress photos. Ensure that the CDE and district representatives are copied on project correspondence.
- Review all test reports and ensure they are in compliance with specifications.
 - E.g. soils, compaction, concrete, welds and other required tests.
- Help the applicant resolve disputes or claims that may occur.

- Review progress billings and when necessary negotiate revisions.
 - When requested by applicant review and assist with compiling the CDE funding request.
 - Review and approve all costs submitted but applicant. This includes reviewing the back-up for each contractor draw request for Division 2-16 line items.

- Ensure all lien/claim releases are executed with all progress and final payments.

- One year of post occupancy assistance to include but not limited to:
 - Coordinate with contractor to resolve warranty issues;
 - One year warranty walk through;
 - Ensure that this takes place;
 - Ensure that the walk is thorough and that all necessary parties are in attendance;
 - Ensure any issues identified are resolved in a timely manner.
 - Ensure compliance with all closeout requirements with the architects, engineers, contractors and the state;
 - Assist with high performance (LEED Gold or CO-CHPS) certification documentation;
 - Assist with resolving payment or other contractual disputes;
 - Follow up training if necessary for one years after completion;
 - Track energy performance against design goals for one year after completion;
 - If building is not meeting design goals assist the owner with determining cause and implementation of remediation.
 - Follow up commissioning and adjustment for maximum building performance;
 - Develop a preventative Operations & Maintenance plan for the Owner.

- Other functions as identified by the owner's representative / construction manager or the applicant. This description is not meant to be complete, but is to identify major tasks. There may be obvious tasks not in this description or there may be tasks that are necessary due to the nature of the project or problems that occur.