

## **Construction Phase Services (SAMPLE)**

### **Scope of Services for Executive Order Projects**

Terms used in the following Scope of Services have the meaning indicated below which are applicable to both the singular and plural thereof:

PWU – Public Works and Utilities Staff or Consultant employed by PWU  
ES Project Coordinator - The City of Lincoln's Executive Order Project Coordinator  
Design Engineer - The Engineer of Record employed by the Permittee  
Geotechnical Engineer - The Geotechnical Engineer employed by the Permittee

PWU is responsible for insuring correct design installations, through a final Executive Order, that the infrastructure meets standard specification established by The City of Lincoln. During the construction phase PWU will provide Construction Observation, Contract Administration, and All Material Testing for Utility and Paving Installations.

The following Scope of Services outlines the responsibilities of PWU for work relating to the Executive Order listed above.

#### Design Engineer / ES Project Coordinator / PWU Pre-Construction Meeting

- Review record keeping procedures
- Review Scope of Services for Construction Phase Services Scope of Services for Executive Order Projects
- Review testing requirements as outlined

#### Review Construction Staking

- Visually inspect horizontal alignment of utilities and roadways in relation to layout within R.O.W. as segments are being staked prior to construction.
- Visually inspect vertical alignment, cut/fill stakes

#### Meetings

- Conduct scheduled progress meetings
- Attend and record all project related meetings
- Distribute minutes of all progress meetings

#### Review of Work

- Notification to the ES Project Coordinator, Design Engineer, Developer and Contractor upon discovery of non-compliance issues, unsatisfactory, faulty or defective work that does not conform to the Construction Documents
- Upon the request of the Contractor and after concurrence with ES Project Coordinator, Developer and Engineering Consultant provide Clarifications to the Construction Documents
- Communicate clarifications through the Contractors on-site Superintendent
- Consider Contractor requests for modifications, evaluate suggestions, and provide recommendations to ES Project Coordinator, Developer, and Design Engineer. Communicate decisions regarding requests to Contractor.
- Confirm that material used in construction complies with the Contract Documents through appropriate needs, such as testing, observation, approved shop drawings, etc.
- Provide records of elevation and alignment checks of the work at a minimum of 200 linear feet intervals utilizing plan horizontal and vertical control points
- Provide observation and compliance records of all water main pressure tests, sanitary sewer pressure tests, and sanitary sewer manhole tests

#### Maintain Job Site Records

- Project Files Maintained on City of Lincoln's Current Electronic Reporting Format (Aurigo) Including
  1. Correspondence
  2. Addenda

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3. Drawing issued subsequent to the execution of the Contract
4. Reports of job site conferences
5. Shop drawings and samples
6. Contractor Requests for information
7. Field Orders, Change Order Authorizations and Change Orders
8. Review and recommend contractors pay estimates
9. Construction Reports of site visits including construction activity, contractor activities, discussions and general observations of the project
10. Photo Log
11. Written notification to ES Project Coordinator when portions of the project are complete and ready for use. This notification will be supported with documentation of required approvals for placing systems in service
12. Record drawings for submittal to ES Project Coordinator, and Design Engineer at completion of project
13. Documentation of Contractors Pressure Tests on Water Mains, Bacterial Testing of Water Mains, Pressure Tests on Sanitary Sewer Mains and Vacuum Tests of Sanitary Sewer Manholes
14. Notify Operating Divisions for inspection of work through the Project Coordinator

#### **Project Closeout**

- Prepare a list of items requiring completion and/or correction
- Monitor Contractors progress in completing and/or correcting listed work items
- Issue a letter of record quantities on work completed
- At the completion of the project deliver to the Design Engineer a summary of the work, which will be submitted by the Design Engineer to the ES Project Coordinator**
- PWU submits signed as-built plans to the Public Works ES Project Coordinator
- Follow-up on Interim Warranty Items
- Conduct 2-year Retainer release and notify Operating Division through the Project Coordinator

#### **The Scope of Services does not include:**

- Water main chlorination by Lincoln Water System – to be paid directly by Contractor
- Water main pressure test – to be paid directly by Contractor
- Sanitary sewer televising by Lincoln Wastewater System – to be paid directly by Contractor
- Sanitary sewer pressure test – to be paid directly by Contractor
- Sanitary sewer manhole test – to be paid directly by Contractor
- Authorization of any deviation from the plans or substitution of materials without appropriate method of modification to the contract
- Undertaking any of the responsibilities of the Contractor(s)
- Giving direction to the Contractor(s) by dictating means, methods, techniques, sequences or procedures of construction
- Establishing, directing or assuming control over safety precautions and programs in connection with the work, except in cases of imminent danger
- Administration of NPDES (SWPPP) permit requirements (Developer)

#### **ATTACHMENTS PROVIDED UPON SUBMITTAL OF EXECUTIVE ORDER Documents**

1. BREAKDOWN OF ALL COSTS
2. ORGANIZATIONAL CHART