

CONSTRUCTION ADMINISTRATION STATEMENT OF WORK

PART 4 – CONSTRUCTION ADMINISTRATION

4.1 CONSTRUCTION ADMINISTRATION SERVICES:

- a. Periodic observations. The CA shall observe the construction in progress at least once every two weeks.
- b. The CA shall process the Contractor's shop drawings, product data and samples. The CA shall evaluate the Contractor's Request for Information and provide Grantee with recommended technical language to answer or advise the Contractor's question(s).
- c. The CA shall review the results of construction testing and inspection after award of the DB contract and when necessary, recommend corrective actions to the Grantee.
- d. The CA shall evaluate the Contractor's monthly request for payment and make recommendations to the Grantee. The Grantee shall make the final recommendation(s) for payment.
- e. The CA shall handle requests for changes during the construction period and make recommendations to the Grantee. The CA shall provide independent estimates for any proposed change orders to the Grantee. The estimates shall be provided to the Grantee before the Contractor's proposal is received. The Grantee shall recommend approval or disapproval and the Grantee may issue any change orders.
- f. The CA shall assist the Grantee in resolving claims, if any, brought by the Contractor.
- g. The CA shall assist the Grantee in establishing the date of Substantial Completion, development of "punch list" items, establishing and participation in the final inspection, and completion of the closeout process. The Declaration (Certificate) of Substantial Completion shall establish the responsibilities of the Grantee and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance and shall establish the time within which the Contractor shall finish all punch list items accompanying the Declaration. AIA form G704 may be used for this purpose. The Declaration shall establish the end of liquidated damages, if applicable.

Issuance of the Declaration also allows movable furniture, fixtures and equipment to be installed. Issuance also allows the Grantee to take custody of the facility and begins the maintenance and upkeep of the Work. All submittals, as-built drawings and other end-of-work documents must be submitted to the Grantee before the Declaration of Substantial Completion is issued. The Grantee or the Officer in Charge at the school location shall accept keys on behalf of the BIA. The CA shall sign the Declaration of Substantial Completion.

i. Occupancy of Buildings

The CA shall not authorize the user to occupy any building(s) until the BIA's Division of Safety and Risk Management (Authority Having Jurisdiction) has inspected the building(s) and issues a Certificate of Occupancy or an Interim Certificate of Occupancy. The final inspection by DSRM

shall be requested by the A-E through the GOTR. The GOTR will coordinate the final inspection with DSRM. See Attachment A for “New Construction and Major Renovation Final Safety and Health Inspection and Certificate of Occupancy Guidelines”. The CA shall provide this guideline to the Inspector and Contractor.

j. The A-E shall provide to the Grantee, after construction completion, real property cost data for the BIA’s use in capitalizing the project costs.

k. The A-E shall provide final building, site and utilities data to the Grantee for the BIA’s use in updating its Facilities Management Information System (FMIS) database. The A-E shall provide the building number, a list of all as-built spaces (i.e., rooms) included in each building, the room name and room number, the net square feet of each space and the total gross square feet for each building. The as-built room finish schedule shall also be provided. To the extent included in the project, the following site information shall be provided: elevated or ground water storage tank capacity in gallons; sewer lagoon (system) in acres, total number of acres developed, square feet of parking, lineal feet of streets and width and material of streets, size, material and lineal feet of sewer lines; size, material and lineal feet of water lines. This data shall be provided to the Grantee using AutoCAD software and will be for the BIA’s use to establish the operations and maintenance funding for the new facilities.

1. Task 3. As-Built Drawing Services.

The A-E shall prepare the final reproducible as-built drawings after construction completion using the marked-up as-built drawings prepared by the Contractor during construction.

4.2 DELIVERABLES

The following shall be submitted to the Grantee. A copy of the transmittal letter shall be provided to the Project Manager:

1. Task 1. Pre-Construction Services

a. Provide documentation of the Pre-Construction conference with the Contractor

2. Task 2. Construction Administration Services

a. Provide 2 copies of the Contractor’s schedule of values with recommendations.

b. Provide 2 copies of the Contractor’s construction schedule, updated on a monthly basis.

c. Provide 2 copies of monthly progress reports issued as the result of the A-E’s periodic observations and on-site visits. Provide these reports to the COTR within 5 calendar days of the site visit.

d. Provide 2 sets of shop drawings and product data after construction is complete.

h. Provide 2 copies of test results during construction along with recommendations, if any.

i. Provide 2 copies of Contractor’s monthly pay request to the COTR with recommendation for payment.

j. Provide change order estimates and recommendations for actions on change orders.

f. Provide 2 copies of the final inspection report, punch-list, and completion and closeout documents.

g. Provide 4 copies of fire alarm, data sheets to the COTR as soon as they are received from the Contractor and reviewed by the A-E.

h. Provide cost data for all real property constructed. This final cost data is required to capitalize the project.

i. Provide building and site improvement data necessary for data entry into the BIA FMIS inventory system.

3. Task 3. As-Built Drawings and Closeout Services

Provide final operation manuals, operating instructions and other closeout documents. The A-E shall provide to the Grantee, the CAD electronic version of the drawings and specification files showing the as-built conditions. A PDF file shall also be provided.

Submit one copy of deliverables to the following address: