



## APPENDIX F

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### PROJECT DESIGN – KICK-OFF CHECKLIST

Includes

- Checklist
- Project Management Plan
- Consultant Expectations
- Agency Sign-Off for Project Closeout & Acceptance
- Project Report & Fact Sheet (Short Form)



## REAL ESTATE AND CONSTRUCTION SERVICES (RECS) PROJECT DESIGN KICK-OFF CHECKLIST

### Key Items and Tasks for Architect/Engineer/Consultant to complete

<b>Date:</b>	
<b>State Project No. Consultant:</b>	
<b>Project Name:</b>	
<b>Facility &amp; Location:</b>	
<b>RECS Project Manager:</b>	

**Instructions: A-E Consultant checks Yes / No if they have completed the item listed. If N/A is checked, an explanation is entered in the “ITEM/TASK” column, directly below the item.**

<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>ITEM / TASK</u>
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#### GENERAL

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Review your contract for all required services and deliverables prior to beginning work. See the attached “Consultant Performance Expectations”   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Do not begin work until a Notice To Proceed is received from the RECS Contract Coordinator.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. No additional work resulting in a contract change/fee adjustment shall be started or performed until approval from the RECS Project Manager is received and funds for the work have been encumbered into the contract.<br>The State will not approve or pay additional fees unless prior approval has been given by the RECS Project Manager and the Supplemental Agreement to the contract has been fully executed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. The facility is not authorized to approve work that results in scope changes or a fee increase. Only the RECS Project Manager can authorize additional work.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. As early as possible, obtain a code review from the AHJ for plan review.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Review the Project for all requirements: <ul style="list-style-type: none"> <li><input type="checkbox"/> Agency has legislative authority to fund project with operating funds (16B.30)*</li> <li><input type="checkbox"/> Scope of Work is per language of the Appropriation</li> <li><input type="checkbox"/> Predesign required (when construction cost is \$750,000 or greater)</li> <li><input type="checkbox"/> Legislative Notification &amp; Approval (all bonded projects)</li> <li><input type="checkbox"/> State Designer Selection Board (\$200 K + design; \$2 Mill + Project Cost)</li> <li><input type="checkbox"/> Historical Designation (&amp; involvement by State Historical Preservation Office)</li> <li><input type="checkbox"/> EAW (Environmental Assessment Worksheet) requirement</li> <li><input type="checkbox"/> B3 – MN Sustainable Building Guidelines (all new buildings &amp; major remodel)</li> <li><input type="checkbox"/> Hazardous Materials Abatement Survey (required for all remodelings)</li> <li><input type="checkbox"/> Hazardous Materials Abatement Design &amp; Const’n needed prior to construction</li> </ul> |

<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>ITEM / TASK</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>* 16B.30 ....a state agency may not undertake improvements of a capital nature without specific legislative authority.</p> <p>(b) Specific legislative authority is not required for repairs or minor capital projects financed with operating appropriations or agency receipts that:</p> <p>(1) are undertaken for asset preservation or code compliance purposes; or</p> <p>(2) do not materially increase the net square footage of a facility; and in either case</p> <p>(3) do not materially increase the cost of agency programs.</p> <p>(c) Unless the commissioner determines that an urgency exists, the commissioner of an agency undertaking a project with a cost in excess of \$50,000 pursuant to paragraph (b) shall notify the chairs of the senate Finance Committee, the house of representatives Capital Investment Committee, the house of representatives Ways and Means Committee, the appropriate house of representatives and senate finance divisions, and the director of the Legislative Coordinating Commission prior to incurring any contractual obligation with regard to the project.</p>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>7. See RECS website for forms, Design Guidelines, Sustainable Design Guidelines, Predesign Manual, Payment Request forms, Supplemental Agreement Forms, and <i>General Information</i></p> <p><a href="http://www.admin.state.mn.us/recs/cs/cs.html">http://www.admin.state.mn.us/recs/cs/cs.html</a></p> <p>Link to Designer Procedures Manual -Table of Contents webpage</p> <p><a href="http://www.admin.state.mn.us/recs/cs/mg-dpm-toc.html">http://www.admin.state.mn.us/recs/cs/mg-dpm-toc.html</a></p>
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### PREDESIGN

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>8. Predesign – Bonding Bill projects require a predesign to be submitted prior to beginning design – when the construction cost is \$750,000 or more. See</p> <p>a. Minnesota State Statute §16B.335, <i>Review of Plans and Projects</i>. Subd 3, <i>Predesign requirement</i></p> <p>b. Link to RECS Predesign Manual webpage</p> <p><a href="http://www.admin.state.mn.us/recs/cs/mg-pred-toc.html">http://www.admin.state.mn.us/recs/cs/mg-pred-toc.html</a></p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>9. Statute requirements for State Buildings and/or projects – Obtain “Applicable Statutes” Table/List.</p> <p>This is to be included in all predesigns along with all associated costs of the mandated requirements.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>10. Complete the Predesign Checklist. Review the predesign to ensure all requirements and costs for delivering the project are included in the project budget (Site acquisition, site and utilities development, design, construction, design and sustainability guidelines, alternative energy systems, commissioning, moving, occupancy.)</p>

### DESIGN

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>11. Review your contract services and deliverables required for each design phase.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>12. Review and implement the State’s CAD guidelines.</p> <p>a. RECS CAD Guidelines webpage</p> <p><a href="http://www.admin.state.mn.us/recs/cs/mg-cadd-toc.html">http://www.admin.state.mn.us/recs/cs/mg-cadd-toc.html</a></p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>13. Prepare Design Kick-off Meeting Agenda</p> <p>a. RECS as Key Contact for project and contract</p> <p>b. Consultant’s Key Contacts</p> <p>c. Agency Team Contacts</p> <p>d. Identify Project Criteria &amp; Requirements</p> <p>e. Establish and schedule regular/periodic design meetings</p> <p>f. Identify Budget and Design expectations</p> <p>g. Consultant is responsible for Sign-In Sheet, Meeting Minutes, and</p>

distribution (in a timely manner).

<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>ITEM / TASK</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Obtain existing drawings and information from facility
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. If needed for the project, request a site survey from the RECS PM. Determine survey requirements. If geotechnical services are needed, prepare scope statement for RECS PM use in soliciting proposals. Assist RECS PM with evaluation of proposals.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. For all remodeling projects, determine if facility has an abatement survey for the project area. Inform the RECS Project Manager if a hazardous materials survey is needed. The RECS Project Manager will submit an order to obtain this. <b>NOTE:</b> The survey must be published with the project manual/specifications.

### DESIGN - continued

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. For Bonded projects, at the end of Schematic Design Phase, assist the RECS Project Manager with preparation of a submittal package for LEGISLATIVE NOTIFICATION. a. Submittal package is to contain current cost, scope and schedule information Response from legislative chairs must be received PRIOR to entering Construction Document Phase
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Review the State's Design Guidelines and incorporate requirements into the project. a. Link to RECS website for Manuals, Guidelines, and Forms: <a href="http://www.admin.state.mn.us/recs/cs/cs-mgf.html">http://www.admin.state.mn.us/recs/cs/cs-mgf.html</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Submit Design Guideline variance requests to the RECS Project Manager for approval. (Form is in the back of the Predesign Manual)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Review and incorporate Sustainability Guideline requirements into the project design. a. Provide link to RECS State of Minnesota Sustainable Building Guidelines (MSBG-B3) <a href="http://www.msbg.umn.edu/">http://www.msbg.umn.edu/</a> Technical questions, related to a specific guideline or overall application of the guidelines, use the contact located on the B3 website.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Implement a "Project Management Plan" and update on a monthly basis. Example:  Project Management Plan.doc (:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Verify code review procedures with the State and the City. a. Submit Preliminary Application to State Building Codes and Standards Division Minnesota State Department of Labor and Industry they will determine who has authority for Plan Review and Inspections (State or local municipality or split between State and City). Webpage link: <a href="http://www.doli.state.mn.us/buildingcodes.html">http://www.doli.state.mn.us/buildingcodes.html</a> b. Determine zoning ordinances that apply c. Present design work that is to conformance with local zoning ordinances d. Provide Storm water calculations, requirements from Watershed Districts; SWPP permits; and Who the Authority Having Jurisdiction is (State or City) See <a href="http://www.pca.state.mn.us/rulesregs/index.html">http://www.pca.state.mn.us/rulesregs/index.html</a> e. Obtain Fire Marshal reviews. Local or State. (Does the State defer to the local municipality?). f. Obtain Plumbing and Health reviews- Minnesota State Department of

Labor and Industry-Building Code and Standards

<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>ITEM / TASK</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. For Projects on the Capitol Complex, the below link is the “Preferred List of Equipment” Link: <a href="http://www.admin.state.mn.us/recs/cs/cs-mgf.html">http://www.admin.state.mn.us/recs/cs/cs-mgf.html</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Review and Specify Project CLOSEOUT items contained in the State’s Design Guidelines. See <a href="http://www.admin.state.mn.us/recs/cs/design/dg-noappendix.pdf">http://www.admin.state.mn.us/recs/cs/design/dg-noappendix.pdf</a> (page 33)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Link to RECS website to obtain Consultant Pay Requests: <a href="http://www.admin.state.mn.us/recs/cs/cs-mgf.html">http://www.admin.state.mn.us/recs/cs/cs-mgf.html</a>

**BID DOCUMENT PREPARATION & BIDDING**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Obtain, complete and submit a BID REQUEST Form to the RECS Project Manager Link to form: <a href="http://www.admin.state.mn.us/recs/cs/cs-forms/bidreq.doc">http://www.admin.state.mn.us/recs/cs/cs-forms/bidreq.doc</a> <ol style="list-style-type: none"> <li>a. Bid Request Form is used to establish: bid dates, insurance requirements, type of front-end,</li> <li>b. After receipt of the “Bid Request” Form, the A201 “General Conditions” will be generated and the targeted business goals will be identified. They will become part of the specifications.</li> <li>c. See RECS PM for requirements for other project delivery methods.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. After receipt of contract “Front-end”, edit the Ad for bids and Bid Forms, Assign a Specification Division Number to each front-end section in the Table of Contents.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. Edit the State’s “Special Conditions” Specification Section (attached to the contract “Front-end”) <ol style="list-style-type: none"> <li>a. Insert Substantial and Final Completion Dates or number of calendar days following the “Notice To Proceed”</li> <li>b. Insert the Liquidated Damages Amount if applicable.</li> <li>c. Provide and reference the Facility Security Requirements for Contractors</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. Obtain facility security requirements (to be published in the bid documents)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30. Publish the Hazardous Materials Survey, Geotechnical Report, Site Survey, with the bid documents package.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31. Verify and publish project facilities and utilities that are available for the contractor’s use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32. Obtain and publish the Prevailing Wage Rates (for the county where the project is located). These are available at the Dept of Labor & Industry website: <a href="http://www.doli.state.mn.us/pw_rates.html">http://www.doli.state.mn.us/pw_rates.html</a> Publishing the Prevailing Wages for the county where the project is located is REQUIRED BY LAW.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33. For projects located on the Capitol Complex, Obtain and publish the Capitol Complex Guidelines for Contractors Link: <a href="http://www.admin.state.mn.us/pmd/5-3_job_site_guidelines.htm">http://www.admin.state.mn.us/pmd/5-3_job_site_guidelines.htm</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34. Obtain and publish the State’s “HotWorks” Capitol Complex Guidelines for Contractors Link: <a href="http://www.admin.state.mn.us/pmd/5-3_job_site_guidelines.htm">http://www.admin.state.mn.us/pmd/5-3_job_site_guidelines.htm</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35. The project will be bid out via the State’s Online Bidding system. Deliver documents to the State in electronic format (pdf) Instructions for the Online Distribution of Construction Plans and Specifications

are located at: <http://www.admin.state.mn.us/recs/cs/cs-mgf.html>

<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>ITEM / TASK</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36. Instructions for Construction Solicitations <a href="http://www.mmd.admin.state.mn.us/pdf/constructioninstructions.pdf">http://www.mmd.admin.state.mn.us/pdf/constructioninstructions.pdf</a> Link to MMD ALP Manual Appendices <a href="http://www.mmd.admin.state.mn.us/alpappendices.htm">http://www.mmd.admin.state.mn.us/alpappendices.htm</a>

#### BID DOCUMENT PREPARATION & BIDDING

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 37. Ensure Project Close-out documents are published with the bid set<br>See <a href="http://www.admin.state.mn.us/recs/cs/design/dg-noappendix.pdf">http://www.admin.state.mn.us/recs/cs/design/dg-noappendix.pdf</a> (page 33)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 38. Publish the Dept of Revenue Form IC-134 (used<br>IC-134 link <a href="http://www.admin.state.mn.us/recs/cs/cs-mgf.html">http://www.admin.state.mn.us/recs/cs/cs-mgf.html</a><br>For Final payment, Contractor and subs must complete this form, submit it to the<br>Dept of Revenue, receive Revenue's signature and submit the document with final<br>payment request. – See "Project Closeout" |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 39. Determine minimum qualifications for the contractors. Incorporate and publish<br>these with the bid documents.   |

#### BIDDING PHASE

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 40. Consultant is to Schedule and conduct a PRE-BID Conference.<br>a. Prepare a Pre-Bid Agenda & provide Sign-In Sheet to verify attendance.<br>Inform contractors that in order to receive addenda, they need to download<br>plans from MMD's QuestCDN site.<br>b. Inform bidders of unique requirements, particularly those that relate to their<br>bid:<br>1) Contractor is responsible for all SAC/WAC charges, permits, fees<br>2) Contractors must pay Prevailing Wages and are required to submit<br>certified payrolls –every 2 weeks<br>3) Parking costs<br>4) Hours of Work<br>5) Requirements for health tests<br>6) Requirements for security background check<br>c. Inform contractors that the General Contractor is responsible for paying all<br>permits & fees, including SAC / WAC charges. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 41. If special inspection and/or testing services are needed, prepare scope statement<br>for RECS PM use in soliciting proposals; assist in evaluation of proposals.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 42. Following receipt of bids, Consultant conducts reviews bid with apparent low<br>bidder and provides a letter of recommendation to award to the RECS PM.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 43. After receipt of Consultant's recommendation, the RECS PM prepares a<br>Recommendation To Award/Reject and forwards to the Construction Projects<br>Operations Manager.   |

#### CONSTRUCTION

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 44. Prepare the Pre-Construction Meeting Agenda, schedule and chair the meeting<br>Link to template: <a href="http://www.admin.state.mn.us/recs/cs/cs-forms/preconmtg.doc">http://www.admin.state.mn.us/recs/cs/cs-forms/preconmtg.doc</a><br>- Inform contractor of prevailing wages & reporting requirements<br>- Inform contractor of other requirements i.e. mock-ups etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 45. Contractor is to obtain all necessary permits.   |

<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>ITEM / TASK</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>46.</b> Communication Guidelines. a. Contractor is to go through the Architect with all communications b. Architect is to go through and copy the RECS PM with all communications. c. Voice mails & emails are to be responded to within 24 hours. d. Contractor shall not do additional work without prior authorization by the RECS PM. The facility is NOT AUTHORIZED to add work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>47.</b> No “end-of-project” delay claims are allowed. Contract time extensions are per the contract and based on changes to the work and delays that are outside the contractor’s control (i.e. weather). And Contractor shall provide written notification and justification to substantiate the claim.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>48.</b> Consultant is to establish regular Project Meetings and confirm meeting date within 24 hours of each meeting.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>49.</b> Contractor shall post prevailing wage rates on the job site, and in a location that is accessible to all workers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>50.</b> Contractor Pay Requests Forms are available at the following link: <a href="http://www.admin.state.mn.us/recs/cs/cs-mgf.html">http://www.admin.state.mn.us/recs/cs/cs-mgf.html</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>51.</b> Consultant prepares Developing Encumbrance (DE) forms for change orders and forwards to RECS PM; Then, when pricing is received, Consultant prepares a Supplemental Agreement (SA) for review by RECS PM. a. Consultant shall ensure all change order documentation (labor units, material units, their unit costs and totals are included).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>52.</b> Procedures for enforcing Owners Rights (notices of non-conforming work, etc) <a href="file:///S:/web/pdfs/OwnerRightsProced%20050503mtg.pdf">file:///S:/web/pdfs/OwnerRightsProced%20050503mtg.pdf</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>53.</b> Conduct Punchlist Walkthrough
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>54.</b> Issue Certificate of Substantial Completion – <u>Attach full punchlist</u> to Certificate a. Include the number of days the contractor has to complete punchlist items.
<b>PROJECT CLOSEOUT / POST CONSTRUCTION PHASE</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>55.</b> Obtain all project CLOSEOUT submittals: See <a href="http://www.admin.state.mn.us/recs/cs/design/dg-noappendix.pdf">http://www.admin.state.mn.us/recs/cs/design/dg-noappendix.pdf</a> (page 33)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>56.</b> Obtain Agency Acceptance of Project. Submit Agency Sign-Off Sheet (Attached)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>57.</b> Schedule and Conduct 10-month warranty walk-through
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>58.</b> Obtain Contractor and subcontractor’s completed IC-134 link (Withholding Affidavit for Contractors) Link : <a href="http://www.mmd.admin.state.mn.us/pdf/apx_q2_sampleIC134Form.pdf">http://www.mmd.admin.state.mn.us/pdf/apx_q2_sampleIC134Form.pdf</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>59.</b> Contractor Evaluation Form and Vendor Performance Report Form submitted at the conclusion of the project <a href="file:///S:/RECSWEB/internal/index.html">file:///S:/RECSWEB/internal/index.html</a> NOTE: A Vendor Performance Report may be submitted at any time during the performance of the Contract.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>60.</b> Consultant Evaluation Form is submitted at the conclusion of the project. <a href="file:///S:/RECSWEB/internal/index.html">file:///S:/RECSWEB/internal/index.html</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>61.</b> See the attached “Agency Sign-Off for Project Closeout and Acceptance”

The consultant shall review this to ensure all items are completed.

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- 62.** Prepare a final report on the project. Using the “Project

**SIGNATURES**

I have read the above and reviewed the documents/links cited.

Consultant Principal in Charge

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Consultant’s Project Manger

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Return completed form to RECS Project Manager

## CONSULTANT PERFORMANCE EXPECTATIONS

The success of any project is dependent upon a shared understanding of how the process works, open, effective, and positive communication and mutual respect. This represents the first step towards a successful project by clearly identifying the process, expectations, and our requirements for communication.

### Expectations

- Consultant shall schedule regular Project Meetings.
- Consultant shall provide an Agenda prior to all Project Meetings.
- Consultant shall communicate project status on a monthly basis using the "Project Report and Fact Sheet". There are numerous stakeholders that require ongoing status updates to monitor the project and funding.
- Consultant is responsible for Estimated Cost of Construction.  
Refer to Article 1.5 of the Basic Services Agreement.
- Consultant shall update the Estimated Cost of Construction at the conclusion of SD, DD, and CD phases.  
Refer to Articles 2 and 3 of the Basic Services Agreement.  
See 1.0.21, 2.02 and 3.0.8 of Exhibit A
- Consultant shall provide and update Project Schedule  
Refer to Articles 2 and 3 of the Basic Services Agreement.
- Consultant requires "Authorization to Proceed".  
Design  
Refer to Articles 2.4 and 3.3 of the Basic Services Agreement  
Bidding  
Refer to Article 5 of the Basic Services Agreement  
Construction  
Refer to Article 6 of the Basic Services Agreement

### Contractual items

- Consultant shall complete Supplemental Agreements when the scope of work has changed.  
Refer to Article 8.4 of the Basic Services Agreement. This is the Consultants responsibility. See [http://www.admin.state.mn.us/recs/cs-forms/contractor\\_supplemental\\_agreement.doc](http://www.admin.state.mn.us/recs/cs-forms/contractor_supplemental_agreement.doc)
- Article 12, Schedule of Exhibits-Exhibit G  
State Designers Procedure Manual, see <http://www.admin.state.mn.us/recs/cs/mg-dpm-toc.html>  
Instructions to A/E for On-Line Distribution of Contracting Plans and Specifications see <http://www.admin.state.mn.us/recs/cs/cs-onlinebiddocs.html>  
CAD Guidelines, see <http://www.admin.state.mn.us/recs/cs/mg-cadd-toc.html>  
Sustainable Guidelines see <http://www.admin.state.mn.us/recs/cs/mg-sus-toc.html>
- Exhibit A, 4.0 Referenced Documents  
Design Guidelines, see <http://www.admin.state.mn.us/recs/cs/mg-dg2-toc.html>  
Space Guidelines, see <http://www.admin.state.mn.us/recs/sms/spaceguide.html>  
Sustainability, see <http://www.admin.state.mn.us/recs/cs/mg-sus-toc.html>  
Energy Conservation/High Performance Buildings and Systems
- Meeting Minutes are to be prepared by the Consultant.  
Refer to Article 1.1.1, 2.1.1, 3.1.1, and 5.1.1

Your contract is not open-ended. It is a lump-sum amount that is budgeted for the project. By Statute and per the contract no additional work beyond the original contract and executed amendments is allowed unless agreement is reached on additional work, and an amendment to the contract is fully signed and executed. The Project Manager and customer agency that is funding the project must see a written proposal, reach agreement/approve it, and, if approved, then an amendment must be signed by all parties. Again NO work can be performed until a contract or amendment is fully executed. This is the State's contracting law and there are no exceptions allowed; DO NOT submit a request for additional fees after work has been performed – it will not be approved.

### Other links for the A/E

- Materials Management Division (MMD), see <http://www.mmd.admin.state.mn.us/>
- Minnesota Department of Labor and Industry, see <http://www.dli.mn.gov/main.asp>

- Bid Request Form (under "Construction Contracts"), see <http://www.admin.state.mn.us/recs/cs/cs-mgf.html>
- Consultants Pay Request Form, see <http://www.admin.state.mn.us/recs/cs/cs-forms/consultantpayrequest.xls>
- Pre Construction Meeting Requirements, see <http://www.admin.state.mn.us/recs/cs/cs-forms/preconmtg.doc>

### Miscellany

- Sustainability is required on all projects, refer to B3 Guidelines, see <http://www.msbg.umn.edu/index.html>
- Review your contract and deliverables required for each design phase
- No additional work resulting in a contract change/fee adjustment shall be started or performed until approval from the RECS Project Manager is received and funds for the work have been encumbered into the contract.

### **Communication Expectations**

- RECS's Project Manager shall be copied on all emails and correspondence.
- Consultant shall confirm the next meeting date within 48 hours of a Progress Meeting.
- Consultant shall respond to Voice Mail messages within 24 hours.
- Consultant shall respond to E Mail messages within 24 hours.
- **Update your client (the State stakeholders) with a Monthly Project Report (Appendix D).**

The State Project Manager is accountable to our customer agency for delivering all projects within the available budget and schedule and to keep them informed of the status as the project progresses. This is a critical aspect of our business model and thus, we hold our consultants accountable to achieve the same goals. We will be looking for solid information for the updates you provide on the cost and schedule, with emphasis on explanation of budget creep if it occurs and meeting a completion date.

**REAL ESTATE AND CONSTRUCTION SERVICES**

**AGENCY SIGN-OFF for  
PROJECT CLOSEOUT and ACCEPTANCE**

<b>Date:</b>	
<b>Project No. Contractor:</b>	
<b>Project Name:</b>	
<b>Facility &amp; Location:</b>	
<b>RECS Project Manager:</b>	

**CLOSEOUT SUBMITTALS/TASKS**

<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>ITEM / TASK</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. I participated and provided input into the creation of the punchlist.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Contractor has completed the punchlist items to my satisfaction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Operations and Maintenance Manuals have been received, reviewed and are acceptable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. A copy of the As-built (record documents) have been received. (1 hardcopy and 1 electronic set of specifications and drawings – 3 copies to PMD)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. If specified, training has been performed by the contractor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Specified “attic stock” / spare material has been received
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Utility rebate documentation has been received.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Final Cleaning by contractor has been completed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Contractor and subs have submitted all IC-134s (for final payment)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Other _____

**PROJECT ACCEPTANCE**

YES

NO

- |                          |                          |                             |             |
|--------------------------|--------------------------|-----------------------------|-------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Project is ACCEPTED      | DATE: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Project is NOT Accepted | DATE: _____ |

**Reason(s) if not accepted:**

\_\_\_\_\_

\_\_\_\_\_

**AGENCY SIGNATURES:**

**Agency primary designee:**

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

**Agency Technical or secondary designee:**

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Return completed form to RECS Project Manager; PM places a copy in contract file

**PROJECT REPORT & FACT SHEET (Short Form) – See Appendix D for long form**

**Date** January 2050

**Project**

Name: MCF Faribault Expansion – Phase 1  
State Proj # 78900FLL

**Project Members**

Contracting Agency: Department of Administration, Real Estate & Construction Services-St Paul  
A/E Consultant: XYZ Architects, Inc.  
Contract#: 123456  
Contractor: Contractor /Construction Manager at Risk: Construction, Inc. (CM@Risk)  
Contract #: 443509

**Budget/Costs**

Funding: Laws 2010 Chap 189 Sec 18 Subd 5  
Project Budget: \$47,500,000  
Construction Budget: \$39,108,290

**Scope**

- Total Area: 2 stories, 118,800 sq ft (new construction) and 33,000 sq ft of one story renovation  
Includes 14,000 sq ft mechanical penthouse, 4,000 sq ft vehicle/equip. storage  
1,800 sq ft addition to existing main building
- Program: Functional spaces include support spaces for treatment program and  
infrastructure (physical plant spaces, food preparation)

**Construction Materials**

- Exterior walls Architectural Precast Concrete, Brick veneer
- Interior structure Structural Steel
- Interior walls Gypsum Board on Metal studs, concrete masonry
- Interior Security Door Lockdown and detection, and camera surveillance
- Exterior Security High Security double row fence with concertina wire (razor wire), motion detection, camera surveillance, and patrol road

**Schedule**

- Current Schedule Status Design DD Phase- 80% Complete
- Design Completion/Bidding August 1, 2050
- Notice to proceed date- construction September 21, 2050
- Substantial Completion date July 2052

**Current Status**

Construction of Footing & Foundation underway

**Issues**

Poor soils encountered during excavation. Replacement with engineered fill is underway