

# BETHEL SCHOOL DISTRICT - GC/CM PROJECT

## – GRAHAM-KAPOWSIN HIGH SCHOOL ADDITION & RENOVATION

- 1. The project controls description is vague and very plain. Please go into further detail and explain the processes that will be utilized to help monitor costs, time and quality on this project.**

The Bethel School District appreciates the PRC's question and is happy to provide additional information regarding the project controls that will be implemented on the Project to monitor costs, time and quality.

The District will implement project controls at two levels. *First*, project controls will be incorporated throughout the contract documents (including the amended AIA A133 Agreement and A201 General Conditions) to be used for the Project. And *second*, additional project controls will be as specified in the District's Standard Project Manager Procedures. A brief summary of these various project controls is included below.

### **Overall Project Management**

The Project will be managed by the District's Construction Department. Cathie Carlson, the District's Director of Construction and Planning, will directly lead all aspects of the Project, supported by Jeff Dryden and the District's broader construction team.

At all stages of the Project, the District's construction team, together with the District's architect and other consultants, will review the cost, schedule, and quality impacts of all issues that arise in connection with the Project, including any changes in the Project design or schedule proposed by the GC/CM. The District will specify in the GC/CM agreement that any decisions and approvals involving a change in the GC/CM's scope of the Work, in the GMP, and/or in the project schedule, or involving modification of the terms of the contract documents, must be approved by the District in accordance with designated procedures.

### **Cost Controls**

Early in the schematic design process, a Target Value Estimate will be developed by the GC/CM and the District based on the District's proposed budget. To prepare the Target Value Estimate, the GC/CM and the District will use design standards that are utilized on all of the District's construction projects, which will be incorporated into the Project design. These design standards provide the District with better cost certainty based on past projects and should result in a more accurate target estimate.

Detailed estimates will be provided by both the GC/CM and the District's cost consultant during both the schematic design and design development phases. These estimates will allow the District to closely track costs and make any required changes to the Project design early in the process.

A formal value engineering conference will be conducted early in the design development phase to further refine costs. Additional estimate "updates" will be provided at 60% and 90% Construction

Documents to verify progress. A GMP final estimate will be developed and negotiations conducted prior to executing the GMP amendment.

During construction, the GC/CM and the District will develop and implement a tracking system to document Change Order Requests, Change Orders, Negotiated Support Services Costs, Specified General Conditions Costs, Allowances, use of contingency funds, etc. These logs will be reviewed at weekly Owner, Architect, Contractor (OAC) meetings or supplemental meetings as may be scheduled. As part of its reporting functions, the GC/CM will be required to prepare regular project status reports listing (i) all pending and/or approved Change Orders and Construction Change Directives (including amounts), (ii) an analysis of the Specified General Conditions and the Negotiated Support Services budget with an explanation of substantial variances from previous budgets, (iii) projected cash flow of construction costs, (iv) an allocation by subcontract bid package and schedule-of-value line items, (v) expenditures to date, (vi) estimates to complete, (vii) forecast at completion, (viii) variances with budget and commitment, and (ix) the items for which the District has authorized the GC/CM to use its contingency funds, the cost of those authorized items, and the balance of funds remaining in the GC/CM's contingency account.

With respect to contingency funds, Bethel School District Board policy requires an 8% construction contingency for all renovation projects. This District-held contingency will be closely monitored and tracked. In addition to the contingency funds held by the District, the District will require that the GC/CM carry a negotiated contingency fund for the GC/CM's exclusive use to cover those costs considered a reimbursable as a Cost of the Work for the Project but not justifying the issuance of a Change Order. The GC/CM will be required to provide the District with notice and supporting cost backup when applying to use these contingency funds.

### **Schedule**

A preliminary project schedule will be developed by the Owner prior to selection of the GC/CM. A formalized Project Schedule, based on the preliminary schedule, will be developed by the GC/CM, with the District's and its architect's input, during the schematic design phase. The Project Schedule will be closely monitored by the District and its consultants at each design phase to track progress. The GC/CM will be required to update its schedule at each phase.

The GC/CM will be required to develop for the District's and its consultants' review and approval a Construction Schedule by the end of the design development phase. The District will require Construction Schedule updates prior to execution of the GMP amendment.

During construction, the GC/CM will be required to submit monthly Construction Schedule updates with its payment applications. These schedules will be reviewed by the District and its consultants to verify that the project remains on schedule for required completion.

### **Quality**

During all phases of design, bi-weekly OAC meetings will be held for quality control and for review and decision-making related to the design. End of phase reviews will be conducted with both the GC/CM and the District's consultants. A Value Engineering conference and final constructability review will also be conducted to verify design and constructability of the Project.

**CAPITAL PROJECTS ADVISORY REVIEW BOARD**

**PROJECT REVIEW COMMITTEE**

**QUESTIONS RE: APPLICATION**

Meeting Date: May 28, 2020

During construction, there will be a weekly OAC meeting and site walk to observe the quality of the work. This meeting and additional site visits will be conducted by the design engineers at appropriate times during construction. The District will contract with an independent contractor for all required special inspections.

**Conclusion**

The District appreciates the PRC's consideration of its application and is happy to answer any additional questions during its presentation on May 28.