

PRC PROJECT PRESENTATION QUESTIONS

– DECEMBER 1, 2016 –

Spokane Parks and Recreation – Riverfront Park Pavilion Project – Design Build

1. The application notes “*high overhead maintenance work*” and “*adjacent concurrent bridge work*” (page 3 of 9). Please explain, what the nature of this work is, and its relationship to the project and benefits/risks they pose.
 - a. High overhead maintenance work: the steel cable network system was originally constructed in 1974 and is in need of maintenance work. Part of the design-builder scope of work will be to perform deferred maintenance on the cable network system. The top of the mast is approximately 150 feet above ground level. Early design-builder involvement will allow appropriate subcontractors to assist with designing the most cost-effective and safest method to undertake the restoration work during construction.
 - b. Adjacent concurrent bridge work: replacement of the Howard Street mid-channel bridge is scheduled to start construction approximately nine months after the Pavilion construction work commences. Both the Howard Street mid channel bridge contractor and the Pavilion design-builder will be working adjacent to each other and sharing the same access road to Havermale Island. Early Pavilion design-builder involvement will allow for greater collaboration between the city and the designer and allow the design-builder to familiarize itself with the Riverfront Park projects. This knowledge will allow the design-builder to reduce potential conflicts between contractors on the same site during the construction phases of the two projects.

2. Please explain the roles and relationships of the project team, particularly the PMO (page 7 of 9), including:
 - a. What does the project organization chart look like?
 - i. The project organization chart is shown on attachment C.
 - b. What are the roles and responsibilities of the key team members?
 - i. Key PMO Park Staff Team members include: Garrett Jones, Assistant Director of Park Operations, who is the department interface between the Park Department and the PMO. Berry Ellison, RFP program manager, who is responsible for oversight of the entire Riverfront Park redevelopment program and Jo-Lynn Brown, RFP program coordinator. Jo-Lynn is responsible for assisting Berry with executing the RFP program.
 - ii. Key PMO Hill Staff team members include: Matt Walker, project manager, and Lorraine Mead, program scheduler. Matt Walker’s primary responsibility will be to will manage the Pavilion project and be the main point of contact with the design-builder. Lorraine Mead is responsible for coordinating and updating the RFP master schedule to ensure proper coordination of the various projects.

- c. What time commitment will each of the key project team members be devoting to the project, and what are their other commitments? (*i.e., what assurance is there that they will be sufficiently available for their intended duties?*)
- i. Time commitments are indicated on the organization chart per Attachment C.
 - ii. City PMO staff (Berry and Jo-Lynn) have been hired specifically to manage the Riverfront Park program. The Riverfront Park projects are phased such that the City PMO staff will be able to dedicate their resources as indicated on the Pavilion organizational chart.
 - iii. Hill International's negotiated contract amendment for PM/CM services for the Pavilion project are reflective of the percentages indicated in the org chart. During the construction phase Matt Walker with assistance from Tim Mead or another capable Hill construction manager will manage the Pavilion project. During the project duration Matt Walker will be primary point of contact with the design-builder and receive assistance from other Hill staff to effectively manage the project.
- d. How will decision making work, in particular who will the contractor be interfacing with and how will decisions be made without delay to the project?
- i. Typically, the PMO makes recommendations weekly to the executive team (ET). Once ET provides direction to the PMO, Matt Walker, pavilion project manager, will communicate the direction to the design-builder.
 - ii. The Park Board provides design and contract approval. When Park Board design/contract approval is required the ET, with input from PMO, will make recommendations to the Park Board for design and contract. Once Park Board approval has been achieved Matt Walker will notify the design-builder.
 - iii. In an effort to speed up decision-making the PMO has prepared a contract/amendment approval protocol for the Riverfront Park projects that has been approved by the Park Board. The approval protocol establishes PMO and ET dollar limits for contract modifications. This approval protocol allows for the timely making of decisions between monthly board meetings. Additionally the Spokane Park Board has held special board meetings to expedite approval of contracts when necessary.