

CITY OF CORONADO

WORK ORDER: 25-BAR-010-A

LAWN BOWLING GREEN TURF REPLACEMENT PROJECT – STORM24

SCOPE OF SERVICES

This work order hires CONSULTANT to provide project management services for the Lawn Bowling Green Turf Replacement Project – STORM24 (DESCRIBED SERVICES). The scope is in reference to the John D. Spreckels Lawn Bowling Green Refurbishments drawings by Nasland Civil Engineering dated 9/26/22, and proposed hours from the Coronado Lawn Bowling Insurance Budget dated 3/21/24.

The DESCRIBED SERVICES to be provided include:

Replacement of existing turf system:

- Pre-contract coordination, RFP support, logistical planning, RFI process, proposal review, and preconstruction meetings.
- Submittal and RFI review support.
- Monitor site construction during the construction work including:
 - Mobilization of contractor
 - Site set up for fences and laydown
 - Materials delivery and traffic controls
 - Monitor existing turf and sand removal
 - Monitor existing subsurface repair
 - Monitor new sand layer installation
 - Monitor installation of the new lawn system process
 - End user training and coordination
 - Site cleanup and demobilization
- Pay application review and processing.

Assist the CITY in project management efforts for the project, including:

- Monitor site construction during the construction work.
 - Mobilization of contractor
 - Site set up for fences, containers, and/or laydown.
 - Materials delivery and traffic controls
 - Coordinate with on-site facilities
 - Confirm Contractor’s compliance with drawings and specifications.
 - Site cleanup and de-mobilization
 - Complete daily construction observation reports including but not limited to the following:
 - Document all equipment on-site.

- Document all contractor staff members on-site and the duties they perform.
- Document work observed in detail including where the work is being performed onsite.
- Document any delays or issues.
- Summarize field meeting(s)
- Provide notes and photos.
- Describe inspections performed and by whom.
- Run weekly Owner, Architect, Contractor meetings: prepare agenda, meeting minutes.
- GC Proposal Review
- Cost Management including the following:
 - Management of the project budget and contingency
 - Prepare contract change orders for City review.
 - Review and sign-off of contractor payment applications.
 - Review Certified Payroll to ensure compliance with DIR filing is being done with each payment application. No reporting or confirmation that the contractor has correctly complied with the wage rate determination or other is included. Our scope will only include requesting the contractor's back-up documentation with each pay application.
- Contractor RFI & Submittal Mgmt. Including tracking/logging RFIs and submittals, sending/receiving submittals and RFIs to/from designer, City's Project Manager, and any other appropriate City staff (facilities/maintenance, Park & Rec, etc.) for review and/or response.
- Review and monitoring of the construction schedule and represent the City (or inform the City's Project Manager) in identifying any activities behind schedule, provide recommendations, and manage the Contractor to maintain schedule.
- Document, distribute, and track the project punchlist.
- Assist with project closeout.

CITY OF CORONADO**WORK ORDER: 25-BAR-010-B****LAWN BOWLING GREEN TURF REPLACEMENT PROJECT – STORM24****PAYMENT OF SERVICES**

A. PAYMENT FOR SERVICES: Payments to the CONSULTANT for the DESCRIBED SERVICES shall be made in the form of monthly payment for work completed on a project or task relative to the work performed as a not to exceed time and materials basis. Time of completion of a Task shall be assessed in the sole and unfettered discretion of the Contract Officer or the designated representative. All invoices submitted by the CONSULTANT shall show an hourly reconciliation of time spent on each task and will be billed against this work order. The original invoice shall be provided for any subcontracted services. Normal processing time for payments is four (4) weeks.

CONSULTANT shall be paid on a time and material basis with a not to exceed fee of \$75,156 which is based on the hourly rates and wage categories contained in On-Call Professional Services Agreement 20-PS-ES-734 and listed in the table below.

B. FEE SCHEDULE

Phase / Task	Hours	Rate	Total
Preconstruction & Contracting			
Senior PM – Rich Wasilewski	32	\$192.00	\$6,144.00
Estimating – Ron Romero	4	\$170.00	\$680.00
Admin	4	\$120.00	\$480.00
Construction (14 Weeks)			
Senior PM – Rich Wasilewski	336	\$192.00	\$64,512.00
Estimating – Ron Romero	14	\$170.00	\$2,380.00
Admin	8	\$120.00	\$960.00
Total Fee			\$75,156.00

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SCHEDULE OF SERVICES

CONSULTANT agrees to diligently pursue the work described. This AGREEMENT contractually obligates the CONSULTANT to perform the DESCRIBED SERVICES to meet the anticipated project needs. The expected duration is 150 working days.

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WORK ORDER: 25-BAR-010-D

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SUBCONSULTANTS/SUBCONTRACTORS

Listed below are any and all subconsultants and subcontractors which the CONSULTANT plans to employ under this AGREEMENT. No change is allowed without the prior approval of the Contract Officer.

SUBCONSULTANT

SUBCONSULTANT
