



June 21, 2024

Andrew Zagars, P.E.
City Engineer
City of Killeen
Engineering Division
3201-A S.W.S. Young Drive
Killeen, TX 76542-6157

Re: Fee Proposal: RFQ #24-24: Architectural/Engineering Services to Act as The City's Independent Representative for Design/Build Projects

Dear Mr. Zagars,

We are excited for the opportunity to provide the City of Killeen with the architectural/engineering program management services needed to complete the City's 2023 bond projects.

Johnson, Mirmiran & Thompson, Inc. (JMT) maintains an objective to provide our most talented staff who work tirelessly to support the success of our valued clients and their projects.

The bond projects included in this program are: Fleet Services Facility, Parks' Grounds Maintenance Facility, Police Department Evidence Storage Building, and Headquarters' Parking Lot Expansion.

Please see our initial scope of services (attached) and fees (listed below) for the program management services proposed for these projects.

We are available to review at your convenience to discuss this initial scope and fee with you.

Again, we greatly appreciate the opportunity to partner with the City on these projects.

Sincerely,

Terry Whitman
Associate Vice President
C. (214) 693-3567 | TWhitman@jmt.com

Proposed Program Management Fees

Fleet Services Facility	\$198,633
Parks' Grounds Maintenance Facility	\$198,633
Police Department Evidence Storage Building, and Headquarters' Parking Lot Expansion	\$326,831
Total	\$724,096



Scope of Services for Architectural/Engineering Services to Act as the City's Independent Representative for Design/Build Project

OVERALL SCOPE:

JMT shall provide a Project Manager (PM) who shall be the single Point-of-Contact for City of Killeen (Owner). Services include all general leadership and management functions required of a PM; which include but are not limited to, planning and phasing of project, tracking budgets, monitoring schedules, overseeing quality on all aspects of the project; communicating with the project team; coordinating all issues, documentation, minutes, action items, and approvals to move the project through all its various phases; providing direct interface with end users, other stakeholders, participating in community meetings; and briefing City departments and Council as necessary.

Throughout the project, JMT will:

- Provide monthly updates with project progress, issues, budget and schedule updates to keep the Owner's Project Manager and Staff informed and communicate with end-users to keep scope aligned with project objectives. If requested, JMT will provide updates to City Council.
- Track project progress for consistency and forecast milestones to mitigate scope/schedule risks and to assure compliance with City goals, as well as applicable local, state and federal codes, statutes and regulations.
- Administer and maintain project documentation related to project management, construction management, cost and schedule control, administration, accounting and budget management, or other areas of expertise normally associated with design and construction management for capital projects.

PROGRAMMING AND PROCUREMENT PHASE

Review all existing owner baseline data and identify additional engineering and environmental information needed for programming and design. Assist in the selection/procurement/contracting of consulting firms to perform the work.

Organize and facilitate a series of stakeholder meetings to solicit input and feedback from the city departments, including but not limited to presentations, maps, graphics, charts, graphs, posters, interactive tools, etc. Summarize all meetings including number of attendees and a summary of input and feedback received.

Validate overall project budget including hard and soft costs - Total Project Cost (TPC) - (i.e., construction, design, management, testing, furnishings, equipment, permitting, connection fees, contingency funds, etc.).

Develop a master milestone schedule for project.

Project cash-flows for finance and accounting model.



Develop communication protocols for the project and implement the use of Procore to provide an electronic filing and document control system. Provide training for its use.

Establish, coordinate, and lead all project-related meetings.

Assist in preparation of the RFP/RFQ for the Design/Build team or the Design team and Construction Manager at Risk team, if applicable, including description of projects, general outline of the scopes of work, budgets, schedules, design and scoring criteria.

Assist the City in evaluating Qualifications by creating the master evaluation work sheet and scoring criteria, selecting up to three finalists, evaluating the final proposals, conducting interviews, and selecting the Final Proposal that provides the "Best Value" to the City.

Assist owner in coordinating critical project issues with local governing agencies and authorities having jurisdiction.

DESIGN PHASE

Manage the design and execution of the project by providing project leadership, communication, coordination and conflict resolution to ensure project goals are met. Facilitate timely responses from project representatives and report progress and issues impacting the project goals to stakeholders.

Monitor work of designated design professionals, contractors and technical service providers to ensure quality and expected functionality. Facilitate timely review of contract documents at key milestones with appropriate project stakeholders, and ensure deliverables meet basic quality standards and contractual requirements.

Conduct design meetings between stakeholders and the Design/Build team; document and resolve issues.

Review each design phase cost estimate from the Design/Build team; reconcile and assist the team to keep cost under control.

Review each design phase schedule from the Design/Build team and conduct schedule optimization session(s) as required.

Participate in drawing reviews for completeness, constructability, and cost savings. Coordinate, review, and evaluate all design documents submitted by the Design/Build team for compliance with the City's design guidelines, space program needs, and performance specifications.

Assist the Design/Build team with coordinating the permitting processes and with all issues involving local governing agencies and authorities having jurisdiction

Review and approve project invoices and expenses for the Design/Build team and other project-related consultant services.

Review and participate in constructor's buyout of subcontract packages; ensure scope analysis is complete and track budget/contingency adjustments.

Update cash-flows for finance and accounting model.



CONSTRUCTION PHASE

Manage the construction and execution of the project by providing project leadership, communication, coordination and conflict resolution to ensure project goals are met. Facilitate timely responses from project representatives and report progress and issues impacting the project goals to stakeholders.

Administer the construction contract and general conditions and serve as City's point-of-contact during construction. Conduct construction update meetings on a weekly or as-needed basis. Review and approve project invoices and expenses for consultant services and construction pay applications with approval of percentage of completion for draw requests.

Conduct partnering sessions at the beginning of the construction phase to include all subcontractors. Review required documents/outlines from contractor including quality control plan, safety plan, environmental compliance plan, and Texas Architectural Barriers Plan (TAS/TDLR) and report to the City.

Manage the overall information flow during construction including submittals, RFIs, daily reports, and photos. Review approved submittals and obtain owner approvals as needed.

Evaluate requests for proposed change orders and construction change proposals and make recommendations. Analyze each potential change, estimate cost, and schedule, assess its impact, and negotiate the change amount. Execute necessary contract modification documents.

Conduct site visits and inspections to review work in place and report via Procore. Monitor construction progress and advise owner of any observations of non-conforming scope or quality workmanship.

Participate in resolution of disputes regarding construction.

Assist owner in contracting with independent testing firms and review testing program results.

Continue coordination with vendors under separate contract to owner, such as security, data, telecom, move management, etc., as well as all with local governing agencies and authorities having jurisdiction.

Review contractor's building commissioning and turnover plan and provide guidance and recommendations for acceptance of Projects.

TURNOVER PHASE

Prepare final punch list with Contractor and Design Builder Architect and update Punch Lists until all items are completed.

Monitor all pre-functional testing and check-out for compliance with commissioning plan.

Review all contractual and warranty obligations for compliance including the issuance of all documents such as operations and maintenance manuals. Monitor status of as-built conditions and verify that as-built details are incorporated into contract drawings.

Coordinate training of facility maintenance staff for familiarization with all systems.



WARRANTY AND OCCUPANCY

Generate and deliver a tickler file of all warranty deadlines for each project. Coordinate reviews of warranty items after a 30-day and eleven-month period. Provide post-occupancy evaluation of facility prior to warranty expiration.

Prepare final Walk-Through inspection prior to the end of the Contractor's Warranty Period.