



Agenda BRIEFING MEMORADUM

AGENDA DATE: 11/28/2022

SUBJECT: Communication sponsored by Mayor Mason and Alder Land, requesting permission to enter into a sole source professional services agreement with SmithGroup for construction management services for project contract # 2022132-Zoo Pathway Permanent Repair.

DEPARTMENT: Parks, Recreation and Cultural Services (PRCS)

PREPARED BY: Tom Molbeck, Director of PRCS

EXECUTIVE SUMMARY:

SmithGroup will support the City of Racine (Client) by performing Contract Administration Services during the construction phase of the Zoo Beach Access and Shoreline Protection projects:

- Lead an on-site pre-construction meeting with the Contractor(s) to review project requirements, processes, and milestones;
- Review submittals and shop drawings;
- Review and respond to RFIs and assist the Client with any field orders or contract modifications;
 - Provide weekly on-site observation for the duration of construction process for up to 20 hrs per week. Prepare site observation reports. These will include:
 - Record progress of work;
 - Compliance with the drawings and specifications; and
 - Documentation of any unusual events.
- Review Contractor pay requests and provide recommendations to the City based on Contractor progress;
- Submit necessary Final Completion documents to applicable regulatory agencies upon completion of construction;

Prepare punch lists, conduct a final walk through, review Contract closeout documentation and recommend Final Payment to close out the Construction Contract; and

- Provide the Client with record drawings and an electronic disk in AutoCAD and Adobe Acrobat format of the record drawings. SG will not be re-surveying or taking field measurements of the constructed improvements and will be using Contractor supplied information along with submittal documents.

Deliverables

- RFI Responses
- Pay Request Reviews
- Field Orders and/or Contract Modifications
- Site Observation Reports (numbered per site visit to correlate to contracted visits)
- Documentation pertaining to shop drawing review records, calculations, change-orders, pay estimates, punch- lists, record drawings and electronic files, and substantial completion certificate.

Meetings

- 1 Onsite pre-construction meeting
- Weekly construction progress meetings (assume 12 weeks for construction)
- Site visits
 - Site visits will occur during times the contractor is completing work associated with:
 - Construction
 - Review of test sections and mockups
- 1 Punch-List Visit
- 1 Final Inspection

BACKGROUND & ANALYSIS:

BUDGETARY IMPACT:

The City of Racine shall compensate SmithGroup for the scope of services outlined above a total cost of \$80,000 is budgeted in the 2022 capital plan under 45050 57110.

RECOMMENDED ACTION:

The Mayor and City Clerk be authorized to execute and sign the professional services agreement with SmithGroup construction management services for project contract # 2022132-Zoo Pathway Permanent Repair.