

PHASE I – CONSTRUCTION DOCUMENTS PROFESSIONAL SERVICES

Based on our current understanding the construction approach for the project will include a single bid package for bids from prequalified contractors. The contractor would plan to construct the project in about 18 months over two to three construction seasons. Our design team will include the specific criteria to meet County requirements, priorities, schedule, and budget.

The design of rehabilitation construction documents includes two parts: schematic design and final design professional services.

Schematic Design Services

- A. In the schematic Design services DESMAN's team will evaluate the existing conditions and estimate the repair quantities required for the rehabilitation. This process includes a condition assessment for each parking facility and provides DESMAN the opportunity to update the recommended budgets prior to the commencement of Design Services. This task includes a meeting to review any changes to the recommended scope of work with DuPage County. DESMAN will help DuPage County evaluate and understand the required architectural, structural, and MEPFP repairs, maintenance, and options or alternatives for protective membranes, sealers, capital improvements or other enhancements to extend the useful life between planned cycles for maintenance and repairs. The schematic design deliverables, along with the evaluation and review comments from the County, provide the basis for the final design.
- B. Planning the project will also include selection of engineering testing and materials testing if needed to select and optimize the repair and preventive maintenance alternatives. Based on the completed work in 2020, minimal, if any, additional structural testing is expected. The MEP systems that have deterioration below expansion joint leaks or in locations obscured from view or underground may require selective investigation, remote camera investigation, tracing and testing. An allowance has been included for this investigative work and during the condition assessments, we will notify DuPage County if additional testing or investigations are recommended.
- C. We note that DESMAN also completed an initial limited assessment for these two garages, and completed priority repairs in 2020 and a more detailed follow-up assessment in 2022. Additionally, DESMAN designed and administered priority repairs to both garages in 2021 and 2022. These previous services allowed our structural and architectural team to complete research of the existing documents, history of the two structures, existing conditions, issues, inherent properties and characteristics of materials, history of repairs and maintenance, and expected service life for the existing elements in the facilities. Since the DESMAN architectural and structural staff completed these previous services the DESMAN team will focus on the specific results required for the Rehabilitation Construction Documents.

Final Design - Construction Documents Services

- A. The DESMAN Team will develop CD level design documents including drawings and specifications. The drawings include plans, sections, details, corrosion protection systems, and capital improvements for the recommended repairs and specifications. The documents will be based on a "unit price" format based on estimated quantities for each work item.
- B. The documents also include the specifications including the bid form and technical requirements in division 0, general requirements in division 1, and technical specifications
- C. The documents also include performance requirements for the contractor to include phasing, traffic control, schedule requirements, and parking space impacts related to this construction project.

- D. The deliverables will also include an update to the engineer's estimated opinion of probable construction cost. At this stage of the project the estimated cost will include estimated quantities and unit prices and the lump sum amounts for the key items of work.
- E. The DESMAN team will meet with DuPage County staff at design progress meetings and as requested by DuPage County to address specific goals for the design and rehabilitation project. General progress updates will be provided on a regular basis with the specific frequency to be determined prior to the start of the design phase. Specific DuPage County decisions regarding options, alternatives, and coordination requirements for repairs and capital improvements with the various users of the garages will be presented in recommendations to DuPage County. We will generally allow two weeks' time for DuPage County review and plan a review meeting to finalize the design.
- F. DESMAN will be performing both an in-house quality control review.

BIDDING PHASE PROFESSIONAL SERVICES

- A. Provide a list of qualified contractors as prospective bidders.
- B. Attend a Pre-Bid Meeting.
- C. Answer contractor Questions and issue clarifications or Addenda.
- D. Review bids and make a recommendation for the award of the contract.

CONSTRUCTION PHASE PROFESSIONAL SERVICES

Contract Administration & Construction Observation

- A. Review contractor questions pertaining to the design intent which would typically include questions during site visits or Requests for Information ('RFI's'). Respond to the questions with field orders or architects' supplemental instructions to complete the work without change to the general scope, time, and contract amount. If conditions are discovered that require a change, a request for proposal will be issued and DESMAN will process the technical requirements for a change order.
- B. Conduct periodic job-site visits to observe the Contractor's work during stages of the repair work. On the basis of the job-site observations, DESMAN will keep the Owner reasonably informed of the progress and quality of the work. Desman will report known deviations from the contract documents. Periodic job-site visits will also include visits as requested by the Contractor or Client.
 - 1. The DESMAN Fee includes site visits for a normal construction schedule of 18 months with work pausing during winter months to prevent need for winter conditions.
 - 2. Coordination meetings on site for coordination with the contractor and owner. The scope included is a monthly coordination meeting with the coordination meeting coinciding with a scheduled site visit. Additional coordination meetings are available as conference calls or as additional services.
 - 3. The site visits include on-site time to review repairs, repair quantities, quality and progress of the completed work at the time of the job-site visit. They also include the in-office time to prepare and submit a field report (supplemented by telecommunications) to the Owner and Contractor.
 - a. DESMAN will schedule a site visit to review with contractor areas identified for repairs, mark repair areas, review, and verify quantities of work for contractor completion. DESMAN will schedule a site visit prior to selective concrete pours, review and measure quantities for payment, and review structural details, applications, and details. DESMAN will schedule a site visit for selective concrete pours.

- b. DESMAN will review the site conditions and work with the contractor in marking areas for repairs. DESMAN engineers make the final determination on repair areas, types of repairs, and extent of repair before the contractor starts the work. DESMAN will also conduct engineering examinations and assessments at key conditions such as: structural double tee connectors, double bearings at expansion joint opening, and other misc. evaluations or assessments at contractor excavations and repair areas identified within the contractor scope of repairs.
 - c. Additional job-site visits, if so requested and authorized by the Owner, will be provided as described in the following fee proposal.
- C. DESMAN will review and certify AIA Contractor Applications for Payment
- D. During the construction, DESMAN will update the design drawings to reflect clarifications or changes in the work. The DESMAN updated design drawings will be issued to the Owner at the completion of the construction as a record set of design documents.
- E. DESMAN will process the design required project closeout documents and assist the Owner with review of the contractor's closeout submittals as related to the design requirements.
- F. Conduct an on-site, punch-list review of the work upon notification from the contractors and receipt of the contractors list of uncompleted work. Once the contractor confirms completion of the punch-list work, DESMAN will conduct a final on-site review of the construction areas.
- G. Provide digital copy of the design record drawings including RFI response's, clarifications, change orders, or other directives issued by the Desman team during the Construction Phase.

EXCLUSIONS TO THE SCOPE OF SERVICES

Services **excluded** from DESMAN's SCOPE OF SERVICES as outlined above are as follows:

- A. Observation, assessment, reporting and any responsibility regarding the discovery, presence, handling, removal and disposal of, or exposure of persons to, hazardous materials in any form at the project site, including but not limited to, asbestos, asbestos products, lead, polychlorinated biphenyl (PCB) or other toxic substance.
- B. Material testing during the assessment phase.
- C. Material testing during the construction phase is not included. This service is typically the responsibility of the selected contractor.
- D. Charges for reproduction and printing of construction documents for bidding and permitting;
- E. Elevator assessment, maintenance and repair.
- F. Permit Fees of any kind;
- G. Preparation of Public Filings or Permits;