

CONSTRUCTION PHASE SAMPLE WORK ORDER

A. GENERAL

Provide construction administrative services for Architectural, Structural, HVAC, Plumbing, Fire Protection and Electric Systems and Sitework for the proposed visitor addition and related work based on the project Bid Documents.

Coordinate with OGS Design that is providing Electronic Security and Physical Security construction administrative services.

B. CONSTRUCTION PHASE SERVICES

Provide Services as described in Chapter 8 Construction Phase Guidelines in the current Design Procedures Manual:

- Design Disciplines Coordination
- Submittal Review, Distribution and Status Reports
- Answering Requests For Information (RFIs)
- Issuing Information Bulletins (IBs)
- Attending and Participating in Meetings
- Site Visits and Reports
- Review of Field Orders and Change Orders
- Interpretations of Contract Documents when Contractor disputes arise

In addition to the services described in Chapter 8 include optional service to provide Drawings of Record.

As part of the Lump Sum amount include site visits for at the following milestones:

Design Site Visit Matrix (Consultant and OGS Design)							
Construction Milestone	Architectural Consultant	Structural Consultant	HVAC Consultant	Electric Consultant	Plumbing Consultant	Physical Security - OGS	Electronic Security - OGS
Before concrete slab pour	X		X	X	X		
95% steel frame		X					
Pre-Install masonry meeting	X						
Masonry mock-up	X						
Pre-Install 11190 meeting	X					X	
Above Ceiling (prior to enclosure)	X		X	X	X		
Masonry – cmu	X						
Masonry – brick	X						
Misc. steel (visit pens at 60% complete)	X					X	
Misc. steel (visit pens at 90% complete)	X		X	X	X	X	X
Final Punchlist	X		X	X	X	X	X

The matrix is a guideline that may be adjusted or amended by the OGS Team Leader and the EIC.

Total of A + B = \$XX,XXX LS

C. ADDITIONAL SITE VISITS

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As directed by the OGS Team Leader and the EIC

X (person days, X hours on site) x \$X,XXX (LS) each.

Total of C = \$X,XXX NTE

D. FEE ESTIMATE BREAKDOWN

The \$X,XXX lump sum portion of the fee shall be invoiced in accordance with the schedule below:

\$ X,XXX when the construction phase is 25% complete,

\$ X,XXX when the construction phase is 50% complete,

\$ X,XXX when the construction phase is 75% complete,

\$ X,XXX when the construction phase is substantially complete.

The \$X,XXX not-to-exceed portion of the fee shall be invoice upon completion of any additional site visits.

This Work Order assignment was based on the Pre-Construction Meeting (reference Chapter 7 Bid Phase - Design / Construction Pre-Construction Meeting) between the OGS Team Leader, OGS Project Manager, EIC and Consultant Representatives held on XX/XX/06.