

EXECUTIVE SUMMARY

**Approve Authorization to Proceed
Program Management Services
RFQ No. 2014-31-FC**

PROJECT OVERVIEW:

Architect:	Not Applicable
Contractor:	URS Corporation Southern
Term:	Year to Year, Maximum of Three (3) Years
Contract Amount:	\$1,750,369 per year, not to exceed

GENERAL OVERVIEW:

This item approves the Authorization to Proceed (“ATP”) (Exhibit 2) for Program Management Services in accordance with the terms of the Professional Services Agreement (“PSA”) awarded to URS Corporation Southern. The PSA, J-1, Award of Contract was approved by the Board on January 22, 2014. This also authorizes the Office of Facilities & Construction (“OF&C”) to issue one or more ATPs for portions of the work included in this ATP as scheduled on page two of the ATP and to expend up to \$1,750,369 for the projects listed in Exhibit 3 for this first year of the Agreement.

The services encompassed in this ATP are enumerated in Exhibit 2 on page one and include:

1. Pre-Programming
2. Project Planning, Selection and Design
3. Pre-Construction and Construction
4. Facility Opening and Project Close-Out
5. Annual Report
6. Reimbursable Costs

The schedule for completion of the services encompassed in this ATP is enumerated in Exhibit 2 on page two. The schedule commences with the issuance of a fully executed ATP and Purchase Order which is scheduled to occur about 30 days after Board approval of this item and includes:

1. Complete Pre-Programming within 90 days.
2. Commence Project Planning, Selection and Design within 60 days.
3. Commence Pre-Construction and Construction within 60 days.
4. Commence Facility Opening and Project Close-Out within 60 days.
5. Annual Report is due prior to commencement of the eleventh (11th) month of services.

The fees for services encompassed in this ATP are enumerated in Exhibit 2 on page three. This item authorizes a maximum of \$1,750,369 for the services and the fees delineated in Exhibit 2. This item authorizes OF&C to issue ATPs for portions of the work as scheduled and when needed up to \$1,750,369 in fees and costs.

The PSA requires in Attachment 2, Pre-Programming Section, Item 1 a metrics based system to track the program's level of success. In addition to completing daily, weekly and monthly reports, the Program Manager is responsible for providing an Annual Report prior to commencing the eleventh (11th) month of services.

The Annual Report shall illustrate the actual results versus the approved baseline for the scope, budget and schedule as measured by the metrics based system to track the program's level of success prepared in the Pre-Programming Phase.

The Annual Report shall summarize each prior monthly report on a per-project basis and include all of the activities, including disputes, claims and other issues arising from the performance of the Project Consultant, Contractor or Program Manager.

The Annual Report shall also include a Customer Satisfaction Survey representing input as to the Program Manager's performance provided by the Owner's Project Management Staff, Building Department Staff, Project Consultants, Contractors and the School Based Staff of all school locations in the Program. The survey shall include criteria related to management of the scope, budget, schedule, communications and the professionalism of the firm and its staff.

The Annual Report, Customer Satisfaction Survey and staff's recommendations shall be provided to the School Board with respect to consideration of any annual renewals of the PSA.

It is the intent of the Office of Facilities & Construction (OF&C) to oversee the work of the Program Manager, in accordance with the requirements it shall perform. In addition, as a secondary means of oversight, the OF&C desires to engage McGladrey LLP to perform independent quality assurance, monitoring and review of the Program Manager. In addition, McGladrey will assist the Board through its quarterly reports in assessing the progress and performance of the Program Manager, as well as keep the Facilities Task Force apprised via quarterly reports transmitted through OF&C.

The request for approval of McGladrey shall be presented to the Board on 1/22/14 as JJ-2, Authorization to Proceed, McGladrey, LLP.

1/8/14

Approved by: *Pelluph* Date: 1/8/14