# Guideline to the

# GSD-BOE Partnership for Construction Services

# Direct and Control design with Architect: Bureau of Engineering (BOE) is to control the design that is to be the basis for the project, use known construction materials and methods that are City Standards, suggest any changes for cost savings to be incorporated during the design stage, and provide additional plan details as requested by GSD.

# Estimate the design: BOE will produce an estimate. General Services will produce a separate and independent estimate. Both estimates will then be compared. The differences between the two (i.e. quantity material takeoff, labor, subcontractors needed, etc.) will be resolved before work begins and a final modified budget estimate will be prepared. Although complete agreement is not essential, a resolution of the major differences must occur before the joint venture proceeds. The project shall not proceed until a final modified budget estimate is adopted by both parties.

# Budget: BOE will produce a detailed budget based upon the final modified budget estimate. This budget will be at a level of detail which will allow for in-house progress tracking and cost reporting. It will also include a contingency line item which will be over and above the final modified budget estimate amount. The purpose of this contingency is to supplement the final modified budget estimate total to cover possible errors made in estimating the project which could result in the actual project budget surpassing the final estimated budget total. The contingency will only be used in the event such errors occur. It must not be used for re-scoping the project, i.e. adding tasks onto the project’s scope.

# Produce a detailed schedule for the project: BOE will produce a detailed schedule based on the line item activities in the modified budget estimate derived above. The breakdown will include man-hours for the individual tasks needed to complete the project. BOE will review the schedule with General Services and come to an agreement on the tasks and the manpower loading before work begins.

**Produce a summary project scope:** A description of the completed elements that comprise the whole of the project will be produced by BOE. This description shall include everything needed for the completed project and will be known as the Scope of Work. It will also be incorporated into the project Memorandum of Understanding (MOU) between BOE and GSD. The final budget must encompass the entire, final Scope of Work.

# Pre-construction meeting with General Services: BOE will host a pre-construction meeting with GSD to discuss the manpower loading required for the project, materials ordering, cost reporting protocols, progress reporting, overhead factors affecting the project, special or ad hoc reports required during the course of the project, Request for Information (RFI) and change order procedures, anticipated funding schedule, the BOE and GSD chain of command, and other authority issues. Since each project is unique in its requirements, and since each construction manager and construction supervisor have their own individual styles, the purpose of this meeting is to have a meeting of minds between GSD and BOE in order to lay out the ground rules, expectations, and manner in which the BOE Construction Manager and the GSD Construction Project Coordinator will work together. Attendance at this meeting should be limited to BOE and GSD although each project will vary due to the project needs.

**Cost reporting and monitoring:** GSD agrees that they will not exceed the total available funds designated in this agreement unless amended by a BOE approved change order. No funds shall be used for any activity that is not described in the Scope of Work and construction documents, unless amended by a written BOE approved Change Order. GSD will issue to BOE a daily report listing the manpower load for that day, i.e. the names of all construction workers on the job that day. On large projects, BOE reserves the right to compare and approve the daily labor loading. GSD shall report all costs to the project manager on a weekly basis and these costs shall be supported by properly executed payroll or time records, invoices, contracts, vouchers, or other accounting documents which pertain in whole or in part to this project. These shall be clearly identified and readily accessible. Payroll costs shall be reported as direct costs. To insure the success of the project it, is essential that GSD provide a continuously functioning, cost-control desk to provide timely, cost tracking reports. The continuous tracking of costs is essential for the success of the BOE – GSD partnership.

# Projections: GSD will project the work force needed for the tasks per the schedule and adjust the labor force accordingly to complete the tasks by the dates described on the project schedule. Any increase in man loading above the requirements of the schedule must be approved by the BOE Construction Manager prior to any action being taken.

**Ordering Materials and Sub-contractors:** BOE will prepare materials and manpower lists from the modified budget estimate and the project schedule. GSD will use the materials and manpower lists to complete procurement. Running totals of these expenditures, alongside the budget / schedule, will be maintained by GSD’s Cost Tracking Desk and must be presented to BOE along with any requests for additional funds. BOE recognizes that GSD will order materials in bulk to obtain discounts, with the materials being drop shipped as needed to be used for the tasks.

# Reviewing daily reports and Stores Multi-Use Forms (SMUFs): The BOE project manager will review and monitor GSD’s daily labor reports and SMUFs to insure that they are in line with the schedule and the budget.

# Construction Site Visits: The BOE construction manager will be on-site as much as possible to monitor the project and performance. BOE will notify GSD of any developing project concerns as soon as possible. GSD will also notify BOE prior to making any deviation from the budget or schedule. If deviation from the budget or schedule is necessary prior to making such notification; all reasonable steps will be taken by GSD to make notification as soon thereafter as is possible.