Vestavia Hills City Council Agenda November 13, 2013 5:00 PM

- 1. Call to Order
- 2. Roll Call
- 3. Invocation George Pierce
- 4. Pledge of Allegiance
- 5. Announcements, Candidate and Guest Recognition
 - a. Park Board Vacancy
 - b. Library Board Vacancy
- 6. City Manager's Report
- 7. Councilors' Reports
- 8. Approval of Minutes October 22, 2013 (Work Session), October 23, 2013 (Work Session) and October 28, 2013 (regular meeting)

Old Business

New Business

First Reading (No Action Taken At This Meeting)

- 9. Resolution Number 4519 A Resolution Accepting An RFP And Authorizing The Mayor And City Manager To Execute And Deliver An Agreement For Construction Management Services For The New Proposed City Hall Facility
- 10. Resolution Number 4520 A Resolution Authorizing The City Manager To Execute And Deliver A Contract For Services Related To A Citizens Survey
- 11. Resolution Number 4521 A Resolution Authorizing The City Manager To Take Actions Necessary To Repair And/Or Resurface A Street
- 12. Citizens Comments
- 13. Executive Session
- 14. Motion For Adjournment

CITY OF VESTAVIA HILLS

CITY COUNCIL WORK SESSION

MINUTES

OCTOBER 22, 2013

The City Council of Vestavia Hills met in a special called Work Session on this date at 4:00 PM following posting/publication pursuant to Alabama law. The Mayor called the work session to order and the roll was checked with the following:

MEMBERS PRESENT: Alberto Zaragoza, Mayor

George Pierce John Henley Jim Sharp

MEMBERS ABSENT: Steve Ammons, Mayor Pro-Tem

OTHER OFFICIALS PRESENT: Jeff Downes, City Manager

Rebecca Leavings, City Clerk

The Mayor opened the Work Session and welcomed the persons in attendance including Stephen Allen, Williams Blackstock, architects for the proposed City Hall. The Mayor indicated that this work session was to hear presentations from three qualifiers for the construction manager of the new proposed City Hall. He introduced and the Council listened to each presentation along with interviewing each qualifier.

Tim Coker and Tony Smith gave the first presentation and detailed an alternate plan other than retaining a construction manager.

Representatives of Doster Construction Company introduced the team as follows: Alan Chandler Jr., Todd Osborne, Lori Adams, David Stone, Marty Stover and Garrett Goodman. Together they gave their team approach to explain their submitted RFP.

Representatives of Brasfield and Gorrie introduced their team as follows: Jim Gorrie, Stephen Franklin, Brett Landgren, Katie Wells, Robert McElroy, Tate Davis and Bryan Lourcey. Together they gave their team approach to explain their submitted RFP.

T	ere	heino	nο	further	business,	the	meeting	ad	iourned	at	7.05	PM
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Alberto C. Zaragoza, Jr. Mayor

ATTESTED BY:

Rebecca Leavings City Clerk

CITY OF VESTAVIA HILLS

CITY COUNCIL WORK SESSION

MINUTES

OCTOBER 23, 2013

The City Council of Vestavia Hills met in a special called Work Session on this date at 4:00 PM following posting/publication pursuant to Alabama law. The Mayor called the work session to order and the roll was checked with the following:

MEMBERS PRESENT: Alberto Zaragoza, Mayor

Steve Ammons, Mayor Pro-Tem

George Pierce John Henley Jim Sharp

OTHER OFFICIALS PRESENT: Jeff Downes, City Manager

Rebecca Leavings, City Clerk

Jim St. John, Fire Chief

The Mayor opened the Work Session and welcomed the persons in attendance including Stephen Allen, Williams Blackstock, architects for the proposed City Hall. The Mayor indicated that this Work Session was to hear presentations from three qualifiers for the construction manager of the new proposed City Hall. He introduced and the Council listened to each presentation along with interviewing each qualifier.

Representatives of Robins and Morton introduced the team as follows: Phil Yance, Jerry Marshall, David Green and Jacob Shinta. Together they gave their team approach to explain their submitted RFP.

Representatives of Hoar Construction Company introduced the team as follows: Mike Lanier, Peter Wolnski, Denton Lunceford, Mike Bonds and James Goree. Together they gave their team approach to explain their submitted RFP.

Representatives of B.L. Harbert International introduced their team as follows: Ben Nevins, Charlie Vick, Dan Price, Barry Eady, Sephen Riley, Dwight Sammons, Dan Olsen and Yvonne Dean. Together they gave their team approach to explain their submitted RFP.

There b	eing no	further	business,	the meeting	adjourned	at 7:2	5 PM

Alberto C. Zaragoza, Jr. Mayor

ATTESTED BY:

Rebecca Leavings City Clerk

CITY OF VESTAVIA HILLS

CITY COUNCIL

MINUTES

OCTOBER 28, 2013

The City Council of Vestavia Hills met in regular session on this date at 5:00 PM. The Mayor called the meeting to order and the City Clerk called the roll with the following:

MEMBERS PRESENT: Mayor Alberto C. Zaragoza, Jr.

Steve Ammons, Mayor Pro-Tem

George Pierce John Henley Jim Sharp

OTHER OFFICIALS PRESENT: Jeff Downes, City Manager

Rebecca Leavings, City Clerk Christopher Brady, City Engineer Melvin Turner III, Finance Director George Sawaya, Dep. Finance Director

Danny Rary, Police Chief Jim St. John, Fire Chief

Invocation was given by Dr. Scott Guffin, Liberty Park Baptist Church, followed by the Pledge of Allegiance.

ANNOUNCEMENTS, GUEST RECOGNITION

- David Wheeler, 2532 Crossgate Place, introduced himself and declared that he is a candidate for State House District 47.
- Mr. Ammons announced that the City Council will begin accepting applications for an upcoming vacancy on the Vestavia Hills Park and Recreation Board. He explained that the vacancy was a 5-year appointment and reminded everyone that youth sports were just a portion of the entire department. He encouraged anyone who has an interest and can become "engaged" to apply. Applications will be accepted until close of business on Friday, November 15, 2013 and can be found on the City's website.
- Mayor Zaragoza announced that the City Council will begin accepting
 applications for an upcoming vacancy on the Vestavia Hills Library Board. He
 explained that the application gave a detail of the desired qualifications of
 applicants and encouraged anyone who has an interest to apply and indicated that

- it was a 4-year appointment. Applications will be accepted until close of business on Friday, November 15, 2013 and can be found on the City's website.
- Mr. Pierce welcomed Mark McCoy representing the Vestavia Hills Chamber of Commerce and reminded everyone of Viva Vestavia Hills coming up on November 7, 2013 from 6:30 to 9 PM at Hollywood Pools and Spa.
- Steve Ammons also recognized Mark McCoy and announced that Mr. McCoy's nephew participated in a recent run and completed a 5K in 15.02 which is a record time.

CITY MANAGER REPORT

- Mr. Downes stated that Fitch has re-affirmed the City's AA+ rating with a stable outlook.
- The City is currently changing over to a shorter domain name which should go into effect very soon. The City's new email addresses will end with "vhal.org" rather than the longer one that has been used in the past.
- City Hall will be closed November 11, 2013 in observance of Veterans Day.

The Mayor indicated that Vestavia Hills is one of only 3 cities in the State of Alabama with that preferable rating.

COUNCILOR REPORTS

• None.

APPROVAL OF MINUTES

The minutes of the October 14, 2013 (regular meeting) were presented for approval.

MOTION

Motion to dispense with the reading of the minutes of the October 14, 2013 (regular meeting) and October 17, 2013 (work session) and approve them as presented was by Mr. Pierce and second by Mr. Henley. Roll Call vote as follows:

Mr. Pierce – yes
Mr. Ammons – yes
Mr. Sharp – yes
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Mayor Zaragoza – yes Motion carried.

MOTION

Motion to dispense with the reading of the minutes of the October 17, 2013 (work session) and approve them as presented was by Mr. Ammons and second by Mr. Henley. Roll Call vote as follows:

Mr. Pierce – yes Mr. Ammons – yes Mayor Zaragoza – yes Mr. Henley – abstained Mr. Sharp – yes Motion carried.

OLD BUSINESS

RESOLUTION NUMBER 4518

Resolution Number 4518 - Vacation Of A Portion Of Drainage Easement – 2149 Vestridge Drive; Lot 3-A, Block 6, Vestridge Second Sector, Third Addition; Daniel And Andrea Pahos, Owners

MOTION Motion to approve Resolution Number 4518 was by Mr. Sharp and second was by Mr. Henley.

Mr. Downes explained that this Resolution vacates a drainage easement located in the back of this property to allow enough room for construction of a swimming pool.

Mr. Brady stated that the easement is not in the location of the drainage ditch. He stated that he sees no problem with this requested vacation as long as the approval can be tied to the approval of a resurvey to relocate the easement to its correct location. Paperwork has been filed for the resurvey and the Commission should hear the request in November.

Mr. Pahos was present in regard to the request.

The Mayor opened the floor for a public hearing. There being no one to speak to this request, the Mayor closed the public hearing and called for the question.

MOTION Question called on a roll call vote:

Mr. Pierce – yes Mr. Sharp – yes Mr. Ammons - yes Mayor Zaragoza – yes Motion carried.

ORDINANCE NUMBER 2467

Ordinance Number 2467 – Conditional Use Approval – 7351 Kings Mountain Road – The Purpose Of This Request Is For A Home Occupation – An Educational Consulting Business; The Property Is Owned By Michele Korf And Is Zoned Vestavia Hills PUD PR-1

MOTION Motion to approve Ordinance Number 2467 was by Mr. Pierce and second was by Mr. Ammons.

Mr. Downes explained that this Ordinance would allow a conditional use for a home occupation in Liberty Park. Ms. Korf wishes to run a consulting business from her home but the PUD requires conditional use approval in order to obtain a license. Liberty Park has written a letter in support of her request.

Ms. Korf was present in regard to the request. She indicated her business is done primarily online and she would meet her clients at various colleges.

The Mayor opened the floor for a public hearing. There being no one to speak to this request, the Mayor closed the public hearing and called for the question.

MOTION Question called on a roll call vote:

Mr. Pierce – yes Mr. Sharp – yes Mr. Ammons - yes Mayor Zaragoza – yes Mr. Ammons - yes Motion carried.

ORDINANCE NUMBER 2471

Ordinance Number 2471 – Annexation – 90-day final - 2615 April Drive; Lot 11, Altadena Acres; James And Emily Pace, Owners

MOTION Motion to approve Ordinance Number 2471 was by Mr. Pierce and second was by Mr. Henley.

Mr. Downes explained that this property was annexed by the overnight method a couple of months ago. This Ordinance completes a 90-day annexation of the same property.

James and Emily Pace were present in regard to the request.

The Mayor opened the floor for a public hearing. There being no one to speak to this request, the Mayor closed the public hearing and called for the question.

MOTION Question called on a roll call vote:

Mr. Pierce – yes
Mr. Sharp – yes
Mr. Ammons - yes
Mayor Zaragoza – yes
Mr. Ammons - yes
Motion carried.

ORDINANCE NUMBER 2468

Ordinance Number 2468 – Rezoning – 2615 April Drive; Lot 11, Altadena Acres; Rezone From JC E-1 To VH E-2; Compatible Zoning For Annexation; James And Emily Pace, Owners

MOTION Motion to approve Ordinance Number 2468 was by Mr. Pierce and second was by Mr. Sharp.

Mr. Downes explained that this Ordinance compatibly rezones the property pursuant to the City's zoning code.

James and Emily Pace were present in regard to the request.

The Mayor opened the floor for a public hearing. There being no one to speak to this request, the Mayor closed the public hearing and called for the question.

MOTION Question called on a roll call vote:

Mr. Pierce – yes Mr. Sharp – yes Mr. Ammons - yes Mayor Zaragoza – yes Mr. Ammons - yes Motion carried.

ORDINANCE NUMBER 2472

Ordinance Number 2472 – Annexation – 90-day final - 2624 Altadena Road; David And Pamela Hultstrand, Owners

MOTION Motion to approve Ordinance Number 2472 was by Mr. Pierce and second was by Mr. Ammons.

Mr. Downes explained that this property was annexed by the overnight method a couple of months ago. This Ordinance completes a 90-day annexation of the same property.

David and Pamela Hultstrand were present in regard to the request.

The Mayor opened the floor for a public hearing. There being no one to speak to this request, the Mayor closed the public hearing and called for the question.

MOTION Question called on a roll call vote:

Mr. Pierce – yes
Mr. Sharp – yes
Mr. Ammons - yes
Mayor Zaragoza – yes
Mr. Ammons - yes
Motion carried.

ORDINANCE NUMBER 2469

Ordinance Number 2469 – Rezoning – 2624 Altadena Road; Rezone From JC E-1 To VH E-2; Compatible Zoning For Annexation; David And Pamela Hultstrand, Owners **MOTION** Motion to approve Ordinance Number 2469 was by Mr. Pierce and second was by Mr. Henley.

Mr. Downes explained that this Ordinance compatibly rezones the property pursuant to the City's zoning code.

David and Pamela Hultstrand were present in regard to the request.

The Mayor opened the floor for a public hearing. There being no one to speak to this request, the Mayor closed the public hearing and called for the question.

MOTION Question called on a roll call vote:

Mr. Pierce – yes Mr. Sharp – yes Mr. Ammons - yes Mayor Zaragoza – yes Mr. Ammons - yes Motion carried.

ORDINANCE NUMBER 2473

Ordinance Number 2473 – Annexation – 90-day final - 2549 Skyland Drive; Lot 6, Block 3, Dolly Ridge Estates, 2nd Addition; Derrell And Terry Crimm, Owners

MOTION Motion to approve Ordinance Number 2473 was by Mr. Pierce and second was by Mr. Sharp.

Mr. Downes explained that this property was annexed by the overnight method a couple of months ago. This Ordinance completes a 90-day annexation of the same property.

Derrell Crim was present in regard to the request.

The Mayor opened the floor for a public hearing. There being no one to speak to this request, the Mayor closed the public hearing and called for the question.

MOTION Question called on a roll call vote:

Mr. Pierce – yes Mr. Sharp – yes Mr. Ammons - yes Mayor Zaragoza – yes Mr. Ammons - yes Motion carried.

ORDINANCE NUMBER 2470

Ordinance Number 2470 – Rezoning – 2549 Skyland Drive; Lot 6, Block 3, Dolly Ridge Estates, 2nd Addition; Rezone From JC R-1 To VH R-2; Compatible Zoning For Annexation; Derrell And Terry Crimm, Owners

MOTION Motion to approve Ordinance Number 2470 was by Mr. Pierce and second was by Mr. Ammons.

Mr. Downes explained that this Ordinance compatibly rezones the property pursuant to the City's zoning code.

Derrell Crimm was present in regard to the request.

The Mayor opened the floor for a public hearing. There being no one to speak to this request, the Mayor closed the public hearing and called for the question.

MOTION Question called on a roll call vote:

Mr. Pierce – yes Mr. Sharp – yes Mr. Ammons - yes Mayor Zaragoza – yes Mr. Ammons - yes Motion carried.

ORDINANCE NUMBER 2457-A

Ordinance Number 2457-A – An Ordinance Amending Ordinance Number 2457 To Correct A Legal Description For Property Annexed To The City Of Vestavia Hills Located At 2855 Five Oaks Lane; John Santamour, Owner

MOTION Motion to approve Ordinance Number 2457-A was by Mr. Ammons and second was by Mr. Sharp.

Mr. Downes explained that this Ordinance corrects a legal description in a metes and bounds description of a property that was annexed a few months ago. The mappers at the County determined that a line had inadvertently been left out of the description and this Ordinance corrects that legal description.

The Mayor opened the floor for a public hearing. There being no one to speak to this request, the Mayor closed the public hearing and called for the question.

MOTION Question called on a roll call vote:

Mr. Pierce – yes
Mr. Sharp – yes
Mr. Ammons - yes
Mayor Zaragoza – yes
Mr. Ammons - yes
Motion carried.

ORDINANCE NUMBER 2474

Ordinance Number 2474 – An Ordinance To Amend Section 9 Of Ordinance Number 2418 Regarding Solicitation Signs In Residential Neighborhoods **MOTION** Motion to approve Ordinance Number 2474 was by Mr. Pierce and second was by Mr. Henley.

Mr. Downes explained that this Ordinance was discussed in detail at a recent work session.

Ms. Leavings explained that this Ordinance increases community "no soliciting" signs and allows placement in certain areas with the City Engineer's approval in order to give better visibility to the subdivisions that wish to have the signage.

Discussion ensued as to the placement of the signs and how and when neighborhoods can place the signs in certain areas.

The Mayor opened the floor for a public hearing. There being no one to speak to this request, the Mayor closed the public hearing and called for the question.

MOTION Question called on a roll call vote:

Mr. Pierce – yes Mr. Sharp – yes Mr. Ammons - yes Mayor Zaragoza – yes Mr. Ammons - yes Motion carried.

FIRST READING (NO ACTION TO BE TAKEN AT THIS MEETING)

The Mayor stated that the following Resolutions and/or Ordinances will be presented at a public hearing at the Council's next regularly scheduled meeting on November 13, 2013 (rescheduled from November 11, 2013) at 5 PM.

None

CITIZENS COMMENTS

None.

EXECUTIVE SESSION

The Mayor stated that the Council needed to enter into Executive Session for an estimated 60 minutes to discuss pending litigation and the sale/purchase of real estate. He indicated that Steve Monk was the attorney present to represent the City. Mr. Monk concurred that was a legal reason to enter into the Session. The Mayor opened the floor for a motion:

MOTION Motion to move into Executive Session for an estimated 60 minutes to discuss pending litigation and the sale/purchase was by Mr. Ammons and second was by Mr. Pierce. Roll call vote as follows:

Mr. Pierce – yes Mr. Ammons – yes Mayor Zaragoza – yes Mr. Henley – yes Mr. Sharp – yes Motion carried.

The Council exited the Chamber and entered into Executive Session at 5:40 PM. At 6:45 PM, the Council re-entered the Chamber and the Mayor called the meeting back to order.

MOTION Motion to adjourn was by Mr. Ammons and second was by Mr. Henley. Meeting adjourned at 6:47 PM.

Alberto C. Zaragoza, Jr. Mayor

Attested by:

Rebecca Leavings City Clerk

RESOLUTION NUMBER 4519

A RESOLUTION ACCEPTING AN RFP AND AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE AN AGREEMENT FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE NEW PROPOSED CITY HALL FACILITY

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VESTAVIA HILLS, ALABAMA, AS FOLLOWS:

1. The City Council hereby accepts the RFP submitted by BL Harbert International LLC for construction management services for the new proposed City Hall facility; and

2. The Mayor and City Manager are hereby authorized to execute and deliver an agreement for construction management services pursuant to the agreement; and

3. Said agreement is marked as "Exhibit A," a copy of which is attached to and incorporated into this Resolution Number 4519 as though written fully therein; and

4. This Resolution Number 4519 shall become effective immediately upon adoption and approval.

APPROVED and ADOPTED this the 25th day of November, 2013.

Alberto C. Zaragoza, Jr. Mayor

ATTESTED BY:

Rebecca Leavings City Clerk



Standard Form of Agreement Between Owner and Construction Manager as Adviser

AGREEMENT made as of the 4th day of November in the year 2013 (In words, indicate day, month and year.)

BETWEEN the Owner:

(Name, legal status, address and other information)

The City of Vestavia Hills 513 Montgomery Highway Vestavia Hills, AL 35216

and the Construction Manager: (Name, legal status, address and other information)

B. L Harbert International LLC 820 Shades Creek Parkway Suite 3000 Birmingham, AL 35209

for the following Project: (Name, location and detailed description)

Vestavia Hills City Hall Vestavia Hills, AL New City Hall

The Architect:

(Name, legal status, address and other information)

Williams Blackstock Architects 2204 1st Avenue South #200 Birmingham, AL 35233

The Owner and Construction Manager agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Documents A132™-2009, Standard Form of Agreement Between Owner and Contractor, Construction Manager as Adviser Edition: A232™-2009. General Conditions of the Contract for Construction, Construction Manager as Adviser Edition; and B132™-2009, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition.

AIA Document A232™-2009 is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

TABLE OF ARTICLES

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ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1. (Note the disposition for the following items by inserting the requested information or a statement such as "not applicable," "unknown at time of execution" or "to be determined later by mutual agreement.")

§ 1.1.1 The Owner's program for the Project:

(Identify documentation or state the manner in which the program will be developed.)

The new City Hall facility will be approximately 50,000 to 60,000 square feet in a new multi-story facility that will primarily include: Council Chamber (seat 120), Courtroom (seat 120), Departmental offices for City Administration, Clerk, Finance, Public Services, Building Safety, Fire Administration, IT, Police Administration, Magistrate, and Holding Facility (approx.. 12 cells) with associated booking, evidence rooms, armory, and enclosed sallyport.

§ 1.1.2 The Project's physical characteristics:

(Identify or describe, if appropriate, size, location, dimensions, or other pertinent information, such as geotechnical reports; site, boundary and topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site; etc.)

The site is located on approximately 3.6 acres of land off of Highway 31 at the existing Vestavia Hills Plaza Shopping Center with two existing buildings on the property. The existing Food World building and adjacent Joe's Ranch House will be demolished to provide land for the new facility

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1: (Provide total and, if known, a line item breakdown.)

An overall project budget has not been fully defined at this time until the final space programming process has been completed to determine the exact size and needs of the project.

§ 1.1.4 The Owner's anticipated design and construction schedule:

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User Notes:

2

Design phase milestone dates, if any: .1

> A preliminary design and construction schedule has been developed with the City at include general overview timeframes for completing design and construction documents in February/March 2014, with bidding and construction to follow with completion envisioned for mid-2015 for occupancy.

> The Architect will be responsible for the Design phase schedule, and the Construction Manager will be responsible for developing the bidding and construction schedule. The entire team will work with the City to discuss pros/cons as well as scope for a potential early building demolition/site preparation package, with the potential need for such package being largely influenced by the geotechnical evaluation.

Commencement of construction:

To be determined

.3 Substantial Completion date or milestone dates:

To be determined

Other:

§ 1.1.5 The Owner intends the following procurement method for the Project: (Identify method such as competitive bid, negotiated Contract or multiple Prime Contracts.)

Competitively bid multiple prime contracts.

§ 1.1.6 The Owner's requirements for accelerated or fast-track scheduling, multiple bid packages, or phased construction are set forth below:

(List number and type of bid/procurement packages.)

To be determined

§ 1.1.7 Other Project information:

(Identify special characteristics or needs of the Project not provided elsewhere, such as environmentally responsible design or historic preservation requirements.)

The project will be designed and constructed with sustainable principles that will be investigated and researched during the design process, but at this time the project will not pursue LEED certification.

§ 1.1.8 The Owner identifies the following representative in accordance with Section 5.5: (List name, address and other information.)

Jeff Downes City Manager City of Vestavia Hills 513 Montgomery Highway Vestavia Hills, AL 35216

§ 1.1.9 The persons or entities, in addition to the Owner's representative, who are required to review the Construction Manager's submittals to the Owner are as follows:

(List name, address and other information.)

Jeff Downes

Init.

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City Manager City of Vestavia Hills 513 Montgomery Highway Vestavia Hills, AL 35216

§ 1.1.10 Unless provided by the Construction Manager, the Owner will retain the following consultants and contractors:

(List name, legal status, address and other information.)

.1 Land Surveyor:

.2 Geotechnical Engineer:

.3 Civil Engineer:

- .4 Other: (List any other consultants retained by the Owner, such as a Project or Program Manager, or construction contractor.)
- § 1.1.11 The Construction Manager identifies the following representative in accordance with Section 2.4: (List name, address and other information.)

Stephen Riley
B. L. Harbert International LLC
820 Shades Creek Parkway
Suite 3000
Birmingham, AL 35209

§ 1.1.12 The Construction Manager's staffing plan as required under Section 3.3.2 shall include: (List any specific requirements and personnel to be included in the staffing plan, if known.)

One part time project executive

One part time preconstruction manager during preconstruction phase

One part time cost estimator during preconstruction phase

One full time project manager from commencement to substantial completion

One full time project superintendent from commencement through receipt of certificate of occupancy

One full time assistant superintendent during key construction activities

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User Notes:

One part time administrative assistant from commencement to project close-out

§ 1.1.13 The Construction Manager's consultants retained under Basic Services, if any:

.1 Cost Estimator:

(List name, legal status, address and other information.)

N/A

.2 Other consultants:

N/A

§ 1.1.14 The Construction Manager's consultants retained under Additional Services:

N/A

§ 1.1.15 Other Initial Information on which the Agreement is based:

N/A

§ 1.2 The Owner and Construction Manager may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Construction Manager shall appropriately adjust the schedules, the Construction Manager's services and the Construction Manager's compensation.

ARTICLE 2 CONSTRUCTION MANAGER'S RESPONSIBILITIES

- § 2.1 The Construction Manager shall provide the services as set forth in this Agreement.
- § 2.2 The Construction Manager shall perform its services consistent with the skill and care ordinarily provided by construction managers practicing in the same or similar locality under the same or similar circumstances. The Construction Manager shall perform its services as expeditiously as is consistent with such skill and care and the orderly progress of the Project.
- § 2.3 The Construction Manager shall provide its services in conjunction with the services of an Architect as described in AIA Document B132TM-2009, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition. The Construction Manager shall not be responsible for actions taken by the Architect.
- § 2.4 The Construction Manager shall identify a representative authorized to act on behalf of the Construction Manager with respect to the Project.
- § 2.5 Except with the Owner's knowledge and consent, the Construction Manager shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Construction Manager's judgment with respect to this Project.
- § 2.6 The Construction Manager shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Construction Manager normally maintains, the Owner shall reimburse the Construction Manager for any additional cost.
- **§ 2.6.1** Comprehensive General Liability with policy limits of not less than Two Million Dollars Per Occurrence and Four Million Dollars Aggregate (\$\$2,000,000.00/\$4,000,000.00) for each occurrence and in the aggregate for bodily injury and property damage.

Init.

- § 2.6.2 Automobile Liability covering owned and rented vehicles operated by the Construction Manager with policy limits of not less than Two Million Dollars CSL (\$\$2,000,000.00) combined single limit and aggregate for bodily injury and property damage.
- § 2.6.3 The Construction Manager may use umbrella or excess liability insurance to achieve the required coverage for Comprehensive General Liability and Automobile Liability, provided that such umbrella or excess insurance results in the same type of coverage as required for the individual policies.
- § 2.6.4 Workers' Compensation at statutory limits and Employers Liability with a policy limit of not less than One Million Dollars (\$1,000,000.00).
- § 2.6.5 Professional Liability covering the Construction Manager's negligent acts, errors and omissions in its performance of services with policy limits of not less than Three Million Dollars (\$\$3,000,000,00) per claim and in the aggregate.
- § 2.6.6 The Construction Manager shall provide to the Owner certificates of insurance evidencing compliance with the requirements in this Section 2.6. The certificates will show the Owner as an additional insured on the Comprehensive General Liability, Automobile Liability, umbrella or excess policies.

SCOPE OF CONSTRUCTION MANAGER'S BASIC SERVICES ARTICLE 3

§ 3.1 Definition

The Construction Manager's Basic Services consist of those described in Sections 3.2 and 3.3 and include usual and customary construction coordination and scheduling, constructability review, cost estimating, and allocation of construction activities among the Multiple Prime Contractors.

§ 3.2 Preconstruction Phase

- § 3.2.1 The Construction Manager shall review the program furnished by the Owner and any evaluation of the Owner's program provided by the Architect, to ascertain the requirements of the Project and shall arrive at a mutual understanding of such requirements with the Owner and Architect.
- § 3.2.2 The Construction Manager shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, each in terms of the other.
- § 3.2.3 The Construction Manager shall prepare, and deliver to the Owner, a written Construction Management Plan that includes, at a minimum, the following: (1) preliminary evaluations required in Section 3.2.2, (2) a Project schedule, (3) cost estimates, (4) recommendations for Project delivery method, and (5) Contractors' scopes of Work, if multiple Contractors or fast-track construction will be used. The Construction Manager shall periodically update the Construction Management Plan over the course of the Project.
- § 3.2.4 Based on preliminary design and other design criteria prepared by the Architect, the Construction Manager shall prepare preliminary estimates of the Cost of the Work or the cost of program requirements using area, volume or similar conceptual estimating techniques for the Architect's review and Owner's approval. If the Architect suggests alternative materials and systems, the Construction Manager shall provide cost evaluations of those alternative materials and systems and may also provide its own suggestions.
- § 3.2.5 The Construction Manager shall expeditiously review design documents during their development and advise the Owner and Architect on proposed site use and improvements, selection of materials, and building systems and equipment. The Construction Manager shall also provide recommendations to the Owner and Architect on constructability, availability of materials and labor, sequencing for phased construction, time requirements for procurement, installation and construction, and factors related to construction cost including, but not limited to, costs of alternative designs or materials, preliminary budgets, life-cycle data, and possible cost reductions.
- § 3.2.6 The Construction Manager shall prepare and periodically update the Project schedule included in the Construction Management Plan for the Architect's review and the Owner's acceptance. The Construction Manager shall obtain the Architect's approval for the portion of the Project schedule relating to the performance of the Architect's services. The Project schedule shall coordinate and integrate the Construction Manager's services, the

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Architect's services, other Owner consultants' services, and the Owner's responsibilities and highlight items that could affect the Project's timely completion.

- § 3.2.7 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall prepare and update, at appropriate intervals agreed to by the Owner, Construction Manager and Architect, estimates of the Cost of the Work of increasing detail and refinement. The Construction Manager shall include appropriate contingencies for design, bidding or negotiating, price escalation, and market conditions in the estimates of the Cost of the Work. Such estimates shall be provided for the Architect's review and the Owner's approval. The Construction Manager shall advise the Owner and Architect if it appears that the Cost of the Work may exceed the Owner's budget and make recommendations for corrective action.
- § 3.2.8 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall consult with the Owner and Architect and make recommendations whenever the Construction Manager determines that design details adversely affect constructability, cost or schedules.
- § 3.2.9 The Construction Manager shall provide recommendations and information to the Owner and Architect regarding the assignment of responsibilities for temporary Project facilities and equipment, materials and services for common use of the Contractors. The Construction Manager shall verify that such requirements and assignment of responsibilities are included in the proposed Contract Documents.
- § 3.2.10 The Construction Manager shall provide recommendations and information to the Owner regarding the allocation of responsibilities for safety programs among the Contractors.
- § 3.2.11 The Construction Manager shall provide recommendations to the Owner on the division of the Project into individual Contracts for the construction of various categories of Work, including the method to be used for selecting Contractors and awarding Contracts. If multiple Contracts are to be awarded, the Construction Manager shall review the Drawings and Specifications and make recommendations as required to provide that (1) the Work of the Contractors is coordinated, (2) all requirements for the Project are assigned to the appropriate Contract, (3) the likelihood of jurisdictional disputes is minimized, and (4) proper coordination is provided for phased construction.
- § 3.2.12 The Construction Manager shall update the Project schedule to include the components of the Work, including phasing of construction, times of commencement and completion required of each Contractor, ordering and delivery of products, including those that must be ordered well in advance of construction, and the occupancy requirements of the Owner.
- § 3.2.13 The Construction Manager shall expedite and coordinate the ordering and delivery of materials, including those that must be ordered well in advance of construction.
- § 3.2.14 The Construction Manager shall assist the Owner in selecting, retaining and coordinating the professional services of surveyors, special consultants and testing laboratories required for the Project.
- § 3.2.15 The Construction Manager shall provide an analysis of the types and quantities of labor required for the Project and review the availability of appropriate categories of labor required for critical phases. The Construction Manager shall make recommendations for actions designed to minimize adverse effects of labor shortages.
- § 3.2.16 The Construction Manager shall assist the Owner in obtaining information regarding applicable requirements for equal employment opportunity programs, and other programs as may be required by governmental and for quasi governmental authorities for inclusion in the Contract Documents.
- § 3.2.17 Following the Owner's approval of the Drawings and Specifications, the Construction Manager shall update and submit the latest estimate of the Cost of the Work and the Project schedule for the Architect's review and the Owner's approval.
- § 3.2.18 The Construction Manager shall submit the list of prospective bidders for the Architect's review and the Owner's approval.

- § 3.2.19 The Construction Manager shall develop bidders' interest in the Project and establish bidding schedules. The Construction Manager, with the assistance of the Architect, shall issue bidding documents to bidders and conduct pre-bid conferences with prospective bidders. The Construction Manager shall issue the current Project schedule with each set of bidding documents. The Construction Manager shall assist the Architect with regard to questions from bidders and with the issuance of addenda.
- § 3.2.20 The Construction Manager shall receive bids, prepare bid analyses and make recommendations to the Owner for the Owner's award of Contracts or rejection of bids.
- § 3.2.21 The Construction Manager shall assist the Owner in preparing Construction Contracts and advise the Owner on the acceptability of Subcontractors and material suppliers proposed by Multiple Prime Contractors.
- § 3.2.22 The Construction Manager shall assist the Owner in obtaining building permits and special permits for permanent improvements, except for permits required to be obtained directly by the various Multiple Prime Contractors. The Construction Manager shall verify that the Owner has paid applicable fees and assessments. The Construction Manager shall assist the Owner and Architect in connection with the Owner's responsibility for filing documents required for the approvals of governmental authorities having jurisdiction over the Project.

§ 3.3 Construction Phase Administration of the Construction Contract

- § 3.3.1 Subject to Section 4.3, the Construction Manager's responsibility to provide Construction Phase Services commences with the award of the initial Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.
- § 3.3.2 The Construction Manager shall provide a staffing plan to include one or more representatives who shall be in attendance at the Project site whenever the Work is being performed.
- § 3.3.3 The Construction Manager shall provide on-site administration of the Contracts for Construction in cooperation with the Architect as set forth below and in AIA Document A232™-2009, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition. If the Owner and Contractor modify AIA Document A232-2009, those modifications shall not affect the Construction Manager's services under this Agreement unless the Owner and the Construction Manager amend this Agreement.
- § 3.3.4 The Construction Manager shall provide administrative, management and related services to coordinate scheduled activities and responsibilities of the Multiple Prime Contractors with each other and with those of the Construction Manager, the Owner and the Architect. The Construction Manager shall coordinate the activities of the Multiple Prime Contractors in accordance with the latest approved Project schedule and the Contract Documents.
- § 3.3.5 Utilizing the construction schedules provided by the Multiple Prime Contractors, the Construction Manager shall update the Project schedule, incorporating the activities of the Owner, Architect, and Multiple Prime Contractors on the Project, including activity sequences and durations, allocation of labor and materials, processing of Shop Drawings, Product Data and Samples, and delivery and procurement of products, including those that must be ordered well in advance of construction. The Project schedule shall include the Owner's occupancy requirements showing portions of the Project having occupancy priority. The Construction Manager shall update and reissue the Project schedule as required to show current conditions. If an update indicates that the previously approved Project schedule may not be met, the Construction Manager shall recommend corrective action, if any, to the Owner and Architect.
- § 3.3.6 The Construction Manager shall schedule and conduct meetings to discuss such matters as procedures, progress, coordination, and scheduling of the Work. The Construction Manager shall prepare and promptly distribute minutes to the Owner, Architect and Multiple Prime Contractors.
- § 3.3.7 Utilizing information from the Multiple Prime Contractors, the Construction Manager shall schedule and coordinate the sequence of construction and assignment of space in areas where the Multiple Prime Contractors are performing Work, in accordance with the Contract Documents and the latest approved Project schedule.
- § 3.3.8 The Construction Manager shall schedule all tests and inspections required by the Contract Documents or governmental authorities, and arrange for the delivery of test and inspection reports to the Owner and Architect.

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- § 3.3.9 The Construction Manager shall endeavor to obtain satisfactory performance from each of the Multiple Prime Contractors. The Construction Manager shall recommend courses of action to the Owner when requirements of a Contract are not being fulfilled.
- § 3.3.10 The Construction Manager shall monitor and evaluate actual costs for activities in progress and estimates for uncompleted tasks and advise the Owner and Architect as to variances between actual and budgeted or estimated costs. If the Contractor is required to submit a Control Estimate, the Construction Manager shall meet with the Owner and Contractor to review the Control Estimate. The Construction Manager shall promptly notify the Contractor if there are any inconsistencies or inaccuracies in the information presented. The Construction Manager shall also report the Contractor's cost control information to the Owner.
- § 3.3.11 The Construction Manager shall develop cash flow reports and forecasts for the Project.
- § 3.3.12 The Construction Manager shall maintain accounting records on authorized Work performed under unit costs, additional Work performed on the basis of actual costs of labor and materials, and other Work requiring accounting records.
- § 3.3.12.1 The Construction Manager shall develop and implement procedures for the review and processing of Applications for Payment by Multiple Prime Contractors for progress and final payments.
- § 3.3.12.2 Not more frequently than monthly, the Construction Manager shall review and certify the amounts due the respective Contractors as follows:
 - Where there is only one Contractor responsible for performing the Work, the Construction Manager .1 shall, within seven days after the Construction Manager receives the Contractor's Application for Payment, review the Application, certify the amount the Construction Manager determines is due the Contractor, and forward the Contractor's Application and Certificate for Payment to the Architect.
 - Where there are Multiple Prime Contractors responsible for performing different portions of the .2 Project, the Construction Manager shall, within seven days after the Construction Manager receives each Contractor's Application for Payment: (1) review the Applications and certify the amount the Construction Manager determines is due each Contractor, (2) prepare a Summary of Contractors' Applications for Payment by summarizing information from each Contractor's Application for Payment, (3) prepare a Project Application and Certificate for Payment, (4) certify the total amount the Construction Manager determines is due all Multiple Prime Contractors collectively, and (5) forward the Summary of Contractors' Applications for Payment and Project Application and Certificate for Payment to the Architect.
- § 3.3.12.3 The Construction Manager's certification for payment shall constitute a representation to the Owner, based on the Construction Manager's evaluations of the Work and on the data comprising the Contractors' Applications for Payment, that, to the best of the Construction Manager's knowledge, information and belief, the Work has progressed to the point indicated and the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion and to specific qualifications expressed by the Construction Manager. The issuance of a Certificate for Payment shall further constitute a recommendation to the Architect and Owner that the Contractor be paid the amount certified.
- § 3.3.12.4 The certification of an Application for Payment or a Project Application for Payment by the Construction Manager shall not be a representation that the Construction Manager has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences for the Contractor's own Work, or procedures; (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment; or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.
- § 3.3.13 The Construction Manager shall review the safety programs developed by each of the Multiple Prime Contractors solely and exclusively for purposes of coordinating the safety programs with those of the other Contractors and for making recommendations to the Owner for any safety programs not included in the Work of the

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Multiple Prime Contractors. The Construction Manager's responsibilities for coordination of safety programs shall not extend to direct control over or charge of the acts or omissions of the Contractor, Multiple Prime Contractors, Subcontractors, agents or employees of the Contractors or Multiple Prime Contractors or Subcontractors, or any other persons performing portions of the Work and not directly employed by the Construction Manager.

- § 3.3.14 The Construction Manager shall determine in general that the Work of each Contractor is being performed in accordance with the requirements of the Contract Documents and notify the Owner, Contractor and Architect of defects and deficiencies in the Work. The Construction Manager shall have the authority to reject Work that does not conform to the Contract Documents and shall notify the Architect about the rejection. The failure of the Construction Manager to reject Work shall not constitute the acceptance of the Work. The Construction Manager shall record any rejection of Work in its daily log and include information regarding the rejected Work in its progress reports to the Architect and Owner pursuant to Section 3.3.20.1. Upon written authorization from the Owner, the Construction Manager may require and make arrangements for additional inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed, and the Construction Manager shall give timely notice to the Architect of when and where the tests and inspections are to be made so that the Architect may be present for such procedures.
- § 3.3.15 The Construction Manager shall advise and consult with the Owner and Architect during the performance of its Construction Phase Services. The Construction Manager shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Construction Manager shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work of each of the Contractors, since these are solely the Contractor's rights and responsibilities under the Contract Documents. The Construction Manager shall not be responsible for a Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Construction Manager shall be responsible for the Construction Manager's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or Multiple Prime Contractors, Subcontractors, or their agents or employees, or any other persons or any other persons or entities performing portions of the Work.
- § 3.3.16 The Construction Manager shall transmit to the Architect requests for interpretations and requests for information of the meaning and intent of the Drawings and Specifications with its written recommendation, and assist in the resolution of questions that may arise.
- § 3.3.17 The Construction Manager shall review requests for changes, assist in negotiating Contractors' proposals, submit recommendations to the Architect and Owner, and, if they are accepted, prepare Change Orders and Construction Change Directives that incorporate the Architect's modifications to the Contract Documents.
- § 3.3.18 The Construction Manager shall assist the Initial Decision Maker in the review, evaluation and documentation of Claims, subject to Section 4.3.1.7.
- § 3.3.19 Utilizing the submittal schedules provided by each Contractor, the Construction Manager shall prepare, and revise as necessary, a Project submittal schedule incorporating information from the Owner, Owner's consultants, Owner's separate contractors and vendors, governmental agencies, and all other participants in the Project under the management of the Construction Manager. The Project submittal schedule and any revisions shall be submitted to the Architect for approval. The Construction Manager shall promptly review all Shop Drawings, Product Data, Samples and other submittals from the Multiple Prime Contractors for compliance with the submittal requirements of the Contract, coordinate submittals with information contained in related documents, and transmit to the Architect those that the Construction Manager recommends for approval. The Construction Manager's actions shall be taken in accordance with the Project submittal schedule approved by the Architect, or in the absence of an approved Project submittal schedule, with such reasonable promptness as to cause no delay in the Work or in the activities of the Contractor, other Multiple Prime Contractors, the Owner, or the Architect.
- § 3.3.20 The Construction Manager shall keep a daily log containing a record of weather, each Contractor's Work on the site, number of workers, identification of equipment, Work accomplished, problems encountered, and other similar relevant data as the Owner may require.

- § 3.3.20.1 The Construction Manager shall record the progress of the Project. On a monthly basis, or otherwise as agreed to by the Owner, the Construction Manager shall submit written progress reports to the Owner and Architect, showing percentages of completion and other information identified below:
 - .1 Work completed for the period;
 - .2 Project schedule status;
 - .3 Submittal schedule and status report, including a summary of remaining and outstanding submittals;
 - .4 Request for information, Change Order, and Construction Change Directive status reports;
 - .5 Tests and inspection reports;
 - .6 Status report of nonconforming and rejected Work;
 - .7 Daily logs;
 - .8 Summary of all Multiple Prime Contractors' Applications for Payment;
 - .9 Cumulative total of the Cost of the Work to date including the Construction Manager's compensation and reimbursable expenses at the job site, if any;
 - .10 Cash-flow and forecast reports; and
 - .11 Any other items the Owner may require:

N/A

- § 3.3.20.2 In addition, for Projects constructed on the basis of the Cost of the Work, the Construction Manager shall include the following additional information in its progress reports:
 - .1 Contractor's work force report;
 - .2 Equipment utilization report;
 - .3 Cost summary, comparing actual costs to updated cost estimates; and
 - .4 Any other items as the Owner may require:

N/A

- § 3.3.21 Utilizing the documents provided by the Contractor, the Construction Manager shall maintain at the site one copy of all Contracts, Drawings, Specifications, addenda, Change Orders and other Modifications, in good order and marked currently to record all changes and selections made during construction, and in addition, approved Shop Drawings, Product Data, Samples and similar required submittals. The Construction Manager shall maintain records, in duplicate, of principal building layout lines, elevations of the bottom of footings, floor levels and key site elevations certified by a qualified surveyor or professional engineer. The Construction Manager shall make all such records available to the Architect and the Contractor, and upon completion of the Project, shall deliver them to the Owner.
- § 3.3.22 The Construction Manager shall arrange for the delivery, storage, protection and security of Owner-purchased materials, systems and equipment that are a part of the Project until such items are incorporated into the Work.
- § 3.3.23 With the Architect and the Owner's maintenance personnel, the Construction Manager shall observe the Contractor's or Multiple Prime Contractors' final testing and start-up of utilities, operational systems and equipment and observe any commissioning as the Contract Documents may require.
- § 3.3.24 When the Construction Manager considers each Contractor's Work or a designated portion thereof is substantially complete, the Construction Manager shall, jointly with the Contractor, prepare for the Architect a list of incomplete or unsatisfactory items and a schedule for their completion. The Construction Manager shall assist the Architect in conducting inspections to determine whether the Work or designated portion thereof is substantially complete.
- § 3.3.25 When the Work or designated portion thereof is substantially complete, the Construction Manager shall prepare, and the Construction Manager and Architect shall execute, a Certificate of Substantial Completion. The Construction Manager shall submit the executed Certificate to the Owner and Contractor. The Construction Manager shall coordinate the correction and completion of the Work. Following issuance of a Certificate of Substantial Completion of the Work or a designated portion thereof, the Construction Manager shall evaluate the completion of the Work of the Contractor or Multiple Prime Contractors and make recommendations to the Architect when Work is ready for final inspection. The Construction Manager shall assist the Architect in conducting final inspections.

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- § 3.3.26 The Construction Manager shall forward to the Owner, with a copy to the Architect, the following information received from the Contractor or Multiple Prime Contractors: (1) certificates of insurance received from the Contractor or Multiple Prime Contractors; (2) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (3) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; and (4) any other documentation required of the Contractor under the Contract Documents, including warranties and similar submittals.
- § 3.3.27 The Construction Manager shall deliver all keys, manuals, record drawings and maintenance stocks to the Owner. The Construction Manager shall forward to the Architect a final Project Application for Payment and Project Certificate for Payment or final Application for Payment and final Certificate for Payment upon the Contractor's compliance with the requirements of the Contract Documents.
- § 3.3.28 Duties, responsibilities and limitations of authority of the Construction Manager as set forth in the Contract Documents shall not be restricted, modified or extended without written consent of the Owner, Construction Manager, Architect, Contractor and Multiple Prime Contractors. Consent shall not be unreasonably withheld.
- § 3.3.29 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Construction Manager shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 Additional Services listed below are not included in Basic Services but may be required for the Project. The Construction Manager shall provide the listed Additional Services only if specifically designated in the table below as the Construction Manager's responsibility, and the Owner shall compensate the Construction Manager as provided in

(Designate the Additional Services the Construction Manager shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 4.2 or in an attached exhibit. If in an exhibit, identify the exhibit.)

Services	Responsibility (Construction Manager, Owner or Not Provided)	Location of Service Description (Section 4.2 below or in an exhibit attached to this document and identified below)
§ 4.1.1 Measured drawings	Owner	
§ 4.1.2 Architectural interior design (B252™–2007)	Owner	
§ 4.1.3 Tenant-related services	Not provided	
§ 4.1.4 Commissioning (B211™–2007)	Owner – with assistance by Construction Manager	
§ 4.1.5 LEED® certification (B214TM-2007)	Owner – with assistance by Construction Manager	
§ 4.1.6 Furniture, furnishings, and equipment design (B253™–2007)	Owner	

§ 4.2 Insert a description of each Additional Service designated in Section 4.1, if not further described in an exhibit attached to this document.

N/A

- § 4.3 Additional Services may be provided after execution of this Agreement, without invalidating this Agreement. Except for services required due to the fault of the Construction Manager, any Additional Services provided in accordance with this Section 4.3 shall entitle the Construction Manager to compensation pursuant to Section 11.3.
- § 4.3.1 Upon recognizing the need to perform the following Additional Services, the Construction Manager shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The

Construction Manager shall not proceed to provide the following services until the Construction Manager receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including, but not limited to, size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method, or bid packages in addition to those listed in Section 1.1.6;
- .2 Services necessitated by the enactment or revision of codes, laws or regulations or official interpretations after the date of this Agreement;
- .3 Preparation of documentation for alternate bid or proposal requests proposed by the Owner;
- .4 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .5 Preparation for, and attendance at a dispute resolution proceeding or legal proceeding, except where the Construction Manager is party thereto;
- .6 Providing consultation concerning replacement of Work resulting from fire or other cause during construction and furnishing services required in connection with the replacement of such Work;
- .7 Assistance to the Initial Decision Maker, if other than the Architect; or
- .8 Service as the Initial Decision Maker.
- § 4.3.2 To avoid delay in the Construction Phase, the Construction Manager shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If the Owner subsequently determines that all or parts of those services are not required, the Owner shall give prompt written notice to the Construction Manager, and the Owner shall have no further obligation to compensate the Construction Manager for those services:
 - .1 Services in evaluating an extensive number of Claims submitted by a Contractor or others in connection with the Work when the Architect is serving as the Initial Decision Maker.
 - .2 To the extent the Construction Manager's Basic Services are affected, providing Construction Phase Services 60 days after (1) the date of Substantial Completion of the Work or (2) the anticipated date of Substantial Completion, identified in Initial Information, whichever is earlier.
 - .3 Services required in an emergency to coordinate the activities of a Contractor or Multiple Prime Contractors in the event of risk of personal injury or serious property damage, consistent with Section 3.3.13.
- § 4.3.3 If the services covered by this Agreement have not been completed within (eighteen (18)) months of the date of this Agreement, through no fault of the Construction Manager, extension of the Construction Manager's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

- § 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including the Owner's program, other objectives, schedule, constraints and criteria, special equipment, systems, and site requirements. Within 15 days after receipt of a written request from the Construction Manager, the Owner shall furnish the requested information as necessary and relevant for the Construction Manager to evaluate, give notice of, or enforce any lien rights, if any.
- § 5.2 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1, (2) the Owner's other costs, and (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Construction Manager and Architect. The Owner and the Architect, in consultation with the Construction Manager, shall thereafter agree to a corresponding change in the budget for the Cost of the Work or in the Project's scope and quality.
- § 5.3 The Owner acknowledges that accelerated, phased or fast-track scheduling provides a benefit, but also carries with it the risk of additional costs. If the Owner selects accelerated, phased or fast-track scheduling, the Owner agrees to include in the budget for the Project sufficient contingencies to cover such costs.
- § 5.4 The Owner shall retain an Architect to provide services, duties and responsibilities as described in AIA Document B132–2009, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition. The Owner shall provide the Construction Manager a copy of the executed agreement between the Owner and Architect, and any further modifications to the agreement.

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- § 5.5 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions pertaining to documents the Construction Manager submits in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Construction Manager's services.
- § 5.6 Unless provided by the Construction Manager, the Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.
- § 5.7 Unless provided by the Construction Manager, the Owner shall furnish services of geotechnical engineers, which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.
- § 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Construction Manager. Upon the Construction Manager's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Construction Manager to furnish them as an Additional Service, when the Construction Manager requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants maintain professional liability insurance and other liability insurance as appropriate to the services provided.
- § 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.
- § 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.
- § 5.11 The Owner shall provide prompt written notice to the Construction Manager and Architect if the Owner becomes aware of any fault or defect in Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service or any fault or defect in the Construction Manager's services.
- § 5.12 The Owner reserves the right to perform construction and operations related to the Project with the Owner's own forces, and to award contracts in connection with the Project which are not part of the Construction Manager's responsibilities under this Agreement. The Construction Manager shall notify the Owner if any such independent action will interfere with the Construction Manager's ability to perform the Construction Manager's responsibilities under this Agreement. When performing construction or operations related to the Project, the Owner agrees to be subject to the same obligations and to have the same rights as the Contractors.
- § 5.13 Except as otherwise provided in this Agreement, or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the Contractor and the Construction Manager's consultants through the Construction Manager about matters arising out of or relating to the Contract Documents. The Owner shall promptly notify the Construction Manager of any direct communications that may affect the Construction Manager's services.
- § 5.14 Before executing the Contract for Construction, the Owner shall coordinate the Construction Manager's duties and responsibilities set forth in the Contract for Construction with the Construction Manager's services set forth in this Agreement. The Owner shall provide the Construction Manager a copy of the executed agreements between the Owner and Contractors, including the General Conditions of the Contracts for Construction.

§ 5.15 The Owner shall provide the Construction Manager access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Construction Manager access to the Work wherever it is in preparation or progress.

ARTICLE 6 COST OF THE WORK

- § 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include the contractors' general conditions costs, overhead and profit. The Cost of the Work includes the compensation of the Construction Manager and Construction Manager's Consultants during the Construction Phase only, including compensation for reimbursable expenses at the job site, if any. The Cost of the Work does not include the compensation of the Architect, the costs of the land, rights-of-way, financing, contingencies for changes in the Work or other costs that are the responsibility of the Owner.
- § 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and may be adjusted throughout the Project as required under Sections 5.2 and 6.4. Evaluations of the Owner's budget, preliminary estimates for the Cost of the Work and detailed estimates of the Cost of the Work prepared by the Construction Manager represent the Construction Manager's judgment as a person or entity familiar with the construction industry It is recognized, however, that neither the Construction Manager nor the Owner has control over the cost of labor, materials or equipment, over Contractors' methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Construction Manager cannot and does not warrant or represent that bids or negotiated prices will not vary from the budget proposed, established or approved by the Owner, or from any cost estimate or evaluation prepared by the Construction Manager.
- § 6.3 If the Architect is providing detailed cost estimating services as an Additional Service, and a discrepancy exists between the Construction Manager's cost estimates and the Architect's cost estimates, the Architect and the Construction Manager shall work cooperatively to conform the cost estimates to one another.
- § 6.4 If, prior to the conclusion of the Design Development Phase, the Construction Manager's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Construction Manager, in consultation with the Architect, shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget, and the Owner shall cooperate with the Construction Manager and Architect in making such adjustments.
- § 6.5 If the estimate of the Cost of the Work at the conclusion of the Design Development Phase exceeds the Owner's budget for the Cost of the Work, the Owner shall
 - .1 give written approval of an increase in the budget for the Cost of the Work;
 - .2 in consultation with the Construction Manager and Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
 - .3 implement any other mutually acceptable alternative.

ARTICLE 7 COPYRIGHTS AND LICENSES

The Construction Manager and the Construction Manager's consultants, if any, shall not own or claim a copyright in the Instruments of Service. The Construction Manager, the Construction Manager's consultants, if any, and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Construction Manager intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

- § 8.1.1 The Owner and Construction Manager shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Construction Manager waive all claims and causes of action not commenced in accordance with this Section 8.1.1.
- § 8.1.2 To the extent damages are covered by property insurance, the Owner and Construction Manager waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages,

except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A232–2009, General Conditions of the Contract for Construction. The Owner or the Construction Manager, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

- § 8.1.3 The Construction Manager shall indemnify and hold the Owner and the Owner's officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the Construction Manager, its employees and its consultants in the performance of professional services under this Agreement. The Construction Manager's duty to indemnify the Owner under this provision shall be limited to the available proceeds of insurance coverage.
- § 8.1.4 The Construction Manager and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 Mediation

- § 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Construction Manager's services, the Construction Manager may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.
- § 8.2.2 The Owner and Construction Manager shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.
- § 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.
- § 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box. If the Owner and Construction Manager do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)

[X]	Arbitration pursuant to Section 8.3 of this Agreement
[]	Litigation in a court of competent jurisdiction
[]	Other: (Specify)

§ 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by

the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

- § 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation. but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.
- § 8.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.
- § 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.4 Consolidation or Joinder

- § 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation, (2) the arbitrations to be consolidated substantially involve common questions of law or fact, and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).
- § 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.
- § 8.3.4.3 The Owner and Construction Manager grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Construction Manager under this Agreement.

TERMINATION OR SUSPENSION ARTICLE 9

- § 9.1 If the Owner fails to make payments to the Construction Manager in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Construction Manager's option, cause for suspension of performance of services under this Agreement. If the Construction Manager elects to suspend services, the Construction Manager shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Construction Manager shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Construction Manager shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Construction Manager's services. The Construction Manager's fees for the remaining services and the time schedules shall be equitably adjusted.
- § 9.2 If the Owner suspends the Project, the Construction Manager shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Construction Manager shall be compensated for expenses incurred in the interruption and resumption of the Construction Manager's services. The Construction Manager's fees for the remaining services and the time schedules shall be equitably adjusted.
- § 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Construction Manager, the Construction Manager may terminate this Agreement by giving not less than seven days' written notice.
- § 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

1

- § 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Construction Manager for the Owner's convenience and without cause.
- § 9.6 In the event of termination not the fault of the Construction Manager, the Construction Manager shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 9.7.
- § 9.7 Termination Expenses are in addition to compensation for the Construction Manager's services and include expenses directly attributable to termination for which the Construction Manager is not otherwise compensated, plus an amount for the Construction Manager's anticipated profit on the value of the services not performed by the Construction Manager, as set forth below.
- § 9.7.1 In the event of termination for the Owner's convenience prior to commencement of construction, the Construction Manager shall be entitled to receive payment for services performed, costs incurred by reason of such termination and reasonable overhead and profit on Preconstruction services not completed during the Preconstruction Phase.
- § 9.7.2 In the event of termination for the Owner's convenience after commencement of construction, the Construction Manager shall be entitled to receive payment for services performed and costs incurred by reason of such termination, along with reasonable overhead and profit on services not completed during the Construction Phase.

MISCELLANEOUS PROVISIONS ARTICLE 10

- § 10.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.
- § 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A232-2009, General Conditions of the Contract for Construction, except for purposes of this Agreement, the term "Work" shall include the work of all Contractors under the administration of the Construction Manager.
- § 10.3 The Owner and Construction Manager, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Construction Manager shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.
- § 10.4 If the Owner requests the Construction Manager to execute certificates, the proposed language of such certificates shall be submitted to the Construction Manager for review at least 14 days prior to the requested dates of execution. If the Owner requests the Construction Manager to execute consents reasonably required to facilitate assignment to a lender, the Construction Manager shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Construction Manager for review at least 14 days prior to execution. The Construction Manager shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.
- § 10.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Construction Manager.
- § 10.6 Unless otherwise required in this Agreement, the Construction Manager shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.
- § 10.7 The Construction Manager shall have the right to include photographic or artistic representations of the design of the Project among the Construction Manager's promotional and professional materials. The Construction Manager shall be given reasonable access to the completed Project to make such representations. However, the Construction Manager's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Construction Manager in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Construction Manager in the Owner's promotional materials for the Project.

§ 10.8 If the Construction Manager or Owner receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.

ARTICLE 11 COMPENSATION

§ 11.1 For the Construction Manager's Basic Services described under Article 3, the Owner shall compensate the Construction Manager as follows:

§ 11.1.1 For Preconstruction Phase Services in Section 3.2:

(Insert amount of, or basis for, compensation, including stipulated sums, multiples or percentages.)

Refer to 11.1.2

§ 11.1.2 For Construction Phase Services in Section 3.3:

(Insert amount of, or basis for, compensation, including stipulated sums, multiples or percentages.)

Six hundred seventy five thousand dollars (\$675,000) lump sum

On a monthly basis, The Construction Manager shall be compensated for construction services as follows:

1 Cost of reimbursable expenses during this period including, but not limited to site offices, site storage, utilities, safety supplies, office supplies, office equipment and other items required to properly manage the project not to exceed the overall guaranteed maximum price.

- .2 Cost of director personnel expenses during this period including, but not limited to superintendent, project manager, assistant superintendent, and on-site administrative assistant not to exceed the overall guaranteed maximum price.
- .3 Home office overhead and profit equal to 1.0% of the total cost of construction completed during this period not to exceed the overall guaranteed maximum price.
- § 11.2 For Additional Services designated in Section 4.1, the Owner shall compensate the Construction Manager as follows:

(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

For Additional Services designated in Section 4.1, the Owner shall compensate the Construction Manager based on unit rates which include the cost of raw labor, labor burden, corporate office overhead and profit.

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.3, the Owner shall compensate the Construction Manager as follows: (Insert amount of, or basis for, compensation.)

For Additional Services that may arise during the course of the Project, including those under Section 4.3, the Owner shall compensate the Construction Manager based on unit rates which include the cost of raw labor, labor burden, corporate office overhead and profit.

§ 11.4 Compensation for Additional Services of the Construction Manager's consultants when not included in Sections 11.2 or 11.3, shall be the amount invoiced to the Construction Manager plus percent (%), or as otherwise stated below:

N/A

User Notes:

§ 11.5 The hourly billing rates for services of the Construction Manager and the Construction Manager's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Construction Manager's and Construction Manager's consultants' normal review practices.

(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Employee or Category	Rate (\$0.00)
Operations Manager	\$105
Safety Director	\$90
Senior Project Manager	\$95
Preconstruction Manager	\$95
Project Manager	\$75
Superintendent	\$95
Assistant Project Manager	\$50
Assistant Superintendent	\$65
Field Office Manager	\$32
MEP Coordinator	\$65
Estimator	\$45
Safety Manager	\$65
MEP Design Reviewer	\$7 5

§ 11.6 Compensation for Reimbursable Expenses

- § 11.6.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Construction Manager and the Construction Manager's consultants directly related to the Project, as follows:
 - Transportation and authorized out-of-town travel and subsistence; .1
 - .2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
 - Fees paid for securing approval of authorities having jurisdiction over the Project; .3
 - Printing, reproductions, plots, standard form documents; .4
 - .5 Postage, handling and delivery;
 - .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
 - Professional photography, and presentation materials requested by the Owner; .7
 - Construction Manager's consultant's expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Construction Manager's consultants;
 - .9 All taxes levied on professional services and on reimbursable expenses;
 - .10 Site office expenses; and
 - Other similar Project-related expenditures. .11
- § 11.6.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Construction Manager and the Construction Manager's consultants plus Zero percent (0 %) of the expenses incurred.

§ 11.7 Payments to the Construction Manager

- § 11.7.1 An initial payment of Zero (\$0) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.
- § 11.7.2 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Construction Manager's invoice. Amounts unpaid Thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Construction Manager. (Insert rate of monthly or annual interest agreed upon.)

Prime +1 %

§ 11.7.3 The Owner shall not withhold amounts from the Construction Manager's compensation to impose a penalty or liquidated damages on the Construction Manager, or to offset sums requested by or paid to Contractors for the cost of changes in the Work unless the Construction Manager agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

User Notes:

Init.

§ 11.7.4 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Construction Manager and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Construction Manager.

- § 13.2 This Agreement is comprised of the following documents listed below:
 - .1 AIA Document C132[™]-2009, Standard Form Agreement Between Owner and Construction Manager as Adviser
 - .2 AIA Document E201TM–2007, Digital Data Protocol Exhibit, if completed, or the following:

N/A

.3 AIA Document E202[™]-2008, Building Information Modeling Protocol Exhibit, if completed, or the following:

N/A

.4 Other documents:

(List other documents, if any, including additional scopes of service forming part of the Agreement.)

N/A

This Agreement is entered into as of the day and year first written above.

OWNER (Signature)	CONSTRUCTION MANAGER (Signature)		
Jeff Downes City Manager	James O. Rein President & COO		
City of Vestavia Hills	B. L. Harbert International LLC		
(Printed name and title)	(Printed name and title)		

RESOLUTION NUMBER 4520

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AND DELIVER A CONTRACT FOR SERVICES RELATED TO A CITIZENS SURVEY

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VESTAVIA HILLS, ALABAMA, AS FOLLOWS:

- 1. The City Manager is hereby authorized to execute and deliver a contract for services related to a citizens survey; and
- 2. Said agreement is marked as "Exhibit A," a copy of which is attached to and incorporated into this Resolution Number 4520 as though written fully therein; and
- 3. This Resolution Number 4520 shall become effective immediately upon adoption and approval.

APPROVED and ADOPTED this the 25th day of November, 2013.

Alberto C. Zaragoza, Jr. Mayor

ATTESTED BY:

Rebecca Leavings City Clerk

Contract for Services and Scope of Work Between ETC Institute and the City of Vestavia Hills, Alabama

ARTICLE I: SCOPE OF SERVICES

- Overview of Services to Be Performed. ETC Institute will design and administer a
 citizen survey for the City of Vestavia Hills, Alabama. The survey will be administered
 during the early Spring of 2014. The final report will be completed in February of 2014.
- 2. <u>Maximum fixed fee</u>. The total fee for the project is \$14,200. This includes \$11,700 to design and administer the survey, and \$2,500 for geocoding the data with maps.
- 3. <u>ETC Institute's responsibilities</u>. The tasks that will be performed by ETC Institute as part of this agreement include the following:
 - a. finalizing the methodology for administering the survey based on input from the City.
 - b. designing a survey instrument that is up to 20 minutes in length (7 pages).
 - c. selecting a random sample of households to be surveyed
 - d. setting up the database
 - e. conducting a pretest of the survey instrument
 - f. completing 400 surveys by a combination of mail, phone, and internet (ETC Institute's costs includes all labor, postage and printing associated with the administration of the survey). The results of a random sample of 400 completed surveys will have a precision of at least +/-5% at the 95% level of confidence.
 - g. conducting data entry and quality control review for all completed surveys
 - h. providing complete printouts of the data
 - i. conducting benchmarking analysis that shows how the results for Vestavia Hills compare to other cities in other *DirectionFinder*® cities.
 - j. Geocoding the results, and providing response multiple maps.

- k. conducting importance-satisfaction analysis to identify the types of improvements that will have the most impact on satisfaction with city services.
- completing a final report that will include an executive summary, charts and graphs, geocoded maps, benchmarking analysis, importance-satisfaction analysis, tables showing the results to all questions on the survey, and a copy of the survey instrument.
- m. making an on-site presentation of the survey results to the City.
- 4. Responsibilities for the City of Vestavia Hills will include the following:
 - a. approving the survey instrument
 - b. providing a cover letter for the mail version of the survey
 - c. identifying requests for subanalysis of the data as appropriate

ARTICLE II: PAYMENT FOR SERVICES

- 1. Invoices will be submitted upon completion of tasks described in Article I, Section 3, of this agreement as follows:
 - a. Invoice #1: \$4,970. The first invoice will be submitted upon completion of tasks a, b, c, d, and e. The deliverable for this payment will be an approved copy of the survey instrument.
 - b. Invoice #2: \$7,100. The second invoice will be submitted upon completion of tasks f, g, and h. The deliverable for this invoice will be a printout that shows the overall results for 400 completed surveys.
 - c. Invoice #3: \$2,130. The third invoice will be submitted upon completion of task i, j, k, l, and m. The deliverable for this invoice will be 10 color copies of the final report, which will include geocoding, benchmarking analysis, and importance-satisfaction analysis.

ARTICLE III: MISCELLANEOUS PROVISIONS

1. <u>Change in Scope</u>. The Scope of Services, for this contract shall be subject to modification or supplement upon the written agreement of the contracting parties. Any such modification in the Scope of Services shall be incorporated in this agreement by supplemental agreement executed by the parties.

ETC Institute Page 2 of 3

- 2. Termination of Contract. This agreement may be terminated by either party upon 14 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. If the contract is terminated by the City, the City shall reimburse ETC Institute for the full value of any tasks that have been initiated, up to the total amount of the next scheduled invoice.
- 3. Rights to Use the Data. ETC Institute has the right to use the data as a component of ETC Institute's DirectionFinder® benchmarks, but ETC Institute will not release specific results for the City of Vestavia Hills without written approval from the City.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be signed by their duly authorized officers.

Alberto C. Zaragoza Jr., Mayor		
	Date	
Jeffrey Downes, City Manager		
	Date	
Karen Falk, ETC Institute, Vice President		
Tam Fall	Date _	10/28/2013

RESOLUTION NUMBER 4521

A RESOLUTION AUTHORIZING THE CITY MANAGER TO TAKE ALL ACTIONS NECESSARY TO REPAIR AND/OR RESURFACE A STREET

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF VESTAVIA HILLS, ALABAMA, AS FOLLOWS:

- 1. The City Manager is hereby authorized to take all actions necessary to repair and/or resurface public improvements within the Castlehill Subdivision as detailed in a report from the City Engineer to the City Manager in an amount not to exceed \$78,650, a copy of which is marked as "Exhibit A", attached to and incorporated into this Resolution Number 4521 as through written fully therein; and
- 2. The City Manager shall utilize funds derived from sureties held for public infrastructure improvements in the amount of \$23,957 which shall net the anticipated expenses from "capital funds" at an amount not to exceed \$54,693; and
- 3. This Resolution Number 4521 shall become effective immediately upon adoption and approval.

ADOPTED and APPROVED this the 25th day of November, 2013.

Alberto C. Zaragoza, Jr. Mayor

ATTESTED BY:

Rebecca Leavings City Clerk

CITY OF VESTAVIA HILLS DEPARTMENT OF PUBLIC SERVICES **OFFICE OF CITY ENGINEER** INTER-DEPARTMENT MEMO

November 5, 2013

To:

Jeff Downes, City Manager

CC:

Brian Davis, Director of Public Services

From: Christopher Brady, City Engineer

RE:

infrastructure repair and completion items for Castlehill Subdivision

Following is documentation outlining approximate costs associated with completing and repairing the public infrastructure of the CastleHill subdivision. I would recommend these items be completed prior to the City accepting dedication of the roadway and public right-of-way.

Approximate costs can be summarized as:

Asphalt paving and repairs

\$49,000

Concrete valley gutter repairs

\$13,550

Drainage infrastructure completion and repairs

\$16,100

Total Estimated Costs

\$78,650

These costs, specifically valley gutter and drainage repairs, include some utilization of City labor and equipment to minimize costs.

I will also note that original plat of the subdivision indicated sidewalks were initially planned for the subdivision. These sidewalks were not constructed. Due to terrain, right-of-way constraints, and potential reconstruction of driveways, I would recommend the City consider potential acceptance without sidewalk.

Please let me know if any questions,

-Christopher

Cost Estimate Infrastruction Repair and Completion Items CastleHill Subdivision

updated: 30-Oct-13

Item # Asphalt Paving

description: 1700 LF of 22' wide asphalt pavement, including 1 cul-de-sac

- Final seal coat was not provided by developer.
- Multiple utility cuts have been made but not sufficiently repaired.
- Many areas where subgrade of asphalt has deteriorated due to lack of maintenance.

1	1" Overlay	6000 sy	\$ 6.50	\$39,000
2	3" Asphalt Patching	50 ton	\$ 200.00	\$10,000

Concrete Valley Gutter

description: 3500 LF of 24" concrete valley gutter

- Multiple utilitiy cuts and damage to valley gutter that was not repaired.
- Remove and replace valley gutter* 500 lf \$ 27.10 \$13,550

 *price includes City providing some labor in removal of existing damaged sections and providing

Drainage Structure Repair and Completion

description: various issues with drainage infrastructure (see drainage report attached)

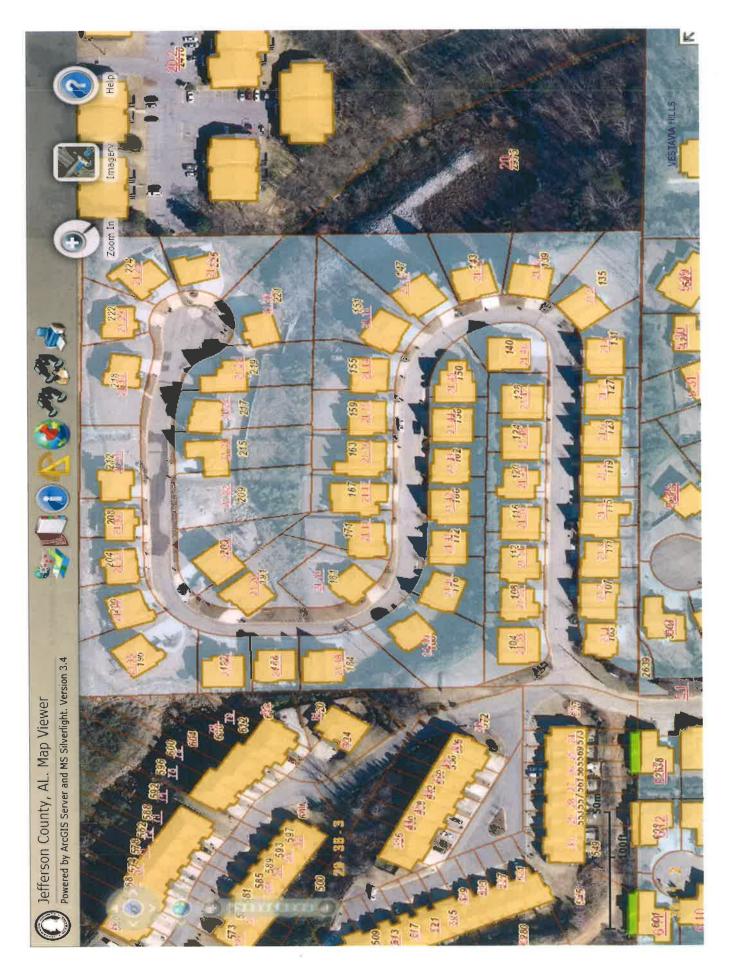
- Some areas of pipe are clogged with debris and are to be reinspected after flushing.
- Concrete pipe was placed without sealing joints.
- 84" pipe was placed without an upstream headwall resulting in erosion and slope stability concerns.
- At least one inlet was not constructed properly and is to be rebuilt to standards.

4	Flush and clear debris from pipes	anticipated no costs if utilize City forces and equipment
5	84" RCP, seal gaps	\$3,000 *
6	24" RCP, seal gaps	\$3,000 *
7	84" Headwall construction, CIP	\$7,800 *
8	S-inlet, partial reconstruction	\$2,300 *
	*price includes anticipated utilization of	f available City forces and equipment; some skilled labor

*price includes anticipated utilization of available City forces and equipment; some skilled labor would be contracted; materials purchased at City cost

Total Estimated Costs \$78,650

^{*}price includes City providing some labor in removal of existing damaged sections and providing materials at City cost; some skilled labor would be contracted.



DUNN CONSTRUCTION COMPANY, INC.

P. O. DRAWER 11967 BIRMINGHAM, AL 35202 PHONE: (205) 510-0256

TO: City of Vestavia

FROM: EVANS DUNN

ATTN:

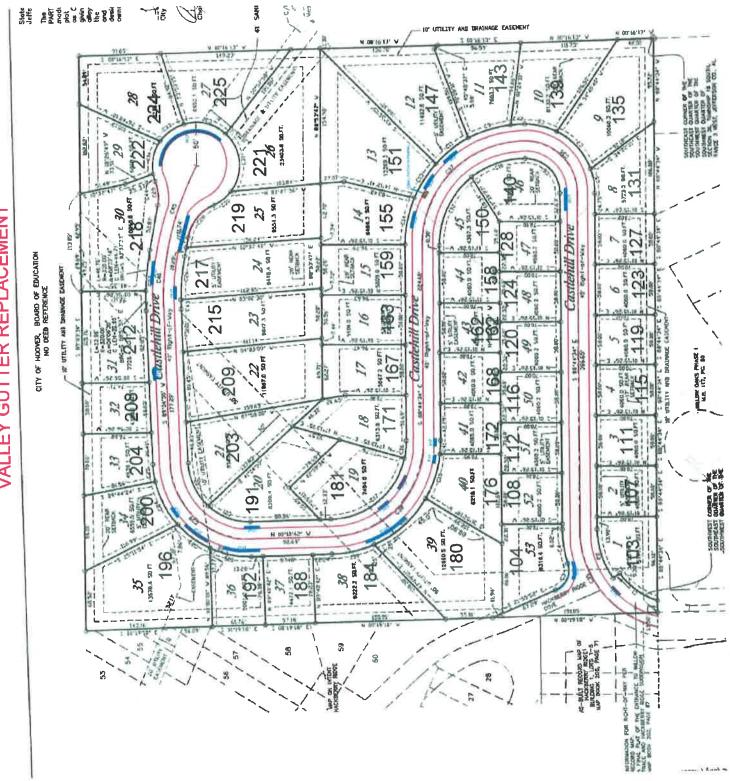
Christopher Brady

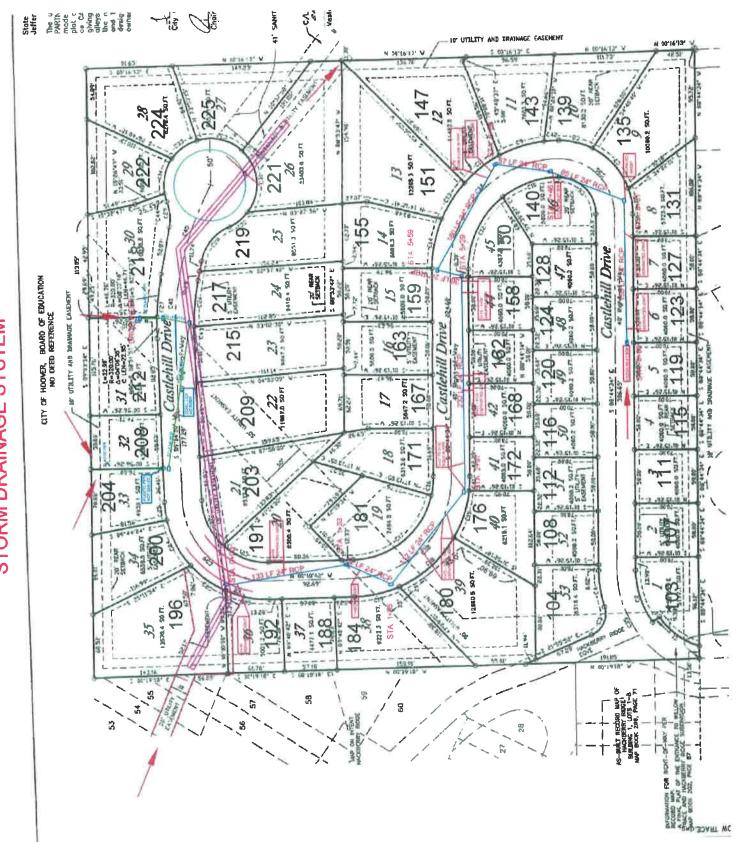
DATE: 9/26/2013

Phone

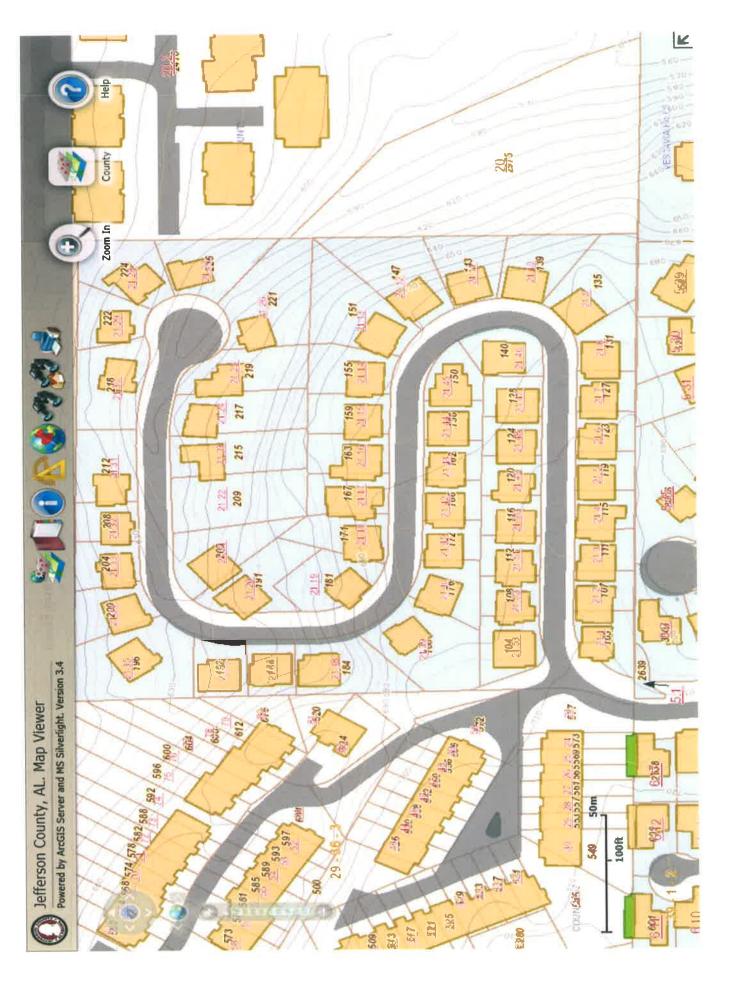
SCHEDULE A

JOB:	Castle Hill				
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT	SCHEDULED TOTAL
WORK IT	EMS ARE AS FOLLOWS:				
1	1" Asphalt Overlay	6,000	SY	\$6.50	\$ 39,000.00
2	3" Asphalt Patching	50	Ton	\$200.00	\$ 10,000.00
3	Remove and replace valley gutter	200	/	\$30.00	
		(eppro	500 LF	\$15,000 t
				0	
Note:	Assumed an average of 3" for the areas to be patched	Esti	mated	Total	\$ 55,000.00
	Valley Gutter is an estimated qty				
			1		
	su	BMITTED BY	:		
			TI.	EVANS	DUNN





Map Viewer Jefferson County, AL. Version 3.4p



Pipe Inspection

Location: Castlehill Subdivision

Date completed: 10/18/13



Photo 1: debris in pipe, 24" RCP,





Photo 2 and 3: gap in pipe, 84" RCP



Photo 4: debris in pipe, 24" RCP



Photo 5: cable installed through walls of pipe



6 SHEETS PLYWOOD

5 2X6X8

10 2X4X8

10 2X4X14

10 CY CONC.