

CITY OF WILLIAMSPORT, PA RESOLUTION

RESOLUTION # 9172

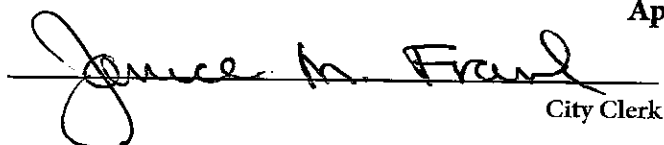
DATE 6-24-21

TITLE

RESOLUTION AWARDING THE CONSTRUCTION ADMINISTRATION AND
CONSTRUCTION MANAGEMENT SERVICES TO GANNETT FLEMING ARCHITECTS
FOR THE CITY HALL ELEVATOR CONSTRUCTION PROJECT

BE IT HEREBY RESOLVED, by the City Council of the City of Williamsport that the City Hall Elevator Project Construction Administration and Construction Management services be awarded to Gannett Fleming Architects for a not to exceed amount of \$77,980.

BE IT FURTHER RESOLVED, that a copy of this signed resolution then be forwarded to Gannett Fleming


City Clerk

Approved


President



June 3, 2021



Proposal for City Hall Elevator Construction Administration • City of Williamsport
City Hall Building, Williamsport, Pennsylvania 17701

Dear Mr. Sander:

Thank you for the opportunity to be a part of your team. Gannett Fleming Architects, Inc. (GFA) is pleased to submit this proposal for professional construction administration services for the elevator replacement in the City Hall building located at the corner of 4th Street and West Street.

Gannett Fleming is an international AE firm with nearly 2,400 employees across multiple regions. With more than 130 professionals in our Facilities Practice, GFA provides architectural and MEP engineering services to not only our clients in Pennsylvania, but throughout North America. This extensive experience has allowed our professionals the opportunity to bring fresh and innovative solutions for a variety of projects. GFA is committed to providing a team that has the technical knowledge and depth of experience required to complete the construction administration for this project.

I will serve as Project Manager and your primary point of contact. I work out of our State College office and have over 21 years of architectural design experience across a broad range of building types, including higher education, K-12 schools, government and municipal facilities, high-rise residential, and commercial offices. I have been working with the City of Williamsport in some capacity for the majority of my professional career. I, along with my team, have first-hand experience with the City Hall Building, having provided the construction drawings and specifications for the ramp and elevator projects. We have also worked on planned and completed renovations to the Trade & Transit 1 building, Trade & Transit 2 building, Bowman Field minor league baseball stadium, and several other building renovation and studies throughout the city.

I will be supported by Paul Politza as Quality Manager. Together, we will commit resources to your project and ensure that you are satisfied with our services as your trusted advisor. On behalf of Gannett Fleming Architects, we look forward to the opportunity to work with you and your team on this exciting project.

Sincerely,

Michael Snyder, Vice President
Gannett Fleming Architects, Inc.

Gannett Fleming Architects

120 Regent Court, Suite 200, State College, PA 16801
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BASIC SERVICES

General:

It is the understanding of this proposal that construction administration services as well as construction management services are requested by the City of Williamsport. Based on the scope of the project, Gannett Fleming Architects anticipates construction management, architectural, mechanical, and electrical involvement in the following tasks as part of our scope for this phase of the project:

Construction Administration:

Michael Snyder, AIA • Chris Harman, Electrical • Josh Martz, Mechanical)

Gannett Fleming Architects, Inc. will provide construction administration services to include:

- GFA project management/administration. | 18 hours.
- One (1) pre-construction coordination meeting including development of meeting minutes for record and distribution. | 8 hours.
- Six (6) bi-weekly job conference construction meetings including development of meeting minutes for record and distribution. | 28 hours.
- Resolve inquiries on construction documents during construction. Review of questions that are already accounted for / answered on the drawings are not included in this effort. | 12 hours.
- Review and approve submittals and shop drawings. Review time for resubmittals due to rejected contractor submittals is not included in the assumed effort. | 44 hours.
- Review contractor applications for payment. | 12 hours.
- Assist the City in evaluating change orders. The assumed effort includes a minimal amount of time for changes orders due to unforeseen conditions in the field. Changes in scope due to owner-initiated changes causing contractor change orders are not included in this effort. | 12 hours.
- Participate in substantial completion and final inspections, including punch list and turnover process. It is assumed that one (1) punch list walk-through and one (1) punch list verification site visit items will be performed. | 20 hours.
- Prepare record drawings based on contractor as built drawings. The assumed effort includes a minimal amount of time in each discipline for changes due to unforeseen conditions in the field. Changes in scope due to owner-initiated changes causing additional effort are not included in this effort. | 8 hours.

Construction Management: (GFCM, GFVTX)

Gannett Fleming will provide an onsite inspector three days a week for an estimated 3 months of renovations to Williamsport City Hall. Additionally, Gannett Fleming will provide a qualified elevator inspector one day a week to observe to renovations to the elevators at City Hall. It is anticipated that the onsite inspector will remain in an overnight status two nights a week, plus meals and mileage. The elevator inspector will make a roundtrip inspection weekly plus a meal and mileage. Both inspectors will prepare Inspector Daily Reports and take progress photos during construction. Gannett Fleming will use Procore as our document controls software.

COMPENSATION



The following lump sum fee is based on GFA's scope of basic construction administration services outlined above.

Base Fee	TOTAL
Construction Administration	\$ 24,980

The following fee is based on GF's scope of basic construction management services outlined above and represents a time-and-materials, not-to-exceed fee. Gannett Fleming intends to only bill for effort and expenses incurred on the project, but not to exceed the maximum amount indicated below.

Base Fee	TOTAL
Construction Management	\$ 53,000

REIMBURSABLE EXPENSES

Compensation for administrative, secretarial, and clerical staff is included in the proposed fees above and will not be separately charged. Out-of-pocket costs for drawing prints, reproductions, and postage will be invoiced at cost with no markup. Travel expenses, such as vehicle mileage, parking and meal costs will be invoiced at cost with no markup.

ADDITIONAL DESIGN SERVICES

GFA is prepared to provide Additional Construction Administration Services, as required, to be performed upon written authorization by Client, including:

- A change in the original scope of services or additional work requested, as well as any rework of, or change, in previously approved work.
- Other services related to the project but not specifically included under the outlined Scope of Services included in this proposal.
- Additional effort required due to extended schedule beyond the schedule length indicated above.

QUALIFICATIONS AND ASSUMPTIONS

GFA will provide the outlined professional design services for the fees indicated above, based upon the following assumptions:

- The City of Williamsport will designate a representative who is able to render decisions and provide information in a timely fashion allowing the Project to proceed in general conformance to the construction schedule.
- It is anticipated that construction management activities for this project will commence in November, 2021.
- Cost estimates are not included in this proposal.



ACCEPTANCE:

If this proposal is acceptable, please approve and provide written notice for Gannett Fleming to initiate the contract process. We will proceed upon written notice to proceed and authorization to invoice.

Thank you for the opportunity to submit this proposal. The proposal will remain in effect for 30 days from the date of this letter. Should you have any questions, please contact me or Paul Politza. Our contact information is below. We look forward to the opportunity to work with your team on this project.

Sincerely,



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