

1 **GUAM CONSOLIDATED COMMISSION ON UTILITIES**

2 **RESOLUTION NO. 54-FY2016**

3 **RELATIVE TO APPROVAL OF THE CONSTRUCTION MANAGEMENT (CM)**
4 **FOR DESIGN-BUILD OF NORTHERN DISTRICT WASTEWATER**
5 **PUMP STATIONS IMPROVEMENTS PROJECT**
6

7 **WHEREAS**, under 12 G.C.A. § 14105, the Consolidated Commission on Utilities
8 (“CCU”) has plenary authority over financial, contractual and policy matters relative to the
9 Guam Waterworks Authority (“GWA”); and

10
11 **WHEREAS**, the Guam Waterworks Authority (“GWA”) is a Guam Public Corporation
12 established and existing under the laws of Guam; and

13
14 **WHEREAS**, GWA has received a grant from USEPA under the State Revolving Fund
15 program to improve the sewer collection system around the island, which includes design and
16 construction of repairs and upgrades to seven Sewer Pump Stations (SPS) in the villages of
17 Tumon, Dededo and Yigo; and

18
19 **WHEREAS**, the seven SPS are Macheche, Ypaopao, Astumbo, Fujita, Santa Ana,
20 Southern Link, and Route 16, and are all designated as “critical” due to their large size and
21 volume of wastewater pumped daily, or due to especially poor condition; and

22
23 **WHEREAS**, improvements to the electrical, mechanical and structural systems will
24 enhance the reliability, extend the operating life, and reduce the hazards to employees at the
25 SPS; and

26
27 **WHEREAS**, GWA and USEPA agree that the efforts to design and construct the
28 needed improvements under the existing GWA contract no. S15-005-EPA with ProPacific
29 Corporation requires the oversight and administration by a qualified and experienced
30 construction manager; and

31 //

1 **WHEREAS**, GWA has advertised the Request for Proposal (RFP-04-ENG-2016)
2 soliciting a statement of qualification from experienced and qualified engineering firms to
3 provide construction management services for the design-build of Northern District Wastewater
4 Pump Stations Improvements Project; and

5
6 **WHEREAS**, Request for Proposal (RFP) packages were downloaded by multiple
7 interested parties, from which GWA received proposals submitted by seven (7) engineering
8 firms before the RFP submittal deadline; and

9
10 **WHEREAS**, the GWA A-E Selection Committee reviewed and evaluated the seven (7)
11 proposals (see Exhibit A - Evaluation Scores) and generated a short list of the top three (3)
12 firms with a recommendation to award a contract to the firm Stanley Consultants, Inc., (see
13 Exhibit B – GM Determination); and

14
15 **WHEREAS**, Stanley Consultants, Inc., and GWA negotiated the scope and fee for the
16 Engineering services to be provided in the fixed fee amount of Two Hundred Ninety Nine
17 Thousand Five Hundred Eighteen Dollars and Sixty Nine Cents (\$299,518.69) (see Exhibit C –
18 Fee Proposal); and

19
20 **WHEREAS**, GWA Management seeks approval of the fee proposal amount of Two
21 Hundred Ninety Nine Thousand Five Hundred Eighteen Dollars and Sixty Nine Cents
22 (\$299,518.69), plus a ten percent (10%) contingency of Twenty Nine Thousand Nine Hundred
23 Fifty Two Dollars (\$29,952.00) for a total amount of Three Hundred Twenty Nine Thousand
24 Four Hundred Seventy Dollars and Sixty Nine Cents (\$329,470.69); and

25
26 **WHEREAS**, funding for this project will be from USEPA Grant Funds; and,

27
28 **NOW BE IT THEREFORE RESOLVED**, the Consolidated Commission on Utilities
29 does hereby approve the following:

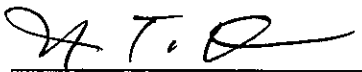
- 30
31 1. The recitals set forth above hereby constitute the findings of the CCU.
32

2. The CCU finds that the terms of the fee proposal submitted by Stanley Consultants, Inc. are fair and reasonable (Exhibit C).
3. The CCU finds that the terms and conditions set by GWA relative to commencement of work activities are fair and reasonable and serve as a measure of Quality Assurance/Quality Control (QA/QC).
4. The CCU hereby authorizes the management of GWA to enter into a contract with Stanley Consultants, Inc. in the amount of Two Hundred Ninety Nine Thousand Five Hundred Eighteen Dollars and Sixty Nine Cents (\$299,518.69).
5. The CCU hereby further approves the total funding amount for this project of Two Hundred Ninety Nine Thousand Five Hundred Eighteen Dollars and Sixty Nine Cents (\$299,518.69), plus a ten percent (10%) contingency of Twenty Nine Thousand Nine Hundred Fifty Two Dollars (\$29,952.00), for a total amount of Three Hundred Twenty Nine Thousand Four Hundred Seventy Dollars and Sixty Nine Cents (\$329,470.69).
6. The CCU hereby further approves that the funding for this design project will be from USEPA Grant Funds

RESOLVED, that the Chairman certified and the Board Secretary attests to the adoption of this Resolution.

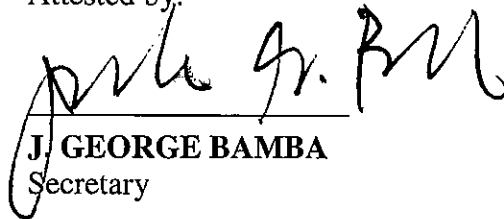
DULY AND REGULARLY ADOPTED, this 23rd day of August 2016.

Certified by:



JOSEPH T. DUENAS
Chairperson

Attested by:



J. GEORGE BAMBA
Secretary

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1 I, J. George Bamba, Board Secretary of the Consolidated Commission on Utilities as
2 evidenced by my signature above do hereby certify as follows:

3 The foregoing is a full, true and accurate copy of the resolution duly adopted at a regular
4 meeting by the members of the Guam Consolidated Commission on Utilities, duly and
5 legally held at a place properly noticed and advertised at which meeting a quorum was
6 present and the members who were present voted as follows:

7	AYES:	_____ 4 _____
8	NAYS:	_____ 0 _____
9	ABSTENTIONS:	_____ 0 _____
10	ABSENT:	_____ 1 _____



12 ///

15 ///

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21 ///

24 ///

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Exhibit A (1 of 1)




GUAM WATERWORKS AUTHORITY

Gloria B. Nelson Public Service Building • 688 Route 15 • Mangilao, Guam 96913

April 19, 2016

To: Thomas F. Cruz, P.E., Chief Engineer

From: Gloria P. Bensen 
Chairperson, Consultant Selection Board

Subject: RFP-43-ENG-2016
Construction Management Services for the Design-Build of Northern District
WWTP Service Area Wastewater Pump Station Improvements
GWA Project No. S15-005-EPA

The following information is intended to document the evaluation process undertaken for the referenced solicitation.

EVALUATION COMMITTEE MEMBERS	
Name	Title
John Davis, P.E.	Engineer Supervisor
Barbara Cruz, P.E.	Engineer Supervisor
Rylma Carino	Junior Engineer
David Fletcher	Operations and Maintenance Manager

Consultant	Evaluation Score				DBE	Total	Rank
1. EMPSCO Engineering Consultants	81	74	74	83	5	317	6
2. SSFM International	76	77	78	95	5	331	3
3. E.M. Chen & Associates	81	73	79	99	-	332	2
4. LYON	81	74	72	85	-	312	7
5. GHD	76	82	78	94	-	330	4
6. Stanley Consultants	76	87	80	93	5	341	1
7. AmOrient Engineering	76	84	75	85	5	325	5

Scores were evaluated based on sum of the individual scores plus additional five points for firms meeting DBE qualifications. The recommendation of the evaluation committee is shown in the ranking above.

Please review and approve at your earliest convenience so that we may proceed with the notification letters.



GUAM WATERWORKS AUTHORITY

"Better Water. Better Lives."
Gloria B. Nelson Public Service Building
688 Route 15, Mangilao, Guam 96913

MEMORANDUM

To: Miguel C. Bordallo, P.E., General Manager
From: Thomas F. Cruz, P.E., Chief Engineer *Thomas F. Cruz*
Subject: Evaluation Summary for RFP-04-ENG-2016
Construction Management Services for the Design-Build of Northern District
WWTP Service Area Wastewater Pump Station Improvements
GWA Project No. S15-005-EPA
Date: April 19, 2016

The Selection Committee has completed all necessary actions for selecting the most qualified consultant for the referenced solicitation. All proposals were reviewed and scored according to the conditions established in the solicitation and shortlisted firms were interviewed.

The committee recommends the following top three (3) firms in order of preference for the project:

- 1. Stanley Consultants
- 2. E.M. Chen & Associates
- 3. SSFM International

The evaluation summary sheet is attached for your information.

GENERAL MANAGER'S DETERMINATION

Consultant Firm Selected:

STANLEY CONSULTANTS

Remarks:

[Signature]
MIGUEL C. BORDALLO
General Manager

4.22.16

Date

MCB/gb
FL



GUAM WATERWORKS AUTHORITY

Gloria B. Nelson Public Service Building, 688 Route 15, Manglao, Guam 96913 • Tel (647) 300-6035

April 28, 2016

Richard E. Stump, AIA, LEED AP BD+C
Stanley Consultants, Inc.
Sunny Plaza Suites 203 & 204
125 Tun Jesus Crisostomo Street

Project: RFP-04-ENG-2016
Construction Management Services for the Design-Build of Northern District
WWTP Service Area Wastewater Pump Station Improvements
GWA Project No. S15-005-EPA

Hafa Adai Mr. Stump,

The Guam Waterworks Authority (GWA) has completed its evaluation of all proposals received for the above referenced solicitation. Your firm has been rated the best qualified to provide the services as described in the solicitation. You are hereby invited to enter into negotiations with GWA in order to establish fair and reasonable compensation for the required services in accordance with the terms of the solicitation.

Enclosed with this letter is a sample of spreadsheet format to be used to establish fees for the requested services. Prior to preparation of the fee spreadsheet, your attendance at a scoping meeting to be held at Engineering Library on May 4, 2016 at 9:00 a.m. is hereby requested. The intent of the meeting is to provide you with additional project specific information and to address any scope questions and/or issues prior to establishing a mutual understanding of the expected scope and estimating your fees.

This selection is contingent upon the interview and negotiation of a fair and mutually satisfactory fee. The right is reserved by GWA to rescind this selection if it deems the fee proposal will be unreasonable. GWA further stipulates that it will not be responsible for any costs incurred in preparation for this interview and the potential fee proposal.

Thank you for your continued interest and support to GWA projects. Should you find the scheduled meeting inconvenient, please call Gloria Bensen at 300-6042.

Sincerely,

THOMAS F. CRUZ, P.E.
Chief Engineer

Enclosure

Phase Letter and Task Number	Task Description	Principal Engineer	Project Manager	Staff Engineer	Project Inspector	Secretary/Clerk	CADD Operator	Survey Crew	Geo. Subcontract	Amount
HOURLY LABOR RATES										
A	DESIGN DOCUMENTS REVIEW									
1	Document Review									
2	Pre-Bid Conference									
3	Bid Review and Comments									
4	Pre-Con/Other Meetings									
	Expenses									
	SUBTOTAL									
B CONSTRUCTION PHASE										
1	Project Controls									
1.1	Project correspondence									
1.2	Submittal review									
1.3	Payment requests									
1.4	Project meetings									
1.4	Request for Information									
1.5	Claims and disputes									
1.6	Project records									
2	Construction Inspection									
2.2.1	Onsite inspection									
2.2.2	Acceptance of work									
2.2.3	Stop work orders									
2.4	Change Orders									
2.4.1	Change order reviews									
2.4.2	Design change									
2.4.2.3	DCVR									
3	Construction Survey/Testing									
3.1										
4	Project Closeout									
4.1	Timely completion									
4.2	Punchlist development									
4.3	Inspections									
4.4	Training and warranty									
	Expenses									
5	Post Construction									
5.1	Final report									
5.2	Project records									
5.3	Record drawings									
	Expenses									
	TOTAL FEE									

**Fee Proposal
CM Services
Design-Build of Northern District WWTP Service Area WWPS Improvements
GWA Project No. 515-005-EPA
July 12, 2016**

Estimated Fee Breakdown by Hour Labor Cost				Estimated Fee Breakdown by Pump Station										100.0%
Name	Title	Total Estimated Hours	Billing Rate	Total Estimated Amount	9.0%	20.0%	10.0%	18.0%	14.0%	12.0%	17.0%	Total Estimated Amount		
					Macheche	Ypaopao	Astumbo 1	Fujita	Santa Ana	Southern Link	Route 16			
Noel Enriquez	Technical Operations Manager	15	\$207.56	\$3,113.40	\$280.21	\$622.68	\$311.34	\$560.41	\$435.88	\$373.61	\$529.28	\$7,833.20		
Richard Senecal, PE	Project Manager	473	\$185.01	\$87,509.73	\$7,875.88	\$17,501.95	\$8,750.97	\$15,751.75	\$12,251.36	\$10,501.17	\$14,876.65	\$87,509.73		
Jack Marlowe, PE	Senior Construction Advisor	50	\$220.04	\$11,002.00	\$990.18	\$2,200.40	\$1,100.20	\$1,980.36	\$1,540.28	\$1,320.24	\$1,870.34	\$11,002.00		
Nick Cimbel, PE	Office Engineer	273	\$120.81	\$32,981.13	\$2,968.30	\$6,596.23	\$3,298.11	\$5,936.60	\$4,617.36	\$3,957.74	\$5,606.79	\$32,981.13		
Sharleen Perez	Document Controller	560	\$47.57	\$26,639.20	\$2,397.53	\$5,327.84	\$2,663.92	\$4,795.06	\$3,729.49	\$3,196.70	\$4,528.66	\$26,639.20		
TBD	Civil / Structural Engineer	48	\$161.89	\$7,770.72	\$699.36	\$1,554.14	\$777.07	\$1,398.73	\$1,087.90	\$932.49	\$1,321.02	\$7,770.72		
TBD	Mechanical Engineer	48	\$161.89	\$7,770.72	\$699.36	\$1,554.14	\$777.07	\$1,398.73	\$1,087.90	\$932.49	\$1,321.02	\$7,770.72		
Greg Reynolds	Electrical Engineer	24	\$161.89	\$3,885.36	\$349.68	\$777.07	\$388.54	\$699.36	\$543.95	\$466.24	\$660.51	\$3,885.36		
Marlon DeJesus	Field Engineer	870	\$98.00	\$85,260.00	\$7,673.40	\$17,052.00	\$8,526.00	\$15,346.80	\$11,936.40	\$10,231.20	\$14,494.20	\$85,260.00		
Pablo Torres	Electrical Engineer	16	\$81.72	\$1,307.52	\$117.68	\$261.50	\$130.75	\$235.35	\$183.05	\$156.90	\$222.28	\$1,307.52		
					\$24,051.58	\$53,447.96	\$26,723.98	\$48,103.16	\$37,413.57	\$32,068.77	\$45,430.76	\$267,239.78		
Subconsultants														
STG	Estimate			\$5,000.00	\$450.00	\$1,000.00	\$500.00	\$900.00	\$700.00	\$600.00	\$850.00	\$5,000.00		
TG Engineers	T&M Estimate			\$9,000.00	\$810.00	\$1,800.00	\$900.00	\$1,620.00	\$1,260.00	\$1,080.00	\$1,530.00	\$9,000.00		
Civil Inspections	on call													
Guam Surveyor														
Wilson & Associates/	Electrical Inspections													
Elec. Inspector -														
Estimate 2 visits each station x 7 stations x 4 hr/visit + 10%		70	\$ 90.00	\$6,300.00	\$567.00	\$1,260.00	\$630.00	\$1,134.00	\$882.00	\$756.00	\$1,071.00	\$6,300.00		
				\$20,300.00	\$1,827.00	\$4,080.00	\$2,030.00	\$3,664.00	\$2,842.00	\$2,438.00	\$3,451.00	\$20,300.00		
				\$287,539.78	\$25,878.58	\$57,507.96	\$28,753.98	\$51,757.16	\$40,255.57	\$34,504.77	\$48,881.76	\$287,539.78		
				\$11,978.91	\$1,078.10	\$2,395.78	\$1,197.89	\$2,156.20	\$1,677.05	\$1,437.47	\$2,036.41	\$11,978.91		
				\$299,518.69	\$26,956.68	\$59,903.74	\$29,951.87	\$53,913.36	\$41,932.62	\$35,942.24	\$50,918.17	\$299,518.69		

- NOTES:**
- Invoices will be based on actual manhours as recorded on consultant time sheets times the rates indicated plus invoiced amounts from subconsultants.
 - Contract Not To Exceed Amount is \$300,000.
 - Breakdown of cost by individual pump station is estimated based on the anticipated work effort at each pump station. Variation from the estimated cost per pump station is expected and will not require any change to the contract.
 - Invoices will be broken down by pump station based on the actual work effort expended per pump station. The actual cost per pump station may vary from the estimate shown above.
 - Any change to the Contract Not To Exceed Amount of \$300,000 will require a contract modification.

Exhibit C (2 of 7)

**GWA S15-005-EPA
Northern District WWTP Pump Station Improvements
Design-Build Delivery
CM Services under RFP-04-ENG-2016**

SCOPE OF WORK

The work performed under this scope shall consist of Construction Management and Inspection Services for the Northern District WWTP Service Area Wastewater Pump Station Improvements which is a project funded by a USEPA grant and therefore subject to USEPA grant conditions. GWA plans to rehabilitate multiple sewer pump stations (SPS) including the Macheche SPS, Ypaopao SPS, Astumbo 1 SPS, Fujita SPS, Santa Ana SPS, Sothern Link SPS, and Route 16 SPS which are SPS located in the villages of Dededo, and Yigo. The goal of this rehabilitation is to improve the reliability of the SPS's.

GWA intends to procure the contractor through the Design-Build (DB) process. The CM shall administer the contract GWA has with the DB contractor. The CM will act as the Owner's Representative for GWA whose primary functions are to:

- Keep GWA advised and informed as to project progress and cost
- Manage the change process
- Disclose any information relevant to GWA's interest
- Make proactive recommendations to GWA for action to maintain progress and achieve the project schedule and budget
- Act in the best interest of GWA.

1. CONSTRUCTION MANAGEMENT SERVICES

The CM shall provide part time staff on a time and material basis to perform construction management services from construction contract award and throughout the duration of the construction period for the project as approved by GWA. The GWA and the CM will coordinate the level of effort to be performed by the CM as necessary to stay within the contract budget. The CM shall be responsible for the safety of their personnel at the site of the project.

The scope of CM's services includes the following areas of work:

2. GENERAL CONSTRUCTION MANAGEMENT TASKS

The CM will provide services relating to the daily field observation, inspection, testing, supervision, management, coordination/communication, and compliance monitoring for the construction and rehabilitation work. The construction management for this project will also require general construction management and observation for:

Exhibit C (3 of 7)

and adherence to schedules. The CM shall prepare an agenda and provide meeting minutes for each meeting.

5. Pre-construction Conference: Attend a pre-construction conference to address key contract elements, contractor's construction schedule, coordination requirements, progress payment estimates, change orders, as-recorded drawings, shop drawing submittals, etc. The CM shall prepare an agenda and provide meeting minutes.
6. Progress Meetings: The CM shall schedule bi-weekly progress meeting with the Contractor and GWA to discuss progress of work, contract requirements, and other issues related to the administration and prosecution of the work. The meeting agenda shall include schedule, cost, changes, submittals, safety, contract compliance and action items. The meeting minutes shall include action items from week to week until the project has been completed.

We anticipate 26 bi-weekly meetings to be held during the contract period.

7. Other Meetings: Arrange meetings between the Contractor and GWA, and other parties as necessary to address project issues that require decisions that cannot be made by the CM.
8. Project Coordination: The CM shall coordinate and communicate with GWA's project engineer, GWA operations manager, the Contractor and with all stakeholders during the construction phase. Notify GWA of any problems with the work or the Contractors.
9. Requests for Information: Track all Requests for Information (RFI) and maintain an RFI log. The CM shall coordinate receipt of answers from all sources and assist GWA with the development of a response to RFIs regarding any aspect of the contract documents.
10. General Compliance Monitoring: The CM shall evaluate and monitor the Contractor for compliance with contract compliance including local and federal labor laws applicable to the Project, and local regulatory permits. Any violations shall be immediately reported to GWA.
11. Claims and Disputes: The CM shall promptly notify the GWA regarding any issues that arise during construction of the project that could result in claims and/or disputes. The CM shall provide the following services to assist GWA with the resolution of claims and disputes:
 - a. Records: Maintain copies of all verbal and written communications, submittals, testing data, testimony, photos, and meetings regarding a potential dispute and promptly submit all originals to the Chief Engineer and, if requested, the Attorney for GWA.

Exhibit C (4 of 7)

3. INTERPRETATIONS AND CLARIFICATIONS

1. Interpretation: The CM shall provide the Contractor with interpretation of contract drawings, specifications, and recommendations as necessary. Provide requested interpretations of the plans and specifications in a timely manner to GWA for review and concurrence prior to submitting to the contractor. The interpretations will be formally communicated from the Contractor to the CM as RFIs.

4. DESIGN REVIEW CONSIDERATIONS

1. The CM shall be the point of contact with the Contractor's submittal of design documents (plans, specifications and calculations), and verify that the Contractor's submittals are consistent with the design submittal requirements of the Contractor's contract.
2. The CM shall perform a brief review of the design documents only to verify their completeness and consistency with the Contractor's contract requirements. The design submittal will be treated in the same manner as a Shop Drawing or other submittal before it is forwarded to GWA for design review.
3. No design review or design services will be performed by the CM.
 - The CM will not be responsible to verify the engineering accuracy of the design documents, computations or supporting design documents, nor to professionally seal its drawings and specifications.
 - However, patently obvious errors or omissions should be noted.
4. The CM shall review and verify that materials and equipment specified in the preliminary plans and specs (CDMSmith) are those cited in the final Contractor-developed plans and specs. When conflicts are detected, the "Substitutes" provisions below shall apply.

5. SHOP DRAWINGS

1. Shop Drawings: The CM shall review and provide recommendations to GWA regarding shop drawings, working drawings, safety plan, and other submittals for conformance with the Contract.
2. The CM shall coordinate the review and approval (or take other appropriate action as necessary) of Shop Drawings, samples and other data which the Contractor is required to submit for conformance with the design concept of the Project and compliance with the information provided in the Contract Documents. Coordination will take place with the GWA project manager. The normal turnaround time for review of shop

Exhibit C (5 of 7)

- a. Prior to construction, review the plans and specifications and bring to GWA's attention any issues before they arise in the field.
- b. Prepare a Site Inspection Report for each site visit. The Site Inspection Report shall include:
 - i. Progress referenced by station locations or coordinate locations
 - ii. Record of construction personnel and equipment
 - iii. Weather conditions
 - iv. Problems or complaints
 - v. Start and end time of site visit
 - vi. Special instructions
 - vii. Photographs of construction
 - viii. Record of any tests performed or observed.
- c. Observe Contractor work for compliance with the construction documents including:
 - i. Material compliance with contract documents and approved submittals
 - ii. Proper support of and bedding for pipe
 - iii. Proper foundation subgrades
 - iv. Pipe depth and location referenced by stationing or coordinates
 - v. Backfill and compaction
 - vi. Concrete samples
 - vii. Appropriate testing
 - viii. Installation techniques
 - ix. Construction of pipe restraints and thrust blocking
 - x. Pressure testing
 - xi. Site clean-up; condition or removal of temporary erosion control structures (silt fencing, etc.) and repairs to roads, drive-ways, yards, drainage culverts, water piping, etc.
 - xii. HVAC and all other local and Federal codes are met during and after the improvements are completed.
- d. Record data for Record drawings:
 - i. Record and sketch, including station information as applicable, the location of all underground utilities
 - ii. Locations of the underground utilities, and locations of valves and fittings. Notes to include the size of the fitting or valve and its orientation
 - iii. Record and sketch all changes or variations to the construction plans
 - iv. Photograph and sketch details of fittings, connections and valves
 - v. Note any changes to the plans.
 - vi. Mark as-built data on a master set of plans
- e. Pay Request Review:

Exhibit C (6 of 7)

by the GWA General Manager and must be certified for funds if the change to the Contract price exceeds \$5,000.00.

5. Change Order Documents: The CM shall maintain copies for all approved change orders (originals to be provided to GWA) and insure that subsequent pay requests accurately represent these change orders. Approved change orders shall be administrated by the CM along with other work elements according to the provisions of this scope of work.
6. At the outset of the Contract, the CM shall work with the Contractor to provide pricing for equipment, material, personnel and other relevant considerations as specified in the bid. Prices agreed upon shall be used in any subsequent Change Order.

9. DISPUTES BETWEEN CM AND CONTRACTOR

1. CM shall act as initial interpreter of the technical requirements of the Contract Documents related to the acceptability of the work thereunder and make recommendations on all claims related to the technical requirements of the Contract Documents. The CM shall coordinate interpretations with the GWA project manager and Contractor. The GWA General Manager shall be the final interpreter on all disputes.

10. CONTRACTOR COMPLETION DOCUMENTS

1. Substantial Completion: The CM shall review and prepare all documentation regarding Substantial Completion/project milestones and issue a written recommendation to GWA to determine if the Contractor's work meets the milestone requirements or is substantially complete and can be put to beneficial use.
2. Project Records: The CM shall maintain a fully searchable electronic project record and a clearly labeled/ tabbed set of 3-ring binders and electronic copies. The project records shall include all project correspondences, photos, daily logs, weekly reports, and other items required to document the construction process.
3. Punch List Development: Throughout the construction of the project, prepare and maintain a list of defects and deficiencies in the work which must be corrected by the Contractor prior to final acceptance of the work. The deficiency list shall be discussed at each project meeting. The unresolved deficiency list shall be provided to all members of the pre-final and final inspection team. The list shall be revised after inspections to reflect additional items identified during the inspection.

Exhibit C (7 of 7)

13. WARRANTIES

1. The Contractor shall compile and submit all Manufacturer and Contractor warranty documents. Warranty information shall be included in the final report. All original warranty documents shall be provided to GWA.

14. SPARE PARTS

1. The Contractor shall submit a list of all spare parts to be delivered to GWA as applicable under the contract. The CM shall observe and confirm that the spare parts have been formally transferred from the Contractor to GWA prior to project closure. Transfer documentation shall be included in the Final Report.