

JCDC Partners, LLC

Briefing Sheet

5/02/22

Scope / Fee Authorization for Continuation of Owner's Representative Services

Previously approved:

Master Agreement for Owner's Representative Services

- 1.0 Validation of Need
- 2.0 Programming
- 3.0 Design Criteria
- 4.1 Site Selection
- 4.2 Design/Build Entity Procurement

Overall duration: 28 months from December 23, 2019 – Present

Seeking approval of:

- 4.3 Design and Construction Phase Services
- 5.0 Transition Activation Services

Anticipated duration: not to exceed 37 months from Notice-to-Proceed

Following is a summary of the JCDC Partners scope of work per phase:

Component Services Agreement 4.3 Design and Construction Phase Services

Work Plan / Project Controls:

- Develop Procedures Manual and Quality Control Plan
- Develop internal and external communication plan
- Develop comprehensive master budget and design/construction/occupancy schedule
- Identify milestones and critical path for decisions
- Update total cost of ownership model

Coordination with other County Agencies and City of Kansas City:

- Coordinate public-sector approvals (SUP, Development Plans, Plat, Flood Plain permit, wetlands, etc.)

Compile Source Data:

- Obtain site information including soils, environmental, topographic and boundary survey

Public Relations:

- Assist county with communication and information campaigns/activities
- Production of supporting materials and presentations

Project Orientations for Design/Build Entity

- Coordinate Project kick-off meetings with review of Criteria, Program and Site
- Integrate Design/Builder into project development process

Design and Compliance Review:

- Attend all project design meetings
- Monitor compliance with key Owner directives
- Provide review, consultation of design to ensure budget compliance

Management Information Control System:

- Information tracking, reporting and administration
- Project accounting and cost reports
- Monitor master schedule
- Track budgets, commitments, payments, retainage, and anticipated cost

Bid / Award Representation:

- Monitor Design/Builder bidders list and bid documents including supplier diversity plan

Construction Representation:

- Provide on-site construction representation
- Monitor progress against schedule and address quality
- Coordinate information flow and special inspections
- Assist in resolving conflicts
- Provide compiled monthly comprehensive payment applications, accounting reports and updates
- Provide monthly schedule reports
- Provide value engineering recommendations
- Identify risks to the project

Special Professional Services Management:

- Draft technical requirements for Commissioning Agent RFQ/RFP and contract agreement
- Review Commissioning Agent proposals and assist with interviews, selection, and negotiations
- Coordinate activities of the Commissioning Agent including schedules, documentation and compliance

Component Services Agreement 5.0 Transition Activation Services

Transition – Operations Activation Services:

- Consult and assist Jail Transition Team to develop final staffing needs
- Assist in developing plan for training and facility operation
- Assist Owner identify FF&E (furniture, fixtures, and equipment) and technology needs
- Assist in planning logistics of the move
- Consult on operational guide documents
- Assistance with disposition of existing facility
- Coordinate planning, documentation, and installation of existing and new FF&E and technology
- Assist county with Public Relations communications and information campaign/activities

Differences from original proposed agreement (Drafts 8/2019 and 7/2021):

Adjustments were made to the scope as the project's needs were better defined and County expectations identified. All changes were made to the benefit of the County and the project.

FF&E: (Transition Activation, Paragraph 1.1.7) The material difference between the original scope and the January 2022 scope is that the FF&E budget was added to the Design/Build budget rather than being a county budget. The Design/Builder is to procure the furniture rather than the county. The JCDC Partners scope is equivalent.

Soils Investigation: (Design and Construction Services, Paragraph 1.13) The current scope eliminates our role in selecting and monitoring the work of the soils engineer. Preliminary soils work has been completed as part of the site due diligence and post-acquisition. The Design/Builder will provide soils consulting as part of the design and construction effort. JCDC Partners will continue to be involved in the special inspections' component of soils placement.

Compliance: There is no defined scope for JCDC Partners monitoring M/WBE compliance in earlier or current drafts. As part of our role in assisting the Design/Builder bidding the work, JCDC Partners will be involved in development of the overall project compliance plan, in outreach and in coordinating review of the compliance of each GMP component package.

The overall changes were not material and when coupled with the extended project schedule it was determined that no cost adjustments would be requested and that the proposed fee is fair to both parties.