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| **Purpose of the CMR Scope Review Meeting** |
| The purpose of the CMR Scope Review Meeting is to introduce the apparent lowest proposing **Construction Manager at Risk (CMR)** to those persons responsible for the project, to review the project scope, and to confirm the CMR has included all necessary costs with their submitted fee proposal to fulfill the project scope.  All of the Items discussed in this **1766.1 CMR Scope Review Meeting Agenda** shall represent the DAS/CS “***Meeting*** ***Minutes***” of the issues discussed and agreed upon at this meeting. Anyone in disagreement with the information contained herein should immediately contact the DAS/CS Project Manager in **writing via email**.  **IMPORTANT:** Verbal responses to issues discussed in this meeting are considered informal. All questions must be **written** (not **verbal** orby **phone**) and shall be **emailed** to the DAS/CS Project Manager***.***  This agenda captures as much information known to date as possible for reporting purposes only.  The following items were discussed: |

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| **CMR Scope Review Meeting:** | | **Agenda** | | | | | **Minutes** |
| **DAS/CS Contract Number:** | **Contract Number** | | | | | | |
| **Project Title:** | Click or tap to enter text | | | | | | |
| **Project Location:** | Click or tap to enter text | | | | | | |
| **Project Email Address:** | Click or tap to enter text | | | | | | |
| **Date of Meeting:** | Click or tap to enter text | | | | | | |
| **Time:** | Click or tap to enter text | | AM | | PM | | |
| **Meeting Location:** | Click or tap to enter text | | | | | | |
| **DAS/CS Project Manager:** | Click or tap to enter text | | | Email Address: | | Click or tap to enter text | |
| **DAS/CS Assistant Director of Project Management:** | Click or tap to enter text | | | | | | |
| **Client Agency:** | Client Agency Name **(hereafter the “**[Acronym]**”)** | | | | | | |
| **Client Agency Project Manager:** | Click or tap to enter text | | | | | | |

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| **CMR Name:** | Click or tap to enter text |
| **Firm Street Address:** | Click or tap to enter text |
| **Firm Town/City, State, Zip:** | Click or tap to enter text |
| **DAS/CS Contract No.:** | Click or tap to enter text |

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| **Consultant:** |  | Architect |  | Engineer |  | Construction Administrator (CA) |  | Other |
| **Firm Name:** | Click or tap to enter text | | | | | | | |
| **Agency Project Manager:** | Click or tap to enter text | | | | | | | |
| **Firm Town/City, State, Zip:** | Click or tap to enter text | | | | | | | |
| **DAS/CS Contract No.:** | Click or tap to enter text | | | | | | | |
| **Contact/Phone/Email:** | Click or tap to enter text | | | | | | | |

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| **Consultant:** |  | Architect |  | Engineer |  | Construction Administrator (CA) |  | Other |
| **Firm Name:** | Click or tap to enter text | | | | | | | |
| **Agency Project Manager:** | Click or tap to enter text | | | | | | | |
| **Firm Town/City, State, Zip:** | Click or tap to enter text | | | | | | | |
| **DAS/CS Contract No.:** | Click or tap to enter text | | | | | | | |
| **Contact/Phone/Email:** | Click or tap to enter text | | | | | | | |

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| **Attendance Log** | | | |
| **Name** | **Representing/Title** | **Phone** | **Email** |
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| 1. Staffing: | **CMR** confirms no changes to their team from the interviews or previous communications. | |
| **Yes** | **No** |
|  | **CMR** confirms no changes to the hours submitted on proposal requiring resubmission. | |
| **Yes** | **No** |

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| 2. Project Status:  PM: Edit as necessary. | **CMR** confirms understanding of the items below: | | |
| Date of QBS Interviews: | | Click or tap to enter text |
| Date that Proposals from the Shortlisted Firms were received. | | Click or tap to enter text |
| * CMR is attending this scope meeting to verify inclusions within their proposals meet project goals and expectations as the apparent lowest proposing firm. * The A/E and CA with Cx, are also in the process of being contracted to support this project. | | |
| **Yes** | **No** | |

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| 3. Scope Review:  PM: Edit as necessary. | **CMR** confirms understanding of the Project Scope of Work described below and all associated costs are included with their proposed fee: | |
| Project Scope of Work:  Unique Project Challenges:  Project Limitations  CMR to maintain construction limit lines, erosion control, etc.  Environmental Considerations  High Performance Building Requirements  CMR has visited the existing site  Review of the RFQ Web Advertisement and Request for Proposal for CMR Services  Review of Addendum  Project Labor Agreement is (is not) required for this Project.  Thorough review of the Final Pre-Design Report  Thorough review of the Sample 00 52 23 – CMR Agreement as provided with the CMR RFP:  ARTICLE 1 GENERAL PROVISIONS  1.1 Relationship of the Parties  1.2 General Conditions  1.3 Key Staff  ARTICLE 2 CONSTRUCTION MANAGER AT RISK RESPONSIBILITIES  2.1 Preconstruction Phase  2.2 Guaranteed Maximum Price Proposal and Contract Time  2.3 Construction Phase  ARTICLE 3 OWNER'S RESPONSIBILITIES  3.1 Information and Services  3.2 Owner's Designated Representative  3.3 Architect  3.4 Legal Requirements  ARTICLE 4 COMPENSATION AND PAYMENTS FOR PRECONSTRUCTION PHASE SERVICES  4.1 Compensation  4.2 Payments and Payment Schedules  ARTICLE 5 COMPENSATION FOR CONSTRUCTION PHASE SERVICES COST  5.1 Compensation  5.2 Guaranteed Maximum Price  5.3 Changes in the Work  ARTICLE 6 COST OF THE WORK FOR CONSTRUCTION PHASE SERVICES  6.1 Cost of the Work  6.2 Costs Not To Be Considered As Cost Of The Work  6.3 Discounts, Rebates and Refunds  6.4 Accounting Records  ARTICLE 7 CONSTRUCTION PHASE PAYMENTS  7.1 Progress Payments  7.2 Substantial Completion and Acceptance  7.3 Final Payment  ARTICLE 8 INSURANCE AND BONDS  8.1 Insurance Required of the CMR  8.2 Performance Bond and Payment Bond  ARTICLE 9 MISCELLANEOUS PROVISIONS  9.1 Dispute Resolution  9.2 Other Provisions  ARTICLE 10 TERMINATION OR SUSPENSION  10.1 Termination or Suspension  ARTICLE 11 OTHER CONDITIONS AND SERVICES  11.1 Liquidated Damages  11.2 Provisions Required By Law Deemed Inserted  EXHIBITS  A. CMR GMP Amendment  B. CMR - GMP Cost Allocation Guide  C. General Conditions Of The Contract For Construction – CMR  D. Work Authorization Order (WAO)  E. Form of Bonds  F. CMR Preconstruction Phase Supplemental Scope of Services  G. General Requirements – CMR  H. Key Staff  APPENDIX I Administrative and Statutory Requirements  IF THE PROJECT INCLUDES **FEDERAL FUNDING**, INCLUDE THE FOLLOWING PARAGRAPH:  **“Build America, Buy America Act”:** The project includes Federal Financial Assistance and therefore must adhere to the “Buy America Preference” provisions of the Federal Government’s “Build America, Buy America Act” (BABA), enacted as part of the Infrastructure Investment and Jobs Act on November 15, 2021. The “Buy America Preference” requires that, absent a waiver from the Federal agency, all of the iron, steel, manufactured products, and construction materials incorporated into the project must be produced in the United States. The CMR must obtain all necessary compliance certificates for work that is within their scope of work. Guidance on complying with BABA is provided in Title 2 of the Code of Federal Regulations (2 CFR), Part 184 and Part 200.322 and the United States Office of Management and Budget’s “Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure” (M-24-02), October 25, 2023. | |
| **Yes** | **No** |

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| 4. Insurance & Bonds:  PM: Edit as necessary. | **CMR** confirms understanding of the items below and that all associated costs are included with their proposed fee: | |
| Insurance and Bonds are consistent with the CMR RFP, CMR General Conditions, and Sample Standard Form of Agreement Between Owner and CMR (“CMR Agreement”). | |
| **Yes** | **No** |

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| 5. Schedule:  PM: Edit as necessary. | **CMR** confirms understanding of the items below and that all associated costs are included with their proposed fee: | | |
| CMR agrees to use Microsoft Project. | | |
| Construction Start Date to Substantial Completion Date, as indicated in the CMR RFP Milestone Schedule: | | Click to enter text **Calendar Days** |
| Substantial Completion Date to Acceptance of the Work Date: | | **90 Calendar Days** |
| Liquidated Damages – Substantial Completion: | | **$** Click to enter text **per day** |
| Liquidated Damages – Post-Substantial Completion: | | **$** Click to enter text **per day** |
| **Yes** | **No** | |

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| 6. Contracting Process:  PM: Edit as necessary. | **CMR** confirms understanding of the items below and that all associated costs are included with their proposed fee: | |
| * Preconstruction Phase is consistent with Section 00 24 19.2 Project Scope, subsection 6.1, Section 00 52 23 CMR Agreement (Sample), and Section 00 52 23.6 CMR Preconstruction Phase Supplemental Scope of Services of the RFP. * Construction Phase is consistent with Section 00 24 19.2 Project Scope, subsection 6.2 of the RFP and Section 00 52 23 CMR Agreement (Sample). * Each Phase will have a separate Notice to Proceed. | |
| **Yes** | **No** |

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| 7. CMR Budget:  PM: Edit as necessary. | **CMR** confirms their understanding of the CMR Budget presented below: | |
| $ Click to enter text | |
| **Yes** | **No** |

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| 8. Communication:  PM: Edit as necessary. | **CMR** confirms understanding of the items below and that all associated costs are included with their proposed fee: | |
| Correspondence:   * Reference project name and number on all correspondence.   Importance of Open Communication to Success of Project:   * State your opinions and ideas directly/clearly to avoid miscommunication. * Integrity.   Design Phase Expectations and Review Process:   * FM Global: Plans can be submitted electronically. Respond to all comments. * Office of State Fire Marshal: Must review and approve drawings. * Office of State Building Inspector: Must review and approve drawings. | |
| **Yes** | **No** |

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| 9. Permits:  PM: Edit as necessary. | **CMR** confirms understanding of the items below and that all associated costs are included with their proposed fee: | |
| * DEEP * OSBI * Inspections * Coordination Effort with the CA * Associated costs with any inspections are the responsibility of the CMR | |
| **Yes** | **No** |

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| 10. Project Meetings:  PM: Edit as necessary. | **CMR** confirms understanding of the items below and that all associated costs are included with their proposed fee: | |
| * CMR shall establish a firm schedule once the Notice to Proceed is issued. * Project Meetings will be held by the CMR bi-weekly at a minimum. * Project Meeting Agenda shall include schedule updates, critical work sequencing, design and/or construction progress including changes, payment applications statuses, use of premises, coordination with owner, safety, security, housekeeping, working hours, etc. – any and all items for a productive meeting. * Project Meeting Location shall be at a location that best suits the project. | |
| **Yes** | **No** |

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| 11. Project Management Software:  PM: Edit as necessary. | **CMR** confirms understanding of the items below and that all associated costs are included with their proposed fee: | |
| * DAS RECS uses electronic Project Management Software (similar to PMWeb or eBuilder) for this Project. * The CMR is required to utilize the specified Project Management Software for the duration of the Project and shall provide all project information via this Project Management Software. This includes, but is not limited to Payment Applications, Submittals, RFIs, Meeting Minutes, Daily Reports, Photos, etc. – any and all project documentation. The Document Manager can be used as a file sharing site as well. | |
| **Yes** | **No** |

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| 12. Site Access and Staging:  PM: Edit as necessary. | **CMR** confirms understanding of the items below and that all associated costs are included with their proposed fee: | |
| * Site Logistics Planning by CMR. * CMR to maintain safe and clean site through construction. | |
| **Yes** | **No** |

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| 13. Deliverables:  PM: Edit as necessary. | **CMR** confirms understanding of the items below and that all associated costs are included with their proposed fee: | |
| * Schedule of Values * Electronic / Paperless Environment * Shop Drawings * Approvals * Stamped Drawings * FMGlobal through Design and Construction Phases * CHRO / Set Aside Reporting * Dept. of Labor Wage Certifications * As Built Drawing Set Continuously Updated | |
| **Yes** | **No** |

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| 14. Other:  PM: Edit as necessary. | **CMR** confirms understanding of the items below and that all associated costs are included with their proposed fee: | |
| * Project Email Address: Click or tap to enter text * DAS/CS Library: <https://portal.ct.gov/DAS/Lists/DAS-Construction-Services-Library> * Plan Reviews in Bluebeam. * DAS RECS confirms that training and support for the Project Management Software will be provided. * DAS RECS confirms that all design submissions will be distributed to the CMR by DAS Technical Services via Bluebeam where the CMR’s constructability reviews will be completed. * DAS RECS confirms that DAS is a Paperless agency as much as feasibly possible. A majority of documentation and submissions are done electronically. Any documentation requiring hard copy submission will have notification provided. * DAS RECS confirms that the Architect and Construction Administrator are in the process of being, or have been, contracted. Ideally, the Architect will be contracted first, followed by the Construction Administrator and then the CMR. | |
| **Yes** | **No** |

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| 15. Additional Questions:  PM: Edit as necessary. | Additional Follow Up Questions by CMR: | |
| Click or tap to enter text | |
| **Yes** | **No** |

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| **Very truly yours,** | | | | | |
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| *(DAS/CS Project Manager Name)* |  | *(DAS/CS Project Manager Signature)* |  | *(Date)* | |
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