



Matrix
Engineering
Group, Inc.

engineers | special inspectors | construction consultants

Scope of Professional Services for the Renovations of the Superior Courthouse Parking Deck Based on Khafra Condition Appraisal Dated July 2021 - Oct 6,2021

A. Design

#1. Perform an onsite survey “evaluation” of existing Parking Structure Project “existing conditions” and delineate all areas requiring repairs and /or replacements to include evaluations of: (structural / mechanical / plumbing / lighting /architectural / life safety) within the overall Project. **(provide as an add to the Design Services--- within office computer work)**

Costs: \$39,100

#2. Provide all prerequired Contract Design &Bidding Documents. Furnish services to obtain required Drawing Approvals and Bidding Services.

Costs: \$184,200

B. Construction Administration (Scope of services)

Construction Administration (office services)

- a). Review Contracts, schedules, and quality controls / quality assurance plan
- b). Review submittals, RFI's, and communications with Project stakeholders regarding (design /Owner/ Contractor) regarding approvals, feedbacks and change orders in a timely manner
- c). Review All submittals required for the construction of the project
- d). Maintain open items and corrected items and follow up with the Contractor on resolution to changes and/or corrective measures
- e). Review change orders and manage approval process
- f). Review monthly pay applications and resolve issues with the Contractor prior to Approval for payment and processing
- g) Provide Project closeout services to include: Review of punch out final list of construction items for the Contractor to complete and finalize the Documentation prior to Project close out. Insure correct release of Contractors retainage.

On- site Project Inspections

Consultant will run Owner/Engineer/Contractor (OEC) meetings every other week on-site. Engineer Consultant will provide the meeting minutes for each meeting within three calendar days of meeting. A site visit with report will be prepared by the Engineer Consultant on a weekly basis.

Consultant understands that the construction project may be phased and/or construction to be performed outside of regular working hours.

Structural Engineer shall perform weekly site visits when structural repairs are being performed. All other subconsultants will be required to perform a minimum of three on site Project Construction Progress site visits: Project Architect, Mechanical Engineer, Plumbing Engineer, Life Safety, and Electrical Engineer

Above referenced Services (under item B)

Costs: \$85,920.00*

*The Cost does not include special inspections, field and laboratory testing and monitoring. The cost was based on a project schedule of 12 months (24 meeting for Project Manager, 52 visits by the structural engineer, 18 visits by trade professionals, and 4 hours per week for office support). Additional visit or added services will be billed based on the Contract. Special Inspections and Materials Testing will be included as a separate line item identified in the summary below.

Special Inspections:

Based on the scope of work highlighted in this proposal, we estimate that a budget of \$30,000 will be adequate for performing the Special Inspections in accordance with the International Building Code (IBC) Section 1704 as provided in the Schedule of Special Inspection.

Costs: \$30,000.00

Laboratory Materials Testing:

Based on the scope of work highlighted in this proposal, we estimate that a budget of \$20,000 will be adequate for performing the laboratory testing services as required by the design.

Costs: \$20,000.00

GRAND TOTAL COSTS INCLUDING ARCHITECTURAL/ENGINEERING/MEP/SPECIAL INSPECTIONS AND LABORATORY MATERIALS TESTING SERVICES: \$359,220.00

MATRIX ENGINEERING GROUP, INC.



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