



SCOPE OF SERVICES

Solicitation Number: CLMP121

Project Name: Project Management Services for Mexic-Arte Museum

PROJECT FOR:

MEXIC-ARTE MUSEUM (the MUSEUM), A TEXAS NON-PROFIT CORPORATION, THROUGH THE CITY OF AUSTIN'S CONTRACT MANAGEMENT DEPARTMENT

PROJECT TITLE:

PROJECT MANAGEMENT SERVICES FOR MEXIC-ARTE MUSEUM

OBJECTIVES OF THE PROJECT:

The Mexic-Arte Museum is a public-private project undertaken to provide improvements to an art and cultural museum and ultimately enhance public art appreciation and education. In this particular scope of services, the Museum is seeking a qualified consultant to provide project management services during the facility planning, design, and construction phases of an iconic museum building.

BACKGROUND:

The City of Austin (the CITY) and the Museum entered into an agreement in 2001 for the purchase of the current Museum location at 419 Congress Avenue in Austin, the capital city of Texas, and six blocks from the State Capitol Building. The new location allowed the Museum to house its collections and operate its programs. In return for the City's funding, the Museum agreed to provide services which benefit the public.

In 2006, the City Council of the City approved a special bond election to consider the issuance of general obligation bonds which would be used for various projects including the public purpose of constructing, renovating, improving and equipping community and cultural facilities, including the Museum (Proposition 4). Proposition 4 was approved by City of Austin voters in November of that year and provided \$5,000,000 for the Museum's use.

The City and the Museum subsequently entered into a separate bond funding agreement stipulating the conditions under which the funding will be made available for the improvements to the Museum. The City has assigned a project manager to manage this agreement for improvement of cultural facilities for public use funded with bond funds.

The Museum's vision is to improve the lives of people in the community, and to enhance the collective pride of Mexican, Latino, and Latin American cultures, by presenting and preserving a permanent collection, and providing internationally recognized exhibitions and educational programs. Throughout the Museum's twenty-eight years, its staff and board members have been guided by the organization's educational mission: "to expand and raise the standard of art

education throughout Austin and Central Texas; broaden the public's knowledge of contemporary and traditional Mexican, Latino and Latin American art and culture."

The Museum is dedicated to providing opportunities for youth and the community to interact with local, regional and international artists, through its outreach programs. These outreach programs have been exceptional in providing unique and innovative programs that help youth gain the knowledge, pride, and skills they need to succeed academically and in future career endeavors.

In 2003, the 78th Legislature of the State of Texas recognized the uniqueness and significant cultural role of the Museum and designated it as the "Official Mexican and Mexican American Art Museum of Texas."

ANTICIPATED SERVICES:

The selected consultant shall manage all consultants and contractors related to the project and have direct responsibility for ensuring work products are completed on schedule, within budget, and to the level of quality required. No design work will be performed by selected consultant. Consultant shall provide project management services to oversee consultants and contractors who may provide services for the design and construction of the museum. Services may be required in connection with any or all of the following phases of project delivery: feasibility study, design, bid and award, construction, and project close-out, as well as any other service(s) that may assist the Museum in delivering the project. The consultant will report directly to a designee of the Museum as the Museum's representative.

Consultant shall assist the Museum in determining the scope of the project and developing a Project Management Plan. The consultant is also expected to have established experience with the planning, design and construction of museums, related projects, and projects that are partially funded by the Federal Government and/ or the City of Austin. Further experience should include managing different types of project delivery methods, specifically Construction Manager at Risk and Design-Build.

The anticipated project management services include but are not limited to:

1. Feasibility Phase
 - a. Assist the Museum in determining the best option to deliver the project objectives,
 - b. Assist Museum with programming and cost estimating,
 - c. Assist in the procurement and management of required services (Engineer, Contractor, etc.) to deliver the project,
 - d. Assist Museum with contract negotiations and resolution of disputes,
 - e. Engage and coordinate with regulatory authorities,
 - f. Establish project procedures and a document control system to manage and collect all project-related information in a computerized format,
 - g. Prepare and distribute regular project status reports,

- h. Monitor, track and update the cost estimate, budget and cash flow projections,
 - i. Prepare and maintain a master project schedule,
 - j. Identify, analyze, manage and respond to project risks
 - k. Coordinate and facilitate communication between all stakeholders,
 - l. Coordinate all LEED Certification requirements for the project, which will require, at a minimum, LEED Silver certification
2. Design Phase
- a. Manage design professionals and other consultants,
 - b. Monitor and track all aspects of the design process and maximize the quality of the services provided,
 - c. Monitor and track all design issues and their resolution,
 - d. Develop a scope change management and control system,
 - e. Manage the timely delivery of design work products and the achievement of design goals,
 - f. Assist with the City of Austin’s Art in Public Places (AIPP) solicitation, selection and installation process,
 - g. Oversee constructability reviews and value engineering as required,
 - h. Assist the Museum in processing consultant payments, and reimbursements from government agencies.
3. Bid/Award Phase
- a. Comply with all Federal, State and City procurement rules and regulations,
 - b. Assist Museum in procurement of construction contractor, consultants and suppliers as needed,
 - c. Coordinate obtaining proper permits,
 - d. Assist the Museum in reviewing bids and selecting vendors,
 - e. Assist the Museum in negotiating and executing the construction contract.
4. Construction Phase
- a. Maximize quality of services and products provided by Consultants, Contractors and key suppliers,
 - b. Manage the construction administration efforts of the design professionals to ensure quality of the final product,
 - c. Coordinate, review, and process contractor pay requests, construction submittals, time extension requests, requests for information, change orders and other construction administration related work,
 - d. Encourage and stress quality in the constructed product, and notify Contractor to take corrective actions when work is not in compliance,
 - e. Manage all construction closeout procedures, including but not limited to: punch lists, certificate of occupancy, affidavits of payments, lien releases, extra stock, Operations and Maintenance manuals, and as-built drawings.
5. Project Close-Out Phase
- a. Develop a process and provide the Museum with tools to coordinate, verify and track resolution of warranty issues,
 - b. Coordinate all building commissioning and owner move-in operations,

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- c. Process final payments, prepare final status report, update the Project Management Plan, and deliver all project records to the Museum among other required documents.

PROPOSED SCHEDULE:

Project Management services are anticipated to last for the duration of the project. The current bond funding agreement, as amended by a resolution by the City Council of the City, extends construction substantial completion to December 31, 2018. However, other deadlines by other funding agencies may apply.

COST ESTIMATE:

For this scope of services, project management fees associated with a \$5 Million to \$25 Million total project budget are anticipated. Partial funding is currently being provided by the City of Austin (\$5,000,000) and the Economic Development Agency (\$500,000). Any additional funding will be provided by the Museum.

POTENTIAL SUBCONSULTANT/VENDOR OPPORTUNITIES:

No subconsulting goals have been established for this solicitation. However, if an entity identifies areas of subconsulting, the Owner encourages the use of MBE/WBEs or DBEs to perform the identified scopes of work. A MBE/WBE or DBE availability list will be provided by the Small and Minority Business Resources Department upon request. No Compliance Plan is required. It is anticipated that the project manager will provide all aspects of the work with its own forces. Subcontracting opportunities under the scope of work are not required.

Major Scopes of Work*

Project Management

- * There must be representation for the major scope of work listed. The experience of the firms or individual listed to perform the Major Scope of Work, whether a subconsultant or prime firm, will be evaluated under Consideration Item 6 – Major Scopes of Work – Comparable Project Experience.

Notes:

- Participation at the prime or subconsultant level may create a conflict of interest and thus necessitate exclusion from any contracts resulting from the work performed in the design phase or construction phase.
- If the City determines that a conflict of interest exists at the prime or subconsultant level, the City reserves the right to replace/remove the prime or instruct the prime consultant to remove the subconsultant with the conflict of interest and to instruct the prime consultant

to seek a post-award change to the prime consultant's compliance plan as described in City Code § 2-9B-23. Such substitutions will be dealt with on a case-by-case basis and will be considered for approval by Small and Minority Business Resources (SMBR) in the usual course of business. The City's decision to remove a prime or subconsultant because of a conflict of interest shall be final.

- Mexic-Arte will own all contracts for this project and therefore, will be referred to as Owner in the contracts.