

## CONSTRUCTION PHASE SAMPLE WORK ORDER

### A. GENERAL

Provide construction administrative services for **Architectural, Structural, HVAC, Plumbing, Fire Protection and Electric Systems and Sitework** for the **proposed visitor addition and related work** based on the project Bid Documents.

Coordinate with OGS Design that is providing **Electronic Security and Physical Security** construction administrative services.

### B. CONSTRUCTION PHASE SERVICES

Provide Services as described in Chapter 8 Construction Phase Guidelines in the current Design Procedures Manual:

- Design Disciplines Coordination
- Submittal Review, Distribution and Status Reports
- Answering Requests For Information (RFIs)
- Issuing Information Bulletins (IBs)
- Attending and Participating in Meetings
- Site Visits and Reports
- Review of Field Orders and Change Orders
- Interpretations of Contract Documents when Contractor disputes arise

**In addition to the services described in Chapter 8 include optional service to provide Drawings of Record.**

As part of the Lump Sum amount include site visits for at the following milestones:

Design Site Visit Matrix (Consultant and OGS Design)							
Construction Milestone	Architectural Consultant	Structural Consultant	HVAC Consultant	Electric Consultant	Plumbing Consultant	Physical Security - OGS	Electronic Security - OGS
Before concrete slab pour	X		X	X	X		
95% steel frame		X					
Pre-Install masonry meeting	X						
Masonry mock-up	X						
Pre-Install 11190 meeting	X					X	
Above Ceiling (prior to enclosure)	X		X	X	X		
Masonry – cmu	X						
Masonry – brick	X						
Misc. steel (visit pens at 60% complete)	X					X	
Misc. steel (visit pens at 90% complete)	X		X	X	X	X	X
Final Punchlist	X		X	X	X	X	X

The matrix is a guideline that may be adjusted or amended by the OGS Team Leader and the EIC.

**Total of A + B = \$XX,XXX LS**

### C. ADDITIONAL SITE VISITS

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As directed by the OGS Team Leader and the EIC  
X (person days, X hours on site) x \$X,XXX (LS) each.  
**Total of C = \$X,XXX NTE**

### D. FEE ESTIMATE BREAKDOWN

The \$X,XXX lump sum portion of the fee shall be invoiced in accordance with the schedule below:

- \$ X,XXX when the construction phase is 25% complete,
- \$ X,XXX when the construction phase is 50% complete,
- \$ X,XXX when the construction phase is 75% complete,
- \$ X,XXX when the construction phase is substantially complete.

The \$X,XXX not-to-exceed portion of the fee shall be invoice upon completion of any additional site visits.

This Work Order assignment was based on the Pre-Construction Meeting (reference Chapter 7 Bid Phase - Design / Construction Pre-Construction Meeting) between the OGS Team Leader, OGS Project Manager, EIC and Consultant Representatives held on XX/XX/06.