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**Appendix A: Hamilton Canal Innovation District Parking Garage OPM Services**  
**Technical Scope of Work**

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### **Project Description**

The intent of this RFP is to find a licensed, qualified individual/ firm to provide OPM (Owners Project Manager) services through construction and closeout for an approximately 900-car structured parking garage located on Parcel 14 in the Hamilton Canal Innovation District. The garage is expected to contribute to the establishment and maintenance of an attractive, cohesive, and pedestrian friendly environment. For example, the garage features a green roof on its eastern wall setback, a green wall on its east-facing side, and having a regular rhythm of “window” openings fronting future streets F and G and future Parcel 13 park. In addition, the garage is expected to include amenities such as Intelligent Transportation System features, office space, and landscaping to accommodate a future pedestrian canal-side path.

Qualified persons or firms are requested to submit proposals to the Purchasing Office . The City through the City Manager is the awarding authority and reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; to award contracts or to cancel this Request for Proposal if it is in the City’s best interest to do so. Qualified persons or firms in particular should identify prior experience with CM at-risk projects and/or garage projects.

### **Scope of Work**

The City of Lowell is seeking construction services associated with the planning, design, and construction of a new parking structure on Parcel 14 in the Hamilton Canal Innovation District. The scope of services will include all items outlined below as well as those required by AIA Document B141- Standard Form of Architect's Services. The new parking facility will include:

- parking for approximately 900 vehicles and all required support systems and facilities
- accommodations for future ADA and AAB-compliant canalside walkways along its southern and eastern façade and associated landscaping and lighting
- intelligent transportation system/parking management system with programmable LED signage
- space for a traffic computer
- attractive public restrooms
- a “green wall” or green façade of trellised vines or plants growing in loose, sheet, or structural media on the eastern façade, with attention to shaded growing conditions
- a “green roof” on the eastern setback of the structure, with attention to shaded growing conditions
- additional attention paid to the western façade for lighting, utilities, canopies, storage, or other amenities for the abutting Parcel 13 park

The selected OPM will complete all aspects of the following scope of work. Unless specifically noted otherwise, any/all deliverables shall be submitted to the City of Lowell in both digital and printed versions. All digital drawings shall be provided in AutoCAD and PDF format. All drawings and documentation prepared for this project shall become the property of the City of Lowell.

In addition to regular communication with the project coordinator throughout the construction process, the OPM is expected to attend weekly meetings with a project committee consisting of municipal staff members, City consultants and/or the construction manager. These meetings will typically be held during the workday. The OPM may also be asked to present designs or progress materials to elected officials and members of the public at up to two public information evening meetings during the construction process.

The OPM will also meet with the City's other project consultants to coordinate design and construction activities with neighboring projects as appropriate and required.

### **Phase 1: Pre-Construction Phase**

#### Procurement

- Construction Manager Selection/Bidding

Assist in the prequalification of construction managers, review bids and assist in final selection.

- Subcontractor Selection/Bidding

Assist in the prequalification of subcontractors and bid review

### **Phase 2: Construction Phase**

#### Project Meetings

- Participate in weekly construction and progress meetings with the Architect, the Owner and the Construction Manager to discuss such matters as procedures progress, construction problems and scheduling.
- Facilitate problem solving and communication among all team members.
- Prior to start of construction, in consultation with the Designer, represent the Owner and monitor the preconstruction meetings.

#### Submittals

- Provide oversight, implementation and expediting of the construction submittal process on the municipality's behalf to ensure compliance with project requirements and coordination of products.
- Review and comment on the schedule of Values for payments as prepared by the Construction Manager to ensure conformance with the expected flow of work as stated in the Contract Documents.
- Identify and facilitate the resolution of required information or selections such as colors, sizes and finishes.
- Evaluate the Construction Manager's baseline schedule and progress submittals
- Provide oversight of the Request for Information process and take necessary action to resolve issues as necessary

#### Contractor and Architect Change Order Review

- Provide detailed review of contractor and/or architect requests for change orders as well as recommendations for their disposition.
- Assist in the development of contingency plans for corrective action, recommend to the owner and with the Owner's approval; implement such plans as required.

#### Contractor and Architect Progress Payment Review

- Review and make recommendations to the Owner for monthly contractor and architect applications for progress payments.

#### Construction Quality Control

- Coordinate Architect/Engineer-provided materials testing services, review ongoing construction means and methods and quality, and facilitate the resolution of construction questions and issues.
- Advise on an ongoing basis of all project developments, including conditions and circumstances that may cause delay in the project schedule, increase costs, or otherwise may be inconsistent with the Owner's expectations.
- OPM shall generate Daily Field Reports documenting daily activities of the general contractor. The OPM shall create daily contractor equipment logs and daily progress photos and include these items in the reports.

- Ensure that the Architect/Engineer is fulfilling its QA/QC requirements as far as Construction Manager compliance with the contract documents.

Punch list and Project Closeout

- Assist architect and municipality in the preparation of final project punch lists and facilitate their timely completion.
- In conjunction with the Architect, review the Contractor's submittal of Notice of Substantial Completion, for a phase or the entire project, and make a recommendation to the Owner.
- Ensure all building commissioning and turnover is complete.
- Review all warranty documentation, as-built documents and operations and maintenance manuals to ensure compliance with project specifications.
- Ensure that the Engineer/Architect delivers documentation that all work has been successfully tested and has been built according to the contract documents.