ATTACHMENT A SCOPE OF SERVICES

This Attachment A is attached to and part of the Agreement for Program Manager between Collin College and AECOM Technical Services, Inc. dated April 26, 2017 for the 2017 Collin College Bond Program. Capitalized terms used herein shall have the same meanings as in the Agreement.

		Program Manager - Responsit	oility Mat	ix							
		4/26/2017		6 1							
		R - Responsible A - Approve C - Cont Scope Item	Owner	Program Management Organization	Notes						
	The 1	Program Manager shall provide the following services; these serv	ices shall i	nclude, but not b	e limited to:						
A.	Program Management Services										
	1)	Coordinate and support the Owner's Bond Program interfacing with College leadership, Stakeholders of various departments, and representatives of outside organizations interfacing with the Facilities Services Department.	A, C, I	R							
	2)	Support the Owner's Purchasing Department in evaluating cost savings and effective purchasing of goods and services for the program.	A, C, I	R							
	3)	Develop a Program Procedure Manual, which will provide the framework on how the program will be executed on a day-to-day basis. The manual will identify team member's roles and responsibilities, as well as, approval processes, lines of authority, reporting requirements, external communications with College Leadership, Stakeholders, and additional procedures necessary for the success of the program. The Program Procedure Manual shall incorporate all policies of the Owner as adopted by the Board of Trustees, as well as, the requirements of the Owner's Facilities Specifications Guidelines to include local and state building authority's requirements.	A, C, I	R							
	4)	Review/Revise/Recommend Owner Construction, Commissioning, IT, FFE, and Security Standards.	A, C	R							
	5)	Recommend/Coordinate Commissioning and Building Envelope Agent or Services for the projects.	A, C	C, R							
	6)	Assign a designated program team member to coordinate the development of a website for public information regarding the overall Bond Program status and maintenance of the site including photographic and video media. Program Manager shall gather and provide all information necessary to update the status of the Program. All contend must be reviewed and approved by Owner before being uploaded and published by assigned team member. Program Manager shall ensure that the web site is updated each month thru the duration of the program.	A, R	C, R							
	7)	Review, Recommend Updates to the Program Management Plan, which outlines and defines the capital improvement scope, schedule, and budgets by project.	A, C	C, R							

8)	Develop the criteria and a process to identify and prioritize various work items, interfacing with the Project Managers and Facilities Services Department.	A, C	C, R	
9)	Provide Computer Scheduler/Analysts to develop and maintain a comprehensive master schedule, which documents the sequence and timeframe for each project within the Program. Reporting on the Program progress and status shall be sent to the Owner's Facilities Services at regular, defined intervals or as requested. Develop critical dates for each project schedule.	A, C	R	
10)	Prepare and maintain Program's master budget incorporating Cost Accounting Procedures. Produce cash flow models to track anticipated project receipts against projected expenditures, incorporating and preparing periodic summaries of program expenditures for review. Prepare and maintain project cost model for project, building systems, and component estimating.	A, C	С	
11)	Utilize a Software System for Document and Data Control and project reporting to monitor program/project status and support of communications between team members. The system shall be used to track and control project information (e.g. contracts, costs, issue-tracking, design review, changes, payments, document control, meeting minutes, etc.	A, C, I	R	
12)	Report on the market climate and recommend strategies to minimize project delays, project scope creep, and maximize project budgets. Provide analysis of Program/Project delivery methods to determine an optimal construction framework to complete construction projects timely and minimize school disruption.	I	R	
13)	As requested by the Strategic Leadership Team and/or Chancellor, provide information sessions to the Board of Trustees regarding Program status and updates.	A, R	C, I	
14)	Schedule/Attend meetings as requested by the Owner. Meetings may be conducted during or after regular business hours. Examples of the types of meetings, which the Program Manager may be requested to attend include:			
	a) Project Review Meetings	C, I	R	
	b) Owner Board Meetings, including workshops and Board committee meetings	A, R	C, I	
	c) Facilities Services Department Staff Meetings	A, C	C, R	
	d) Local Governmental Agencies	A, I	C, R	

1)	Coordinate the design team's activities assuring that the design phase program and procedures are implemented by all parties.	A, I	R	
2)	Provide reports, reviews and recommendations, and/or coordination in the following areas: Schedules, Public Relations, Design Reviews, Progress Meetings, Permitting and Agency Review, Owner Approvals, Advanced Purchases, Cost Management Procedures, Design Phase Schedule, Updates to Management Plan, Updates to the Master Schedule, Value Engineering, Cost Monitoring, and Cost Adjustment Sessions.	A, I	R	
3)	Assist Owner in determining needs for surveying, geo-technical, and materials testing services, and other related services.	A	C, R	
4)	Review, implement, and monitor the program schedule. Update master program schedule as necessary to reflect any changes.	A, I	R	
5)	Implement and maintain cost control procedures throughout the Design Phase of the Program projects. Develop cost estimates and a value engineering assessments at the end of Schematics, Design Development and at 75% and 100% Construction Documents, addressing constructability, possible cost-saving materials, sequencing of construction and/or construction techniques. Recommend revisions or actions, if required, to maintain project and Program budgets.	A	R	
6)	Conduct reviews of in-progress design documents during each phase of design to ensure adherence to the Program.	A, C	R	Program Management organization shall be respons for design reviews in accorda with the established guideling and shall ensure that design reviews are scheduled and completed in a timely manne
7)	Participate in design progress meetings through the Schematic Design and Design Development phases with the Owner, the Project Managers, Design Consultant and other appropriate parties to ensure adherence to the Program.	A, C	R	The Program Management organization will have a full requirement to track progress through all phases of design shall maintain the overall schedule and highlight course corrections if necessary to ke on track.
8)	Coordinate with the Owner to develop a construction delivery strategy that meets the Owner's objectives and minimizes disruptions to the educational program.	A, C	R	
9)	Provide periodic reports that summarize design progress, schedule and cost status, changes and other significant information for the Program as a whole.	I	R	

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Allowances and Contingencies, Non-Conforming Work, Photographs			d) Contractor Claims, Safety Plan, Owner Furnished Items,	A	R	
e) Exercise of Contract Prerogatives A R						
e) Exercise of Contract Prerogatives A R						
			e) Exercise of Contract Prerogatives	A	R	

E.	Acce	eptance and Closeout			
	1)	Provide Acceptance and Closeout Phase support and coordination in the following areas: Substantial Completion, Final Completion, Closeout Procedures, Equipment Manuals, As-Builts, Training, Warranties, Final Acceptance, Final Project Report	A	R	
F.	Con	nmissioning Phase		ļ. <u>ļ</u> .	
	1)	Provide Commissioning Phase support and coordination in the following areas: Systems start up, Occupancy Plan/Schedule, Occupancy Permit, Move-In Coordination, Claims and Evaluations, Warranty Administration, Post-Occupancy Evaluations and Reports, Commissioning Phase Reporting	A	R	
G.	Oth	er Duties and Responsibilities			
	1)	Attend meetings as requested by Owner. Meetings may be conducted during or after regular business hours. Examples of the types of meetings, which the Program Manager may be requested to attend include:			
		a) Community Meetings	A	C, R	
		b) Project Review Meetings	I	C, R	
		c) Owner Building Committee Meetings	A	C, R	
		d) Coordination/communication meetings with Owner employees	I	C, R	
		e) Local Governmental Agencies	A	C, R	

ATTACHMENT B LIST OF PROJECTS

This Attachment B is attached to and part of the Agreement for Program Manager between Collin College and AECOM Technical Services, Inc. dated April 26, 2017 for the 2017 Collin College Bond Program. Capitalized terms used herein shall have the same meanings as in the Agreement.

Phase	Priority	Campus	General Description	Proposed Sq. Ft.	Estimated gram Budget	Program Manager Assigned
I	1	Wylie Campus	Workforce Building	100,000 to 120,000	\$ 51,353,689	AECOM
I	1	Wylie Campus	Student Union / Welcome Center / Library	100,000 to 175,000	\$ 53,124,506	AECOM
I	1	Wylie Campus	Instructional Building	100,000 to 120000	\$ 53,124,506	AECOM
I	2	121 & Exchange	Collin Technical Center	300,000 to 400,000	\$ 154,061,068	AECOM
					\$ 311,663,770	AECOM Assigned Total
II	3	Celina	Student Union/ Workforce/ Instructional Building	100,000 to 175,000	\$ 55,112,263	TBD
II	4	Farmersville	Student Union / Workforce / Instructional Building	50,000 to 60,000	\$ 27,556,132	TBD
II	5	Preston Ridge	Workforce / University Building	100,000 to 125,000	\$ 59,388,215	TBD
					\$ 142,056,610	Phase II TBD Total
III	6	Preston Ridge	Student Union / Welcome Center	40,000 to 50,000	\$ 26,329,788	TBD
III	7	Central Park	Student Union / Welcome Center	57,000 to 70,000	\$ 36,861,704	TBD
					\$ 63,191,492	Phase III TBD Total
IV	8	Preston Ridge	Existing Building Repurposing	15,000 to 20,105	\$ 7,321,091	TBD
IV	8	Central Park	Existing Building Repurposing	25,000 to 30,200	\$ 9,151,364	TBD
IV	9	Central Park	Traffic Infrastructure & Wayfinding- Phase 1	N/A	\$ 7,826,795	TBD
IV	9	Preston Ridge	Wayfinding- Phase 1	N/A	\$ 2,546,293	TBD
IV	9	Spring Creek	Wayfinding- Phase 1	N/A	\$ 5,092,586	TBD
					\$ 31,938,128	Phase IV TBD Total
N/A	N/A	Building Fund Reimbursments	Public Safety Training Center Construction, Wylie Land; Tech Training Center Land; Preliminary A&E	N/A	\$ 51,150,000	Not Included
					\$ 600,000,000	Program Total

ATTACHMENT C PRELIMINARY PROGRAM TIMELINE

This Attachment C is attached to and part of the Agreement for Program Manager between Collin College and AECOM Technical Services, Inc. dated April 26, 2017 for the 2017 Collin College Bond Program. Capitalized terms used herein shall have the same meanings as in the Agreement.

		2017	2018	2019	2020	2021	2022	2023
Location	Project	February February March April May Muly July September October	December January February March April May June July August September October November	January February February March May May June July September October December December December December	January February March April May May June July September October December	February February March May May May June July September October October December December December	lanuany February February March May May June June July September October October December December December December December	January February March April May May Juny Juny Cotober December
Wylie Campus	Workforce Building							
Wylie Campus	Student Union / Welcome Center / Library			Phase 1				
Wylie Campus	Instructional Building							
121 & Exchange	Collin Technical Center							
Celina	Student Union/ Workforce/ Instructional Building							
Farmersville	Student Union / Workforce / Instructional Building			F	hase 2			
Preston Ridge	Workforce / University Building							
Preston Ridge	Student Union / Welcome Center					Phase		
Central Park	Student Union / Welcome Center					i ilase		
Preston Ridge	Existing Building Repurposing							
Central Park	Existing Building Repurposing							
Central Park	Traffic Infrastructure & Wayfinding- Phase 1						Phase	4
Preston Ridge	Wayfinding- Phase 1							
Spring Creek	Wayfinding- Phase 1							

Planning & Team
Selection

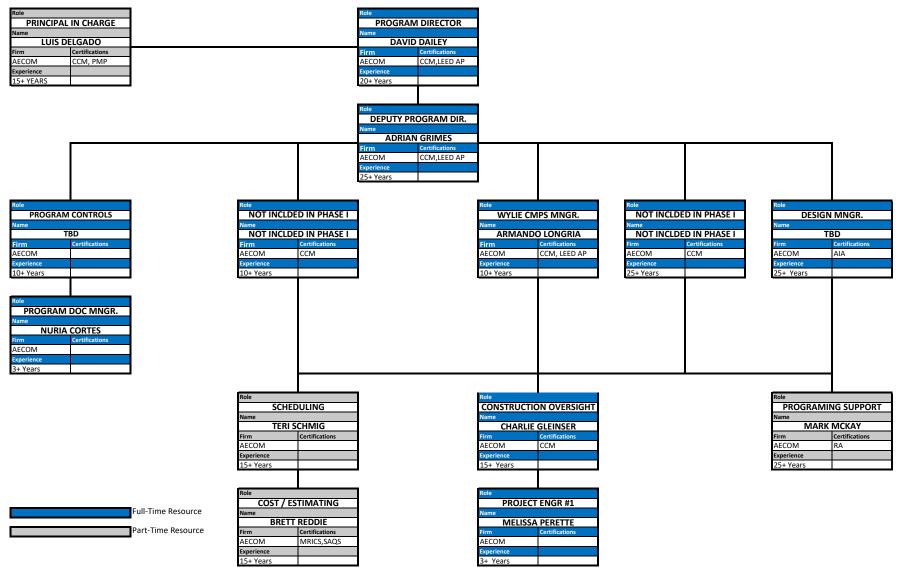
Programing & Design

Construction

Final Completion &
Close-Out

ATTACHMENT D ORGANIZATION CHART

This Attachment D is attached to and part of the Agreement for Program Manager between Collin College and AECOM Technical Services, Inc. dated April 26, 2016 for the 2017 Collin College Bond Program. Capitalized terms used herein shall have the same meanings as in the Agreement.



Collin County Community College District
Agreement for Program Manager Services
Attachment D

ATTACHMENT E PROGRAM MANAGER PAYMENT SCHEDULE

This Attachment E is attached to and part of the Agreement for Program Manager between Collin College and AECOM Technical Services, Inc. dated April 26, 2017 for the 2017 Collin College Bond Program. Capitalized terms used herein shall have the same meanings as in the Agreement.

Month #	Year	Month	Мо	onthly Labor d Expenses	Monthly Draw %		Cumulative nount Drawn	Cumulative mount Drawn (Annual)	Remaining Amount Balance	
1	2017	April	\$	79,274.95	0.83%	\$	79,274.95	\$ 79,274.95	\$	9,520,725.05
2	2017		\$	235,120.79	2.45%	\$	314,395.74	\$ 314,395.74	\$	9,285,604.26
3	2017		\$	311,261.59	3.24%	\$	625,657.33	\$ 625,657.33	\$	8,974,342.67
4	2017		\$	252,809.85	2.63%	\$	878,467.18	\$ 878,467.18	\$	8,721,532.82
5		August	\$	190,348.47	1.98%	\$	1,068,815.65	\$ 1,068,815.65	\$	8,531,184.35
6		September	\$	229,316.30	2.39%	\$	1,298,131.95	\$ 1,298,131.95	\$	8,301,868.05
7		October	\$	218,426.14	2.28%	\$	1,516,558.09	\$ 1,516,558.09	\$	8,083,441.91
8		November	\$	196,012.38	2.04%	\$	1,712,570.47	\$ 1,712,570.47	\$	7,887,429.53
9		December	\$	263,253.66	2.74%	\$	1,975,824.12	\$ 1,975,824.12	\$	7,624,175.88
10		January	\$	240,075.72	2.50%	\$	2,215,899.84	\$ 2,215,899.84	\$	7,384,100.16
11		February	\$	222,783.16	2.32%	\$	2,438,683.00	\$ 2,438,683.00	\$	7,161,317.00
12		March	\$	262,725.19	2.74%	\$	2,701,408.19	\$ 2,701,408.19	\$	6,898,591.81
13		April	\$	195,016.49	2.03%	\$	2,896,424.68	\$ 2,896,424.68	\$	6,703,575.32
14	2018	May	\$	185,030.99	1.93%	\$	3,081,455.67	\$ 3,081,455.67	\$	6,518,544.33
15	2018		\$	244,944.03	2.55%	\$	3,326,399.70	\$ 3,326,399.70	\$	6,273,600.30
16	2018		\$	209,794.24	2.19%	\$	3,536,193.94	\$ 3,536,193.94	\$	6,063,806.06
17		August	\$	277,885.97	2.89%	\$	3,814,079.92	\$ 3,814,079.92	\$	5,785,920.08
18		September	\$	209,794.24	2.19%	\$	4,023,874.16	\$ 4,023,874.16	\$	5,576,125.84
19	2018	October	\$	221,142.87	2.30%	\$	4,245,017.03	\$ 4,245,017.03	\$	5,354,982.97
20		November	\$	255,188.73	2.66%	\$	4,500,205.76	\$ 4,500,205.76	\$	5,099,794.24
21	2018	December	\$	209,794.24	2.19%	\$	4,710,000.00	\$ 4,710,000.00	\$	4,890,000.00
22		January	\$	211,391.21	2.20%	\$	4,921,391.21	\$ 211,391.21	\$	4,678,608.79
23		February	\$	221,445.60	2.31%	\$	5,142,836.81	\$ 432,836.81	\$	4,457,163.19
24	2019	March	\$	261,663.19	2.73%	\$	5,404,500.00	\$ 694,500.00	\$	4,195,500.00
25	2019	April	\$	192,778.94	2.01%	\$	5,597,278.94	\$ 887,278.94	\$	4,002,721.06
26	2019	May	\$	232,996.52	2.43%	\$	5,830,275.46	\$ 1,120,275.46	\$	3,769,724.54
27	2019	June	\$	192,778.94	2.01%	\$	6,023,054.40	\$ 1,313,054.40	\$	3,576,945.60
28	2019	July	\$	182,724.54	1.90%	\$	6,205,778.94	\$ 1,495,778.94	\$	3,394,221.06
29		August	\$	243,050.92	2.53%	\$	6,448,829.85	\$ 1,738,829.85	\$	3,151,170.15
30	2019	September	\$	182,724.54	1.90%	\$	6,631,554.40	\$ 1,921,554.40	\$	2,968,445.60
31	2019	October	\$	192,778.94	2.01%	\$	6,824,333.33	\$ 2,114,333.33	\$	2,775,666.67
32	2019	November	\$	222,942.12	2.32%	\$	7,047,275.46	\$ 2,337,275.46	\$	2,552,724.54
33	2019	December	\$	182,724.54	1.90%	\$	7,230,000.00	\$ 2,520,000.00	\$	2,370,000.00
34		January	\$	252,304.57	2.63%		7,482,304.57	\$ 252,304.57	\$	2,117,695.43
35		February	\$	213,853.46	2.23%		7,696,158.03	\$ 466,158.03	\$	1,903,841.97
36		March	\$	204,240.68	2.13%		7,900,398.71	\$ 670,398.71	\$	1,699,601.29
37		April	\$	185,186.79	1.93%	-	8,085,585.50	\$ 855,585.50	\$	1,514,414.50
38	2020	-	\$	223,637.90	2.33%	\$	8,309,223.40	\$ 1,079,223.40	\$	1,290,776.60
39	2020		\$	185,186.79	1.93%	\$	8,494,410.20	\$ 1,264,410.20	\$	1,105,589.80
40	2020	•	\$	223,637.90	2.33%	\$	8,718,048.10	\$ 1,488,048.10	\$	881,951.90
41		August	\$	185,186.79	1.93%		8,903,234.89	\$ 1,673,234.89	\$	696,765.11
42		September	\$	163,037.88	1.70%		9,066,272.78	\$ 1,836,272.78	\$	533,727.22
43		October	\$	216,574.17	2.26%		9,282,846.95	\$ 2,052,846.95	\$	317,153.05
44		November	\$	154,115.17	1.61%	\$	9,436,962.12	\$ 2,206,962.12	\$	163,037.88
45		December	\$	163,037.88	1.70%	\$	9,600,000.00	\$ 2,370,000.00	\$	-
	Tota	ı l	Ş 9 ,	600,000.00	100.00%					

ATTACHMENT F SCHEDULE OF HOURLY BILLING RATES & PRE-ESTABLISHED FEES FOR ADDITIONAL PHASE ASSIGNMENTS

This Attachment F is attached to and part of the Agreement for Program Manager between Collin College and AECOM Technical Services, Inc. dated April 26, 2017 for the 2017 Collin College Bond Program. Capitalized terms used herein shall have the same meanings as in the Agreement.

HOURLY BILLING RATES

ID	Multiple Type* Description				
1	Field	PROGRAM DIRECTOR	\$	207.87	
2	Field	TECH. TRNG. CNTR. MNGR.	\$	182.29	
3	Field	DESIGN MNGR.	\$	177.39	
4	Field	PROGRAM CONTROLS	\$	165.56	
5	Field	CAMPUS MNGR. #1	\$	125.85	
7	Field	CAMPUS MNGR. #2	\$	151.02	
6	Field	CAMPUS MNGR. #3	\$	115.01	
8	Field	PROJECT ENGR	\$	68.66	
9	Field	PROGRAM DOC MNGR.	\$	61.50	
9	Office*	SCHEDULING	\$	189.21	
10	Office*	COST / ESTIMATING	\$	190.01	
11	Office*	CONSTRUCTION OVERSIGHT	\$	157.07	
13	Office*	PROGRAMING SUPPORT	\$	288.37	

^{*}Note: Staff not officed in Collin College Facilities are subject to an Office Rate for the purposes of add service cost calculation

PRE-ESTABLISHED FEES FOR ADDITIONAL PHASE ASSIGNMENTS

Scope	Description	Additional	Fees (for	Total Fees (for		
		Assignn	nent)	All Assignments)		
Phase II	Add all Phase II to Phase I work as described in Attachment B with notification in May of 2018	\$ 3,900	,000.00	\$13,500,000.00		
Phase III	Add all Phase III work to Phase I & II work as described in Attachment B with notification in August of 2019.	\$ 3,750	0,000.00	\$17,250,000.00		
Phase IV	Add all Phase IV to Phase I, II & III work as described in Attachment B with notification in May of 2021.	\$ 1,250	0,000.00	\$18,500,000.00		