



**UNION STATION
PARTNERSHIP
NEW HAVEN**

OPERATIONS COMMITTEE
50 UNION AVENUE, NEW HAVEN, CONNECTICUT 06519



March 25, 2024

RECOMMENDATION #:032524 (*Motion B*)

SUBJECT:

Motion to enter into a professional services agreement with Economic Development Corporation of New Haven (EDC) for Capital Project Management Services at New Haven Union Station Campus.

NARRATIVE:

To provide a dedicated, full-time project manager for the capital construction program at Union Station Campus, in an amount not to exceed \$270,000 for the Initial Term of 15 Months, at \$18,000 per month, commencing April 1, 2024 and expiring on June 30, 2025. Thereinafter, for each Renewal Term, the annual compensation limit will be established per consultation with EDC and as approved by the Union Station Operations Committee in the annual Union Station capital budget, and documented by written notice from NHPA to EDC.

FUNDING: Union Station capital funds.

RECOMMENDATION:

MOVED THAT THE NEW HAVEN UNION STATION PARTNERSHIP OPERATIONS COMMITTEE AT THE MARCH 25, 2024 OC MEETING HEREBY AUTHORIZES THE PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN NEW HAVEN PARKING AUTHORITY AND ECONOMIC DEVELOPMENT CORPORATION OF NEW HAVEN FOR CAPITAL PROJECT MANAGEMENT SERVICES AT NEW HAVEN UNION STATION CAMPUS, IN AN AMOUNT NOT TO EXCEED \$270,000 FOR THE INITIAL TERM OF 15 MONTHS, AT \$18,000 PER MONTH, COMMENCING APRIL 1, 2024 AND EXPIRING ON JUNE 30, 2025.



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OPERATIONS COMMITTEE ENDORSEMENTS:

Laoise King
Deputy Commissioner
Connecticut Department of Transportation

Michael Piscitelli
Economic Development Administrator
City of New Haven

Eric Bergeron
Assistant Rail Administrator
Connecticut Department of Transportation

Courtney Hendricson
Deputy Economic Development Administrator
City of New Haven

Scope of Services - Union Station Campus Capital Projects Manager

The Union Station Campus Capital Projects Manager shall assist with all aspects of design review, bidding, construction and start-up for capital projects at the Union Station Campus. The following is a representative, but not limited to, list of its duties:

1. Administer and manage capital projects at Union Station Campus in conformance with applicable provisions of the LOFA and the Capital Projects Funding Agreement.
2. Act as Municipal Administrator for the capital projects per CTDOT's Municipal Manual.
3. Execute, prepare and maintain a list of all active projects and projects in planning including project number, description, status, cost, schedule and priority.
4. Execute, prepare and maintain a risk analysis of current projects including such items as problems, costs and potential issues of concern.
5. Assist with financial planning such as capital project planning, budgeting, determining funding needs, and preparation of related documents, and oversee compliance with established budgets.
6. Assist NHPA with preparation and administration of design contracts.
7. Assist NHPA with the preparation and implementation of the special (supplementary) conditions of the bid documents of each project which includes, but is not limited to, such items as work hour restrictions, parking space restrictions, completion time requirements, storage space restrictions, access and other on-site restrictions, coordination needs with other projects, etc.
8. Coordinate the design review with Operations Committee, CTDOT, City and other authorities having jurisdiction, NHPA staff, and any other affected parties, and obtain their input and required approvals.
9. Review the design documents, and oversee that the designer makes the appropriate revisions.
10. Assist NHPA in developing or modifying scopes of work for the design consultant at any stage of the project.
11. Develop, implement and monitor a schedule of all Union Station Campus projects that is achievable, realistic and does not adversely impact with other relevant projects or constraints, in conjunction with the Construction Program Manager.
12. Review cost estimates prepared by designer and in consultation with Construction Program Manager.
13. Assist NHPA and oversee public bidding and award of the projects, in conjunction with Construction Program Manager.
14. Assist NHPA and oversee the services provided by the designer through the various stages of design, procurement and construction.
15. Coordinate and accomplish Union Station Campus projects with all affected parties and conduct project meetings and special coordination meetings as appropriate.
16. Oversee construction activities in conjunction with designer and Construction Program Manager.
17. Assist NHPA and its designer and Construction Program Manager with the review, negotiation and administration of all construction change order requests and the preparation of all approved construction change orders, and obtain approval by the Operations Committee, CTDOT, City and other required parties.

18. Oversee and implement project administration, development of project documents, management and related services regarding the work, in conjunction with designer and Construction Program Manager as applicable.
19. Assist designer and Construction Program Manager with coordination of construction activities among the various contractors and project coordination meetings.
20. Provide regular monitoring of the work and provide independent progress reports.
21. Review designer's and contractor's regular progress reports.
22. Review meeting notes by others (e.g., designer, contractor, owner, etc.) as appropriate.
23. Make periodic inspections and site visits of the work and review designer's periodic inspections and site visits reports to assure contract compliance.
24. Review all project related testing reports and follow-up as necessary.
25. Review and recommend approval of valid pay requisitions for design and construction contracts.
26. Review, track and oversee certified weekly payrolls in conjunction with City Department of Commission on Equal Opportunities (Chapter 12 1/2 of the City of New Haven Ordinances), CTDOT and CHRO.
27. Review proposed subcontractors, and coordinate with the NHPA's MBE Program and the City's MBE program (Chapter 12 1/4 of the City of New Haven Ordinances), and State of Connecticut SBE/MBE program, and CTDOT and CHRO requirements, as applicable.
28. Provide support to NHPA for public involvement, including coordination with local officials, Operations Committee, CTDOT, the Railroads, special interest groups, patrons, tenants and others who occupy the premises or are otherwise affected, and prepare related reports, public notices, and/or other documents and forms of communication.
29. Assist NHPA in negotiating any change in the design contract and preparing amendments.
30. Review and monitor contractor's safety plan program in conjunction with designer and Construction Program Manager.
31. Assist NHPA and/or designer and contractors as needed with obtaining all required permits and oversee that all required permits and licenses are in place.
32. Review insurance certificates and keep up to date in conjunction with Construction Program Manager.
33. Review shop drawings, submittals, and samples, etc. in conjunction with NHPA, designer and Construction Program Manager.
34. Monitor, record and implement progress of each project and its interrelationship with other projects.
35. Monitor and oversee construction storage and on-site needs in conjunction with Construction Program Manager.
36. Monitor use of NHPA-issued ID badges and parking permits, as applicable, to all on site personnel associated with the various projects in conjunction with Construction Program Manager.
37. Assist NHPA, designers and Construction Program Manager with review of all warranties, lien waivers, as-built record drawings, operations and maintenance manuals, and other project closeout documents.
38. Coordinate all start-up, commissioning and final approvals.
39. Assist NHPA with the review of any tenant improvements and coordinate any affected activities with other projects or activities, in conjunction with Brokerage Manager.

40. Provide, distribute and present daily reports, monthly status reports, PowerPoint slides, presentations, briefings, and other reports as necessary for NHPA staff and affected consultants and contractors, NHPA Board meetings, Union Station Operations Committee, various committee meetings, or as required. Attend meetings as necessary.
41. Assist NHPA to catalog, organize, and archive files, records and drawings.
42. Other services as may be requested or as applicable.