



*Project Planning,  
Value Engineering and  
Construction Administration*

## AGREEMENT BETWEEN

and

## PARIS PROJECTS LTD

**THIS IS AN AGREEMENT** made as of \_\_\_\_\_ between  
**(OWNER) and PARIS PROJECTS LTD. (CONSTRUCTION COORDINATOR OR PPL)**  
for Project Management Services.

The project is described as the construction of a

**OWNER** and **PPL**, in consideration of their mutual covenants herein, agree in respect to the performance of professional services by **PPL** and payment of those services by **OWNER** as set forth below.

### **SECTION I            BASIC SERVICES**

Basic Services are generally described as the coordination of tenants, design consultants, public utilities and contractors from the project's inception to completion, including the following.

#### **A. PRE-CONSTRUCTION SERVICES**

1. Review existing design consultant proposals for scope and duration.
2. Interface with Civil Engineer, Traffic Consultant, and separate offsite Civil Engineer to coordinate a feasible site work design.
3. Coordinate geotechnical testing and recommendations for inclusion in an "unclassified" grading bid.
4. Provide conceptual site work budget with input from local contractors prior to bidding and contracting.
5. Pre-qualify, with **OWNER's** assistance, various site work, building, and landscape contractors for inclusion on a lump sum select bidders list.

6. Establish overall project schedule, including design, permitting and construction, and provide continual consultant and contractor management toward maintaining overall schedules.
7. Ensure site lighting photometric design approval by tenants and coordinate with civil and landscape designs.
8. Provide public utility primary service coordination, including preliminary discovery of existing utilities, scheduling, design, and installation durations.
9. Monitor various permitting and tenant review durations and interface with consultants in obtaining required responses.
10. Review tenant leases per Landlord's construction responsibility and ensure proper design incorporation into the construction documents.
11. Assemble, format, and incorporate in separate site work, building, and landscaping bid documents the OI Spec Section, including Invitation to Bid, Bid Forms, Schedule of Value, and Summary of Work.
12. Assist consultants in distributing Bid Documents to approved selected bidders and various plan rooms.
13. Conduct pre-bid meetings with proposed bidders and consultants to ensure knowledgeable and representative bids.
14. Receive, analyze, and value engineer separate site work, building, and landscape bids.
15. Write site work, building, and landscape contracts for execution by **OWNER** and Contractor and provide required "Notice to Proceed" to commence construction.

## **B. CONSTRUCTION MANAGEMENT SERVICES**

1. Conduct pre-construction conference with various site work and building contractors and with appropriate consultants and tenants.
2. Conduct twice monthly jobsite inspections and coordination meetings with contractors, tenants, and consultants. Issue twice monthly status reports and action items.
3. Retain **OWNER's** testing lab to ensure interface with site and building contractors for specified testing requirements.
4. Ensure building pad compaction and elevation certifications are provided to confirm actual turnover dates to building contractors and tenants.
5. Monitor contractor sub buyouts and submittal process to ensure timely delivery of materials and manpower.
6. Review monthly applications for payment and schedule updates and make recommendations to the **OWNER**.
7. Write site work change orders for the **OWNER's** execution.

8. Interface with various tenants as required to confirm and convey critical schedules, turnover dates, and utility hookup requirements.
9. Interface with public utilities and site work contractor to ensure timely installation of primary services.
10. Ensure proper and timely consultant responses as required to support contractor's schedule.
11. Review and approve small shops' sign shop drawings based on approved sign criteria included in tenant leases.
12. Interface with Civil Engineer and Architect for punchlist and close-out process.
13. Ensure receipt of as-builts, operational manuals, subcontractors list, and warranties for proper turnover to property management.
14. Coordinate monument sign designs, approval, and fabrication.
15. Provide day-to-day construction management documentation.

## **SECTION II            OWNER'S RESPONSIBILITIES**

1. Provide as needed reproducible and blue-line sets of drawings for all work to be constructed at the project.
2. Provide full information as to the requirements for the project, including constraints and any budgetary limitations. Appropriate notice whenever **OWNER** observes or otherwise becomes aware of any development that effects the scope of timing of the project.
3. Secure required zoning, easements, agreements, etc. to facilitate construction.
4. Provide a copy of all Lease Agreements to PPL.
5. Provide written contact sheet for all tenants, including real estate and construction, with appropriate addresses, telephone and fax numbers.

**SECTION III SPECIFICALLY PROHIBITED ACTIVITIES**

1. **PPL** shall not be responsible for the construction means, methods, techniques, sequences and procedures employed by any Contractor.
2. **PPL** shall not initiate, maintain, or supervise safety procedures or programs of others for the project, or be responsible for any other Contractor failing to satisfy their safety obligations under their contracts or under applicable Federal, State and local law ordinances, rules and regulations, or be responsible for any Contractor on the project otherwise failing to take adequate safety precautions.

**SECTION IV GENERAL CONDITIONS**

1. The obligation to provide further services under this Agreement may be terminated by either party upon thirty (30) days written notice for any reason.
2. **OWNER** shall allow **PPL** to display company's project signs.

**SECTION V FEE AND PAYMENT SCHEDULE**

- a) Lump Sum Fee of \_\_\_\_\_ shall be paid by the **OWNER** in monthly increments, invoiced by the 25th of the month, due 10th of the following month, as follows:
- b) Miscellaneous **OWNER** fees and traveling expenses at \$0.485/Mile will be reimbursed by the **OWNER**.

PARIS PROJECTS LTD.

\_\_\_\_\_  
Keith Paris

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Date \_\_\_\_\_