

NAVARRO COUNTY COMMISSIONER'S COURT

A Special meeting of the Navarro County Commissioner's Court was held on Monday, the 29<sup>th</sup> day of December, 2014 at 10:00 a.m., in the Courtroom of the Navarro County Annex Building, 601 North 13<sup>th</sup> Street in Corsicana, Texas. Presiding Judge HM Davenport Jr., Commissioners present Jason Grant, Dick Martin, David Warren, and James Olsen.

1. 10:04 A.M. Motion to convene by Comm. Olsen sec by Comm. Warren  
Carried unanimously
2. Opening prayer by Comm. Grant
3. Pledge of Allegiance
4. Public Comments-no comment
5. No action on Burn Ban-remains off
6. Motion to go into Executive Session pursuant to the Texas Government Code Section 551.071 to discuss Pending/Anticipated Litigation by Comm. Olsen sec by Comm. Warren  
Carried unanimously  
Motion to come out of Executive Session by Comm. Martin sec by Comm. Warren  
Carried unanimously
7. No action taken on Executive Session pursuant to the Texas Government Code Section 551.071 to discuss Pending/Anticipation Litigation
8. Presentation of ground ambulance proposal by Allegiance EMS
9. Workshop to discuss ground ambulance service in Navarro County
10. Restoration Workshop to discuss future location of all departments
11. Motion to approve of selecting ground ambulance service pending approval of contracts after changes are addressed as mention and discussed with Allegiance Ambulance Service by Comm. Grant sec by Comm. Martin  
Carried unanimously
12. Motion to approve of the renewal of contract for Cody Muldner as project manager of the Courthouse Restoration by Comm. Olsen sec by Comm. Warren  
Carried unanimously

**TO WIT PG 17486-1748**

13. Recess-No recess needed
14. Motion to adjourn by Comm. Martin sec by Comm. Warren  
Carried unanimously

I, SHERRY DOWD, NAVARRO COUNTY CLERK, ATTEST THAT THE FOREGOING IS A TRUE AND ACCURATE ACCOUNTING OF THE COMMISSIONERS COURT'S AUTHORIZED PROCEEDING FOR DECEMBER 29<sup>TH</sup>, 2014.

SIGNED 29<sup>TH</sup> DAY OF DECEMBER, 2014.

  
SHERRY DOWD, COUNTY CLERK



1746

Contract For Project Manager Services

2015

To: Judge H.M. Davenport and the Navarro County Commissioners Court

Please accept the following contract for Project Manager Services for the restoration of the Navarro County Courthouse, New Construction as needed, or modification of existing structures, and subsequent Relocation of personnel and offices as needed.

	Description	Units	Quantity	Amount
1	Provide Project Management/Construction Coordinator Services	(1) Year	(1)	\$100,000.00
	Position entails providing the necessary time and services to get the projects completed from start to finish, with the contract renewable yearly through project completion at discretion of Project Manager Contractor and Owner (County of Navarro).			
	Total			\$100,000.00

Amount indicated is for (1) Calendar year and can be prorated to represent months and/or weeks.

Includes: Necessary office space, basic personnel as needed to satisfy obligations, office equipment, office supplies and any other PM supplies such as basic specialized equipment, insurance as required, as well as transportation. These items shall be required as needed for a Project Manager to adequately perform the duties as listed in Exhibit A.

Additionally, the services will include arranging meetings for progress updates and/or any other issues that might come up during the project. These meetings will be scheduled "as can be arranged" and as frequently (weekly, bi-weekly, or monthly) as needed in the best interest of the project between Contractor/Owner/Project Manager/Architect/Historic Commission. PM shall coordinate any other meetings deemed necessary as the project develops, all the way to completion. In addition to typical meetings, the PM shall meet with a citizens review committee, if deemed necessary, as well as participate in any public forums or other public relation events.

By signing below, the terms of this contract are agreed upon and accepted and a commencement date shall be issued.

X  Date: 12-29-14

Navarro County Representative

X  Date: 12-29-14

Cody Muldner

December 18, 2014

Contract For Project Manager Services

2015

Exhibit A

**Duties/Responsibilities of a Project Manager for the Restoration of the Courthouse:**

1. Daily site visits with daily documentation of project status (includes weekly photos)
2. Attend all Owner/Architect/Contractor meetings as an Owner's Representative
3. Log Design Team site visits and make sure the requirements of the Contract Documents between the Owner and Design Team are satisfied
4. Assist in the Request for Proposal process
5. Value Engineer all modifications and additions to the Project Documents
6. Review and provide recommendation for documents pertaining to finances, including but not limited to, Schedule of Values, Pay Applications, Change Orders, General Conditions, etc.
7. Mediate/Referee between the Design Team and the Contractor over matters of interpretation and ambiguities
8. Maintain involvement in ALL correspondence between the Design Team and Contractor
9. Assist the Design Team in reviewing subcontractor qualifications
10. Oversee all Change Orders with a close attention to Subcontractor Selection, Construction Costs, OH&P, Scheduling and Awarding of additional days
11. Provide recommendation for assessing Liquidated Damages
12. Assist in dealing with the State of Texas regarding the Grant Process
13. Cooperate with the Design Team to make sure the Safety Requirements of the Project Documents are satisfied
14. Review work in place for conformity with Project Documents and Quality
15. Coordinate testing services to satisfy the Contract Documents
16. Attend county meetings to provide updates to the public on the status of the project
17. Generate the punch lists on behalf of the Owner

**Duties/Responsibilities of a Construction Coordinator for the Annex Project and Relocation Processes:**

1. Assist the Design Team in the Design/Build process to prevent "over designing"
2. Offer solutions for contracting the most cost and time efficient contractor
3. Manage the relocation budget and provide recommendations on where funds should be allocated to be the most time and cost efficient
4. Establish project duration parameters and assist in driving the schedule
5. Daily site visits with daily documentation of project status (includes weekly photos)
6. Coordinate subjective construction decisions such as colors, etc.
7. Coordinate the relocation process to reflect the construction schedule
8. Serve as a Construction Manager over any construction activities or maintenance repairs of the Annex Building

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Contract For Project Manager Services

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9. Negotiate Contracts, Schedules and Change Orders with the Design Team and/or Contractor
10. Coordinate logistics of office equipment, files, furniture, etc.

December 18, 2014