

**EXHIBIT B
SCOPE OF SERVICES**

**CITY OF REDONDO BEACH BOND MEASURE (FP) PROJECT
TO RECONSTRUCT FIRE STATIONS 1 & 2**

The scope of work to be performed by the Design-Builder during both Phase 1 and Phase 2 are specified herein and with reference to the attached Contract Documents, which include the Progressive Design-Build Agreement, General Conditions of Contract, and various associated exhibits, appendices and amendments, where applicable.

California Senate Bill No. 706: Public Contracts: Progressive Design-Build: Local Agencies (2023-2024), an act to add and repeal Chapter 4.7 (commencing with Section 22185) of Part 3 of Division 2 of the Public Contract Code, relating to public contracts, also governs the progressive design-build (PDB) procurement process for public agency capital projects.

GENERAL CONTRACT TERMS / CONDITIONS

- No Guarantee for Award

There is no guarantee that the City will award a contract for any portion of this Project, including for the Phase 1 or Phase 2, and the Design-Builder will not be entitled to recover any costs, anticipated profit or monetary award(s) for proposal preparation in the event the City decides not to award a contract or if the City does not award a contract to a particular Proposer.

- Wage Rates / Requirements

The Design-Builder is required to comply with all applicable prevailing wage requirements and/or regulations, including but not limited to California Labor Code Section 1720 et seq., and those requirements and regulations that are deemed included in the proposal documents. State prevailing wage requirements are published by the California Department of Industrial Relations (www.dir.ca.gov).

- Labor Compliance

The Design-Builder, and the subcontractors, of every tier, shall be registered with the Department of Industrial Relations (DIR), pursuant to Labor Code Sections 1725.5 and 1771.1, for the duration of time that the contractor is performing work under the construction documents. Neither the contractor nor any subcontractor shall be qualified to submit a bid or proposal or be listed in a bid or proposal subject to the requirements of Section 4104 of the California Public Contract Code or engage in the performance of work under the contract documents unless currently registered and qualified to perform public work pursuant to Labor Code Section 1725.5. The contractor shall not enter into any subcontract without proof of the potential subcontractor's registration. If an unregistered contractor submits a proposal, the City will deem such a proposal as non-responsive. If any unregistered contractor or subcontractor performs work on this Project at any time, the City has the right to terminate the contract for cause.

- Skilled and Trained Workforce

The Design-Builder shall provide with its submittal an enforceable commitment to the City that the Design-Builder and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticed occupation in the building and construction trades, in accordance with Chapter 2.9, commencing with Section 2600, of Part 1 of the California Public Contract Code.

- Equal Employment Opportunity

The Design-Builder shall comply with all applicable federal, state and local laws, rules and regulations regarding non-discrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability, or any other lawful reason.

- CEQA Compliance

The Design-Builder shall ensure that the Project design complies with the California Environmental Quality Act (CEQA). Based on the existing environmental documentation, assuming consistency with the City's General Plan and zoning provisions and leveraging prior Environmental Impact Report (EIR) work completed for the existing facilities, it is anticipated that a CEQA Exemption Memo will serve as the most appropriate path for compliance.

RESPONSIBILITIES AND STANDARD OF CARE

The standard of care for all professional services performed to execute the work shall be the care and skill ordinarily used by members of the applicable profession practicing under similar conditions at the same time and locality of the Project.

The Design-Builder shall also perform the design and construction so that the work meets or exceeds the performance requirements set forth in the Owner's Project Criteria, the Initial Project Scope and/or the Basis of Design Documents.

The Design Builder shall perform all activities efficiently and with the requisite expertise, skill, and competence to satisfy the requirements of the Contract Documents and in accordance with applicable legal requirements and governmental approvals. The Design-Builder accepts full responsibility for:

- Design quality, coordination, and code compliance;
- Professional engineering and architectural standards;
- Constructability, cost control, and schedule integration;
- Temporary facilities siting and functionality;
- Operational continuity for public safety operations during construction;
- Preparation of complete and coordinated Construction Documents; and
- GMP development using transparent, open-book methodologies.

PHASE 1: PRE-CONSTRUCTION / DESIGN DEVELOPMENT

Preconstruction and progressive design services will include collaborative design development, scheduling, cost estimating and risk analysis to support the City's goals, and the selected Design-Builder shall not begin services until the City issues a formal Notice to Proceed (NTP) for Phase 1: Preconstruction.

The Phase 1 Services shall commence within five (5) days of Design- Builder's receipt of Owner's Notice to Proceed (NTP), unless the parties mutually agree otherwise in writing, and shall include the following tasks identified and per the Contract Documents.

<u>Task 1: Project Initiation: Program Validation and Alignment</u>			
1A	Kickoff Meeting	Design-Builder, City staff and Owner's Representative shall meet to confirm Project team members and overall goals, review program documents, and clarify temporary provisions.	Within 7 days of NTP
1B	Alignment Workshops	Process intended to validate alignment of Owner's Project Criteria with initial scope, cost model(s), schedule assumptions, budget, phasing and baseline program in order to ensure early consensus.	Within 30 days of NTP
1C	Deliverables	<ul style="list-style-type: none"> • Review and validate program materials completed during the Strategic Planning Phase. • Evaluate operational requirements for RBFD. • Establish baseline assumptions for scope, schedule, budget and risk. • Provide documentation of alignment decisions. 	Within 30 days of NTP
<u>Task 2: Project Management: Reporting, Meetings and Plans</u>			
2A	Action Item Log	<p>Design-Builder shall maintain a dedicated log to track key actions (to be) completed by the team to progress the Project, and such log(s) shall have:</p> <ul style="list-style-type: none"> - Date(s) that the actions are recorded; - Party/person responsible to complete action(s); - Project component related to the action; and - Action due date(s) and other pertinent notes. 	Ongoing, as actions and decisions are made.
2B	Decision Log	<p>Design-Builder shall maintain a dedicated log to track key Project decisions that shall include:</p> <ul style="list-style-type: none"> - Date(s) the decision was recorded; - Project component related to the decision; and - Pertinent notes or docs that contain record of the decision (e.g., meeting, email, etc.). 	Ongoing, as actions and decisions are made.
2C	Design Log	Design-Builder shall maintain and provide to the Owner for review a Design Log, including a full listing of Reliable Design Decisions and all changes to the Basis of Documents, for the sole purpose of tracking the development of design decisions.	Weekly, and after every design review.
2D	Trend Log	Design-Builder shall maintain a log of issues that have been identified by the Design-Builder or Owner during the design process that may cause change to the Owner's program, the Basis of Design Documents and/or any commercial term.	At request of Design-Builder or Owner.

2E	Risk Register	<p>Design-Builder shall provide risk management, identifying Project risks for both Phase 1 and Phase 2 and documenting such risks in the Project Risk Register, and update it regularly as new risks are identified, with the following information included:</p> <ul style="list-style-type: none"> - Risk identification and description; - Project component(s) related to the risk; - Estimated likelihood risk will occur; - Potential impact (e.g., cost, schedule, material, design, etc.) should risk occur; and - Risk management/mitigation strategy. 	Updated/ revised as necessary/ regularly.
2F	Quality Assurance/ Quality Control	<p>Design-Builder shall develop a Quality Assurance/ Quality Control (QA/QC) Plan for implementation, and be reviewed and approved by the Owner, and shall include or reference all of the following:</p> <ul style="list-style-type: none"> - Purpose and objective; - QA/QC team, roles and responsibilities; - Technical memorandum of QC process; - Design submittal QC process; and - Proposed QA/QC documentation and forms. 	Utilized for ongoing execution of scope of work.
2G	Information Mgmt. Plan	Design-Builder and Owner shall agree upon the software and the format for the transmission of Electronic Data (i.e., document storage, format, transmittal protocols, etc.). Each party shall be responsible for securing the legal rights thereto.	Mutually agreed upon format(s).
2H	Progress Reporting Protocol	<p>Design-Builder shall submit a monthly progress report with each monthly invoice, which shall include:</p> <ul style="list-style-type: none"> - Written narrative summarizing work performed over the past (30-day) progress period and work planned in the next (30-day) progress period; - Monthly progress schedule accounting for the status of activities in Project Baseline Schedule; - Any recommended modifications to the Project Baseline Schedule; - Estimated spending for the next three months; - Updated design, decision and trend logs; - Updated Risk Register; and - Monthly invoice (reference Article 6 - Payment of General Conditions as to required format and monthly periodic deliverables) and supporting documentation including budget status update. 	Monthly, and attached to each Application for Payment.
2I	Meetings / Workshops Agendas & Look-Ahead Schedule(s)	<p>Design-Builder shall facilitate and serve as the primary lead for meetings, calls and/or workshops as required to move the Project forward, and for each meeting, Design-Builder shall develop an agenda prior to, submit meeting minutes to the Owner within three (3) business days after, and include a list of action items resulting from the meeting.</p> <p>Bi-weekly progress meetings shall inform the Owner of performance, budget status, scope changes, and to resolve issues relating the Project budget, work quality and performance. These shall include a Look-Ahead Schedule to help identify any roadblocks, constraints, and resource needs based on the last and future progress meetings.</p> <p>Prior to the submission of key design deliverables, Design-Builder shall facilitate design workshops to inform the Owner of design development and to solicit Owner's input on design decisions. Following the submission and timely review of design deliverables, Design-Builder shall facilitate review meetings to discuss Owner's review comments.</p>	<p>Biweekly progress meetings</p> <p>Design workshops and review meetings for each design milestone.</p>

<u>Task 3: Site Investigation and Due Diligence</u>			
3A	Inspection of Site Conditions	Design-Builder shall obtain and review with the City all available site conditions, geotechnical, environmental and building data, and civil and topographic surveys along with any other due diligence items requiring further investigation.	Within 60 days of NTP
3B	Site and Design Alignment	Findings should directly inform the initial design and subsequent design phases, ensuring alignment of design strategies with actual site conditions.	Within 60 days of NTP
3C	Deliverables	<ul style="list-style-type: none"> Review all existing reports, surveys, and studies provided by the City. Identify gaps requiring any supplemental field testing, inspections or investigations. Due diligence necessary for Design Development, including geotechnical, utilities, hazmat, structural assessment, surveys, etc. Incorporate findings into CD, SD, DD and GMP deliverables as referenced herein. 	Within 60 days of NTP, unless additional follow-up necessary for Phase 1.
<u>Task 4: Temporary Facilities Planning</u>			
4A	Objective	Temporary FD facilities will be hosted/located in modular buildings furnished under City lease and/or purchase, while the Design-Builder will be responsible for the site preparation work, including design and construction within the GMP.	Ready for occupation at start of Phase 2
4B	Deliverables	<ul style="list-style-type: none"> Prepare temporary facility site design inclusive of grading, utilities, circulation, access control, emergency vehicle pathways, and security measures for personnel and equipment. Integrate the modular building footprint(s), loads, and utility demands into civil, structural, mechanical, electrical, and plumbing (MEP) design for efficient, code-compliant operations. Prepare construction documents for all temporary facility site work after having ascertained the character and accessibility of the sites and the surface conditions thereof. Include temporary facility site construction within the proposed contract price/GMP development. 	Completion prior to Phase 2, with the possibility of a separate GMP negotiation and agreement for the temporary facilities site work if fast tracked.
<u>Task 5: Conceptual Design (CD) Milestone</u>			
5A	Objective	Design-Builder shall prepare a concept design package that establishes the Project vision for the FD facilities, develop multiple design options for and associated campus configuration, explore site organization, and provide direction for advancing the Project forward.	CD Milestone

5B	Deliverables	<ul style="list-style-type: none"> • Conceptual site plans for the facilities. • Conceptual floor plans and adjacencies. • Operational flow diagrams. • High-level phasing strategy for service continuity. • Design narrative describing intent, systems approach, and architectural character. • Order-of-magnitude cost model. • Preliminary integrated schedule. • CD presentation to City staff for final review, direction and approval prior to the SD phase. 	Within sixty (60) days of NTP
<u>Task 6: Schematic Design (SD) Milestone</u>			
6A	Objective	Design-Builder shall further refine the Project's scope, scale and character in line with preliminary budget and schedule targets. The PDB team shall introduce preliminary building systems and begin integrating site utilities and landscape strategies.	SD Milestone
6B	Deliverables	<ul style="list-style-type: none"> • Schematic Design site plan, floor plans, building massing and system concepts. • Outlined specifications that identify the Project's major components and building materials. • Updated cost model consistent with budget. • Updated schedule with identified critical path method (CPM). • Draft phasing and logistics plans. • Identification of early works packages (EWPs) including demolition/abatement, utility relocations, early grading, temporary facilities site prep, and long-lead procurement. • SD presentation to City staff for final approval(s). 	Within one hundred twenty (120) days of NTP.
<u>Task 7: Design Development (DD) Milestones</u>			
7A	Objective	Design-Builder shall advance the Project to a level suitable for GMP preparation and a Phase 2 Price Proposal based on checkpoints at 50% and at 100% DD for the City to review cost, schedule, and scope alignment and confirm strategies for next steps.	50% and 100% DD milestones
7B	50% DD Deliverables	<ul style="list-style-type: none"> • Coordinated architectural, structural, mechanical, electrical, plumbing, and fire protection layouts. • System diagrams and narratives. • Updated DD-level cost estimate(s). • Updated logistics and operational phasing plan. • Refined EWP list. • Updated risk matrix. 	Within forty-five (45) days of SD completion date.

7C	100% DD Deliverables	<ul style="list-style-type: none"> Fully coordinated 100% DD package suitable for GMP pricing. Updated cost estimate(s) and reconciliation. Updated integrated schedule. Refined operational continuity plan. DD presentation to City staff for final approval(s). 	Within forty-five (45) days of 50% DD completion date.
<u>Task 8: Cost Modeling/Estimate Reconciliation & Schedule/Phasing Development</u>			
8A	Objective	At each milestone (CD, SD, 50% DD and 100% DD), Design-Builder shall facilitate, at a minimum, bi-weekly progress meetings, monthly progress reports, and updates to the various logs, plans, and/or registers as changes are made/as needed.	Milestone Tracking
8B	Deliverables	<ul style="list-style-type: none"> Identified, transparent cost estimates and risks, and value opportunities. Updated design risk register, along with constructability review(s). Preliminary GMP with system-level breakdowns. Updated Project schedule, site logistics and phasing plan(s) for operational continuity. Recommendations for EWP's and procurement strategies for long-lead items. 	Ongoing and as necessary.
<u>Task 9: Guaranteed Maximum Price (GMP) Development</u>			
9A	Objective	<p>Following 100% DD approval, the Design-Builder will prepare and submit the GMP package for City review using an open-book approach and competitive trade bidding to ensure transparency.</p> <p>If the City and Design-Builder cannot reach agreement on the GMP, schedule, Phase 2 Amendment terms and/or completion date, the City reserves the right to terminate for convenience and procure construction separately.</p>	GMP Package
9B	Key Components	<ul style="list-style-type: none"> GMP-level drawings and outline specifications. Detailed schedule of values (SOV) including: <ul style="list-style-type: none"> Subdivision of work into parts based on the Work Breakdown Structure (WBS); Values for all items comprising the work; and Basis for monthly progress applications for payment as part of the open book basis. Breakdown by trade and system. List of clarifications, assumptions and exclusions used in the development of the GMP. Subcontractor bid results and procurement narratives. Updated, integrated schedule and phasing plan. Bonds, insurance certificates, and other required documentation and/or supplementary forms. 	To be submitted as part of the Phase 2 Price Proposal, which may be based on Lump Sum or Design-Builder's Fee and Cost of the Work with an option for a GMP.

PHASE 2: CONSTRUCTION AND CLOSE-OUT SERVICES

Design-Builder's Phase 2 services shall consist of design support during construction; the procurement of all materials and equipment; the performance of construction services; the start-up, testing, and commissioning; and the provision of warranty services, all as to be further described and agreed to in the Contract Price or Phase 2 Amendment.

Design-Builder shall provide, through itself or subcontractors, the necessary supervision, labor, inspection, commissioning, start-up, testing, equipment and materials, construction equipment, supplies, temporary utilities, other temporary facilities, and other related services to enable the PDB team to achieve Substantial Completion and Final Completion of the Project consistent with the Contract Documents. Design-Builder shall at all times exercise complete and exclusive control over the means, methods, sequences and techniques of construction.

- Conditions for Issuance of Phase 2 Notice to Proceed (NTP)
 - Agreement upon a final GMP, Project schedule, and completion date.
 - Completion of plan checks for Phase 2 and verification of conformance to the Agreement.
 - Verification of required payment bond and insurance.
 - Confirmation that the Project cost is within the approved budget.

Construction Bid Packages

As construction bid packages are to be developed and released progressively, aligned with the phased design completion and cost validation milestones, the Design-Builder, in coordination with the City, may develop a preliminary bid package plan and procurement strategy that leverages early procurement opportunities and logical bid package breakdowns.

Bid packaging components shall be identified by the Design-Builder during the Pre-Construction services phase. Examples of possible bid packages include work for underground utilities, site preparation and improvements, building construction and landscaping.

Upon the City's acceptance of the Design-Builder's recommended separate bid packages, the Design-Builder shall include the bid packages in the GMP proposal to the City and indicate separate construction costs, schedule and other conditions for each bid package to be initiated, completed and accepted in accordance with the Contract Documents.

Subcontractor Procurement Methodology

The Design-Builder shall set forth, using the Designation of Subcontractor's List (Appendix C), required under California Public Contract Code Section 4100 et seq. ("Subletting and Subcontracting Fair Practices Act", Chapter 4 (commencing with Section 4100) of Part 1 of Division 2), the name, location of the place of business, contractor's license number, and public works contractor registration number of each subcontractor that will perform work or labor or render service to the prime contractor in or about the construction of the project as identified in the Design-Builder's SOQ or Proposal.

In accordance with the Public Contract Code as referenced, the Design-Builder shall procure all trade contractors (subcontractors) not otherwise listed in the SOQ or proposal through a publicly advertised and competitive bidding process that provides for public notice of the availability of work to be subcontracted and a fixed date and time as to which the subcontracted work will be awarded.

Per the contract terms, and in compliance with the associated California statute, the Proposer must provide an enforceable commitment to the City that it, as the Design-Builder, and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the Project or contract that falls within an apprenticed occupation in the building and construction trades, in accordance with Chapter 2.9 (commencing with Section 2600) of Part 1. Note: The City will not reimburse the Design-Builder or trade contractors (subcontractors) for the reproduction costs of bid or construction documents.

Design-Builder Responsibilities for Construction Documents

- Design decisions to be based on construction materials, methods, systems and costs to provide the best value within the sought price and schedule.
- Documents shall identify design codes, standards and requirements used for the development of the plans, including the edition and applicable sections.
- Update building information modeling (BIM) to include specific construction elements, connections and interfaces, and fabrication/assembly details.
- Technical documents incorporating all input/comments and agreed upon value-engineering items shall be advanced to Issued-for-Construction (IFC) level.
- Documents shall include a quality control program and an implementation plan to ensure the Project progresses and complies with the approved design.
- Registered design professional-of-record (DPOR) shall provide construction administration services and specify all tests and inspections that are mandated by the building code and necessary to achieve regulatory compliance.
- DPOR services shall also include shop drawing review, response to requests for information, and periodic site visits to observe/verify quality of work.
- Manage design package, track all approvals through final signoff, and facilitate regulatory approval, permit acquisition and code compliance.
- Final, approved-for-construction set of documents shall be signed and stamped by the California-licensed professionals who prepared them and such licensed (sub-)contractors shall certify the documents' compliance with codes, standards, practices and regulations.

<u>Task 10: Construction Documents (CD) Milestone</u>			
10A	Objective	Design-Builder shall develop, prepare and submit complete Construction Documents, taking into account performance specifications and quality of materials and equipment identified in the DD phase, to ensure achievement of established City goals within the agreed upon contract price/GMP.	CD Milestones at 30%, 60%, 90% and 100%
10B	Deliverables	<ul style="list-style-type: none"> • Drawings and specifications for all disciplines. • Updated cost model. • Updated schedule and critical path analysis. • Constructability refinements. • Updated EWP scope and sequencing. 	100% CDs must be permit-ready and stamped by California licensed contractors.

<u>Task 11: Cost Estimating</u>			
11A	Objective	Design-BUILDER shall develop a cost model for the Project for review and approval by Owner as to the format for presenting cost estimates that will be used consistently throughout the Project and so the Owner can track the evolution of estimated costs through successive cost submittals.	Cost model review and approval
11B	Components	<p>Costs shall be broken down to show/display:</p> <ul style="list-style-type: none"> - Labor classification and hours (including any overtime and/or night shift as needed); - Equipment and materials; - Any subcontract costs for each item; - All contingency and escalation factors; and - Assessment of risks and risk costs. <p>Cost model shall include such cost details and a section for summary costs of major cost categories, markups and contingencies.</p>	Initial/first cost estimate to be updated at any point thereafter based on design changes.
<u>Task 12: Schedule Development</u>			
12A	Objective	Design-BUILDER shall develop and submit a Project Baseline Schedule that includes contractual dates for key milestones including Substantial Completion and Final Completion.	Project Baseline Schedule
12B	Components	<ul style="list-style-type: none"> - Schedule shall use critical path method (CPM); - Durations shall not exceed thirty (30) days, except for fabrication and delivery of equipment and materials, design activities, or items approved in writing by Owner; - Schedule shall include activities that require Owner's observation or acceptance; - Planned shutdowns/outages shall not exceed eight (8) hours and require Owner approval, and designs shall include provisions for such; - Tasks for Owner review shall be based on a three (3) week duration aligned with CPM; and - Schedule shall be in Microsoft Project, submitted as electronic files (native and Adobe PDF format) and hard copy, unless otherwise agreed to by all parties. 	Updated at min. on a monthly basis, and as needed to reflect significant Project changes, concurrent with design changes.
<u>Task 13: Schedule of Values</u>			
13A	Objective	The Phase 2 activities in the Project Baseline Schedule are required to match the Schedule of Values (SOV) that will be used for Phase 2 progress payments (defined in the Agreement).	Congruent with Baseline Schedule

13B	Elements	<p>SOV shall be an early-stage Phase 2 Deliverable and included in the Phase 2 Amendment for:</p> <ul style="list-style-type: none"> - Permitting; - Construction Design Documents; - Engineering services during construction; - Construction and permit compliance; and - Testing, startup, and commissioning. 	Review by Owner within a three (3) week duration.
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Task 14: Construction Phase Management

14A - Site Safety and Cal/OSHA Compliance	Develop and implement a site-specific safety plan compliant with Cal/OSHA. Maintain secure access controls separating construction zones from operational City facilities.
14B - Utility Coordination	Manage tie-ins, relocations, and shutdowns to existing utilities to avoid disruption to active facilities.
14C - Document Management	Maintain construction documents, including RFIs, submittals, shop drawings, change orders, and meeting minutes through a project management platform as agreed upon by the parties.
14D - QA/QC Procedures & Required Inspections	Implement a quality assurance/quality control (QA/QC) program to verify conformance with design intent and specifications, including regular inspections, testing oversight, and deficiency tracking through Punch Lists.
14E - Document Management	Maintain and manage construction documents, including RFIs, submittals, shop drawings, change orders, and meeting minutes through a cloud-based project management platform as agreed upon by Owner and Design-Builder.
14F - Change Management	Administer a transparent process for evaluating pricing, approving changes, and maintaining real-time logs and impact analyses for City review.
14G - Phasing and Operational Continuity, Including Coordination with City's Inspector	Implement approved construction sequencing plan and coordinate any temporary facilities, apparatus access routes, and on-site circulation to maintain uninterrupted emergency response operations. Proactively manage transitions between temporary and permanent facilities to ensure safety, accessibility, and minimal disruption to City personnel and surrounding neighborhoods.
14H - Trade Coordination	Oversee subcontractor performance, manage work sequencing, resolve trade conflicts, and enforce adherence to safety, schedule and quality requirements.
14I - Environmental and Regulatory Compliance	Ensure construction activities comply with environmental regulations, stormwater pollution prevention measures, hazardous materials handling, sustainability targets, and all applicable local and state codes.

14J - Testing and Inspection	Coordinate with the City all special testing and inspection of the Project's construction and as necessitated by law.
14K - Site Progress Reporting	Provide weekly site progress reports, photos, safety logs, and participate in regular OAC (Owner-Architect-Contractor) meetings; assist the City in reporting Project progress to oversight entities at regular intervals and as necessary.
<u>Task 15: Commissioning, Turnover and Training</u>	
15A - Implement Commissioning Plan for Buildings	Systematic, quality-focused process through operation, involving design review, installation verification, extensive functional testing, documentation and staff training.
15B - Deliver O&M Manuals	Delivery of record documents including operations and maintenance (O&M) manuals, warranty services, and as-built drawings for performing system start-up, testing and balancing.
15C - Conduct Systems Training	Educate O&M staff on how to properly run, monitor and maintain the building's components and system sequences.
15D - Provide As-Built Drawings	Updated plans with facilities' final, actual construction, reflecting all changes from original designs, including digital models.
15E - Prepare Warranty Log	Create a systematic process for recording, monitoring and managing all product or asset warranties through their lifecycle.
<u>Task 16: Commissioning, Turnover and Training</u>	
16A - Punch List Mgmt./Resolution	Identify, track and correct all incomplete, incorrect or defective work items on the Punch List.
16B - Final As-Built Documentation	Submit final set of drawings capturing all changes made during construction and depicting the Project in its completed state.
16C - Final Cost Reconciliation	Upon achieving Final Completion, provide Owner with a Final Application for Payment as required by the Contract Documents.
16D - Occupancy Support	Occupancy and Operations or Post-Occupancy phase as the final stage of the commissioning process.
16E - Closeout Report	Final documentation package confirming all building systems function as designed and verifying all contract requirements met.