

# WALLER COUNTY

Danny R. Rothe, CCCA  
County Construction Manager



## **Waller County – Pct. 4 Office Facility - Brookshire Agenda Pct. 4 Annex Project**

**Meeting Date:** June 7, 2018 **Time:** 10:00 -11:30 am

**Meeting Location:** Waller County Courthouse – Commissioners  
Court Room

836 Austin Street  
Hempstead, TX 77445

**Meeting Purpose:** Pre-Submittal  
CM @ Risk

**Project #:** Pct. 4 Annex

### **A. Sign In**

1. Introductions and Sign-in Sheet

### **B. General Discussion and Questions**

1. Commissioner's Court Makes All Final Decisions
2. WC Construction Manager Comments
  - i. CM @ Risk, CMR, CMAR
  - ii. Schedule
  - iii. History
    1. County
    2. Project
3. Selected Architect
  - i. Turner Durant Architects - Katy
    1. Greg Turner
    2. Jack Durant
    3. What is currently happening
  - ii. EHRA – Civil Engineers
    1. Paul Dodd
    2. Gary Henson
4. Goals of Committee
  - i. CM @ Risk Firm on Board by Early-July
  - ii. An experienced with this type of project
  - iii. Transparency
  - iv. Accurate Budget
  - v. Expandability
5. Scope of Project
  - i. See RFQ

# Meeting Notes

Project Name: Pct. 4 Annex

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6. Review of RFQ Process
  - i. Open Solicitation for CM @ Risk Professional Services
  - ii. Short List of acceptable Firms recommended by Committee
  - iii. Interviews of Short List Firms / Recommendation of Selected Firms (order)
  - iv. Presentation to Commissioner's Court
  - v. Negotiations with #1 Firm / Contract
  - vi. Being Budgeting
7. Visits to Site (None Anticipated for CM @ Risk)
8. Cost Discussion
  - i. Budget Comments
    1. Prejudging
    2. Reality vs Want (Programming)
  - ii. County has the funds
9. Review Process for the RFQ's

## C. Review of RFQ Document and Questions.

## D. Discussion on Construction Options

1. Construction Manager at Risk (CM @ Risk or CMR)

## E. Project Milestones

1. Select CM @ Risk (Short List) Friday, June 22
2. Interviews Tuesday, June 26
3. Selected CM @ Risk meeting with T/D Tuesday, July 3
  - i. Schematic Design
  - ii. Programming
4. T/D Begins Design Development
5. CM at Risk begins GMP
6. Award / Construction Bidding November ? (Holidays)
  - Pre-Bid Conference: x
  - End Date for Written Questions from Bidders: x
  - Addendum 2: Written Responses to Questions: x
  - Sub Bids Due Date / at CM @ Risk x
  - Sub Bid Opening at CM @ Risk – Results Presented to Court x
  - Sub Bid Review x
  - Sub Bid Award / Commissioners Court x
  - Pre-Construction Conference x
  - NTP – Construction Start Date x
  - Construction December or January

## F. Site Visit

## G. Meeting Adjournment - Contact

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