

Table 1. Summary of “entity” duties by project phase (3-10-17 DRAFT).

Entity	Pre-Design Agreements [Jan – Mar 2017]	Design Development (DD) Phase [Apr - Jun?? 2017]	Construction Documents (CD) Phase [Apr – Sep 2017]	Bidding Phase [Oct – Jan 2018]	Construction Phase [Feb – Dec 2018]
Northfield Council	• Approve Pre-construction Cost Agreement. • Approve project management agreement. • approve architect agreement. • approve CM Agreement.	• Approve final DD phase to move to next (full documents, full budget). • DD Approval includes Landscape Plan (gateway), trail issue, boat access, etc. other outstanding site issues, exterior building materials.	• Approve final construction documents and authorize bids (documents, updated budget).	• Authorize bids. • Authorize financing (coordinated with bidding).	• Approve pay requests. • Approve change orders +-over \$25,000. • Approve substantial completion. • Final Pay Application. • Closure of special project fund.
Dundas Council	• None.	• None.	• Approve final construction documents (plans and specs) and budget authorize bidding. • Approval of financing within parameters.	• Final financial commitment approvals.	• NA

Rural	None.	None.	• Approve final construction documents (plans and specs) and budget authorize bidding. • Approval of financing within parameters.	• Final financial commitment approvals.	• NA
NAFRS JPA Board	• Approve Pre-Con Cost Agreement • Approve project management agreement. • Recommend to Northfield City Council architect agreement. • Recommend to Northfield City Council CM Agreement.	• Recommend approval of DD phase	• Recommend to Northfield, Dundas, Rural final construction documents (plans and specs) and budget authorize bidding. • Approval of financing within parameters.	• Recommend bid approvals to Northfield City Council. • Recommend financial commitment approvals to City of Northfield, Dundas, Rural.	• Approve change orders (within policy to be adopted and at a minimum following the city of northfield's policy requirements).
NAFRS Facility Committee	• Recommend clarified roles and responsibilities and process for construction phases. • Recommend NAFRS Board Pre-Con Cost	• Meetings to discuss construction document development with Design Team during this time that may be seeking broader	• Meetings to discuss construction document development with Design Team during this time seeking broader feedback on issues and/or updates.	NA	• Recommend change orders to NAFRS JPA Board.

	Agreement (finance committee as well) • Recommend NAFRS Board project management agreement. • Recommend NAFRS Board recommendation to Northfield City Council architect agreement. • Recommend to NAFRS Board recommendation to Northfield City Council CM Agreement.	feedback on issues and/or updates. • Recommend design development document approval to NAFRS JPA Board.	• Recommend construction document phase to development document approval to NAFRS JPA Board.		
NAFRS "Design Team"	• NA	• Address outstanding site issues. • Finalize design development items. • Recommend to NAFRS Facility Committee Design Development recommendation for approval.	• Clarify details on plans and specifications with architect. • Recommend construction plans and specifications to NAFRS Facility Committee (materials, fixtures, etc.)	• None.	• Construction meetings status. • Recommend change orders.

NAFRS Project Representative	*1-4	* 1-4	*1-5	*1-7	*1-7
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* Note: NAFRS Project Representative Responsibilities 10-27-16 NAFRS Board Approved

Act a representative of NAFRS to be the project liaison between NAFRS, Architect and Construction Manager as Agent (CMA) for the facility upgrade project.

Specific Duties

1. Coordinate and facilitate meetings between NAFRS, Architect and CMA for information gathering, reviews and other project related matters.
2. Interface with Architect and CMA to stay abreast of progress and to be a conduit for information.
3. Monitor contract compliance of Architect and CMA with NAFRS.
4. Coordinate meetings with NAFRS facility upgrade project legal counsel.
5. Assist NAFRS to minimize impact of construction on NAFRS operations. Monitor and report design and construction status to NAFRS Board.
6. Evaluate change requests and determine disposition in accordance with a project change order policy to be established by the NAFRS Board.
7. Make periodic visits to the construction site to observe activity and as requested by the CMA.

Table 2. Project “Design Team” Representation (current and proposed).

Past	Proposed
Fire Chief Franek	Fire Chief Franek
Assistant Chief Mahachek	Assistant Chief Mahachek
Architect, Medin	Architect, Medin
Construction Manager, ProCon	Construction Manager, ProCon
Fire Department Personnel with Related Experience as Applicable.	City Administrator (as available)
Jerry Anderson, Facility Committee Member	City Engineer (as applicable)
	City IT Manager (as applicable)
	Jerry Anderson, Facility Committee Member

* The “Project Design Team”

** Architect to schedule meetings, keep design committee notes and share with Facility Committee members, meet every meeting with “design team” and “facility subcommittee”

*** NAFRS Project Representative: discuss role as previously approved and determine best assignment of this duty.