

# RESOLUTION OF THE CITY COUNCIL

No. 256

Approved May 21, 2025

RESOLVED, That the Members of the Providence City Council hereby Authorize Approval of the following Contract Award by the Board of Contract and Supply, in accordance with Section 21-26(b)(2) of the Code of Ordinances.

Studio Jaed  
(Department of Public Property)

\$378,527.25

IN CITY COUNCIL  
MAY 15 2025  
READ AND PASSED

  
RACHEL M. MILLER, PRESIDENT  
  
CLERK

I HEREBY APPROVE.

  
Mayor

Date: 5/21/25



OFFICE OF THE INTERNAL AUDITOR  
*City of Providence*

April 1, 2025

Ms. Tina Mastroianni  
City Clerk's Office  
City of Providence  
25 Dorrance Street  
Providence, RI 02903

Dear Tina:

I am writing to request that the following requested contract award be submitted to the City Council and the Finance Committee for approval:

- **Department of Parks**
  - Requesting Approval to Pay Jones Moving & Storage for Monthly Storage Fee for Esek Hopkins Furniture Collection in the amount of \$21,000.00 in accordance with the Code of Ordinances, Section 21-26 (b)(2);
  
- **Department of Public Property**
  - Requesting Approval of Change order #2 to Design Build (DB) Services for Renovations at Hope High School, Phase II, 324 Hope Street, Providence, RI 02906 with Maron Construction in the amount of \$98,010.00 in accordance with the Code of Ordinances, Section 21-26 (b)(4);
  - Requesting Approval to pay Dimeo Construction Company for Reimbursement Maintenance Expenses for 75 Chapman Street per the PPBA Lease Agreement in the amount of \$35,558.75 in accordance with the Code of Ordinances, Section 21-26 (b)(2);
  - Requesting Approval to Pay Studio Jaed for Construction Management Services for renovations at Pleasant View Elementary School in the amount of \$90,203.75 and Classical High School in the amount of \$288,323.50 in accordance with the Code of Ordinances, Section 21-26 (b)(2);

Sincerely,

Jacinta Jones, TSA compliance Auditor  
(on behalf of Internal Auditor Gina Costa)

Cc: John Arzoomanian, Department of Public Property  
Wendy Nilsson, Superintendent Parks  
Alejandro Tirado, Director of Purchasing  
Shomari Husband, City Treasurer



CITY OF PROVIDENCE  
MAYOR BRETT P. SMILEY

JOHN ARZOOMANIAN  
DIRECTOR OF PUBLIC PROPERTY

**March 26, 2025**

The Honorable Brett P. Smiley  
Chairman, Board of Contract and Supply City Hall  
25 Dorrance Street  
Providence, RI 02903

**RE: Requesting Approval to Pay Studio Jaed for Construction Management Services for Renovations at Pleasant View Elementary and Classical High School**

ID Number: 48973                      Minority Participation: Classical 0% MWBE, Pleasant View 0%MWBE

Account Code(s): RIHEBC 2024G; 351-351-53401 (351-0001-21)

Dear Mayor Smiley,

The department of Public Property respectfully requests approval to pay **Studio Jaed for Construction Management Services at Pleasant View Elementary and Classical High School** in the amount of **\$90,203.75 for Pleasant View Elementary School and \$288,323.50 for Classical High School, for a total of \$378,527.25** in Fiscal Year 2025.


The City’s contract with Gilbane was dissolved in 2020 and the projects were rebid as a general contractor delivery method which requires contract administration of the design documents by an architect of record and any liability for the design documents. Studio Jaed was subcontracted by Gilbane Building Co. through a design-build delivery method for Architecture and Engineering services for the projects. The remaining services required specific oversight of the administration of the Architects’ drawings and specifications. The professional construction administration services in relation to Studio Jaed’s design cannot be performed by another A/E firm without significant cost or new design documents.

CIP #8.09 Classical High School	\$288,323.50
CIP #8.10 Pleasant View Elementary School	\$ 90,203.75

Funds in the amount of **\$378,527.25** are available in account RIHEBC 2024G; 351-351-53401 (351-0001-21) in Fiscal Year 2025.

**Studio Jaed**  
**42 Weybosset St., Suite 403**  
**Providence, RI 02903**

Respectfully Submitted,

  
\_\_\_\_\_  
John Arzoomanian  
Director of Public Property

\_\_\_\_\_  
Financial Approval



42 Weybosset Street  
 Suite 403  
 Providence, RI 02903  
 ARCHITECTS

ENGINEERS

Phone 401.648.0884  
 Fax 401.331.0923  
 studiojaed.com  
 FACILITIES SOLUTIONS

**INVOICE**

January 31, 2025  
 Project No: 22130

City of Providence  
 Dept. of Public Property  
 25 Dorrance Street  
 Providence, RI 02903

**STATEMENT**

Project 22130 PPSD - Pleasant View ES Bidding & CA

Professional Services through period ending January 31, 2025

Billing Phase	Fee	Percent Complete	Earned	Current Fee Billing
Bidding & Construction Admin	250,000.00	100.00	250,000.00	0.00

**Outstanding Invoices**

Number	Date	Balance
18293	7/8/2024	12,500.00
18463	9/17/2024	65,000.00
18526	10/18/2024	5,000.00
18642	1/13/2025	5,000.00
18673	1/31/2025	2,703.75
<b>Total</b>		<b>90,203.75</b>

**Billings to Date**

	Current	Prior	Total	Received	A/R Balance
Fee	0.00	250,000.00	250,000.00		
Consultant	0.00	4,903.75	4,903.75		
Reimbursables	0.00	990.00	990.00		
<b>Totals</b>	<b>0.00</b>	<b>255,893.75</b>	<b>255,893.75</b>	<b>165,690.00</b>	<b>90,203.75</b>



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ENGINEERS

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 studio@jaed.com  
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**INVOICE**

January 31, 2025  
 Project No: 22130  
 Invoice No: 18673

City of Providence  
 Dept. of Public Property  
 25 Dorrance Street  
 Providence, RI 02903

Project 22130 PPSD - Pleasant View ES Bidding & CA

Professional Services through period ending January 31, 2025

Billing Phase	Fee	Percent Complete	Earned	Current Fee Billing
Bidding & Construction Admin	250,000.00	100.00	250,000.00	5,000.00
<b>Total Fee</b>	<b>250,000.00</b>		<b>250,000.00</b>	<b>5,000.00</b>
		Previous Fee Billing	250,000.00	
		<b>Total Fee</b>		<b>0.00</b>

**Consultants**

Other Consultants	1/31/2025	Emergy Environmental Associates	Asbestos / wall carpet project	2,575.00
<b>Total Consultants</b>			<b>1.05 times</b>	<b>2,575.00</b>
			<b>Total this Invoice</b>	<b>\$2,703.75</b>

**Outstanding Invoices**

Number	Date	Balance
18293	7/8/2024	12,500.00
18463	9/17/2024	65,000.00
18526	10/18/2024	5,000.00
18642	1/13/2025	5,000.00
<b>Total</b>		<b>87,500.00</b>

**Billings to Date**

	Current	Prior	Total	Received	A/R Balance
Fee	0.00	250,000.00	250,000.00		
Consultant	2,703.75	2,200.00	4,903.75		
Reimbursables	0.00	990.00	990.00		
<b>Totals</b>	<b>2,703.75</b>	<b>253,190.00</b>	<b>255,893.75</b>	<b>165,690.00</b>	<b>90,203.75</b>

Invoices are due 30 days from date of invoice. Invoices outstanding beyond 30 days will accrue interest at a rate of 1 1/4% per month.



42 Weybosset Street  
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 studiojaed.com

ARCHITECTS      ENGINEERS      FACILITIES SOLUTIONS

**INVOICE**

January 13, 2025  
 Project No: 22130  
 Invoice No: 18642

City of Providence  
 Dept. of Public Property  
 25 Dorrance Street  
 Providence, RI 02903

Project 22130      PPSD - Pleasant View ES Bidding & CA

**Professional Services through period ending December 31, 2024**

Billing Phase	Fee	Percent Complete	Earned	Current Fee Billing
Bidding & Construction Admin	250,000.00	100.00	250,000.00	0.00
<b>Total Fee</b>	<b>250,000.00</b>		<b>250,000.00</b>	<b>0.00</b>
		Previous Fee Billing	245,000.00	
		<b>Total Fee</b>		<b>5,000.00</b>
			<b>Total this Invoice</b>	<b>\$5,000.00</b>

**Outstanding Invoices**

Number	Date	Balance
18293	7/8/2024	12,500.00
18463	9/17/2024	65,000.00
18526	10/18/2024	5,000.00
<b>Total</b>		<b>82,500.00</b>

**Billings to Date**

	Current	Prior	Total	Received	A/R Balance
Fee	5,000.00	245,000.00	250,000.00		
Consultant	0.00	2,200.00	2,200.00		
Reimbursables	0.00	990.00	990.00		
<b>Totals</b>	<b>5,000.00</b>	<b>248,190.00</b>	<b>253,190.00</b>	<b>165,699.00</b>	<b>87,500.00</b>

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**INVOICE**

July 8, 2024  
 Project No: 22130  
 Invoice No: 16293

City of Providence  
 Dept. of Public Property  
 25 Dorrance Street  
 Providence, RI 02903

Project 22130 PP&D - Pleasant View ES Bidding & CA

**Professional Services through period ending June 30, 2024**

Billing Phase	Fee	Percent Complete	Earned	Current Fee Billing
Bidding & Construction	250,000.00	70.00	175,000.00	12,500.00
Admin			175,000.00	12,500.00
<b>Total Fee</b>	<b>250,000.00</b>		<b>175,000.00</b>	
		Previous Fee Billing	162,500.00	
		<b>Total Fee</b>		<b>12,500.00</b>
		<b>Total this Invoice</b>		<b>\$12,500.00</b>

**Outstanding Invoices**

Number	Date	Balance
17505	7/27/2023	18,190.00
17655	02/11/2023	15,000.00
17743	10/6/2023	15,000.00
17908	1/5/2024	15,000.00
18127	5/7/2024	49,300.00
18236	6/7/2024	37,500.00
<b>Total</b>		<b>140,690.00</b>

**Billings to Date**

	Current	Prior	Total	Received	A/R Balance
Fee	12,500.00	162,500.00	175,000.00		
Consultant	0.00	2,200.00	2,200.00		
Reimbursables	0.00	990.00	990.00		
<b>Totals</b>	<b>12,500.00</b>	<b>165,690.00</b>	<b>178,190.00</b>	<b>25,000.00</b>	<b>153,190.00</b>

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**INVOICE**

September 17, 2024  
 Project No: 22130  
 Invoice No: 18453

City of Providence  
 Dept. of Public Property  
 25 Dorrance Street  
 Providence, RI 02903

Project 22130 PPSD - Pleasant View ES Bidding & CA

**Professional Services through period ending September 30, 2024**  
**Fee**

Billing Phase	Fee	Percent Complete	Earned	Current Fee Billing
Bidding & Construction Admin	250,000.00	96.00	240,000.00	65,000.00
Total Fee	250,000.00		240,000.00	65,000.00
		Previous Fee Billing	175,000.00	
		<b>Total Fee</b>		<b>65,000.00</b>
			<b>Total this Invoice</b>	<b>\$65,000.00</b>

**Outstanding Invoices**

Number	Date	Balance
18293	7/5/2024	12,500.00
<b>Total</b>		<b>12,500.00</b>

**Billings to Date**

	Current	Prior	Total	Received	A/R Balance
Fee	65,000.00	175,000.00	240,000.00		
Consultant	0.00	2,200.00	2,200.00		
Reimbursables	0.00	990.00	990.00		
<b>Totals</b>	<b>65,000.00</b>	<b>178,190.00</b>	<b>243,190.00</b>	<b>165,690.00</b>	<b>77,500.00</b>

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**INVOICE**

October 18, 2024  
 Project No: 22130  
 Invoice No: 18526

City of Providence  
 Dept. of Public Property  
 25 Donnanco Street  
 Providence, RI 02903

Project: 22130 PPSD - Pleasant View ES Bidding & CA

Professional Services through period ending October 31, 2024

Billing Phase	Fee	Percent Complete	Earned	Current Fee Billing
Bidding & Construction Admin	250,000.00	98.00	245,000.00	5,000.00
<b>Total Fee</b>	<b>250,000.00</b>		<b>245,000.00</b>	<b>5,000.00</b>
		Previous Fee Billing	240,000.00	
		<b>Total Fee</b>		<b>5,000.00</b>
			<b>Total this Invoice</b>	<b>\$5,000.00</b>

Outstanding Invoices

Number	Date	Balance
18293	7/8/2024	12,500.00
18463	9/17/2024	65,000.00
<b>Total</b>		<b>77,500.00</b>

Billings to Date

	Current	Prior	Total	Received	A/R Balance
Fee	5,000.00	240,000.00	245,000.00		
Consultant	0.00	2,200.00	2,200.00		
Reimbursables	0.00	990.00	990.00		
<b>Totals</b>	<b>5,000.00</b>	<b>243,190.00</b>	<b>248,190.00</b>	<b>165,690.00</b>	<b>82,500.00</b>

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**INVOICE**

January 31, 2025  
 Project No: 22129

City of Providence  
 Dept. of Public Property  
 25 Dorrance Street  
 Providence, RI 02903

**STATEMENT**

Project 22129 PPSD - Classical HS Bidding & CA

Professional Services through period ending January 31, 2025

Billing Phase	Fee	Percent Complete	Earned	Current Fee Billing
Bidding & CA	470,000.00	100.00	470,000.00	0.00

Outstanding Invoices

Number	Date	Balance
17506	7/27/2023	29,375.00
18298	7/8/2024	32,900.00
18302	7/8/2024	35,521.50
18462	9/17/2024	61,100.00
18527	10/18/2024	70,500.00
18643	1/13/2025	23,500.00
18654	1/28/2025	35,427.00
<b>Total</b>		<b>288,323.50</b>

Billings to Date

	Current	Prior	Total	Received	A/R Balance
Fee	0.00	470,000.00	470,000.00		
Consultant	0.00	36,162.00	36,162.00		
Reimbursables	0.00	36,466.50	36,466.50		
<b>Totals</b>	<b>0.00</b>	<b>542,628.50</b>	<b>542,628.50</b>	<b>254,305.00</b>	<b>288,323.50</b>



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**INVOICE**

January 28, 2025  
 Project No: 22129  
 Invoice No: 18654

City of Providence  
 Dept. of Public Property  
 25 Dorrance Street  
 Providence, RI 02903

Project 22129 PPSD - Classical HS Bidding & CA

Professional Services through period ending January 31, 2025  
 Fee

Billing Phase	Fee	Percent Complete	Earned	Current Fee Billing
Bidding & CA	470,000.00	100.00	470,000.00	0.00
Total Fee	470,000.00		470,000.00	0.00
		Previous Fee Billing	470,000.00	
		<b>Total Fee</b>		<b>0.00</b>

**Consultants**

Other Consultants	1/28/2025	Emery Environmental Associates	Testing, Proj Oversight,	33,740.00
<b>Total Consultants</b>			1.05 times	33,740.00
			<b>Total this Invoice</b>	<b>\$35,427.00</b>

**Outstanding Invoices**

Number	Date	Balance
17506	7/27/2023	29,375.00
18298	7/8/2024	32,900.00
18302	7/8/2024	35,521.50
18462	9/17/2024	61,100.00
18527	10/18/2024	70,500.00
18643	1/13/2025	23,500.00
<b>Total</b>		<b>252,896.50</b>

**Billings to Date**

	Current	Prior	Total	Received	A/R Balance
Fee	0.00	470,000.00	470,000.00		
Consultant	35,427.00	735.00	36,162.00		
Reimbursables	0.00	36,466.50	36,466.50		
<b>Totals</b>	<b>35,427.00</b>	<b>507,201.50</b>	<b>542,628.50</b>	<b>254,305.00</b>	<b>288,323.50</b>

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ARCHITECTS ENGINEERS FACILITIES SOLUTIONS

**INVOICE**

January 13, 2025  
 Project No: 22129  
 Invoice No: 18643

City of Providence  
 Dept. of Public Property  
 25 Dorrance Street  
 Providence, RI 02903

Project 22129 PPSD - Classical HS Bidding & CA

Professional Services through period ending December 31, 2024  
 Fee

Billing Phase	Fee	Percent Complete	Earned	Current Fee Billing
Bidding & CA	470,000.00	100.00	470,000.00	23,500.00
Total Fee	470,000.00		470,000.00	23,500.00
		Previous Fee Billing	446,500.00	
		<b>Total Fee</b>		<b>23,500.00</b>
			<b>Total this Invoice</b>	<b>\$23,500.00</b>

Outstanding Invoices

Number	Date	Balance
17506	7/27/2023	29,375.00
18298	7/8/2024	32,900.00
18302	7/8/2024	35,521.50
18462	9/17/2024	61,100.00
18527	10/18/2024	70,500.00
<b>Total</b>		<b>229,396.50</b>

Billings to Date

	Current	Prior	Total	Received	A/R Balance
Fee	23,500.00	446,500.00	470,000.00		
Consultant	0.00	735.00	735.00		
Reimbursables	0.00	36,466.50	36,466.50		
<b>Totals</b>	<b>23,500.00</b>	<b>483,701.50</b>	<b>507,201.50</b>	<b>254,305.00</b>	<b>252,896.50</b>



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**INVOICE**

July 8, 2024  
 Project No: 22129  
 Invoice No: 18302

City of Providence  
 Dept. of Public Property  
 25 Dorrance Street  
 Providence, RI 02903

Project 22129 PPSD - Classical HS Bidding & CA  
 email Steve Smith @ Downes  
 Professional Services through period ending June 30, 2024  
 Fee

Billing Phase	Fee	Percent Complete	Earned	Current Fee Billing
Bidding & CA	470,000.00	67.00	314,900.00	0.00
Total Fee	470,000.00		314,900.00	0.00
		Previous Fee Billing	314,900.00	
		Total Fee		0.00

**Reimbursable Expenses**

Misc Reimbursable Expens	Date	Description	Amount	Total
7/3/2024	Emery Environmental Associates	Environmental Site Visit, testing report (pigeon guano)	2,500.00	
7/3/2024	Emery Environmental Associates	Enviro Sampling, Removal, Air Testing & Project oversight	31,330.00	
<b>Total Reimbursables</b>			<b>33,830.00</b>	<b>35,521.50</b>
		<b>Total this Invoice</b>		<b>\$35,521.50</b>

**Outstanding Invoices**

Number	Date	Balance
17506	7/27/2023	29,375.00
17654	9/11/2023	27,025.00
17742	10/6/2023	23,500.00
17907	1/5/2024	23,500.00
18126	5/7/2024	28,200.00
18239	6/7/2024	70,500.00
18298	7/6/2024	32,900.00
<b>Total</b>		<b>235,000.00</b>

**Billings to Date**

Fee	Current	Prior	Total	Received	A/R Balance
Fee	0.00	314,900.00	314,900.00		
Consultant	0.00	735.00	735.00		
Reimbursables	35,521.50	945.00	36,466.50	81,580.00	270,521.50
<b>Totals</b>	<b>35,521.50</b>	<b>316,580.00</b>	<b>352,101.50</b>		

Invoices are due 30 days from date of invoice. Invoices outstanding beyond 90 days will accrue interest at a rate of 1 1/2% per month.

Project 22129 PPSD - Classical HS Bidding & CA Invoice 18302  
**Billing Backup** Wednesday, July 10, 2024  
 JAED Corporation Invoice 18302 Dated 7/8/2024 12:20:11 PM

Misc Reimbursable Expens	Date	Description	Amount	Total
AP 41109	7/3/2024	Emery Environmental Associates / Environmental Site Visit, testing report (pigeon guano) / Invoice: EEA24-018,	2,500.00	
AP 41110	7/3/2024	Emery Environmental Associates / Enviro Sampling, Removal, Air Testing & Project oversight / Invoice: EEA24-019,	31,330.00	
<b>Total Reimbursables</b>			<b>33,830.00</b>	<b>35,521.50</b>
		<b>Total this Project</b>		<b>\$35,521.50</b>
		<b>Total this Report</b>		<b>\$35,521.50</b>



42 Weybosset Street  
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ARCHITECTS ENGINEERS

Phone 401.849.6684  
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**INVOICE**

July 8, 2024  
 Project No: 22129  
 Invoice No: 18298

City of Providence  
 Dept. of Public Property  
 25 Dorrance Street  
 Providence, RI 02903

Project 22129 PP&D - Classical HS Bidding & CA  
 email Steve Smith @ Downes

Professional Services through period ending June 30, 2023  
 Fee

Billing Phase	Fee	Percent Complete	Earned	Current Fee Billing
Bidding & CA	470,000.00	67.00	314,900.00	32,900.00
Total Fee	470,000.00		314,900.00	32,900.00
		Previous Fee Billing	282,000.00	
		Total Fee		32,900.00
		Total this Invoice		\$32,900.00

**Outstanding Invoices**

Number	Date	Balance
17506	7/27/2023	20,375.00
17654	9/11/2023	27,025.00
17742	10/6/2023	23,500.00
17907	1/5/2024	23,500.00
18126	5/7/2024	28,200.00
18239	6/7/2024	70,500.00
Total		202,100.00

**Billings to Date**

	Current	Prior	Total	Received	A/R Balance
Fee	32,900.00	282,000.00	314,900.00		
Consultant	0.00	735.00	735.00		
Reimbursables	0.00	945.00	945.00		
Totals	32,900.00	283,680.00	316,580.00	61,580.00	235,000.00

Invoices are due 30 days from date of invoice. Invoices outstanding beyond 90 days will accrue interest at a rate of 1 1/2% per month.



42 Weybosset Street  
 Suite 403  
 Providence, RI 02803

ARCHITECTS ENGINEERS

Phone 401-849-0884  
 Fax 401-331-0923  
 studiojaed.com  
 FACILITIES SOLUTIONS

**INVOICE**

September 17, 2024  
 Project No: 22129  
 Invoice No: 18462

City of Providence  
 Dept. of Public Property  
 25 Dorrance Street  
 Providence, RI 02903

Project 22129 PPSD - Classical HS Bidding & CA

email Steve Smith @ Downas  
Professional Services through period ending September 30, 2024.  
 Fee

Billing Phase	Fee	Percent Complete	Earned	Current Fee Billing
Bidding & CA	470,000.00	60.00	376,000.00	61,100.00
Total Fee	470,000.00		376,000.00	61,100.00
		Previous Fee Billing	314,900.00	
		Total Fee		61,100.00
			Total this invoice	\$61,100.00

Outstanding Invoices

Number	Date	Balance
17506	7/27/2023	29,375.00
18298	7/8/2024	32,990.00
18302	7/8/2024	35,521.50
Total		97,796.50

Billings to Date

Fee	Current	Prior	Total	Received	A/R Balance
Fee	61,100.00	314,900.00	376,000.00		
Consultant	0.00	735.00	735.00		
Reimbursables	0.00	36,466.50	36,466.50		
Totals	61,100.00	352,101.50	413,201.50	254,305.00	158,896.50

Invoices are due 30 days from date of invoice. Invoices outstanding beyond 30 days will accrue interest at a rate of 1.5% per month.



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 ARCHITECTS ENGINEERS FACILITIES SOLUTIONS

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**INVOICE**

October 18, 2024  
 Project No: 22129  
 Invoice No: 18527

City of Providence  
 Dept. of Public Property  
 25 Dorrance Street  
 Providence, RI 02903

Project 22129 PPSD - Classical HS Bidding & CA

Professional Services through period ending October 31, 2024  
 Fee

Billing Phase	Fee	Percent Complete	Earned	Current Fee Billing
Bidding & CA	470,000.00	95.00	446,500.00	70,500.00
Total Fee	470,000.00		446,500.00	70,500.00
		Previous Fee Billing	376,000.00	
		Total Fee		70,500.00
		Total this Invoice		\$70,500.00

Outstanding Invoices

Number	Date	Balance
17505	7/27/2023	29,375.00
18295	7/8/2024	32,900.00
18302	7/8/2024	35,521.50
18462	9/17/2024	61,100.00
Total		158,896.50

Billings to Date

	Current	Prior	Total	Received	A/R Balance
Fee	70,500.00	376,000.00	446,500.00		
Consultant	0.00	735.00	735.00		
Reimbursables	0.00	36,456.50	36,456.50		
Totals	70,500.00	413,201.50	483,701.50	254,305.00	229,396.50

**DATE:** April 30, 2025  
**SUBJECT:** Studio Jaed Contract Administration Services

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**MEMO**

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**Background**

Gilbane/Studio Jaed awarded as Design Build team August 2020  
(Classical, Pleasant View, Greene, Hopkins)

Projects were designed/approved by Gilbane/Studio Jade and bid in late 2021 & early 2022.

Classical & PV exceeded the project budgets by \$10 million

The City (previous admin) re-bid the project as General Contractor delivery method in late 2022 and the bids received did meet the budget.

The project required a design team to perform construction administration services and certification for RIDE reimbursement. The city could not identify any design firms that would accept the risk of performing CA services or certification for a project that did not design. The city requested Studio Jaed (Architect of Record) perform the services and has previously reimbursed SJ as an approval to pay (e.g. June 5, 2023)

# CONSTRUCTION ADMINISTRATION SERVICES

## TYPICAL PROJECT PHASES

- [Schematic Design](#)
- [Design Development](#)
- [Construction Documentation](#)
- **Construction Administration**

## CONSTRUCTION ADMINISTRATION

After the design and engineering are complete, permits are secured, and a General Contractor agreement is established, the next phase of the project is construction. During the construction of a project, an Architect will offer Construction Administration or "CA" services. It is important that all parties understand what the typical responsibilities of an Architect, Contractor and Owner are during the Construction process of a home. The construction process can be a complex and difficult if not managed properly. There needs to be clear expectations set with responsibilities of all parties involved.

Below is an outline of the typical Construction Administration services that your Architect during the Construction phase:

### ADDRESS REQUESTS FOR INFORMATION ISSUED BY THE CONTRACTOR

During construction, there will be questions that the contractor needs answered on detailing, clarifications on design intent or additional information required. These questions will come in the form of RFI's or requests for information. The architectural team and the contractor should be logging these questions and responses throughout the course of the project to document decisions that have been made.

A system for RFI responses and reasonable response expectations should be established between all parties and the beginning of construction.

- **REVIEW AND APPROVE SHOP DRAWINGS, SUBMITTALS AND SUBSTITUTIONS.**

During the construction of your project, the contractor will have his sub-contractors produce fabrication drawings on specific components of the building. Common shop drawings are steel shop drawings, exterior door/window shop drawings, lighting specifications, interior stone shop drawings, cabinetry/millwork shop drawings and interior door shop drawings just to name a few.

The contractor will review these drawings to check for dimensions, quantity and constructability. He will approve these and send to the architectural team to check for design intent. For example, on an interior door shop drawing submittal, we will check for door finish, veneer species, stain and hardware to be sure these are in conformance with the design intent and construction drawings.

- If the submittal requires review of a consultant engineer, the Architect will forward the drawings to his/her consultant for their review and approval. After all required parties have reviewed the contractor will proceed with that specific scope of work.

- **PERFORM SITE VISITATION AND OBSERVATIONS**

We typically request bi-weekly site observations during construction of the project. These site visits are usually about 1 hour long and allow the architectural team to walk the job, review the work for design conformance, and answer any in field questions the contractor may have. The team documents the work being done and identifies any discrepancies from the design documents. This is also a great time to review and clarify RFI's as it is much easier to understand an issue when observing it on site.

During site visitations we will also provide sketches to the contractor known as ASI or architects supplemental instructions, which will clarify small details that do not change the project budget or schedule, they are simply to clarify items. These will be copied and documented in the project folder.

- **ADMINISTRATION OF CHANGES IN THE WORK**

Changes during construction, the Architectural team will need to update the construction documents and re-issue the construction set to the contractor and sometimes to the building departments for record.

- **REVIEW AND APPROVE REQUESTS FOR PAYMENT FROM THE CONTRACTOR**

The Architect is responsible for reviewing and approving payment requests from the contractor. The contractor customarily would issue certificates of payment requesting pay for work done on site. For example, a contractor would request payment for the concrete foundation after it is poured on site. At the architects bi-weekly site visit, he/she would review that the pour is completed and in conformance with the documents, then approve the certificate of payment that would go through to the owner to make payment.

- **SUBSTANTIAL COMPLETION AND CERTIFICATION**

The Architect is responsible for issuing a certificate of substantial completion for the project. The certificate is a contract obligation/milestone for the general contractor and it represents the owner's acceptance of the project. Additionally, the certificate of substantial completion is a requirement of project closeout for RIDE reimbursement.