



**April 2020**

# **REQUEST FOR QUALIFICATIONS**

**OWNER'S REPRESENTATIVE SERVICES**

**FOR THE**

**EAST MOLINE PUBLIC LIBRARY  
RENOVATION AND ADDITION**

**BOARD OF TRUSTEES  
EAST MOLINE PUBLIC LIBRARY  
740 16th Avenue, East Moline, IL 61244**

**EAST MOLINE PUBLIC LIBRARY  
REQUEST FOR QUALIFICATIONS - OWNER'S REPRESENTATIVE SERVICES**

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**PURPOSE**

The Board of Trustees of the East Moline Public Library (“Board”) is seeking OWNER'S REPRESENTATIVE SERVICES for the East Moline Public Library Renovation and Addition (“Project”). The purpose of this Request for Qualifications (“RFQ”) is to receive information and qualifications from firms interested in PROVIDING Owner’S Representative services for the Project.

**PROJECT DESCRIPTION**

The Board of the East Moline Public Library is proceeding with a project to greatly enhance its services to the community. The Board has purchased the former Triumph Bank building at the corner of 16<sup>th</sup> Avenue and 8<sup>th</sup> Street in East Moline, Illinois. This Project will feature 18,000 square feet of renovation in the existing building, and also include a one story addition of 4,420 square feet. Substantial renovation to the existing building will include interior finishes enhancements, as well as heating, ventilating, and air conditioning upgrades, and electrical and plumbing renovations. Window replacement and exterior building envelope upgrades are included, as well as site work including a public plaza. The new Community Room will be accessible outside of library hours and will have seating for 125 persons. The new community bathroom will be available outside of library hours for special events at Runner’s Park, and increased access to technology and study rooms will benefit all who live in the Quad Cities.

This project is the single largest public service project in the past 60 years of the City of East Moline. The project will have an impact on thousands of residents of the Quad Cities who use the library services each year.

Construction cost, including fixed equipment, technology and security systems, is estimated not to exceed \$5 million.

The Board has retained the services of an Architect. The firm of Hammel, Green and Abrahamson, Inc., 333 East Erie Street, Milwaukee, WI, 53202, is the design professional for the Project. The Owner’s Representative will work cooperatively with the Architect and Contractor.

The Owner’s Representative will report to the Library Director and the Board of Trustees.

**TIMELINE**

Due to the COVID-19 pandemic, the time frames listed in the RFP may be subject to change.

**EAST MOLINE PUBLIC LIBRARY  
REQUEST FOR QUALIFICATIONS - OWNER'S REPRESENTATIVE SERVICES**

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Architect Selected	Complete
Design Drawings	Complete
Owner's Representative Selected	August 17, 2020
Bidding Documents Completed	September 8, 2020
Bids Received	October 23, 2020
Construction Commencement	November 20, 2020
Substantial Completion	November 30, 2021
Final Acceptance	December 15, 2021

**SCOPE OF WORK**

The Scope of Work is contained on **Exhibit "A"** to this Request for Qualifications.

**REQUEST FOR QUALIFICATIONS**

The Board is seeking formal submittals and statements of qualifications from firms interested in being considered and evaluated for the Project. The response to the RFQ should include a detailed summary regarding the firm's approach to acting as an Owner's Representative. The response should also specify not only the firm's experience, but should identify the proposed project staff, and their experience on similar sized projects.

The response to the RFQ shall include the following information. The response to the RFQ should not exceed 30 pages and be organized as follows:

1. Title Page
2. Letter of Introduction
3. Table of Contents
4. Firm's Approach to the Project
  - a. Design Phase
  - b. Construction Phase
  - c. Closeout
5. Staff of Firm/Project
  - a. Overall Professional Services and Support Staff
  - b. Staff to be Assigned to the Project with Role/Responsibility
  - c. Staff to be Assigned to the Project Listing Specific Work Experience
6. Experience Listing of the Last Five Similar Library/Public Building Projects
  - a. Provide Brief Description of Project and Responsibilities

**EAST MOLINE PUBLIC LIBRARY  
REQUEST FOR QUALIFICATIONS - OWNER'S REPRESENTATIVE SERVICES**

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- b. Provide Owner Contact Person
- c. Provide Estimated v. Actual Budget with Change Order Total Summary
- d. Provide Estimated v. Actual Schedule for Project
- e. Provide Name of Principal Overseeing Project and Staff Assigned
6. Experience Listing of Last Ten (10) Completed Projects and Current Owner Contacts
7. Listing of All Current Projects Exceeding \$3 Million in Construction Cost and Current Contacts
8. Listing of Litigation or Claims in Last Five Years - Alleged or Adjudicated
  - a. Provide brief description of claim and parties
  - b. Provide case name/number and location, if applicable.
9. Firm Information
  - a. Illinois Design Firm License Number, if applicable
  - b. Illinois Certificate of Authority from Secretary of State
  - c. Any firm reorganizations, name changes or significant ownership changes of the firm in the last seven (7) years
  - d. Any bankruptcy filings or reorganizations of the firm or predecessor firms in the last seven (7) years
10. List of Professional References - Minimum Three (3)
11. Financial Information - Provide Bank Reference

In the event the submitting firm will consist of several firms teaming for the project, the above requested information shall be provided for each major team member. It is the policy of the Board to maintain confidentiality of qualification information.

**SUBMISSION OF PROPOSAL**

Submissions should be made in a package clearly marked with the identification of "REQUEST FOR QUALIFICATIONS, EAST MOLINE PUBLIC LIBRARY - RENOVATION AND ADDITION". Please submit TEN (10) copies of your qualifications package. It will be the responsibility of the submitting firm to deliver their qualifications to:

Ms. Laura Long, Director  
East Moline Public Library  
740 16th Avenue  
East Moline, IL 61244

**EAST MOLINE PUBLIC LIBRARY  
REQUEST FOR QUALIFICATIONS - OWNER'S REPRESENTATIVE SERVICES**

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Phone for delivery purposes only: 309-755-9614 ext. 104

**THE DEADLINE FOR SUBMITTING YOUR QUALIFICATIONS PACKAGE IS 11:00 A.M. ON JULY 21, 2020.** Submittals will be time-stamped and logged upon receipt. Qualifications received after this date and time will not be considered, and returned unopened. All timely and properly submitted qualifications will be submitted for evaluation.

The Board has further stipulated that all requests for information and questions be submitted to Ms. Laura Long, Director, in writing either by letter or email [longl@eastmolinelibrary.org](mailto:longl@eastmolinelibrary.org). In accordance with Illinois law, failure to adhere to this policy may subject a firm to disqualification from the RFQ process.

Firms wishing to visit the existing facility should contact Ms. Long at 309-755-9614 ext. 104, and an appointment will be confirmed.

### **SELECTION**

The Board may appoint a Selection Committee. The Board, or the Selection Committee if appointed, will analyze the information and evaluate the firms taking into account qualifications, including, but not limited to, approach to the Project, ability of professional personnel, past record and experience, location, workload of the firms, timeliness of performance and ability to maintain budget considerations.

The Selection Committee will then shortlist between 3-5 most qualified firms and may conduct public presentations and interviews. On the basis of evaluations, presentations and interviews, the Selection Committee shall select no less than three (3) firms and rank them in order of qualifications to provide services for the Project. The Board will then contact the most highest evaluated firm and proceed to negotiate a contract at fair and reasonable compensation.

### **INTERVIEWS**

Firms selected for interviews will be advised via telephone and email within ten (10) days of the submittal date for the RFQ. All other firms will be notified of their status by regular mail. **Interviews, if required, are scheduled for the week of August 10, 2020, in East Moline, Illinois.**

**EAST MOLINE PUBLIC LIBRARY**  
**REQUEST FOR QUALIFICATIONS - OWNER'S REPRESENTATIVE SERVICES**

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**CONTRACT**

The Board intends to use a modified AIA B102-2017 or Consensus Docs 810 or similar document as the proposed contract between the Board and the Owner's Representative.

The Board has elected to utilize a Memorandum of Understanding/Project Labor Agreement for the construction phase of the project with the Illowa Construction Labor and Management Council using the IMPACT format.

**RESERVATIONS**

The Board reserves the right to reject any and all qualifications, and to waive any informalities, technical defects, or clerical errors in any proposal, as the best interest of the Board may require. Selection procedures will be conducted in conformance with all applicable procurement laws.

## **EXHIBIT “A”**

### **East Moline Library Owner’s Representative - Scope of Services**

Owner’s Representative shall provide the following scope of services (“Work”):

#### **1 GENERAL**

- 1.1 Owner’s Representative, in general, shall have primary management responsibility for the Project and shall coordinate all Project matters.
- 1.2 Owner’s Representative shall maintain an organized filing system for all Project documents and records. Owner’s Representative will coordinate with Architect so as not to duplicate record-keeping. At Project completion, the Owner's Representative will deliver the document(s) and record(s) to the Owner at the end of the Project or at any time during the term of this Agreement at the Owner's request.
- 1.3 Owner’s Representative shall schedule, attend, conduct, record, and assist the Owner at all Project meetings (including without limitation meetings with the Architect, Contractor, Consultants, or Owner’s Board.) Owner’s Representative shall direct the Architect or Contractor to prepare meeting minutes if the Architect or Contractor is contractually required to do so. In the absence of meeting minutes prepared by others, Owner’s Representative will provide Owner with minutes from such meetings prepared by Owner’s Representative. Owner’s Representative shall review for accuracy the minutes of such meetings prepared by either the Architect, Contractor, or others. Owner’s Representative shall clarify, amend and report any discrepancies affecting the Project.
- 1.4 Owner’s Representative shall furnish to the Owner bi-weekly reports containing (a) the status of the Project; (b) a comparison of the Project budget to costs incurred through the date of the report; (c) a comparison of the Project schedule to the work actually completed through the date of the report; (d) any revision to the Project schedule or Project budget made during the period covered by the report; (e) a summary of change orders made during the period covered by the report; (f) a list of all pending change orders and all outstanding issues requiring action or approval by Owner; (g) the status of any governmental requirements and activities required to facilitate approval of the Project; and (h) any other reports concerning the Project as Owner may reasonably request.
- 1.5 Owner’s Representative shall provide accounting services for the Project, including

but not limited to (a) preparing annual budgets; (b) preparing monthly variance reports; (c) monthly Project accounting services related to assembling, reviewing and forwarding to Owner for payment the invoices from the Architect and Contractor and other consultants; and (d) processing and coordinating the payment of the Contractors' applications for payment. Owner's Representative shall provide such reports in an electronic format in a form acceptable to Owner.

- 1.6 Owner's Representative shall be available for questions and follow up by telephone or site meetings with Owner.

## **2 PRE-CONSTRUCTION PHASE SERVICES**

- 2.1 Owner's Representative shall review information relevant to the Project, including pre-design studies, preliminary site plans, current building program/utilization, Owner research, Owner generated project concepts, proposed building program, environmental investigation and remediation reports, building systems analysis reports, applicable city/state regulations including health code, Americans with Disabilities Act compliance, and procurement and bidding requirements for public entities.

- 2.2 Owner's Representative shall become familiar with, and provide services that are consistent with all applicable Laws and the requirements of easements, licenses, and other pertinent agreements to the extent the foregoing are made known to Owner's Representative.

- 2.3 Owner's Representative shall meet with the Owner and its risk management/insurance consultants to discuss, and make recommendations regarding, the development and implementation of an effective risk management program for the Project.

- 2.4 Owner's Representative shall assist Owner in the compliance with the Owner's standard contracting protocol, including any women or minority enterprise program applicable to the Project, and similar applicable federal requirements, if any;

- 2.5 Owner's Representative shall be responsible for the procurement process. A single general contractor package is anticipated. Owner's Representative shall be responsible for preparing the Bidding Documents, consisting of the bidding requirements, such as Bid Advertisements, Instructions to Bidders, Bid and Bond Forms and other required bidding documents. Owner's Representative shall assemble the Bidding Documents and Plans and Specifications, and shall, in conjunction with the Architect:

- 2.5.1 facilitate the distribution of Bidding Documents to prospective bidders;

- 2.5.2 organize and conduct a pre-bid conference for prospective bidders;



- 2.5.3 prepare responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and
  - 2.5.4 organize and conduct the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.
- 2.6 Owner's Representative shall provide leadership to the Project Team ( consisting of the Owner, Architect and Contractor) on all matters relating to governmental approvals, construction, and other activities necessary to complete the Project.
- 2.7 Owner's Representative shall (1) prepare and submit to Owner a preliminary estimated schedule for completion of the construction of the Project, including, without limitation, the various major activities to be undertaken in connection with the Project and the approximate timing of the commencement and completion of such activities, which Owner's Representative shall monitor and revise from time to time throughout the term (the "Project Schedule"); (2) assist Owner in establishing a Project budget based on a preliminary estimate of Project costs, including without limitation Owner's internal costs, which Owner's Representative shall update from time to time with increased detail as the design of the Project progresses (the "Project Budget"); and (3) manage the Project Schedule and Project Budget to manage cash flow, maximize value, keep the work progressing in a logical manner, and avoid or mitigate interruptions of design and construction.
- 2.8 Owner's Representative shall consult with the Owner regarding the Owner's requirements and responsibilities relating to obtaining and evaluating any necessary soil reports and studies and determining the need for any site soil corrections; obtaining and evaluating a site plan(s), survey, topographical survey, schematic designs and elevations for the Project; and determining the need for any property rights or other actions related to underground utilities, access, encroachments or other development limitations disclosed in the survey. Owner's Representative shall advise and assist the Owner in all activities necessary to obtain any and all property or rights-of-way necessary for development of the Project or the provision of adequate utility services and access thereto.
- 2.9 Owner's Representative shall coordinate any required environmental review of the Project, and advise and assist Owner in obtaining all environmental permits or approvals required for the Project, if any.
- 2.10 Owner's Representative shall coordinate with Owner in assisting the Architect in obtaining permits for the Project; coordinate with the various municipal and other governmental agencies having permit responsibilities for the Project; represent the Owner at meetings of the applicable governmental units; recommend to the Owner

appropriate policies or decisions to be followed on public matters affecting the Project; direct the Architect to ascertain whether there are any significant building code or other governmental compliance issues; coordinate with the Contractor the obtaining of necessary building permits or other necessary construction approvals for the Project; and advise the Owner as to any material issues noted by the Architect.

- 2.11 Owner's Representative shall schedule and attend regular meetings with the Architect related to the development of the design.
- 2.12 Owner's Representative shall coordinate with the Contractor and provide recommendations to the Owner and Architect regarding construction feasibility, value engineering, availability of materials and labor, time requirements for installation and construction, and factors relating to costs, including costs of alternative designs or materials in a manner consistent with the Project Program, Budget and Schedule, and possible cost reductions and economies if and when necessary to reconcile the Project Budget, Program, and Schedule.
- 2.13 Owner's Representative shall coordinate with the Owner on the review and comment on the drawings and specifications for the Project (the "Construction Documents"), as they are prepared by the Architect.
- 2.14 Owner's Representative shall assist the Owner in the evaluation and recommendation of appropriate design alternatives in light of the Owner's Project Program and the Project Budget and Schedule, provided the Owner's Representative shall not assume any of the Architect's responsibilities for design.
- 2.15 Owner's Representative shall (1) review and update cost estimates for the estimated Project costs to be incurred by Owner in designing and constructing the Project, including the projected monthly expenditures for the term of this Agreement (the "Project Costs Estimate"). The Project Costs Estimate shall include separate line items for each cost category included in the Project cost, with line items for anticipated contracts and subcontracts, and (2) evaluate pricing for alternative building and engineering systems. In addition, Owner's Representative shall:
  - 2.15.1 Revise such Project Costs Estimate on a monthly basis and shall provide a variance summary with each update, including recommendations on any necessary corrective action for unfavorable variances from the then-current Project Budget.
  - 2.15.2 *In consultation with the Architect and Contractor, Owner's Representative shall provide value engineering services to analyze and make recommendations concerning availability of materials and labor, time requirements for installation and construction, and other factors related to*

*costs, including costs of alternative designs or materials, and possible cost reductions and economies. Owner's Representative shall provide value engineering recommendations to Owner, but the final decision will, in every instance, be Owner's decision. [Will need to coordinate with final specifications for project.]*

- 2.15.3 Owner's Representative shall recommend modifications to the Project Budget and Project Schedule to reconcile each with the other, for final decision by Owner.
- 2.16 Owner's Representative shall act as Owner's representative in coordinating and assisting the Architect in the preparation of bid documents, which shall consist of, among other things, the working drawings, proposed form of construction contracts and invitation and instructions to bidders or requests for proposals. Owner's Representative shall use Owner's standard procurement forms and manage the award of contracts in accordance with Owner's requirements.
- 2.17 Owner's Representative shall be responsible for the bidding process, including facilitating the distribution of bidding documents to prospective bidders, organizing and conducting a pre-bid conference, conducting the determination of responsible bidder status of potential bidders, preparing responses to questions from prospective bidders and with assistance from the Architect, providing clarifications and dissemination of addenda, and organizing and conducting the opening of bids in the presence of the Owner.
- 2.18 Owner's Representative shall review the bid documents and bid form to insure compliance with all Illinois specific laws and regulations, such as prevailing wages, procurement requirements, bonding requirements, bidder certifications, equal opportunity laws, prompt payment laws, sexual and gender harassment statutes, and similar requirements, and insure the Architect incorporates all such requirements in the bidding documents.
- 2.19 Owner's Representative shall make recommendations for prequalification criteria for bidders, which, if accepted by the Owner shall be included in the Architect's bidding documents.
- 2.20 Owner's Representative shall develop competitive bidding or proposal procedures and requirements where the Owner does not have any in effect.
- 2.21 Owner's Representative shall assist the Architect to conduct prebid conferences to familiarize bidders with the bid documents and any special or unique systems, materials or methods.

- 2.22 Owner's Representative, in consultation with the Architect, shall review bids, prepare analyses and make recommendations to Owner for award of a contract for the Project.
- 2.23 Owner's Representative shall provide recommendations regarding the Contractor's proposed mobilization schedule, temporary Project facilities, equipment, materials and services during construction and the assignment of responsibilities relating to same.
- 2.24 Owner's Representative, in consultation with the Architect, shall conduct pre-award conferences with each successful respondent for a Project construction contract, advise Owner regarding the negotiation of business terms of each Project construction contract, and advise Owner on the acceptability of Contractor for the Project.
- 2.25 After Owner awards each Project construction contract and before the Contractor commences work on the site, Owner's Representative shall assist Owner in the preparation of all necessary site logistics plans, traffic flow diagrams and plans for the performance of the applicable work, showing the use of designated roadways or street lights, the closing of any roadways, streets and/or sidewalks, and the re-routing of any traffic; and assist in obtaining necessary government approvals required to implement such traffic plans.

### **3 CONSTRUCTION PHASE SERVICES**

- 3.1 Owner's Representative shall represent the Owner in its communications with the Architect, Contractor, and Consultant(s); schedule, attend, and conduct progress meetings, regular on-site meetings to review construction progress and pay requests and to provide appropriate recommendations to the Owner concerning the Owner's decisions on construction matters, including, where necessary, alternative designs or materials; and coordinate, review, advise the Owner concerning, and approval of change orders, submittals, and requests for information.
- 3.2 Owner's Representative shall (1) assist and review the processing of change orders, (2) advise Owner concerning the necessity for, scope of and recommended cost of change orders, and (3) negotiate, on Owner's behalf, all change orders with Contractor. The final Project Budget and/or Project Schedule, as applicable, will be revised to reflect approved change orders. It is anticipated that the Owner will give the Owner's Representative authorization of a defined value so that change orders may be processed without delaying the Project between meetings of the Board of the Library.
- 3.3 Owner's Representative shall review applications for payment by the Contractor,

review certificates for payment issued by Architect and make written recommendations to Owner concerning payment. Owner's Representative's certification for payment shall constitute a representation to the Owner that, to the best of the Owner's Representative's knowledge, information, and belief, the work has progressed to the point indicated and the quality of the work is in accordance with the Contract Documents and that the Contractor is entitled to payment in the amount certified. Owner's Representative and Owner shall cooperate with one another to develop an orderly procedure for review and payment of Project costs and expenses, including fees for the Architect and Consultants, in accordance with regularly scheduled Board meetings of Owner.

- 3.4 Owner's Representative shall insure Contractor (and others, where appropriate) will prepare and update a critical path schedule for completion of the applicable work. In the event of delays impacting the critical path schedule, Owner's Representative shall make recommendations to Owner for corrective action by Contractor. *[Will need to coordinate with final specifications for project to insure CPM schedule specified.]*
- 3.5 Owner's Representative, if jointly requested by Owner and Architect, shall coordinate negotiations among the Project Team, and as applicable, utility companies, local municipalities, and others concerning the installation of electric, sewer, water, gas, and telephone (but not internal telephone, security or data wiring or connections) facilities required for the Project, on a schedule consistent with the Project Schedule.
- 3.6 Owner's Representative shall coordinate the Architect's review and approval of shop drawings, product data and other submittals by Contractor.
- 3.7 In conjunction with the Contractor who has prime contractual responsibility, the Owner's Representative shall additionally review and advise the Owner concerning the adequacy of the Contractor's personnel and equipment, and the availability of materials and supplies to meet the Contractor's schedules in relation to the Project Schedule.
- 3.8 Owner's Representative shall be on-site at the Project for **16 hours per week** while construction is underway to perform the duties contained in this Agreement. Owner's Representative may use its discretion regarding the number of days per week and hours per day in allotting the 16 hours to perform its duties.
- 3.9 Owner's Representative shall cause Contractor to maintain a daily log containing the number of workers, equipment, work accomplished, problems encountered and other relevant data as the Owner may require. Although Owner's Representative shall not guarantee the performance by Contractor, Owner's Representative shall recommend courses of action to the Owner when Owner or Owner's Representative becomes

aware that requirements of any Project construction contract are not being fulfilled, or when Contractor falls behind in its schedule; shall communicate recommendations, as directed by the Owner, to Contractor on behalf of the Owner; shall monitor Contractor's performance of such recommendations; and shall report Contractor's progress to the Owner on at least a monthly basis.

- 3.10 Owner's Representative shall notify Owner and the Architect if Owner's Representative becomes aware that the work of Contractor is not being performed in accordance with the requirements of the Contract Documents. As appropriate, Owner's Representative shall have authority, with written authorization from the Owner, to require additional inspection or testing of the work in accordance with the provisions of the Contract Documents, whether or not such work is covered, installed or completed. Owner's Representative shall review any and all test reports and notify the Owner, the Architect and the Contractor, as appropriate, of deficiencies in the work of which Owner's Representative becomes aware and shall advise the Owner of projected consequences of such default shall make recommendations to Owner with respect thereto. With the written authorization of Owner, Owner's Representative shall reject work which does not conform to the requirements of the applicable Contract Documents.
- 3.11 Owner's Representative shall attend on-site review of the Project to confirm substantial and final completion of the construction of the Project, and notify Owner when Owner's Representative believes the work under a Project construction contract is substantially complete and that a punch list should be prepared.
- 3.12 Owner's Representative shall coordinate with the Architect in its review of the work to enable the Architect to determine the date of substantial completion. At the substantial completion by Contractor of the work, monitor the Architect in its inspection of the work and preparation of a detailed "punch list" specifying any items which require completion, installation, correction or repair. Owner's Representative will consult with Owner and/or Architect in connection with recommendations for the rejection and replacement of all nonconforming work, as appropriate.
- 3.13 Owner's Representative shall obtain from Contractor record drawings or, if required by the construction contract, "as-built" drawings, as construction progresses.
- 3.14 Together with the Architect and Owner, Owner's Representative shall monitor and observe the testing, start-up and commissioning of all utilities, systems and equipment for the Project.
- 3.15 Owner's Representative shall review and assist the Architect in the final close-out of the Project by (1) obtaining, or causing the Contractor to obtain, all government

approvals required for the legal use and occupancy of the Project, (2) obtaining all warranties, guarantees, bonds, insurance certificates, installation manuals, and other items required pursuant to the Project construction contracts, (3) obtaining all affidavits, waivers, and releases the Contractors are required to provide pursuant to the Project construction contracts to achieve final completion of the Project, (4) analyzing all claims (including change order disputes and other claims for extra compensation) asserted by the Contractors and the Architect, (5) collecting and/or otherwise resolving any and all backcharge claims that Owner may assert against any Architect or Contractors, including assistance with any legal proceedings instituted by Owner and/or any Architect or Contractor, and/or (6) representing Owner at meetings and/or inspections scheduled by Owner and held to resolve problems relating to design, physical condition or operation of the Project to seek enforcement of warranties.

- 3.16 Owner's Representative shall coordinate the bidding, procurement and installation of Owner- Furnished-Owner-Installed and Owner-Furnished-Contractor-Installed furniture, fixtures and equipment, in conjunction with the Architect.
- 3.17 Owner's Representative shall assist the Owner with the selection of the mover and coordinate all occupant relocations into the Project space.
- 3.18 Owner's Representative shall assist the Owner with coordinating the final testing and application for incentives from the Mid America Energy New Construction Program.