



## PROJECT DESCRIPTION SHEET

# Allegheny County Department of Public Works

Project Name: Allegheny County Department of Public Works CONST-OPEN

Location: Allegheny County

Owner: Allegheny County

Our Client: Allegheny County Department of Public Works

Our Role: Construction Management Services

Date Project Awarded: January 2006

Project Monetary Value: \$4,900,000

**Project Description:** Providing supplemental construction management for projects at various county owned buildings, parks, roads and bridges. Serving as resident construction managers for major county projects. We provides a full-time consultant project manager with an office location in the county office building, working directly with county personnel in design, constructability, feasibility, supervision and all aspects of construction management.

### **Jeff Zell Consultants, Inc. Work Description:**

Operating under the following scope of services as outlined by Allegheny County.

- Performing as a pure Construction Manager, administer the construction in a proactive fashion under the direct supervision and direction of the County's Construction Engineering Manager (CEM).
- Perform inspection of work performed by County contractors to assure compliance to the contract documents.
- Provide acceptance testing of construction materials based upon Attachment A, the County's Standard Acceptance Sampling, Testing and Inspection Program; provide QC Testing of bituminous materials for the County's In-House Paving Program.
- Perform inspection of roadway work performed by utilities, municipalities, developers, etc. under County Highway Occupancy Permits. Services for this work will be billed to and paid by the permittee and should not be included in the fee proposal.
- Administer preconstruction meetings as required.
- Schedule, supervise, record and distribute minutes of the job progress meetings.
- Keep and maintain the records and documentation of the construction work.
- Assist the Department in obtaining compliance with the labor standards, safety and accident prevention, prevailing wage regulations and equal opportunity provisions of the contract.
- Prepare, review and recommend for approval the current and final estimates and/or change orders for payment to the construction contractors.
- Determine from the project records and actual field measurements the quantities used for each contract item.
- Administer project cost control practices including anticipation of quantity overruns and underruns, processing force account records and review and justification of extra work items.
- Coordinate activities with any County personnel that may be assigned to the project.
- Participate with the Department in the prefinal and final inspections, including the preparation and distribution of the punch list as required.
- Establish and maintain project field office files in accordance with standard Public Works/Construction Division procedures.
- Take pre-construction job site photos and construction progress photos. Maintain a photo log and distribute all photos to the CEM for the Departments review.
- Draft all project correspondence for signature by Director, to be reviewed and approved by CEM.
- Prepare comprehensive submittal logs and track reviews and corresponding dispositions on project deliverables.
- On a project specific basis, prepare a set of red-lined as-built drawings on County-supplied reproducible prints. Also obtain and prepare a set of reproducible shop drawings complete with the Engineer of Record's stamped approval.
- Prepare and process all close-out documentation, including, but not limited to, final quantities, final executive action/change order.
- Autonomously bring design conflicts, errors or omissions to the CEM's attention ASAP.
- Assist the CEM in performing constructability reviews.
- Perform other duties as may be required and/or assigned.

**References:** Available Upon Request

### **JEFF ZELL CONSULTANTS, INC.**

1031 4TH AVE.  
CORAOPOLIS, PA 15108  
Phone: 412-262-2022  
Fax: 412-262-1979

**A TOTAL SOLUTIONS COMPANY**

[www.jeffzell.com](http://www.jeffzell.com)

### **ZELL ENGINEERS, INC.**

2200 LIBERTY AVE.  
PITTSBURGH, PA 15222  
Phone: 412-288-9995  
Fax: 412-288-9930



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Current Bridge Projects Include:

Jeff Zell Consultants Inc, have preformed Construction Management Services for the following Bridges:

- |                                   |              |
|-----------------------------------|--------------|
| • CATFISH RUN #3                  | \$490,000    |
| • CNARTION CREEK #3               | \$618,000    |
| • GEORGES RUN #1                  | \$500,000    |
| • PUCKETA CREEK #6                | \$440,000    |
| • PINE CREEK #37                  | \$388,000    |
| • THOMPSON RUN #4                 | \$450,000    |
| • THOMPSON RUN #5                 | \$450,000    |
| • LOWRIES RUN #12                 | \$340,000    |
| • GRITY'S RUN #16                 | \$250,000    |
| • ANNUAL AS NEEDED BRIDGE REPAIRS | \$1.1 M/Year |



Other Current County Projects:

County Office Building-Electrical Distribution Room: This \$1.3 million project is divided into four prime contracts. The project involves new service feeders for the County Office Complex, new switchboards and rewiring. Boyce Park Skate park (\$800,000): JZC served as construction manager for a new skate park being built in Boyce Park. This facility will be constructed using concrete techniques. McKeesport Kane Hospital Roof Replacement (\$600,000): JZC is the construction manager for the removal of the existing stone and EPDM membrane and the installation of an SBS modified roofing system. Allegheny County Jail Kitchen Floor Replacement (\$600,000): JZC is the CM for this project which involves the removal of the existing floor surface, preparation of the existing concrete floor and the installation of a new concrete topping surface. Work coordinated to maintain full kitchen service for the jail. Allegheny County Laboratories: JZC is currently serving as CM for the reinforcement of existing building columns using micro piles and new pile caps to achieve the bearing capacity required in the relocation of existing county crime labs. Broughton-Cochran Mills; McCoy Road and New England Roads wall construction: JZC is the CM for stabilization of these three county roads and the installation of new retaining walls at all 3 locations over the next year.



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