EXHIBIT C

CGL
A Hunt Company

Durham Police HQ & E911 Project Management Task Descriptions	Task Cost
Phase 1	
1) Support for Police HQ Site Acquisition Process	$ 12,081
Review and comment on survy, geo, and utility data provided by City	
2) E911 Program Validation	$ 34,922
Analysis of development ALT prepared by City	
Cost estimates, review and validation	
3) Project Procurement & Delivery Method Analysis (PD, E911)	$ 27,147
Analysis for project procurement & delivery method alternatives (AE & CMAR, D-B, etc)	
Assist the decision making process to determine project method for each project	
4) Develop Police HQ Design and Construction Procurement Documents	$ 150,087
Concept Design & Design Criteria Documents	
Concept Development and Alternatives (Blocking and Stacking Options)	
Budget Estimates and Schedule	
Outline Specifications & General Conditions	
Contract Development & Agreement	
RFQ/RFP Development	
5) Validate Fulfillment of Police HQ & E911 Building Programs Throughout Design	$ 32,763
6) Develop E911 Design Procurement	$ 23,000
RFQ/RFP for Design Development	
Contract Development & Agreement	
Subtotal Phase 1 Tasks	**$ 280,000**
Phase 2	
7) City Team Extension PM Support (4 years, PM's time 50% avg)	TBD
Project Controls	
Scheduling	
Estimating	
Provide advanced project documentation management system	
Commissioning management	
Warranty & maintenance program setup	
8) FFE Development and Procurement	TBD
Scope development and budget	
Product specification	
Bidding and procurement	
Move management	
Integration with City Space Management	
Subtotal Phase 2 Tasks	**TBD**

The following is a preliminary scope of services based on the discussion with General Service's staff on July 25th and subsequent discussion on October 24, and 29, 2013. Once the project is officially awarded, CGL will provide a more detail scope of services based on the services requested by the City of Durham.

Phase 1: Preconstruction and Design

CGL collaborates with client project officials, the Architect and engineers by chairing regularly scheduled meetings. The baseline programming data prepared by the Architect is reviewed to establish budget parameters as the project progresses through schematic and design development. CGL provides recommendations during the design development phase on construction feasibility, availability of materials and labor, time requirements for installation and construction, and all cost factors, including preliminary budgets, materials costs and costs of alternative designs.

CGL develops a Critical Milestone Schedule to coordinate and integrate the Architect's design efforts with construction schedules. Constant monitoring and reporting of actual progress against the schedule informs the Program Manager of potential problem areas in advance so that corrective action can be taken.

CGL also prepares a Project Budget as soon as major project requirements are identified. The budget is updated periodically for the client's approval. At the conclusion of the schematic design phase, CGL prepares an estimate, the Project Construction Budget, based on a survey of all drawings and specifications, and submits this for approval by the client. This estimate is updated regularly and refined for further approval as the development of drawings and specifications proceeds. CGL advises the client and the Architect if it appears the Project Construction Budget will not be met, making recommendations for corrective action.

CGL reviews all drawings and specifications as they are being prepared, recommending alternative solutions whenever design details affect construction feasibility or schedules. Recommendations are made as suggestions only, and CGL does not assume any of the Architect's responsibilities for design.

CGL makes recommendations to the client and the Architect regarding division of work in plans and specifications to facilitate the bidding and awarding of contracts. This allows for phased construction, taking into consideration performance time requirements, availability of labor, provisions for temporary facilities and other relevant factors. We also review plans and specifications with the Architect to eliminate areas of conflict and overlapping work performance.

Specific tasks for the Durham Police Headquarters and E911 Center include:

1) Support for Police HQ Site Acquisition Process
    a. Review and comment on survey, geo, and utility data provided by City

2) E911 Program Validation
    a. Analysis of development ALT prepared by City
    b. Cost estimates, review and validation
3) Project Procurement & Delivery Method Analysis (PD, E911)
    a. Analysis for project procurement & delivery method alternatives (AE & CMAR, D-B, etc)
    b. Assist the decision making process to determine project method for each project
4) Develop Police HQ Design and Construction Procurement Documents
    a. Concept Design & Design Criteria Documents
    b. Concept Development and Alternatives (Blocking and Stacking Diagrams)
    c. Budget Estimates and Schedule
    d. Outline Specifications & General Conditions
    e. Contract Development & Agreement
    f. RFQ/RFP Development
5) Validate Fulfillment of Police HQ & E911 Building Programs Throughout Design
6) Develop E911 Design Procurement
    a. Assist in development of RFQ/RFP for E911 Design Services
    b. Assist with contract and development and agreement

Phase 2: Contracting and Construction

CGL monitors the work of all contractors and coordinates the work with the activities and responsibilities of Durham, the Architect and other stakeholders. All coordination and management decisions are made to complete the project to meet project scope, cost, time, quality and other client-identified objectives. Specifically, we:

- Establish procedures for coordinating the efforts, communications and all project-related activities of the client, the Architect and Construction Manager.
- Schedule and conduct regular progress meetings where the Construction Manager, the client, the Architect and the Program Manager discuss procedures, progress, problems, scheduling and other relevant matters.
- Monitor schedule as construction progresses, and identify potential variances between scheduled and probable completion dates. We review the schedule for work not started or incomplete, and recommend adjustments to the schedule for meeting the probable completion date. Recommendations are made to the client and Construction Manager. Summary reports of monitoring, along with documentation of all schedule changes, are provided.

- Determine the adequacy of contractor personnel and equipment and the availability of materials and supplies. Furthermore, we recommend a course of action to the client when requirements of the contract are not being met.

We record the progress of the project through written Control Reports to all stakeholders. These progress reports include information on all contracted work and the percentage of work completed. A log is maintained and kept available to the County and the Architect.

The Architect, with CGL, determines substantial completion of the work, or designated portions thereof. The Architect, with CGL, prepares a list of incomplete or unsatisfactory items and a schedule for completion.

When the Architect determines final completion, they provide notice to Durham and CGL that the work is ready for final inspection. CGL assists the Construction Manager during the Certificate of Occupancy process, which is solely the responsibility of the Construction Manager. Additionally, the Construction Manager secures and transmits to the Architect all required guarantees, affidavits, releases, bonds and waivers; and turns over to CGL all manuals and record drawings. In turn, CGL transmits this information and directs the Construction Manager to turn over the keys to the client.

Specific tasks for the Durham Police Headquarters and E911 Center include:

7) City Team Extension PM Support (4 years, PM's time 50% avg)
    a. Project Controls
    b. Scheduling
    c. Estimating
    d. Provide advanced project documentation management system
    e. Commissioning management
    f. Warranty & maintenance program setup
8) FFE Development and Procurement
    a. Scope development and budget
    b. Product specification
    c. Bidding and procurement
    d. Move management
    e. Integration with City Space Management

CGL Hourly Rate Schedule

Title	Hourly Rate
Director of Design	$250.00
Senior Architect	$180.00
Senior Planner	$180.00
Senior Project Manager	$225.00
Source: CGL, October 31, 2013	