



**MWDOC Owner's Representative Services Pre-Submittal Meeting FAQs**  
**November 19, 2019**

- 1. Will there be any retrofitting on non-structural portions of the building?**
  - We will be following Standard ASCE 41 for structural and nonstructural performance levels. For structural performance, we seek to achieve a structural performance level between life safety (S-3) and immediate occupancy (S-1). For nonstructural performance, we seek to achieve a level of position retention (N-B). Essentially, if an earthquake were to hit the MWDOC building, it may take several hours to a few days to make the building operational for re-occupancy.
  
- 2. What responsibilities will the owner's representative have in the construction work?**
  - The owner's representative will assist the contractor in completing their work expeditiously and will hold the contractor to high quality standards. For example, the owner's representative will use their expertise to verify structural work meets acceptable standards of work quality during construction to minimize rework.
  
- 3. How detailed does the schedule need to be?**
  - MWDOC expects the owner's representative to review the plan sets and recommend any improvements/efficiencies that can be made. The schedule needs to lay out the tasks necessary to accomplish coordination and verification of the work.
  
- 4. What responsibility will the owner's representative have in the moving portion of construction?**
  - Construction will take place in four phases in work spaces that are currently occupied within the building. Occupants in these spaces will be temporarily relocated to other locations within the building while work commences. The owner's representative will assist with planning and coordination tasks with the sequencing and phasing of the move plan.
  
- 5. Does MWDOC have their own vendor to help with moving?**
  - MWDOC has its own vendor in place for moving furniture during construction. The owner's representative will coordinate with the moving vendor during the various phases of the project.