

The area highlighted in yellow should be replaced with an update scope of work for the specific area of architecture or engineering.

Part I – Introduction

Part II – General Description

Part III – Term

Part IV – Multiple Funding Sources

1. Projects may have multiple funding sources such as:
 - a. Local Area Program (LAP) grants.
 - b. Florida Department of Transportation (FLDOT) grants
 - c. State Revolving Funds (SRF) loans
 - d. Water Management District grants and awards
 - e. Legislative Grants and Awards

As a result, projects may be subject, but not limited, to the following:

- a. Florida Department of Transportation regulations.
 - b. Florida Department of Environmental Protection regulations.
 - c. Water Management District regulations.
 - d. Enterprise Participation.
 - e. Certificate of Contracts, Grants, Loans, and Cooperative Agreement.
 - f. Disclosure of Lobbying Activities.
 - g. Disadvantage Business Enterprise (DBE) Goals.
2. Describe the Consultant's understanding and approach with multiple funding sources. **(Tab VI)**
 3. Describe the Consultant's experience in working with the various agencies and programs pertaining to this assignment. **(Tab VI)**

Part V – Technical Approach and Cost Controls (Tab VI)

1. Technical Approach
 - a. Describe the Consultant's Technical Approach and understanding of this project and what you intend to do.
 - b. Describe the Consultant's understanding of a project's scope.
 - c. Describe how the Consultants plans to perform the services required in a project scope.
 - d. Describe specialized problem solving required in any phase of a project.
 - e. Describe the quality control procedures that will be used to assure the accuracy and adequacy of the work that you and your consultants propose to perform.
 - f. If funded by LAP, demonstrate experience with FDOT Plans Preparation Manual and LAP requirements.
 - g. Provide/describe experience for each particular project the consultant has worked on that is similar in nature of the work request.
2. Cost Control
 - a. This category of the proposal evaluation criteria has two components. The Consultants shall:
 - i. Provide comparisons of bid award amount to final cost estimate and final contract amount (include change orders) for projects designed by the Consultants during the past five (5) calendar years. The Consultants may provide justification for any discrepancies that may exist with this information. Component One should be subdivided as follows:
 1. Cost Control of the Design Process

2. Describe how you will control expenditures for this project within your organization for work hours, other direct costs, and all other costs associated with the basic services fee that you will negotiate with the City.
- ii. Cost Control of the Construction Component
 1. Describe how often you make estimates of probable costs to construct the project as design progresses and compare these to the budget for the project.
 2. Describe what corrective actions you can take if it appears that the budget will be exceeded or that the project scope can be achieved at a much lower cost than what was discussed during negotiations.
- iii. Using the format headings below, complete the information requested for projects designed by the Consultant within the last five (5) calendar years:
 1. Name of Project
 2. Month and Year of Bid
 3. Number of Bids
 4. Final Cost Estimate
The final cost estimate would be the estimated construction cost your firm provided to the Project Owner for use at the bid opening and would contain all adjustments to earlier estimates caused by addenda issued during the bidding time for the project.
 5. Bid Award Amount Final
 6. Final Contract Amount including Change Orders
- b. Describe cost control and cost estimating techniques to be used for this project. The response shall be subdivided and responded to as follows:
 - i. The Consultant shall describe their specific Cost Estimating and Control process.
 - ii. As engineering professionals use a variety of cost estimating techniques, including those described below, what specific techniques does the Consultant use and why?
 1. In-house databases from bid prices on projects designed by the firm;
 2. Estimating data published by specialists in construction estimating such as Means, Building News, etc.;
 3. Businesses specializing in construction cost estimating.

Part VI – Consultant’s Services in Phase of Projects (explain in tab VI)

City will provide the Project description. The phases listed below are services that may be required by the City. Not all of the services listed will necessarily be required for every project or assignment. In some cases, additional services may be required to be incorporated into the project at the discretion of the City.

1. Pre-design Services
 - a. Data collection and programming for the project to include:
 - i. Project coordination meetings with local agencies and owner representative.
 - ii. Review and presentations as required to stakeholders and owner.

- iii. Local neighborhood and community meetings as required.
 - iv. Prepare a scope design concept or preliminary design report
 - b. Site Analysis Services
 - i. Collecting site data to include:
 - 1. Boundary surveying
 - 2. Topographical surveying
 - ii. Site Studies
 - 1. Environmental
 - 2. Traffic
 - iii. Preparation of site plans and possible construction plan.
 - iv. Meet and coordinate with private and public utilities.
 - v. Permitting applications (approvals and presentations)
- 2. Basis of Design Report (BODR)
 - a. Consult with staff and advisory personnel to result in development of alternatives, preliminary studies, sketches, or plans of the project.
 - b. Research the project alternatives and make recommendations to the City on the options and alternatives developed throughout this phase.
 - c. Prepare Basis of Design Criteria developed for the alternative designs and cost estimates for the options.
 - d. Attend all public hearings and public meetings related to the project.
 - e. Conduct necessary field reviews.
 - f. Confer with the sponsor on project requirements, programming, finances, schedules, early phases of the project, and other pertinent matters; meet with the concerned agencies and parties on matters affecting the project.
 - g. Provide a Basis of Design Report furnishing the recommendation of the preferred project alternative and the basis of design criteria.
 - h. Assist in identifying possible required right-a-ways in BODR.
- 3. Preliminary Design/Development Phase (Estimated 30%)
 - a. Consult with staff and advisory personnel to result in preliminary studies, sketches, or plans of the project.
 - b. Research the project and make recommendations to the City throughout this phase.
 - c. Prepare a conceptual design and construction cost estimate.
 - d. Attend all public hearings and public meetings related to the project.
 - e. Conduct necessary field reviews.
 - f. Conduct pre-application meeting with permitting agencies.
 - g. Confer and coordinate with the sponsor on project requirements, programming, finances, schedules, early phases of the project, and other pertinent matters; meet with the concerned agencies and parties on matters affecting the project.
 - h. Collect data and undertake field investigations; geological engineering and surveys; and architectural, engineering, land surveys, and environmental studies.

- i. Plan, procure, and/or prepare necessary surveys, geological engineering investigations, field investigations, and architectural and engineering studies required for preliminary design considerations.
 - j. Develop design schematics, studies, sketches, and exhibits, lists of environmental and aesthetic considerations, project recommendations, preliminary layouts, and updated cost estimates.
 - k. Assist the City in the preparation of all necessary and required documents for State and federal grants, including Disadvantaged Business Enterprise (DBE) plan and goals, and exhibits.
 - l. Develop source documentation related to the design of the project including:
 - i. Cover Sheet, index map, table of contents, and legend
 - ii. Survey base map showing apparent rights-of-ways, site information, existing utilities, all survey elements including existing and proposed easements
 - iii. Conceptual plan views and plan layout of the proposed improvements and facilities
 - iv. Other conceptual design information
 - v. Ensure that current standards and codes are use in specifications
 - m. Submit final preliminary phase documents and recommendations to City for review and approval prior to finalization by the Consultants.
 - n. Meet with Purchasing Division to review consultant checklist and requirements.
 - o. All other services as identified by the City Projects.
 - p. Make necessary revisions in a timely manner based on the City's 30% review. The project manager will inform the consultant on completion time in writing.
 - q. Make the City aware of any restrictions related to site conditions that may be found in the public records of this County, and if there may be any additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.
4. Intermediate Design (60% and 90%) Phase
- a. Refinement of preliminary schematics design with staff and advisory personnel. Scaled facility layout plans. Scaled floor plans and elevations of the interior space utilizations by occupants, selections of building system. Discussion of cost effective and functional methods to promote the use of green materials through innovative architectural processes. Strive to meet LEED standards and Energy Star optimum rating standards **whenever cost effective.**
 - b. Schedule and attend meetings and design conferences to obtain information and to coordinate or resolve design matters.
 - c. Prepare necessary reports and recommendations.
 - d. Ensure red, green, and brown colored marked up plans and utility relocation schedules to all agencies are prepared and submitted as required.
 - e. Prepare plans, specifications, and verify cost estimates as appropriate for 60% design including:
 - i. Incorporation of City's 30% review comments
 - 1. Complete incorporation of the 30% comments and changes in a timely manner. The Project Manager and consultant will
 - ii. Incorporation or modifications based on preliminary discussions with regulatory agencies during pre-application meeting.

- iii. Cover Sheet, index map, table of contents, and legend
 - iv. Survey base map showing apparent rights-of-ways, existing facilities, existing improvements, existing utilities, all survey elements including existing and proposed easements, as necessary.
 - v. Table of Contents of Technical Specifications
 - vi. Subsurface Utility Engineering data and information
 - vii. Geotechnical Investigation data and information
 - viii. Plan view and profile view of proposed improvements and facilities with layout dimensions
 - ix. Proposed typical sections of the improvements and facilities
 - f. Prepare construction plans and outline specifications and submit to City for review and approval.
 - g. Prepare plans, specifications, and verify cost estimates, and construction documents to 90% level including:
 - i. Incorporation of the City's 60% review comments.
 - ii. Final plan, profile, site plan, floor plans, views of the proposed facilities and improvements
 - iii. All typical section detail sheets
 - iv. All proposed construction detail sheets
 - v. Construction Cost Estimate including quantity take-offs
 - vi. Bid form
 - vii. Completed general notes for the plans
 - viii. A set of technical specifications in word format
 - ix. Completed Permit Applications for Applicable Regulatory Agencies
 - x. Measurements and Payment section to show where items are to be placed on bid form.
 - h. Prepare final construction plans and specifications and submit to City for review and approval prior to finalization.
 - i. Preparation of final construction documents to include working drawings, supplemental general conditions, special provisions, and technical specifications.
 - j. All other approvals as necessary to complete the project.
 - k. Completed Consultant Worksheet.
 - l. Conduct a detailed value engineering analysis, if applicable and if requested. Print, bind as necessary, and provide all necessary copies of engineering drawings and contract technical specifications, and construction documents.
- 5. Final Design (100%) Phase
 - a. Prepare plans, specifications, cost estimates, and construction documents to 100% level of design including:
 - i. Incorporation of the City's 90% review comments.
 - ii. Six (6) complete original signed and sealed 22" x 34" sized set of the construction bid documents comprising of technical specifications and drawings.
 - iii. Final construction drawings, technical specifications, and construction documents in electronic format and three (3) hard copies of the documents in 22" x 34" size. Two (2) sets of reduced (11" x 17") construction drawings will also be provided.

- iv. Final technical specifications in word format will be provided.
 - v. Final opinion of probable cost of construction cost with detailed quantity take-offs.
 - vi. A blank bid form will also be developed in MS Excel.
 - b. Additional copies of final signed and sealed documents will be prepared on behalf of the City for submittal to the other agencies for permitting prior to bidding of the project
 - c. Conduct necessary field reviews.
 - d. Attend public hearings and public meetings related to the project.
 - e. Provide all necessary land surveys and legal descriptions for right-of-way and easement acquisitions.
 - f. Prepare final construction plans and specifications and submit to City for review and approval prior to finalization
 - g. Ensure red, green, and brown colored marked up plans and utility relocation schedules to all agencies are prepared and submitted as required.
 - i. Submit Permit Applications to and respond to all subsequent Requests for Additional Information from State, Federal, and Local reviewing agencies, as appropriate.
 - ii. Conduct all necessary field reviews.
 - iii. Attend public hearings and public meetings related to the project.
 - iv. Provide all necessary land surveys and legal descriptions for right-of-way and easement acquisitions.
 - v. Prepare final construction plans and specifications and submit to City for review and approval prior to finalization.
 - vi. Preparation of final construction documents to include working drawings, supplemental general conditions, special provisions, and technical specifications.
 - vii. All other approvals as necessary to complete the project
- 6. Bidding and Negotiation Phase
 - a. Provide the City specified number of construction document plan sets, specifications, and the scope of work for this phase.
 - 1. Including bid forms and all document required for the bidding process and in the requested format. (i.e.. bid form in Excel)
 - b. Assist the Purchasing Division with the preparation of all bid documents as requested.
 - c. Ensure that all bid documents meet the Consultant Checklist provided by the Purchasing Division. Copy of the current Consultant Checklist is in Appendix A.
 - d. Be present at all pre-bid meetings.
 - e. Provide answers to question from the pre-bid meeting and addenda as requested
 - f. Be present at the bid opening at the discretion of the City.
 - g. Analyze bid results and provide a calculated and verified bid tab in a format as specified by the City.
 - h. Verify references and contactor qualifications for the selected project.
 - i. Furnish recommendations on the award in writing.
 - j. Provide assistance to the City with negotiations, as required.

- k. Prepare a complete set of conformed construction document plans and specifications to include all changes made through addenda. Ensure that all documents comply with current adopted zoning and permit codes or regulations.
7. Construction Phase
- a. Conduct a post bid/pre-construction conference and provide an agenda and meeting minutes to the City for its review and approval prior to distribution unless otherwise directed by the City. The City may choose to provide the agenda and to record the minutes.
 - b. Review and forward for City approval all submittals for the project.
 - c. Provide construction staking control points of the project by a Florida licensed Land Surveyor.
 - d. Provide construction engineering and inspection of the project by a fully qualified individual with experience in the specialty as required by the City and as approved by the City on one of the following basis:
 - i. A construction engineering manager.
 - ii. A full time basis by at least one (1) individual. Full time shall be described such that the inspector will be present on the site between 87% and 100% of the time that the contractor is productively working.
 - iii. A part time basis by at least one (1) individual. Part time shall be described such that the inspector will be present on the site between 14% and 86% of the time that the contractor is productively working.
 - iv. An occasional basis by at least one (1) individual. Occasional shall be described such that the inspector will be present on the site between 3% and 13% of the time that the contractor is productively working.
 - e. Provide quality control (testing) services utilizing a qualified testing laboratory located in the State of Florida as approved by the City.
 - f. Conduct regularly scheduled project status meetings on a schedule determined by the City and provide an agenda and meeting minutes to the City for its review and approval prior to distribution. The consultant will provide a construction timeline with milestones.
 - g. Review and recommend approval to the City, the contractor's quantities and pay requests.
 - i. Furnish record drawings with no disclaimers, unless authorized by the City, based on the contractor's redlined construction plans and surveys conducted by a Florida licensed Land Surveyor. Such record drawings shall be provided in both hard copy and electronic media acceptable to the City.
 - h. Construction Observation
 - i. Consultant shall observe the construction and ascertain to the best of the consultant's ability that the project is constructed in accordance with approved plans and specifications.

Part VII Additional Consultant Requirements

1. The Consultant shall be responsible for the professional quality, technical accuracy and the coordination of all designs, drawings, specifications and other services furnished by the

Consultant. The Consultant shall also, without additional compensation, correct or revise any errors or deficiencies in its designs, drawings, specifications and other services that may surface throughout the project to include the construction phase.

- a) All original designs, drawings, specifications and services rendered by the Consultant and paid for by the City shall be the property of the City to use in any manner it may deem appropriate.
 - b) Drawings and specifications reproduced by the City for permitting purposes shall be signed and sealed by the Consultant as a basic service.
2. Upon completion of the project, the Consultant shall furnish to the City a complete record set of as-built (record) drawings. The City shall be the owner of said documents; however, the Consultant may retain copies thereof. In the event the City uses any designs, drawings or plans prepared by the Consultant for any purposes other than the project, the Consultant shall not be liable for such uses of the designs, drawings or plans.

Part VIII – Contract Limitations

1. Contract Limitations

- a. All parties competing for the work are advised that the work may be accomplished over the course of several grant projects, as applicable.
- b. All parties are advised that some of the services listed may not be required and that the sponsor reserves the right to initiate additional procurement action for any of the services included in the initial procurement.
- c. The services are limited to those projects that are expected to be initiated within the specified time after the date the contract is signed by the consultant.
- d. A formal contract will be entered into with the most responsible vendor(s). The submitted Request for Proposal will be attached and become part of the contract.

2. Design with Funding Limitations

- a. The Consultant shall accomplish the design services required so as to permit the award of a contract, using competitive sealed bid or proposal procedures, for the construction of the facilities designed at a price that does not exceed the estimated construction contract price. When bids or proposals for the construction contract are received that exceed funding limitations, the Consultant shall perform such redesign and other services as are necessary to permit contract award within the funding limitations. These additional services shall be performed at no increase in fees. However, the Consultant shall not be required to perform such additional services at no cost to the City if the unfavorable bids or proposals are the result of conditions beyond his/ her reasonable control.
- b. The Consultant will promptly advise the City if it finds that the project being designed will exceed or is likely to exceed the funding limitations and it is unable to design a usable facility within these limitations. Upon receipt of such information, the City will review the Consultant's revised estimate of construction cost. The City may, if it determines that the estimated construction contract price set forth in this contract is so low that award of a construction contract within such estimate is improbable, authorize a change in scope or materials as required to reduce the estimated construction cost to an amount within the funding limitations.

Part IX – Project Time Frames

1. Project Time Frames.
 - a. Completion of Preliminary Phase shall be from 30 to 90 days (0% to 25% of project time) for each project, depending on the complexity of the project and the discretion of the project manager.
 - b. Completion of the Intermediate Phase shall be 30 to 180 days (25% to 75% of project time) for each project, depending on the complexity of the project and the discretion of the project manager.
 - c. Completion of Final Phase shall be 30 to 90 days (75% to 100% of project time), depending on the complexity of the project and the discretion of the project manager.

Part X – Reimbursable Expenses

1. Reimbursable expenses are to be included in the basic services and include expenses incurred by the Consultant and the Consultant's employees. Sub-consultants in the interest of the project.
 - a. Expense of reproductions, postal and handling of drawings, specifications and other documents. It is anticipated that the City will reproduce the drawings and specifications at their own cost.
 - b. If authorized in writing in advance by the City, expenses of overtime work requiring higher than regular rates.
 - c. Expense of models and mock-ups requested by the City in the negotiation of the contract will be included in the basic service fee and will not be a reimbursable.
 - d. The Consultant may employ mechanical, electrical, plumbing and fire protection engineering; interior design services; program and design consulting services; which professionals shall be deemed Sub-consultants to the Consultant and not in privity with the City. The cost of employing these Sub-consultants shall be included in the fee for basic services at a markup no greater than 5%. If requested by the City to address special needs, the Consultant shall provide a listing of specialty tradespersons required to complete the requested Scope of Services. The City reserves the right to replace a sub-consultant .
 - e. The Consultant shall be solely responsible for the services rendered by the Sub-consultants, and all warranties, indemnification's, and hold harmless provisions of this agreement shall apply to the same extent to the services of such Sub-consultants, as if performed by the Consultant hereunder, it being the intent that the Consultant perform and be responsible for all of the services rendered hereunder.
 - f. The Consultant shall submit monthly statements for his services in proportion to the work performed within each phase of services on the basis set forth herein.
 - g. The City shall, if the billings are in proper order, pay the Consultant's billings upon the next regular scheduled payment cycle as established by the City Finance Department.
 - h. Payment of work will be done commensurate with the work being completed regardless of title. Example: CAD work pays at CAD operator level.

Part XI – Additional Submittals and Information

1. Evaluation Forms
 - a. There are three (3) different evaluation forms that the City will use to evaluate consultant's performance. The size and complexity of the project will determine which evaluation form will be used. The Purchasing Division will administer the forms under the Vendor Performance Evaluation Program currently in place. Final selection of which evaluation form is required will be at the discretion of the Purchasing Division and the Project Manager. Copies of these evaluation forms are available upon request.
2. Appendix A, Titles and Position
 - a. In Appendix A is a sample copy of the hourly pricing form that will be used to negotiate pricing if a firm is selected. **DO NOT** submit pricing with your proposal. CCNA prohibits using pricing as a determining factor for professional services selection. However, there are five (5) additional blank rows at the bottom of the form. Please fill in up to five (5) additional positions you would like the City to consider. This is optional and will be approved at the discretion of the City.
3. Appendix B, Task Listing
 - a. In Appendix B is a sample copy of the tasking list that will be used by the Project Manager to request scope of services from the awarded consultant.
4. Appendix C, Consultant Checklist
 - a. In Appendix C is a sample copy of the Consultant Checklist. The checklist will be required to be completed on each project by the awarded consultant. Depending on the complexity of the project this form may be waived at the discretion of the Purchasing Division.