

## Procurement Example

### Competitive Bids Procurement of Design Services by Request for Quotes (RFQ)

This example document is provided for Grantees using state ARP Competitive and Non-competitive grant funds and reporting to the State Water Infrastructure Grants (SWIG) program. Grantees can use this bid package example when seeking architectural design and engineering services. **Grantees should facilitate procurement through a competitive bidding process utilizing a Request for Qualifications (RFQ), especially when the entity knows exactly what it is purchasing (i.e. engineering or design).**

Procurement regulations from Uniform Guidance, 2 CFR Part 200 Subpart D:

- **§200.320(d)** Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
  - **(1)** Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
  - **(2)** Proposals must be solicited from an adequate number of qualified sources;
  - **(3)** The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
  - **(4)** Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
  - **(5)** The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/ engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

As a point of emphasis, RFQs for engineering and design services should be awarded based on qualifications without consideration to price. All other requirements and recommendations for procurement by competitive bids should be followed, including:

- Broad advertisement and distribution of RFQ with a goal of receiving a minimum of three responses.

- Adequate time for individuals and firms to prepare their responses.
- A clear statement of the required elements of the RFQ.
- Conformance between the evaluation criteria public in the RFQ and those used by the evaluation committee of the Grantee.

When using this document, please note any items bracketed in **[RED]** will need to be customized for each entity's usage. If you have any questions about which items should be customized or how to use this document, please reach out to us at [TDEC.ARP@tn.gov](mailto:TDEC.ARP@tn.gov).

**REQUEST FOR QUALIFICATIONS (RFQ) FOR  
ARCHITECTURAL AND ENGINEERING SERVICES**

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**[PROJECT NAME]**

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## Purpose of RFQ/General Information

### I. *Background*

In February of 2022 the Tennessee's Department of Environment and Conservation released the *Water Infrastructure Investment Plan* to address the deployment of American Rescue Plan (ARP) Fiscal Recovery Fund dollars toward water infrastructure projects. In 2022, TDEC released three primary strategies for disbursing ARP funds as part of its Water Infrastructure Investment Program: formula-based non-competitive grants to counties and eligible cities; state-initiated strategic projects; and competitive grants to eligible subrecipient stakeholders. The [Project Name] will be part of the non-competitive, formula-based grants opportunity and the facility/structure or site must conform to the [Grantee's] [Applicable Recovery Plan, Design Guidelines, ARP application, etc.]. This project will be fully or partially funded with Federal funds and is subject to the Federal laws and regulations associated with the American Rescue Plan (ARP) Fiscal Recovery Fund grant.

### II. *Purpose of RFQ*

The [Grantee] proposes to obtain a highly qualified, capable firm(s) to act as the Architect/Engineer and construction manager/administrator during the planning and construction of the new [Project Name]. The final cost of the project will be determined following the selection of the firm based upon a detailed scope of work and the final cost should not be exceeded. The selected firm's services for the [Project Name] will include, but are not limited to, assisting with project management, design, civil engineering, construction inspection, and programming of the facility/structure which will include items such as estimating and compiling budgets, developing a conceptual design, coordinating additional RFP's and RFQ's for the project, and assisting with various Treasury ARP grant reporting requirements such as quarterly progress reports.

The [Grantee] will give prime consideration to the firm with significant current experience in the development, design, renovation, and construction, of similar buildings and projects. The [Grantee] reserves the right to negotiate with one or more parties. The [Grantee] is not obligated to enter into any contract(s) with firm(s) based on terms or conditions.

### III. *Specifications and Bid Forms*

Specifications and bid forms are available from [Grantee Office Address], by writing to the address indicated above or by visiting [Grantee Website].

#### IV. *Location*

The [Grantee] is planning to construct a [Project Name]. The [Project Name] will be located at the [Description of Recovery Area and/or Project Site]. The [Grantee] intends to competitively bid the construction of the project and award it to qualified general contractors who will perform the work according to final plans and specifications proposed by the qualified firm chosen pursuant to this RFQ. Refer to Exhibit B for the projected site plan.

#### V. *Scope of Work*

The [Grantee] is interested in obtaining the services of an architectural design firm to assist in the design and programming of the facility/structure including such items as [keep all that apply or provide additions where necessary]:

- Estimating and compiling budgets
- Full architectural and civil design
- Design development documents as described in Exhibit A
- Assisting with various Treasury ARP grant reporting requirements
- Project management (to include construction management and inspection)

#### **Contracting**

The selected Architect/Engineering firm will be required to perform the basic architectural and engineering services to be specified more fully in a contractual agreement. The contractual agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as circumstances may dictate. The [Grantee] anticipates a contract which will include schematic design, production of computer-generated renderings, and cost estimations; however, the [Grantee] reserves the right to include additional project elements in the initial or subsequent professional services agreements as the [Grantee] may (in its sole discretion) deem appropriate. The [Grantee] will not use the standard AIA contract documents to secure the professional services herein described.

The Architect/Engineering firm will be required to retain and be responsible for all basic engineering disciplines including but not limited to mechanical, electrical, plumbing, fire protection, and structural engineering as appropriate for the Scope of work negotiated. Project management, civil engineering, construction management/inspection, furniture, fixtures and equipment, and landscape architecture included are included services in this RFQ. The Architect/Engineering firm is also required to identify and select the appropriate sub-consultants; however, the [Grantee] reserves the right to approve proposed sub-consultants that will be associated with the Project.

## General Requirements

The selected firm will be responsible for:

- A. **[Project Name] Design** - Design of a **[Project Description]** of approximately **[Area]** (subject to final design) at the **[Project Site]**. The project would consist of **[Description of Proposed Improvements]** (to be finalized by Architect or engineer and **[Grantee.]**)

The project design should include the following elements

- designed for a usable life of **[Number of years]**
- Purpose of project
- Quality of finish of project
- Any specific elements deemed necessary for the project client to provide shelter in the event of threatening weather conditions for those utilizing its services and possible visitors. The level of finish should be good quality, but not luxurious; the intent is to contain costs to the extent reasonable, but still provide the **[Grantee]** an innovative and modern civic asset that speaks to the strength and pride of the citizens and their efforts to rebuild the **[Grantee]** effectively and efficiently.

The following additional facility innovations and improvements should be explored with cost and square footage projections:

1. **[Example 1]**
2. **[Example 2]**
3. **[Example 3]**

**[Additional Design Considerations]**

- B. **Infrastructure and Site Conditions** – The site is currently **[Site Condition Description]**. Adequate utility infrastructure is already adjacent to the site. Exterior lighting and signage will be modest in keeping with the **[Grantee]**'s **[Recovery Area's]** Design Standards and will mitigate light pollution.
- C. **Site Plan Opportunity** – Immediately west/southwest of the proposed **[Project Name]** site is a proposed 18 + acre **[Grantee]** **[Description of Other Grantee Projects]**. The site plan should at least include outdoor benches and lighting. Preferably, the outside area with benches should provide tables to allow dining options outside. The site will need to be surveyed and platted. See attached map of site in Exhibit B.

- D. **Feasibility** - The location is relatively level and devoid of any structures or significant vegetation as a result of the [Disaster Name or Type], as it has been entirely cleared of previous structures and debris. There are no anticipated construction obstacles at the proposed site. Adjacent streets are in place and all utilities are readily available.

## VI. *Federal Grant Requirements*

### **Use of Federal Funds**

All contracts, services, purchasing, and activities must conform to Treasury regulations, funding assistance for this project is through the Coronavirus State and Local Fiscal Recovery Funds program. Firms and their counsel should be familiar with the full range of ARP and SWIG compliance requirements. The following is a brief summary of certain aspects of the compliance requirements.

- A. **Davis-Bacon** – Projects utilizing greater than \$10 million of ARP SLFRF will be subject to Davis-Bacon wage and record-keeping requirements.
- B. **Duplication of Benefits** - The firm must document all funds obtained from any source from the date of the disaster until the date of this proposal, if applicable.

## VII. *Submittal Instructions*

### **Delivery**

The [Grantee] will accept sealed qualifications until [Time], [Date], [Year] at the [Designated Building and Address]. Any proposals received after the specified deadline will be returned to the firm. Only submittals received by the correct time and date will be recorded.

Submittals must be submitted in a sealed envelope with the Request for Qualifications number [RFQ #] and the firm's name and address clearly indicated on the envelope. All submittals must be completed in ink or typewritten and submitted by the time and date above. Proposals shall be limited to a maximum of forty (40) printed pages. Pages shall be no larger than letter size (8 ½" by 11") or, if folded to that dimension, twice letter size (11" by 17") each section (defined below) shall be separated by a tabbed divider. Elaborate covers and permanent binders are not required. An original and eight copies of the responses, along with a digital copy on a flash drive or CD, are to be delivered to:

[Designated Grantee Contact]

[Street Address]

[City, State and Zip Code]

Phone: [(XXX) XXX-XXXX], Fax: [(XXX) XXX-XXXX],  
[Email Address]

### **Confidential/Proprietary**

Please clearly mark “Confidential/Proprietary” any information that you seek to protect from public disclosure under the [Applicable State or Local Public Information Act] and submit such information in a separately marked envelope. The [Grantee] cannot assure any firm that information that is marked “Confidential/Proprietary” will remain private, however, in the event of a request for such information under the Public Information Act, the [Grantee] will timely notify you in writing of the request.

Firms are expected to examine the entire scope of services outlined above and respond accordingly to each section. Failure to do so will be at the firm’s risk and will prevent inclusion from future services should additional funds become available. To enable the [Grantee] to efficiently evaluate the responses, it is important that the firms follow the required format in preparing their responses. Responses that do not conform to the prescribed format may not be evaluated.

**A. Cover Page** - The following information should be included under the title “Request for Qualification Statements for Architectural/Engineering Services for the [Grantee][Project Name] [RFQ-#]:

- Name of firm
- Firm address
- Firm telephone number
- Firm federal tax identification number (EIN)
- Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the firm on behalf of the firm.

**B. RFQ Response** - The submittal must detail how the design firm will provide the Scope of Services required by this RFQ as required by federal procurement guidelines. The design firms are encouraged to present in their submittals any alternate or creative means of providing any item specified in the Scope of Services. By submitting a response, firms represent and warrant that all information provided in the response submitted shall be true, correct and complete. Firms who provide false, misleading or incomplete information, whether intentional or not, may be excluded.

Firms should letter and number responses exactly as the questions are presented herein:

**A. Introduction (transmittal letter)** - By signing the letter, the firm certifies that the signatory is authorized to bind the firm. The RFQ response should include:



- Brief statement of the firm's understanding of the scope of the work to be performed;
- Confirmation that the firm meets the appropriate state licensing requirements to practice as an Architect/Engineer in the [State of Grantee];
- Confirmation that the firm has not had a record of substandard work within the last five years;
- Confirmation that the firm has not engaged in any unethical practices within the last five years;
- Confirmation that, if awarded the contract, the firm acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- Any other information that the firm feels appropriate to support their understanding;
- Signature of an individual who is authorized to provide information of this nature in the name of the firm submitting the RFQ.

**B. Company Profile** - Provide the following information relative to your firm:

- Firm name and business address, including telephone and facsimile numbers, and e-mail address.
- Year established (include former firm names and year established). Identify the country and state in which the firm was incorporated or adopted.
- Provide the firm's type of ownership and, if applicable, parent company or subsidiaries. Include dates of any corporate mergers and/or acquisitions, including all present and former subsidiaries with dates of any and all restructuring since the founding date. Also, provide any licensure in [State of Grantee].
- Clarify the business address and telephone number of the office(s) at which the work is to be accomplished (if different than item #A). Also include the name, address, and telephone number of the project manager, if different than item #A.
- Describe their standard operating procedure with respect to reporting on progress and performance during the delivery of the contracted services, including for example information regarding resources, quantities, deliverables, risks, issues, actions and earned value management principles. Examples of sample reports identifying such information/data are preferred.
- Provide evidence of adequate financial stability through certified financial statements, including a balance sheet and income statement. The [Grantee] reserves the right to request any additional information to assure itself of a firm's financial status.

**C. Organizational Structure** - Describe your firm's organizational structure and discuss how you anticipate organizing your project team for this project and provide the following:

- Identify staff members (as applicable), in the job classifications of Principal in Charge, Licensed Architects, and Licensed Engineers, who would be assigned to act for firm in key management and field positions providing the services described in Part One: Scope of Services, and the functions to be performed by each.
- Include resumes or curriculum vitae of each such staff member designated above, including name, position, education, and years and type of experience.

- It is the expectation of the [Grantee] that the individuals identified in this section of the response will be those that will be specifically assigned and fully committed to work on this project. If, because of extenuating circumstances, a member must be replaced, the [Grantee] must approve the new member.

**D. Experience and Qualifications** - Set forth your experience and qualifications as they relate to the proposed project in terms of technical scope, tasks involved, deliverable products, and other elements of the work as they relate to the evaluation criteria and all requirements of this RFQ.

- The Proposal should provide all information which the firm considers pertinent to its qualifications for performing the work called for by the RFQ; including, but not limited to work detailed in the Scope of Work. Please limit representative projects to a maximum of 5 projects. These projects should have been completed in the last 5 years.
- Describe any prior engagements in which firm's assisted a governmental entity in dealings with projects relating to Federal Grant programs.
- Describe the firm's current workload and available capacity to meet the project demands and accomplish the work within the specified 1 year and 10 month timeframe.
- Describe any unique firm characteristics relevant in evaluating the experience of the firm to handle the proposed project(s). The firm should indicate if they have worked on the design, development or renovation of any [Project Types] within the last 5-10 years.

**E. References** - Each firm must furnish a minimum of five (5) references.

1. At least three (3) of the five (5) references should be from projects of similar complexity and community size as the [Grantee].
2. Each reference must identify and describe the project worked on and specify the originating and final project manager for the party providing the reference.
3. References may or may not be reviewed or contacted, at the sole discretion of the [Grantee].

**F. Pending Claims** - Each firm must describe any pending or ongoing administrative or judicial proceedings material to its business or finances, including, but not limited to litigation, consent orders, or agreements with state or federal regulatory agencies, and any claims, whether past, current, or pending, that involve work similar to the work sought by this RFQ. The nature of any such claim or proceeding must be described, together with its current status, final disposition (if any), and the parties involved.

VIII. Selection Process

Selection of firm(s) will follow the submittal-interview process.

From a review of the statements of qualification received, the [Grantee] intends to evaluate the proposals and possibly invite one or more firms to be interviewed before making a final selection of a firm for this project. The [Grantee] will notify firms of the date and time of the interview. The [Grantee] reserves the right to make a selection based solely on statements of qualifications received. The [Grantee] may request that presentations be made to the Selection Committee consisting of [Grantee] staff, and [Project Name] staff.

The [Grantee] reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all firms submitting responses, should it be deemed in the [Grantee]’s best interest; or cancel the entire process and solicit again at a later date. The [Grantee] will have final decision in all matters regarding acceptance of proposals and issuance of awards. Innovative solutions outside of the proposed project plan will be given serious consideration.

The [Grantee] encourages minority and female owned businesses to submit proposals on all [Grantee] projects/proposals.

IX. Evaluation Criteria

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

A. Stage 1 Mandatory Criteria

<b>Mandatory Criteria</b>	<b>Satisfied? (Yes/No)</b>
Demonstrates experience providing requested services for similar projects of scope and scale by providing three recent examples of projects completed on budget and on time.	
Demonstrates direct industry experience and familiarity with [Project Type] designs, construction and operations	

The [Grantee] may discontinue the evaluation of, and reject, any Proposal that does not satisfy the Mandatory Criteria.

**B. Stage 2 Rated Criteria** – 100 possible points

Rated Criteria	Minimum Rated Criteria Threshold (Minimum 3 out of 5)	Weighting
Methodology – that the firm will use to conduct work outlined in RFQ and evidence of ability to perform the work described herein	30 Maximum Points Possible	30%
Experience – previous experience performing related projects of complex nature, specifically restaurant/kitchen design	25 Maximum Points Possible	25%
References – will be based on references submitted as part of RFQ, but can include clients not submitted	15 Maximum Points Possible	15%
Has experience and knowledge of working with similarly sized communities and ability to comply with the [Grantee] codes, policies and regulations.	15 Maximum Points Possible	15%
Staff – capability and availability of professional staff to serve the [Grantee] in a competent and timely manner	15 Maximum Points Possible	15%
<b>Total</b>	<b>100 Maximum Points Possible</b>	<b>100%</b>

X. *Additional Instructions, Notifications, and Information*

- C. **Minimum Effective Period of Proposal** - All proposals are required to remain in effect for at least 120 days from the date submitted to the [Grantee] for review. This effective period should be taken into account when preparing the Proposal.
- D. **Public Information** - All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure.
- E. **Type of Contract** - The final contract shall be negotiated between and be mutually acceptable to the parties with the sole discretion of the [Grantee].
- F. **Clarifications and Interpretations** - Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be provided by the [Grantee] as an addendum on the aforementioned website and location. All such addendums issued by the [Grantee] shall be issued before the proposals are due as part of the RFQ, and all Respondents must acknowledge receipt of and incorporate each addendum in their proposals. Respondents shall consider only those clarifications and interpretations that the [Grantee] issues by addenda seven (7) days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the [Grantee] and should not be relied upon in preparing proposals.
- G. **Selection Inquires** - Please refrain from contacting the [Grantee] staff to make inquiries about the progress of this selection process. Firms will be contacted when it is appropriate to do so.
- H. **Evaluation of Qualifications** - The evaluation of the Proposals shall be based on the requirements described in this RFQ. All properly submitted proposals will be reviewed, evaluated, and ranked by the [Grantee], with input from the Selection Committee. The [Grantee] will contact those firms with the top ranked proposals that best meet the [Grantee]'s needs. The number of selected proposals will be determined by the Selection Committee. Each of these selected Respondents will be required to meet with the Selection Committee or a sub-group of the Selection Committee at a time to be specified. The Proposals will be reviewed in depth by the Selection Committee at that time. The [Grantee] will contact the Respondent that best meets the [Grantee]'s needs and attempt to negotiate an agreement that is acceptable to both parties.
- I. **[Grantee]'s Reservation of Rights** - The [Grantee] may evaluate the Proposals based on the anticipated completion of all or any portions of the Project. The [Grantee] reserves the right to reject any and all proposals and re-solicit for new proposals, or to reject any and all proposals and temporarily or permanently abandon the Project. The [Grantee] makes no representations,

written or oral, that it will enter into any form of agreement with any Respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.

- J. *Acceptance of Evaluation Methodology*** - By submitting its proposal to this RFQ, the firm accepts the evaluation process and acknowledges and accepts that the determination of the “most qualified” Firm will require subjective judgments by the [Grantee].
- K. *No Reimbursement for Costs*** – The firm acknowledges and accepts that any costs incurred from the firm’s participation in this RFQ shall be at the sole risk and responsibility of the firm.
- L. *Eligible Respondents*** - Only individual companies or lawfully formed business organizations, including legally formed not-for-profit organizations, may respond to this RFQ (this does not preclude a firm from using consultants). The [Grantee] will contract only with the eligible individual company or formal organization that submits its proposal.
- M. *Reference Checks*** – The firm acknowledges and accepts that through the RFQ evaluation process reference checks and background investigation may be conducted as a part of the due-diligence process.
- N. *Disposition of Proposals*** - All properly submitted proposals become the property of the [Grantee].
- O. *Nonconforming Terms and Conditions*** - A proposal that includes terms and conditions that do not conform to the terms and conditions in the RFQ is subject to rejection as non-responsive. The [Grantee] reserves the right to permit the firm to withdraw nonconforming terms and conditions from its proposal prior to a determination by the [Grantee] of non-responsiveness based on the submission of nonconforming terms and conditions.
- P. *Debarment*** - By submitting a proposal the firm certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the [Grantee State] or the Federal Government (SAM.Gov), and that it is not a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the [Grantee State] or the Federal Government.

*XI. Administrative Requirements*

**RFQ Schedule**

<b>Activity</b>	<b>Date</b>
RFQ issued	
Final questions due from potential firms	
[Grantee] responses to questions and/or addenda issuance	
Proposal Submission Deadline	
Proposed Shortlist Selection Date	
Proposed Interviews and Contract Discussions	

This timetable may be modified based on number of proposals received and extent of interview and discussion timeframes.

*XII. Questions/Requests for Clarification*

Any question, request for clarification, or request for additional information regarding this RFQ should be submitted no later than [Time], [Date] via e-mail to both [Contact Email] or in writing, to [Contact Name], [Grantee], [Street Address], [City, State and Zip Code]. No oral response by any employee or agent of the [Grantee] shall be binding on the [Grantee] or shall in any way be considered a commitment by the [Grantee]. If a Contractor finds any inconsistency or ambiguity in the RFQ, the Contractor is requested to contact the [Grantee] Attorney at the enclosed address. Access to a digital copy of this RFQ, as well as any additional Addenda issued, may be found at [Grantee Purchasing Website].

*XIII. Addenda to the RFQ and Requests for Information*

The [Grantee] may, at its sole discretion, issue Addenda to this Request for Qualifications containing responses to questions and requests for information, clarifications or revisions of the RFQ, or any other matters that the [Grantee] deems appropriate. Addenda will be issued to those to whom the [Grantee] sent the original RFQ. Addenda or clarifications will be posted on the [Grantee]'s website.

## Exhibit A – Specific Requirements

### I. *Project Management*

The Architect /design firm will coordinate all project items and due diligence to determine all project elements and project scope of work is developed and completed. The Architect/Engineering firm will coordinate and prepare additional required RFPs, RFQs and bid documents as required according to [Grantee] policy.

### II. *Schematic Design*

The [Grantee] will host a [Public Meeting, Planning Meeting, etc.] to help develop the program requirements and refine the concept for the [Project Name]. Based upon the recommendations developed during the session, the Architect/Engineering firm shall prepare, document and develop Schematic Design Documents. The Schematic Design will be subject to the [Grantee]'s satisfaction based upon their desired budget, schedule and its consistency with the established requirements. Additionally, the firm will be responsible for contracting with an acceptable and qualified structural, mechanical, electrical, plumbing and fire protection engineer and providing timely coordination of their documents. Civil and landscape design and all sub-contractors will be under the Architect/Engineering contract.

Schematic Design documents shall further display:

- Site Plan; review of the program of requirements and the characteristics of the site.
- Single line drawings showing building layout, indicating site, shell and core;
- Identification of all proposed exterior/interior finishes;
- Preliminary interior finish selections as proposed by interior design firm;
- Present alternative approaches to the design of the Project, if requested;
- Review applicable statutes, regulations, codes, and by-laws and where necessary review the same with the authorities having jurisdiction;
- Work with team to establish that the Project is within the Construction Budget, and schedule constraints;
- Based on the mutually agreed upon program of requirements, schedule and construction budget, the architect will prepare for team review and approval, schematic design documents to illustrate the scale and character of the Project and how the parts of the Project functionally relate to each other.

### III. *Design Development*

Based upon the [Grantee] approved Design Development, Architect will further prepare, document and develop a complete dimensioned design and information, primary building systems and major finishes for the project premises to the satisfaction of the Building Committee. The Design Development Documents should be sufficient to allow for complete and accurate pricing and construction of the intended space.



Documents for this submittal shall consist of as a minimum:

- Site and Civil Plans
- Preliminary Structural, Mechanical, Electrical and Fire Protection systems.
- Preliminary Landscape design
- Architectural Floor plans with core area room locations.
- Exterior building elevations.
- Storm water management design
- Preliminary audio visual and information technology design
- Sketches including special treatment, features, and design amenities.
- Preliminary material selections to communicate colors, materials and finishes, including wall treatments and floor covering recommendations.
- Preliminary Plan Check: Review the preliminary plans with appropriate [Grantee] staff, and prepare a building code analysis for the project. Green building design will be encouraged.
- Work with team to establish that the [Project] is within the construction budget and schedule constraints.
- Continue to review applicable statutes, regulations, codes and by-laws as the design of the [Project] is developed.

#### IV. *Construction Documents and Administration*

Based upon the [Grantee] approved Design Development Documents, Architect shall further prepare, document and develop final Construction Documents and as-builts to cover all work including site and work inspection.

- Preparation of complete set of construction documents developed from a client approved set of scope documents. One (1) reproducible of each sheet shall be provided to the client for review at 50% and 90% completion stages. One (1) reproducible of each sheet shall be provided to General Contractors, as directed by the [Grantee], and to the [Grantee] after all required corrections are made on the original reproducible documents.
- The construction documents will be sufficient to allow for complete and accurate pricing and construction. Documents shall be complete, thorough, well-coordinated between consultants, etc.
- The firm shall be responsible for coordinating its construction documents with plans prepared by others. The firm will provide timely interpretations of the construction documents to the selected mechanical, electrical, plumbing and structural engineers and such other consultants or design-build contractors which the [Grantee] may choose to become involved in the preparation of plans.
- In order to support the fast-track delivery of the [Project] construction, the Architect may be requested to issue separate packages of drawings which shall include at a minimum (a) Site/Civil Documents and (b) Core & Shell Documents
- Prior to the completion of the Construction Documents, at approximately 75% completion, the firm shall prepare a permit set of documents showing all required

information necessary to obtain a building permit in the [Grantee]. The firm shall provide appropriate architects seal as required.

- Arrange for and conduct a pre-construction conference with the [Grantee], other consultants and the general contractor to mutually agree upon the administration process and to further review critical areas of interface and the impact of long-lead products. Attend general contractor bid review meetings as requested.
- Be made available to provide interpretation and clarification to contract documents and respond to field construction issues as necessary.
- Review and approve required shop drawings, samples, product information as required to facilitate completion of the project. No review period shall take more than two (2) weeks for any single submission.
- Visit and tour the project premises during construction to monitor the progress of the work. Verify locations of work as requested by the [Grantee] or general contractor. Generally, verify that the work is proceeding in accordance with the contract documents. Prepare periodic field reports as necessary.
- Prepare and issue addenda requests for pricing, etc., as requested.
- Attend weekly construction meetings at the job site.
- Conduct two (2) project reviews in order to prepare and issue to the general contractor, an appropriate "punch-list" of items to be corrected before final payment by the [Grantee].
- Monthly, prepare and issue Certificate(s) for Payment to the [Grantee] certifying that, to the best of the firm's knowledge and information, the quality of the suppliers or firms' work is in accordance with contract documents, and that such entities are entitled to payment by the [Grantee] in the amounts certified.

At 100% completion, two complete sets of as-builts will be delivered to the [Grantee Project Manager].

#### V. *Construction Estimating*

The [Grantee] is requesting the selected architect to include construction estimating services as part the fee proposal. This service should be provided by a licensed, qualified construction estimating firm or general contractor. It should be noted that if a general contractor is utilized for these services they will not be eligible to bid on the construction of the [Project]. The result of these estimates will be the basis for the design of the facility/structure.

Cost estimating services should be based on current market conditions and provided by standard industry division. Cost estimating services should include:

- Full cost estimating at schematic, design development and 50% construction documents.
- Availability to assist on constructability and engineering issues.
- Value engineering services.
- Availability to attend design/program meetings as requested.

**Exhibit B – Site Plan**

## Exhibit C – Supplemental Conditions

### Required State or Grantee Certifications

The following documents outline required supplementary conditions to be completed and provided by the bidders with your RFQ response.

- [BYRD Anti-Lobbying Amendment Certification](#)
- [Iran Divestment Act Certification](#)
- [Debarment Certification](#)
- [Non-Boycott of Israel Certification](#)

### Required and Recommended Federal Contract Provisions

The following document outline the required and recommended provisions that must be included in contracts that are being funded in part or whole with grant funding from the SLFRF.

- [Required and Recommended SLFRF Supplemental Conditions for Contracts](#)

Exhibit D – [Grantee] Contract