

## Attachment A

### York County Jail Site Development

#### Scope of Work-Civil, Landscape Architecture and Estimates of Probable Costs.

#### **1. General**

- 1.1. Oak Point Associates (OPA) Engineering and design team will attend a kick-off meeting with the York County and Lassel Architects design team to discuss the project goals, budget, and schedule.
- 1.2. OPA engineering staff will attend regular building committee meetings as required to review system options, design progress and overall project program.
- 1.3. OPA engineering staff will attend coordination and design meetings with York County and Lassel Architects to review the functional relationships and system requirements for fire training, site amenities, stormwater management and parking requirements.
- 1.4. Standards provided by York County facilities team will be utilized when available.
- 1.5. Construction documents for Civil and Landscape will be produced utilizing AutoDesk Civil 3d.

#### **2. Schematic Design**

- 2.1. An existing conditions site plan will be developed utilizing available boundary and topographic survey data, information from the as-built drawings from the York County Jail, utility plan and known public utilities.
- 2.2. Zoning requirements (land use, height and setbacks) will be researched and indicated on the site plan.
- 2.3. OPA will coordinate with the owner to obtain geotechnical information for the proposed building site. Boring locations will be GPS Surveyed by OPA staff.
- 2.4. Utility companies providing water, gas and electricity will be contacted to confirm ability to serve and anticipated connection points.
- 2.5. A schematic site plan will be developed indicating the following:
  - 2.5..1. Site access for utility loading, Bedford Street improvements ADA parking and maintenance will be indicated on proposed site plans.
  - 2.5..2. Proposed underground utility connection routes and connection points (water, sewer, gas, telecommunications and power) will be shown.
  - 2.5..3. Preliminary grading and established finished floor elevations will be designed.
  - 2.5..4. Proposed stormwater management plans will be identified. Note: Information on campus impervious area and existing stormwater permits to be provided by owner.
- 2.6. Project specifications will be developed.
- 2.7. A preliminary meeting with the Town of Alfred to review permit requirements, fire department access, stormwater, and traffic management will be held.
- 2.8. Pedestrian circulation will be reviewed and proposed routes to the buildings defined.
- 2.9. Hard Scape areas and materials will be identified
- 2.10. Planting areas will be identified and plant lists.

#### **3. Design Development (DD) Documents:**

- 3.1. Oak Point Associates will produce Design Development documents based, furthering the design of the approved Schematic Design documents. This phase will further develop the project scope, system performance, and functional coordination of the project.
- 3.2. Drawings will include plans, sections, equipment layouts and elevations along with construction details.
- 3.3. Project specifications will be provided for major systems describing items included in the work such as structural materials and installation requirements, mechanical and electrical system components, and accessory materials to be used by the cost estimating consultant in developing the DD project budget.

#### **4. Construction Documents**

- 4.1. Construction Documents will be prepared following approval by York County of the Design Development submission and budget.
- 4.2. Drawings will include complete plans, sections, equipment layouts as well as construction details, signed and sealed by the registered professional responsible for design and detailing of the project within each discipline.
- 4.3. A complete project specification manual will be provided for all materials and systems included in the project. The cover of the specification manual will be signed and sealed by a registered professional responsible for the selection of equipment and materials for the project within each discipline.

#### **5. Bid Period Services**

- 5.1. If a Construction Management project delivery method is selected, OPA will assist with Contractor and Subcontractor interviews if requested.
- 5.2. OPA will prepare responses to questions and generate supplemental information as required to clarify the design intent to prospective bidders.
- 5.3. OPA will review proposed substitution requests for products and materials and will provide responses on their acceptability.
- 5.4. OPA will assist with the evaluation of the bids for conformity with the bidding documents.
- 5.5. A conformed set of construction documents (drawings and specifications) will be completed incorporating clarifications and items changed by Addenda.

#### **6. Construction Administration**

- 6.1. OPA will review submittals for the project provided by the contractor and subcontractors including materials product data sheets and engineering reports for general compliance with the contract documents.
- 6.2. OPA will review and respond to Requests for Information submitted by the Contractor. Additional information including updated drawings and specifications will be provided as required to clarify field conditions and construction requirements.
- 6.3. OPA will review monthly Requisitions/Applications for payment.
- 6.4. Contractor Change Proposals will be reviewed and comments will be provided. If requested, an independent estimate will be provided.

- 6.5. General site observations will be conducted at each stage of construction at times coordinated with York County, Contractor/CM and Lassel Architects. Observation visits will be conducted by staff directly involved in the design of the project for each discipline.
  - Civil: 8 Visits
  - Landscape Architecture: 4 Visits
- 6.6. A field report documenting observations made on each site visit will be produced and submitted to York County, Lassel Architects and the Contractor/CM for review and distribution.
- 6.7. Upon notification, OPA will generate a comprehensive punch list for the civil and landscape portions of the project. Due to anticipated phasing, we propose that each of the three projects will have a dedicated list. Inspection periods include:
  - Final Completion for each project
  - One punch list review visit for each project
- 6.8. Engineering staff associated with the project will attend a one-year warranty walkthrough.

## 7. Estimates of Probable Costs

- 7.1. Estimates of probable costs will be provided for each of the three buildings at the following submissions:
  - Schematic Design
  - Design Development
  - 90% Construction Documents
  - Final-Ready for Construction (Stamped) documents
- 7.2. Estimates will utilize CSI Master Format (50 Divisions).
- 7.3. Each estimate will cover construction costs, general conditions, design contingency, Overhead and Profit and Bond costs.
- 7.4. Alternates that are identified by the project team will be estimated.