This is a scope of work, for a full RFQ Package contact Procurement at Purchasing@stpgov.org.

Scope of Work/Services

The purpose of this Request for Qualifications (RFQ) is to obtain informational proposals from qualified Respondents who are interested in providing architecture and engineering services. The selected vendor will be required to perform the tasks listed below for the renovations of the South Slidell Library Branch. The phases include: A) space planning phase, B) development of plans and estimated cost, C) design and engineering.

Section A: Space planning phase
The space planning phase will consist of the following items listed below but can be expanded/change during the process:

- Meet with the Parish and Library personnel and determine the needs for the:
  a. Parking Lot
  b. Entrance to the building
  c. Lobby Area
  d. Reception Area
  e. Offices
  f. Work area for Clerks
  g. Break Room
  h. Restroom (employee)
  i. Restroom (public)
  j. Conference Room
  k. File Room
  l. Supply Closet
  m. Server Room
  n. Mechanical Systems

Section B: Development of Plans and estimated cost

Preliminary Design and Engineer’s Opinion of Construction Cost: Based on Parish and Library approval of the space plan, the consultant will develop a preliminary project cost of the changes per the items listed in Section A. Work with the parish to modify plans to keep the project within budget.

Section C: Design and Engineering

1. Design Development: Consultant will enhance the approved plans (Section B) into more detailed plans utilizing all principles (survey, soil analysis, civil, architectural, structural, mechanical, electrical, plumbing and landscape architecture). This will consist of detailed arranging of all selected items. Consultant will coordinate the documentation from all of the design team disciplines into a comprehensive package along with a revised and more detailed Statement of Probable Cost for a presentation to the parish.
2. **Construction Documents:** Based on final approval of the plans by the parish, Consultant shall prepare construction plans and specifications for bidding purposes based on results of the above information and will incorporate the necessary code and governmental requirements. The Consultant will submit all plans to the proper authority, local and state.

Consultant shall provide to the Parish at a minimum of 15 Bid sets one week before the project advertises for bid. The consultant is required to provide the parish with 1 complete copy of the Auto Cad files. A final engineer's estimate of probably costs shall be included with this delivery.

3. **Bidding and Permitting:** The consultant will assist the owner in preparing the advertisement for the official journal and other bidding sources. The consultant will also assist the purchasing department if requested with opening, evaluation and tabulation of the bids and make recommendation for acceptance. The consultant shall assist the Owner with preparation of the construction contract to between the two parties.

4. **Construction Administration:** The consultant will administer the contract between the Owner and the Contractor and will perform periodic site visits to observe the construction progress. If discrepancies with the contract documents are found during these observations, the consultant will report them to the owner and contractor for required remediation. The consultant will also review shop drawings, pay applications, interpret and issue clarification documents, prepare and review change orders and all close out procedures and documents.