

## Annex B

### Scope for Works for Architectural Design and Project Management

**(Note: all sheets form part of the proponent's proposal)**

The selected Proponent will be required to work under the direction of the Chief Architect, Architects Section or his designee to manage and undertake the planning, design and construction of a new structure and associated works. The Statement of Requirements is intended to describe the phases to be completed and services to be provided. The services listed are not all inclusive, but rather represent those that the selected proponent will normally be expected to provide during the performance of the contract.

- Pre-Design & Schematic Design
- Design Development
- Construction Documents
- Management of Bid Processes
- Construction Contract Administration

The selected Proponent will provide comprehensive design services for the New Plant Inspection Facility, including but not limited to reviewing the existing conditions and program, reviewing the proposed schematics, and assisting with contract administration. The selected proponent will be expected to attend periodic meetings, prepare design presentations for the Government, appoint Mechanical, Electrical, Plumbing consultants (MEP), Structural consultants and any other consultants, prepare recommendation papers, consult and liaise with Authorities Having Jurisdiction (AHJ), and provide overall design management services for the duration of the New Plant Inspection Facility Project.

#### Statement of Requirements

Each phase will be completed in accordance with the executed contract and shall be signed off by the appointed Government Project Manager prior to advancing to the next phase. The Government reserves the right to conclude the selected proponent's work at the end of each phase (if required). In such circumstances, the selected proponent's remuneration would be only up to the completed scope of services (as indicated in the cost break down – Appendix C- Pricing) and the selected proponent will not be eligible to receive the entire fixed sum contract price. The scope of services shall include, but not be limited to:

#### General (to be applied to all phases)

1. Meeting with stakeholders and Government Project Manager at intervals appropriate to the project phase
2. Develop/update project budgets
3. Develop/update project schedules

#### Pre-Design & Schematic Design

1. Determine/confirm existing building code and classification for proposed works
2. Determine project objectives with the Department of Environment and Natural Resources

3. Establish functional and aesthetic goals to formulate into a design concept
4. Review and amend the current floor plans, sections and elevations provided
5. Present the new conceptual design to stakeholders and the Government Project Manager for approval and acceptance
6. Submit drawings as PDF's and in AutoCAD electronic files including plot files (ctb or other)
7. Handover drawings and related documents shall be the property of the Bermuda Government

### **Design Development**

1. Design floor plans, sections, elevations, site plan etc.
2. Make provisions for exterior landscaping and planting/grading in accordance with adjacent areas.
3. Prepare all specifications and detailed drawings
4. Make provisions for Safety and Health requirements
5. Material finishes, furnishings, fixtures, and equipment; shall be reviewed and approved by Gov. Project Manager and Stakeholders
6. Prepare final interior floor plans, sections and elevations drawings
7. Submit drawings to the Department of Planning
8. The Professional Engineering fees for mechanical, electrical, plumbing and structural design do not form part of the Proponent's fixed sum contract price. Once the successful Proponent has defined the project objectives and scope, they shall procure, coordinate with, and manage on behalf of the Government a Professional Engineer for the provision of mechanical, electrical, and structural design services as required to obtain regulatory approvals (building permits) and for the preparation of construction documents for the entire project. To procure the required services, the Proponent shall obtain a minimum of three (3) written quotes. The quotes shall be evaluated by the Proponent based on predetermined objective criteria and a written contract award recommendation shall be submitted for approval by the Government Project Manager and/or any other person or entity, as required by the Government's policies.  
. The successful Professional Engineering firms will enter into a contract with the Government of Bermuda but be managed by the Proponent. Ensure designs are in compliance with local and international codes of practice and standards
9. Submit drawings as PDF's and in AutoCAD electronic files including plot files (ctb or other) as agreed prior
10. Handover drawings and related documents shall be the property of the Bermuda Government

### **Construction Documents**

1. Power and communications drawings and specifications
2. Reflected ceiling and lighting plans
3. Wall and floor finishes plans and schedules
4. Interior door and hardware schedules
5. Interior window and hardware schedules
6. HVAC drawings and specifications
7. Fire Alarm system drawings and specifications as required
8. Furniture layouts
9. Interior details and design as required, including cabinets, millwork, etc.
10. Security and Access Control system drawings and specifications
11. Complete all related specifications
12. Seek approval from Authorities Having Jurisdiction. Ensure Permit Approval is met.
13. Ensure designs are in compliance with local and international codes of practice and standards
14. Submit drawings as PDF's and in AutoCAD electronic files including plot files (ctb or other)
15. Handover drawings and related documents shall be the property of the Bermuda Government

16. Include service for – signage; prepare complete specifications and drawings

### **Management of Bid Processes**

\*Preparation of Tender documents for works shall include but not be limited to the following:

1. Address queries during bid period and issue Addendums as required
2. Evaluate return Bids and provide initial recommendation to Government's Project Manager via Bid Analysis
3. Assist the Government's Project Manager in preparation of scope of works and tender documentation for construction works and furniture supply and installation, selection using the Government templates, guidance, and client approved specifications all in accordance with the Government's Financial Instructions
4. Provide Fire egress plans
5. Conduct together with Government Project Manager pre-tender meetings and pre-tender site visits
6. Provision of five (5) hard copies of CAD drawings to the Government's Project Manager for coordination.
7. Provide technical assistance during the tender evaluation, and submit a comprehensive written report with recommendations on the award of contracts in the format provided by Government. Assist the Government's Project Manager with the drafting of the Cabinet memoranda.

### **Construction Contract Administration**

\*Based on an agreed construction period

1. Maintain project schedule
2. Provide onsite quality assurance during construction
3. Manage scope/change according to form of Contract
4. Provide punch list of all work to be completed
5. Review and evaluate construction
6. Review shop drawings and approve submittals for material samples
7. Provide clarification to the work (RFI) and prepare Site Instructions as required
8. Coordinate with the Government's Project Manager and consult with the Stakeholders and Contractor regarding scheduling and approval of works
9. Review site works at intervals in accordance with the Construction schedule to ensure both compliance with contract documents and quality control
10. Weekly project meetings with contractors and record minutes
11. Prepare approval of interim and final payment certificates along with variation and change order requisitions and send all requests for payments to the Architects Section for processing.
12. Supervise the satisfactory completion of the works (full commissioning of all MEP installations) and correction of defects prior to the approval of final payment
13. Review and approve contractors' works execution schedules