

Annex C

Project Deliverables for Interior Design and Furniture, Furnishings, and Equipment (FFE) Design

To be read in conjunction with the AIA Document B152-2019

The selected proponent shall be required to work under the direction of the Architects Section designee to manage and undertake the planning and design of the interior and associated works. The Statement of Requirements is intended to describe the phases and services to be provided. The services listed are not all inclusive, but rather represent those that will normally be expected during the performance of the contract. See Appendix D – RFP Particulars for more details and the Annex document for the General Scope of works.

- Existing FFE Inventory:
- Schematic Design Phase Services
- Design Development Phase Services
- Construction Documents Phase Services
- FF&E Document Phase Services
- FF&E Procurement Phase Services
- Bid Processes

The selected Proponent will provide comprehensive design services for the Judicial Department, including but not limited to reviewing the existing conditions, develop a Design Brief and drawings. The selected proponent will be expected to attend periodic meetings, arrange client meetings prepare design presentations for the Government, provide oversight on mechanical, electrical, and plumbing drawings/specifications, and liaise with specialist consultants, prepare recommendation papers, and consult and liaise with Authorities Having Jurisdiction (AHJ)

Statement of Requirements

Each phase will be completed in accordance with the executed contract (AIA B152-2019) and shall be signed off by the Client Department and by the Estates Departments designee 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 the Architects Section designee at scheduled intervals appropriate to the project phases
2. Develop/update project budgets (detailed cost estimates) at scheduled intervals
3. Develop/update project schedules for the duration of proposed works (*Progress Payments should reflect Project Schedule task*)

- **Existing FFE Inventory**
- **Schematic Design Phase Services**
 1. Determine/confirm existing building code and classification for proposed works
 2. Determine project objectives and a defined scope via interviews with the Client's representative
 3. Prepare and provide to the Architects Section designee a written Design Brief
 4. Establish functional and aesthetic goals to formulate into a design concept
 5. Provide space plans with proposed furniture layouts
 6. Confirm Base Drawings of the existing conditions
 7. Present the conceptual design to the stakeholders and the Architects Section designee for approval and acceptance
 8. Submit drawings as PDF's and in AutoCAD electronic files including plot files (ctb or other)
 9. Handover drawings and related documents shall be the property of the Bermuda Government
 10. Arrange progress meetings with the Architects Section designee.
- **Design Development Phase Services**
 1. Design all interior spaces
 2. Presentation to Stakeholders - provide two (2) sketch options and presentation boards for interior room finishes, layouts, furnishings, millwork, hardware, and lighting, etc.
 3. Prepare specifications for interior construction
 4. Prepare specifications binder with product literature/cut sheets/specifications (to be updated and present along with the final construction drawings)
 5. Prepare final interior floor plans, sections and elevations drawings
 6. Submit drawings to the Department of Planning in order to obtain Permit for development
 7. Ensure that designs are in compliance with local and international codes of practice and standards (i.e., fire egress, fire penetrations, fire separation, etc.)
 8. Submit drawings as PDF's and in AutoCAD electronic files including plot files (ctb or other)
 9. Handover drawings and related documents shall be the property of the Bermuda Government
 10. The Professional Engineering fees for mechanical, electrical, plumbing, and structural design does not form part of the Proponents Fixed Sum. But once the successful Proponent has defined the project objectives and scope, they shall procure, coordinate, and manage on behalf of Government, a Professional Engineer for mechanical, electrical, and structural design services as required for regulatory approvals (building permits) and for construction documents for the entire project. The proponent shall obtain a minimum of 3 quotes. Quotes shall be vetted by Proponent, and a written recommendation of the award shall be submitted to the Government Project Manager for informational purposes. The successful Professional Engineering firms will contract with the Government of Bermuda but be managed by the Proponent.
 11. Graphic and Sign Design
 12. Arrange meetings with the Client Department
 13. Arrange progress meetings with the Architects Section designee.

- **Construction Documents Phase Services**

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

1. Demolition/new partition plans
2. Power and communications drawings and specifications (Coordinate with the Governments Information and Digital Technology (IDT) Department
3. Reflected ceiling and lighting plans
4. Wall and floor finishes plans and schedules
5. Interior door and hardware schedules
6. Interior window and hardware schedules
7. HVAC drawings and specifications
8. Plumbing drawings and specifications
9. Electrical drawings and specifications
10. Fire Alarm system drawings and specifications
11. Furniture layouts
12. Interior details and design as required, including cabinets, millwork, etc.,
13. Security and Access Control system drawings and specifications
14. Provide all related specifications
15. Seek and obtain required approvals from Authorities Having Jurisdiction.
16. Ensure that designs comply with local and international codes of practice and standards
17. Submit drawings as PDF's and in AutoCAD electronic files including plot files (ctb or other)
18. Handover drawings and related documents shall be the property of the Bermuda Government
19. Include provision for – signage; prepare complete specifications and drawings
20. Prepare Fire Egress Plans
21. Handover final Product Binder as a hardcopy and as a PDF
22. Ascertain Audio Visual requirements and prepare drawings and specifications
23. Arrange meetings with the Client Department

- **FF&E Document Phase Services**

1. Per AIA Document B152-2019

- **FF&E Procurement Phase Services**

1. Per AIA Document B152-2019

- **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 Addenda to the Architects Section designee
2. Evaluate return tenders and provide a recommendation of award to Governments Project Manager for information
3. Prepare tender documents (e.g., drawings/specifications & invitation to tender documents) together with the Architects Section Designee for construction using Government procurement templates and guidance.
4. Prepare tender documents and evaluate tenders for future Furniture Vendor for Furniture, Furnishings, and Equipment (FFE) in addition to managing and coordinating using Government procurement templates and guidance.
5. Prepare and Manage Signage Packages

6. Provision of five (5) hard copies of CAD drawings to the Government's Project Manager for coordination.