

## **EXHIBIT A**

### **SCOPE OF WORK AND SPECIFICATIONS**

The Design Criteria Package attached hereto as **EXHIBIT B** sets forth comprehensive requirements regarding surveys, explorations, design, construction, and adjacent residential/commercial/municipal access during construction, requirements relative to project management, scheduling, and coordination with other agencies and entities such as state and local government, utilities and permitting agencies, and the public.

#### **3.1. CITY'S RESPONSIBILITIES**

- (a) City shall make available sufficient staff as required to meet with the Design-Build Team during the design and construction phases of the Project and to provide information as necessary and required.
- (b) City shall designate a Project Manager who will be fully acquainted with the Project to oversee the work and provide support to the Design-Build Team as needed. The Design-Build Team must provide for its own construction quality assurance and quality control inspections, testing and material certifications and shall not rely upon the City for these services.
- (c) In addition to the foregoing, the City shall:
  - (1) provide boundary survey for the site;
  - (2) perform Land Use Review and Conditional Use Permitting, as necessary;
  - (3) acknowledge the allowance for permit fees and impact fees necessarily associated with the Project that is included within the Schedule of Values; and
  - (4) provide Design-Build Team with the estimated locations of any known existing site utilities owned by the City.

**3.2. DESIGN-BUILD TEAM RESPONSIBILITIES.** The Design-Build Team shall provide a comprehensive, turnkey scope of services from the design process through construction closeout. The significant aspects of this Project shall include the services, responsibilities, and deliverables set forth below. The Design-Build Team will be expected to work closely with designated City staff to accomplish these responsibilities and meet the established goals for this Project.

#### **(a) CONCEPTUAL DESIGN SERVICES.**

- (1) The Design-Build Team shall work with the City Engineer or other City designated officials to formulate a conceptual design process that he/she believes is the best for effectively providing the conceptual design services that are desired and defined herein.
- (2) At a minimum, the Design-Build Team shall:
  - a. provide project coordination;
  - b. provide proposed schedule from Project initiation to facility opening;
  - c. provide design recommendations for achieving an engaging, balanced design of the fire station and areas;
  - d. work with the City Engineer, Fire Chief and City staff to integrate feedback into the Project to develop a preliminary design concept;
  - e. submit process for receiving design approvals;
  - f. present the preliminary fire station design concept at a formal review meeting;
  - g. revise preliminary design concept based on input from the City Engineer, Fire Chief and City staff;
  - h. develop preliminary cost estimates for full project development;

- i. provide proposed phasing or implementation plan based on preliminary costs and total construction budget;
- j. review final conceptual design with the City Engineer, Fire Chief and staff, for approval;
- k. attend a minimum of two (2) meetings with City staff through the completion of the conceptual design phase.

(b) **DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENTS.** Upon the City's receipt and approval of the Conceptual Design, the Design-Build Team shall proceed with the development and preparation of the Design and Construction Documents.

- (1) The Design and Construction Documents shall consider a total build out of the fire station.
- (2) The Design-Build Team shall follow, at a minimum, and as appropriate per the Design Criteria Package and the Project Specifications set forth herein.
- (3) The Design-Build Team shall be responsible for revising and/or supplementing specifications required to do all work associated with the fire station construction including, but not limited to, concrete placement and finishing and electrical system improvements.
- (4) All text documents will be provided in MS Word format.
- (5) Final drawings will be completed in an AutoCAD format acceptable to the Owner. A Professional Engineer or Architect licensed in the State of Florida shall sign all required engineering and architectural drawings.
- (6) At a minimum, the Design-Build Team shall:
  - a. attend a minimum of three (3) meetings with City staff through the completion of the design development and construction document phase;
  - b. obtain soil reports or testing as needed for design criteria using the City's approved geotechnical vendors for basic soils information, including soil type and classification;
  - c. obtain all existing utility locates as needed for design;
  - d. provide architectural and engineering services to develop final design plans, specifications and cost estimates for the entire fire station;
  - e. design and engineer all stormwater improvements;
  - f. prepare high quality professional drawings for document review and approvals; and
  - g. calculate final estimates of quantities to be used in the fire station.

(c) **DEVELOPMENT PERMITS.** The Design-Build Team shall be responsible for preparing all necessary state and local permit applications and shall be responsible for obtaining all necessary permits, including required fees from such agencies.

- (1) All permits required for a particular construction activity will be acquired prior to commencing the particular construction activity.
- (2) City of Ocala Growth Management Department, Engineering Department, and the Public Works Department are the responsible building permit and inspection agencies.
- (3) Delays due to incomplete permit packages, agency rejection, agency denials, agency processing time, lack of payment, or any permit violations shall be solely the responsibility of the Design-Build Team, and may not be considered sufficient reason for time extension, in the sole discretion of City.
- (4) Changes to the concept requiring additional permitting activities are the responsibility of the Design-Build Team.

- (5) All permit fees, impact fees, and inspection costs are the responsibility of the Design-Build Team. All fees must be paid prior to building permit being issued to the Design-Build Team. All subcontractors will be required to pay their permit fees at the time permits are issued. City acknowledges the allowance for such fees and costs that is included within the Schedule of Values.
- (6) In addition to the foregoing, the Design-Build Team shall, at a minimum, perform the following tasks:
  - a. provide architectural and engineering calculations and drawings necessary to obtain development permits;
  - b. incorporate all changes required by development permit plan review check; and
  - c. develop drawings, specifications and materials as required until approved by the review agency for all required development permits.
- (d) **CONSTRUCTION SERVICES.** The Design-Build Team shall provide comprehensive construction services including all equipment, materials and labor required to construct the fire station as per the approved plans.
  - (1) At a minimum, Design-Build Team shall provide architectural, electrical and infrastructure construction services including construction staking, erosion control fencing, security, tree protection, site preparation, on site storm water infiltration or disposal and the construction of a surface allowing for a three bay fire station.
  - (2) Design-Build Team shall coordinate site development reviews and inspections as necessary.
  - (3) The Design-Build Team will be responsible for all material testing required for acceptable accomplishment of the work. Test results that do not meet design specifications will immediately be brought to the attention of the City Engineer. The City's expectation is that all work shall be accomplished in accordance with the approved design and applicable industry standards such as ACI, ASTM, etc.
  - (4) Modifications to the final design, made by the contractor during construction, shall be reviewed and approved by the City Engineer before implementation of changes to plans.
  - (5) Modifications to the final design recommended and performed by the contractor during construction, shall incur no additional cost or inconvenience to the City of Ocala.
- (e) **CONSTRUCTION ADMINISTRATION REQUIREMENTS.** All Construction Administration Requirements shall be included in the total cost of the work as negotiated by or between the City and the Design-Build Team. The City will not be responsible for any General Requirements items that may incur additional costs after establishment of the Guaranteed Maximum Price (GMP).
  - (1) Parking for the Design-Build Team's personnel and sub-contractor personnel will be on the fire station site. The fire station site should accommodate sufficient parking and lay down yard for the contractor, and sub-contractors' vehicles and materials. It will be the Design-Build Team's responsibility to adequately prepare the fire station site for lay down use and temporary parking.
  - (2) Parking and the construction trailers for the Design-Build Team's on-site management will be restricted to the City owned parcel for the fire station and shall not impact any other area without specific approval of the City Engineer.
  - (3) All use of the construction site shall follow security requirements. Design-Build Team must provide safety and security to the site, prevent unauthorized access and provide all protection necessary for existing trees to remain and silt control in accordance with all applicable codes and laws as previously noted within this RFP.

- (4) Design-Build Team shall provide all construction administration services including disciplines coordination and document checking services with the City Engineer and selected staff.
  - (5) Design-Build Team shall be responsible for protecting and securing all surfacing and improvements during the entire construction process. This protection shall include but not be limited to the installation of security fencing, cabling or other preventative measures to reduce un-permitted access to the fire station site prior to the fire station commissioning and the City Engineer's acceptance of the facility.
  - (6) Design-Build Team shall attend monthly progress meetings.
- (f) **CONSTRUCTION CLOSE-OUT AND DEDICATION EVENT.** Design-Build Team shall conduct a project closeout with the City Engineer and provide a written warranty at completion of the contract.
- (1) Design-Build Team shall provide education training session for Ocala Fire Department personnel and Facilities staff regarding maintenance programs and schedules for the completed project.
  - (2) Design-Build Team shall provide a written three-year full warranty letter on all materials and workmanship.
  - (3) Design-Build Team shall provide as-built plans in hard copy, certified by a Florida registered professional surveyor, along with an Auto CAD electronic file showing elevations, utilities (above and below ground) and all elements of the constructed fire station.
  - (4) Design-Build Team shall prepare and deliver construction closeout manuals upon completion of the Project in accordance with the Deliverables section of this Scope of Work.

**3.3. DELIVERABLES.** Deliverables shall be considered those tangible resulting work products which are to be delivered to the City Engineer such as reports, draft documents, data, interim findings, drawings, schematics, training, meetings, presentations, final drawings, reports and construction product. At a minimum, deliverables for this project shall include:

- (a) **CONCEPTUAL DESIGN SERVICES.** Design-Build Team shall prepare and deliver:
  - (1) proposed schedule from project initiation to facility acceptance;
  - (2) design concept in a high quality, professional plan view drawing showing the fire station including two sections or elevations and a three-dimensional drawing, scale model or artist's rendering. The plan view and section drawings shall label all coping locations, feature names, heights and depths;
  - (3) a rigid, 24"x36" presentation graphic and digital image scan of the fire station to be used for public display;
  - (4) preliminary cost estimate and quantity of materials estimates in a digital file; and
  - (5) proposed phasing or implementation plan.
- (b) **DESIGN DEVELOPMENT AND CONSTRUCTION DRAWINGS.** Design-Build Team shall prepare and deliver:
  - (1) high quality, professional construction drawings, details, specifications and cost estimates for the entire fire station;
  - (2) three (3) 11"x17" review sets at 50 percent (50%), 90 percent (90%) stages of construction document preparation (all prints on the review sets must be of a size so that the detailed notes can be read);
  - (3) three (3) 11"x17" sets and one (1) 24x36" set at 100 percent (100%) stage of construction documents;

- (4) one (1) copy of 8-1/2x11, written specifications at 90 percent (90%) and 100 percent (100%) stages;
  - (5) an AutoCAD electronic file must be provided at the 100% stage; and
  - (6) final estimates of quantities of materials.
  - (7) final network wiring diagrams
- (c) **DEVELOPMENT PERMITS.** Design-Build Team shall:
- (1) prepare architectural and engineering calculations and drawings in appropriate quantities and sizes, signed and sealed, required to obtain all state and local development permits; and
  - (2) obtain and pay for all permits required for the Project.
- (d) **CONSTRUCTION.** Design-Build Team shall prepare and deliver monthly written progress reports identifying project status, percent complete and scheduled time of completion to the City Engineer.
- (e) **CONTRACT CLOSE OUT.** Design-Build Team shall prepare and deliver three, 3-ring binder construction closeout manuals upon completion of the project. Each close-out manual shall be index-tabbed and include the following information:
- (1) Design-Build Team and subcontractor information;
  - (2) Product List including product name, product number, contact information and method of application for all materials used on the project;
  - (3) Three (3) year warranty letter;
  - (4) Submittal Documents including manufacturer's instructions, field reports and testing certificates;
  - (5) Maintenance schedule and recommendations;
  - (6) Full-size, signed and sealed, final As-Built Drawings;
  - (7) Digital file of AutoCAD As-Built drawings.

### 3.4. **PROJECT SPECIFICATIONS**

The design and all associated construction documents shall clearly demonstrate compliance with all applicable state and local codes and regulations. The Design-Build Team shall follow the most recent editions of the following codes and standard specifications, at a minimum and as appropriate per the Design Criteria Package attached hereto as **EXHIBIT B**:

- (a) City of Ocala Standard Specifications for Construction of Streets, Stormwater, Traffic, Water and Sewer Infrastructure, available at:  
<https://www.ocalaf1.gov/home/showpublisheddocument/24606/63840585143747000>.
- (b) Florida Department of Transportation (FDOT) Standard Specifications for Road and Bridge Construction, available at:  
[https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/programmanagement/implemented/specbooks/fy-2024-25/fy2024-25ebookfinalcomp-revised1-24-24.pdf?sfvrsn=15b17f9c\\_1](https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/programmanagement/implemented/specbooks/fy-2024-25/fy2024-25ebookfinalcomp-revised1-24-24.pdf?sfvrsn=15b17f9c_1).
- (c) U.S. Department of Transportation Federal Highway Administration Manual on Uniform Traffic Control Devices for Streets and Highways, available at: <https://mutcd.fhwa.dot.gov/>.
- (d) The Florida Building Code, available at: [https://floridabuilding.org/bc/bc\\_default.aspx](https://floridabuilding.org/bc/bc_default.aspx).
- (e) American Institute of Steel Construction (AISC) Steel Construction Manual, available at: <https://www.aisc.org/publications/steel-construction-manual-resources/>.

- (f) National Fire Protection Association (NFPA) - NFPA 70, National Electric Code (NEC)
- (g) American Concrete Institute (ACI) Reinforced Concrete Design Manual, ACI 318

### **3.5. VERIFICATION OF EXISTING CONDITIONS**

By executing any contract awarded pursuant to this Solicitation, the Design-Build Team specifically acknowledges and agrees that the Design-Build Team is being compensated for performing adequate investigations of existing site conditions, including subsurface investigations, sufficient to support the design developed by the Design-Build Team and that any information being provided is merely to assist the Design-Build Team in completing adequate site investigations. Notwithstanding any other provision in the contract documents to the contrary, no additional compensation will be paid in the event of any inaccuracies in the preliminary information.

**END OF SECTION**