

EXHIBIT A SCOPE OF WORK AND SPECIFICATIONS

It is expected for the successful Design-Build Team to have advanced skills in skateboarding and significant experience in the design and construction of high-quality concrete skateparks. It is the goal of this Project to create a high-quality experience for users and spectators. This would include creation of a design that challenges all skill levels with appropriate obstacles and lines of flow. The skatepark surface shall provide seamless transitions and contribute to the highest quality experience possible.

The Design Criteria Package attached hereto as **EXHIBIT B** sets forth 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. The significant aspects of this Project shall include the services and deliverables set forth below. The successful Design-Build Team will be expected to work closely with designated City staff to accomplish these goals.

3.1. CITY'S RESPONSIBILITIES

- (a) City will provide contract administration services and construction management during the life of the Project. The City Engineer may provide construction administration services and quality acceptance reviews of some or all of the work at the sole discretion of the City. In any event, the Design-Builder must provide for its own construction quality assurance and quality control inspections, testing and material certifications and not rely upon the City for these services.
- (b) City will not be responsible for materials testing of any type. All quality assurance services as may be required by the approved Project drawings and specifications, shall be the responsibility of the Design-Builder.
- (c) This RFP does not commit the City to make studies or designs for the preparation of any proposal, nor to procure or contract for any articles or services.
- (d) In addition to the foregoing, the City shall:
 - (1) make staff available for sufficient hours as is required to meet with Design-Builder and provide such information as required;
 - (2) assign a Project Manager who will oversee the work and provide support as needed;
 - (3) provide survey for control and existing site features prior to design;
 - (4) perform land use review and conditional use permitting, if necessary;
 - (5) provide an estimate to Design-Builder of all necessary permit fees and impact fees associated with the Project;
 - (6) perform initial compaction tests, as required;
 - (7) provide the Design-Builder with base map information including existing conditions and features in an AutoCAD format; and
 - (8) estimate location of existing known 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) The Design-Builder shall be responsible for confirming the provided site and property surveys, underground utility locations (as applicable), condition assessment for repair and/or replacement quantities of the structural, plumbing, mechanical and communication trades, investigations that may be required to confirm driven pile means/methods and pile capacities, documentation of existing conditions in accordance with FDOT requirements, engineering designs for the trades required, construction inspections (including special inspections required by the City building permits), City of Ocala building permitting, construction document preparation and subsequent approvals, and construction inspections on or before the Project completion date indicated in its proposal.
- (b) The Design-Builder shall demonstrate best project management practices while working on this Project, including but not limited to accounting and invoicing practices sufficient to meet state and City audit standards. These include communication with the City, regulatory agencies, adjacent property owners, and others as necessary for the best management of time and resources.
- (c) The City does not guarantee the details pertaining to previous structural, utility and/or other investigations as shown on any documents supplied by the City, including soil borings. The submission of a proposal is prima facie evidence that the proposer has made an examination as described in this provision. Proposers shall examine boring data, existing utility data (including but not limited to, electrical, plumbing, mechanical and communication systems) where available, and make their own interpretation of the subsoil investigations, existing subsurface utilities and other preliminary data, and shall base their proposal on their own opinion of the conditions likely to be encountered.
- (d) The Design-Builder shall fully document and take every precaution during construction to protect any existing roadway and/or building infrastructure such as signs and sign structures, signals, lighting, utilities, stormwater facilities and other items that are not to be replaced as part of this Project. If such items are damaged by the Design-Builder during the construction period, the damage shall be replaced at the Design-Builder's expense.
- (e) Design-Builder shall protect and maintain all surfacing and improvements during the entire construction process. Protection of surfacing and improvements includes, but is not limited to, installation of fencing, cabling or other preventative measures to reduce non-permitted use of the skatepark prior to the formal opening of the facility. Design-Builder shall be responsible for any and all damage resulting from improper use or vandalism prior to City's acceptance of the Project.

3.3. DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENTS

- (a) Based on review of the Project Specifications and the conceptual design and other documents contained in the Design Criteria Package attached hereto as **EXHIBIT B**, the design development and construction documents shall consider a total build out of the skatepark complex.
- (b) Design-Builder shall provide a design concept in a high-quality, professional pan view drawing showing the entire skate park complex including two sections or elevations, and a three-dimensional drawing, scale model, or artist rendering. The plan view and section drawings shall label all coping locations, feature names, heights and depths.
- (c) Design-Builder shall provide high quality, professional construction drawings, details, specifications and cost estimates for the entire skatepark complex.
- (d) Design-Builder shall provide three (3) 11" x 17" review sets at 50% and 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.
- (e) Design-Builder shall provide three (3) 11" x 17" sets and one (1) 24" x 36" set at 100% stage of construction documents.
- (f) One copy of 8 ½" x 11" written specifications shall be required at 90% and 100% stages. Additionally, an AutoCAD electronic file must be provided at the 100% stage.

- (g) Design-Builder shall prepare and deliver a rigid, 24" x 36" presentation graphic and digital image scan of the skatepark complex to be used by the City for marketing and fundraising purposes.
- (h) All text documents shall be provided in MS Word format. The Design-Build Team shall be responsible for revising and/or supplementing specifications required to do all work associated with the skatepark construction including, but not limited to, concrete placement and finishing and electrical system improvements.
- (i) Final drawings must be completed in an AutoCAD format acceptable to the City. A Professional Engineer or Architect licensed in the state of Florida shall sign all required engineering and architectural drawings.
- (j) In addition to the foregoing the Design-Builder shall, at a minimum, perform the following tasks:
 - (1) Attend a minimum of three (3) meetings through the completion of the design development and construction document phase;
 - (2) 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;
 - (3) Provide architectural and engineering services to develop final design plans, specifications, and cost estimates for the entire skatepark complex;
 - (4) Provide an estimate of probable costs for amenities recommended for inclusion in the proposed improvement area;
 - (5) Design and engineer all stormwater improvements;
 - (6) Prepare high quality professional drawings for document review and approvals;
 - (7) Calculate final estimates of quantities to be used in the skatepark complex;
 - (8) Deliver preliminary cost estimate and quantity of materials and estimates in a digital file; and
 - (9) Provide a proposed phasing or implementation plan.

3.4. PERMITTING

- (a) Design-Builder shall be responsible for preparing all necessary state and local permit applications. All permits required for a particular construction activity will be acquired prior to commencing the particular construction activity.
- (b) 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-Builder, and may not be considered sufficient reason for time extension, in City's sole discretion.
- (c) Changes to the concept requiring additional permitting activities are the responsibility of the design-builder.
- (d) In addition to the foregoing, the Design-Builder shall, at a minimum, perform the following tasks:
 - (1) Obtain and pay for all permits required for the Project;
 - (2) Process the required building permits, as well as any required trade permits, in accordance with the Florida Building Code and City of Ocala Building Department requirements;
 - (3) Produce and provide architectural and engineering calculations and drawings in appropriate quantities and sizes, signed and sealed required to obtain all state and local development permits;
 - (4) Incorporate all changes required by development permit plan review check; and
 - (5) Develop drawings, specifications, and materials as required until approved by the reviewing agency for all development permits.

3.5. CONSTRUCTION AND CLOSE-OUT

- (a) The successful Design-Build Team shall be responsible for providing comprehensive construction services including all equipment, materials, and labor required to construct the skatepark as per the approved plans.
- (b) Modifications to the final design, made by the Design-Builder during construction, shall be reviewed and approved by City staff before implementation of changes to plans.
- (c) Modifications to the final design, recommended and performed by the Design-Builder during construction, shall bear no additional cost or inconvenience to the City.
- (d) In addition to the foregoing the Design-Builder shall, at a minimum, perform the following tasks:
 - (1) Provide architectural, electrical, and infrastructure construction services including construction staking, erosion control fencing, tree protection, site preparation, on site stormwater infiltration or disposal, and the construction of the skateable surfaces as described.
 - (2) Coordinate site development reviews and inspections as necessary.
 - (3) Provide all construction administration services including disciplines coordination, document checking, and coordination with City staff.
 - (4) Protect all surfacing and improvements during the entire construction process. This protection includes, but is not limited to, installing a fencing, cabling or other preventative measures to reduce unpermitted use of the skatepark prior to the formal opening and City's acceptance of the facility.
 - (5) Attend monthly progress meetings and prepare and submit monthly written progress reports identifying Project status, percent complete and scheduled time of completion to City staff.
 - (6) Conduct a Project closeout with City staff.
 - (7) Prepare and deliver three (3) three-ring binders of construction closeout manuals upon completion of the Project. Each closeout manual shall be index tabbed and include:
 - a. Contractor's information
 - b. Product List including product name, product number, contact information and method of application for all materials used on the Project
 - c. Written three year warranty letter on all materials and workmanship
 - d. Submittal documents including manufacturer's instructions, field reports and testing certificates
 - e. Maintenance schedule and recommendations
 - f. Full-size, signed and sealed, final as-built drawings
 - g. Digital file of AutoCAD as-built drawings
 - (8) Conduct educational training session regarding maintenance programs and schedules with City staff.
 - (9) 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 park.

3.6. PROJECT SPECIFICATIONS

The design and all associated construction documents shall clearly demonstrate compliance with all applicable state and local codes and regulations. The successful 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.ocalafl.gov/home/showpublisheddocument/24606>
- (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-revised3-4-24.pdf?sfvrsn=16ab03d_1
- (c) The Florida Building Code, FBC, latest addition.

3.7. VERIFICATION OF EXISTING CONDITIONS. By executing any contract awarded pursuant to this Solicitation, the Design-Builder specifically acknowledges and agrees that the Design-Builder is being compensated for performing adequate investigations of existing site conditions, including subsurface investigations, sufficient to support the design developed by the Design-Builder and that any information being provided is merely to assist the Design-Builder 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