



Forsyth County Capital Projects Vertical Capital Projects

OWNER'S REQUIREMENTS FOR ARCHITECTURAL & ENGINEERING SCOPE

A complete and comprehensive Architectural & Engineering design services package shall be provided for this project. The Architectural & Engineering design firm is expected to work closely with any agents, or consultants employed by Forsyth County for this project. The following aspects of Architectural & Engineering design services shall include but not be limited by the items outlined below.

1.) BACKGROUND

Mental Health Facility (see RFQ).

2.) GENERAL APPLICATION OF SERVICES:

The Architect shall confirm in its proposal that this scope document is accepted in its entirety and provide any specific exclusions and provide its services all-inclusive of and consistent with the scope and standards outlined herein, by reference and generally in spirit of the county's project objectives and goals.

3.) SCOPE OF SERVICES

It is anticipated that this will be a traditional design-bid-build project; firms are to provide complete construction documents for bidding. Only firms that have successfully designed and completed similar projects will be considered. All services provided must be directly provided by professional(s) licensed in the state of Georgia.

The Architects scope shall include but not limited to the following which may not reflect a complete design scope for this project:

a.) Programing Confirmation

Participate in a coordination meeting with the county and its project team members to review progress with the Administration Building design, the campus master plan and discuss questions and comments amongst the team. Analyze the existing programming documents, narratives, renderings, master plans, land survey, and geotechnical information provided. Confirm stakeholder representatives (primary stakeholders are the Health Department, Crisis Stabilization). Make site visits with the with the county to the existing Forsyth County Health Department and Hall County Crisis Stabilization Unit to assess the current operations, operational and public space needs, workflow and future growth. Hold program confirmation meetings with stake holders and update the program data, if needed. Provide any program updates required and an opinion of cost.

b.) Schematic Design

Based on the program confirmation exercise develop floor plans based on programming data and building layout. Hold meetings and solicit input from end user groups and to develop the most functional layout of spaces. Obtain consensus from the project team for the final building layout and how it ties into the campus. The site design should include the spaces, walks surrounding the building, the parking area and its connection to the main

drive access; however, coordination with the Administration Building and master plan will be essential. Prepare building elevation options, written narratives of the critical project elements and materials in a schematic design report and present these documents to the county project team for approval. Update the opinion of cost.

c.) **Design Development**

Key meetings (including but not limited to the following):

- At the beginning of this stage of design engage with the AHJ leadership to present the project concepts, and layouts.
- Review the county's building and design standards and engage in an early design review (page-turn) with the Department of Public Facilities to coordinate the approach for building infrastructure systems and incorporate county standards.
- Hold a Preliminary Design Review with the county's project manager. Review items will be provided in advance of the review meeting and the architect will provide written responses as to how they will address all items.
- Hold meetings with the end users to develop site plans, building floor plans, and other essential project elements to ensure the essential functions and details of the proposed facility are captured.

Prepare a 3-dimensional virtual presentation of the building space. Provide isometric renderings of the building on the site and exterior elevations. Rendering graphics will be used for county marketing, public information and job site billboard signage. Update the opinion of cost.

d.) **Construction Documents**

Provide a comprehensive set of construction documents, drawings and specifications, obtain approval of all project permits. Identify permanent and temporary easements and encroachments required for the project, prepare submittal information, documents and exhibits required, and incorporate into the Construction Documents (CD's). Prepare construction staging and sequencing plans in collaboration with the county's project manager. Include all engineering studies required to complete plan review and incorporate those studies into the CD's. Prepare BIM modeling for coordination of clash detection. Specify a BIM modeling clash detection program that requires participation of the contractor and its subcontractors, including adequate training. The architect will provide a professional cost estimator and develop a complete detailed project budget at or about 50 to 75 percent CD.

Include the design of Interiors, Furniture, Fixtures and Equipment, all Low-voltage systems, Lightning Protection, Signage, Queuing, Wayfinding and Graphics, Fire Suppression, Landscape and Irrigation in the construction documents. The design of furniture, fixtures and equipment will include planning the layout and identifying specific make, model, and color of all items (State Contract items). The design of low-voltage systems includes, but is not limited to; phone, fax, network data, audio-visual, burglar alarm, fire alarm, video surveillance, access control, automated point of entry, intercom systems, radio systems, infrastructure, and pathways for emergency frequency Distributed Antenna System (DAS) required for IFC 510. All Low-voltage systems are to be furnished and installed the contractor; entirety turn-key. Network switches, and handsets may be furnished by owner, if specifically authorized by the county's project manager. The project plans shall include a sheet(s) providing a tabulated matrix indicating responsibility for all FF&E and Low-Voltage hardware and specialty items, categorized as follows for absolute clarification of responsibility. The architect will prepare a spreadsheet containing all of these items and coordinate with the owner's project manager to capture all items/service/costs required to initialize a fully operational facility.

- a). Furnished by Contractor

- b). Installed by Contractor
- c). Furnished by Owner
- d). Installed by Owner

4.) BID SOLICITATION:

- a.) Hold a follow-up design review meeting with the county project manager to confirm all Preliminary Design Review items are properly resolved and closed, prior to releasing CD's to procurement.
- b.) Coordinate a comprehensive bid tab with the county project manager.
- c.) Provide a complete PDF set of permit approved construction plans and specifications for the project, ready for the contractor to obtain permits and immediately proceed with construction.
- d.) Respond to questions/clarifications during bid phase.
- e.) Review submitted bids/proposals with the county, assist in checking references of potential awardee's and participate in post-bid interviews, if required.

5.) CONSTRUCTION ADMINISTRATION:

- a.) The Architect will be the direct point of contact with contractor for all formal communication and will receive all formal construction documents and distribute all information with the project team.
- b.) The Architect will participate in:
 - 1. A pre-construction kick-off meeting following award of the General Contractor.
 - 2. All Owner, Architect and Contractor meetings and conduct site visits, every two weeks for the full duration of construction activity.
 - 3. Substantial completion initial punch walk, and punch correction verification walk.
 - 4. 11-month warranty walk, and punch correction verification walk.
- c.) The owner has provided web-based project document management system (PROCORE) for all project documents, plans, submittals, RFIs, exhibits, meeting minutes, pay applications, change order documents, letters, testing reports, inspections, observations, correction notices, punch lists and closeout documents, etc... will be managed and processed through PROCORE by the Architect. The Architect will participate in the use of this system for all aspects of the project including but not limited to approvals, reviews, uploading documents, specifications at all phases of design and construction.
- d.) Review and approve submittals, shop drawings, RFI's, obtain schedule updates; respond to all RFIs.
- e.) Take all OAC meeting minutes and distribute within 48 hours.
- f.) Review all pay applications, for completeness, correctness, and merit of amounts requested prior to certification and recommendation to the owner for to make payment.
- g.) Review all change orders for completeness, correctness, merit and will recommend to the owner for acceptance once each item is completely vetted and justified.
- h.) Provide addendum/revisions/bulletins and conformed plans as needed and to the satisfaction of the county's project manager. All revisions shall be uploaded to PROCORE, throughout the project.
- i.) Conform plans upon project completion as determined necessary by the county project manager (when an abundance of revision set/sheets have accumulated through the progress of construction).

6.) PROJECT BUDGET:

The Architect shall design to meet the project budget inclusive of all cost components assessed by the owner that parallel the design and construction costs, to completely develop the site and facility from inception through final completion. The maximum grand total budget for the Whole Health facility development shall not exceed \$30 million dollars.