

SCOPE OF WORK FOR ARCHITECTURAL/ENGINEERING SERVICES

1. Field-investigate the building to observe and evaluate existing conditions and existing construction details. Meet with City Planning & Parks staff to discuss concerns and scope specifics.
2. Conduct prism (or as appropriate) testing of the masonry to determine type and extent of repairs needed.
3. Prepare construction documents for permitting and bidding purposes for review by the City of Green. These documents shall include architectural drawings and specifications as needed to achieve the intended project objectives as well as an opinion of probable cost.
4. Assist the City in developing a list of qualified bidders. Orchestrate an on-site pre-bid meeting with invited bidders, answer any questions during the bid period, and issue any necessary addenda.
5. Submit approved plans to the Summit County building department for review and permitting purposes and respond to any questions they may have.
6. Provide construction administration services including: shop drawing and material sample review and approval; field observation throughout the construction phase as needed; answering questions during the construction period, conducting a substantial completion walk-thru and developing a punch list; project closeout.
7. Work products must be prepared in a manner consistent with the Secretary of the Interior's Standards for Rehabilitation and with all applicable codes and requirements.

RFP REQUIRED SUBMITTALS:

Please include in your proposal the following:

1. Statement of Understanding of Requested Services
2. Methodology or Approach to Project (Management Plan)
3. Detailed Project Schedule & Time Frame
4. Samples of Relevant Previous Work
5. List of Previous Clients & References
6. Details about your Organization, Staffing, Qualifications, & Expertise
7. Statement of Resources & Availability of Staff
8. Resumes or Education of Project Staff
9. A detailed and itemized Cost of Services

SELECTION CRITERIA:

The City of Green Planning Department will review the submissions using the following criteria:

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| 1. General Quality and Responsiveness of Proposal | 20% |
| 2. Methodology & Satisfactory Work Samples | 20% |
| 3. Qualifications of Key Personnel | 20% |
| 4. Relevant Previous Experience | 20% |
| 5. Reasonableness of Time Schedule | 15% |
| 6. Consultant/firm listed on SHPO Consultants List | 5% |