
EXHIBIT F
SCOPE OF SERVICES
GENERAL ARCHITECTURAL & ENGINEERING SERVICES

1. INTRODUCTION

(a) The contractor shall provide Greater Richmond Transit Company ("GRTC") with General Architectural/Engineering services for any facility, proposed facility, feasibility studies and/or evaluations on a task order contract basis.

(b) GRTC may select and contract with multiple architectural/engineering firms with listed sub-consultants (civil engineering, structural engineering, MEP engineering, landscape architecture, interior design) to provide an indefinite quantity of services required for an unspecified number of projects, project phases or segments on a rotational basis.

(c) In most tasks' orders, the Contractor will be one of a team of contractors comprising the project team reporting to the Authority's project manager.

(d) The Contractor will provide architectural/engineering services for any task orders issued prior to the end of the Contract Period.

(e) In response to the initiation of an appropriate facilities project, the GRTC project manager representing GRTC will issue a scope of required services for a uniquely numbered Task Order to the contractor for pricing.

(f) Within five working days of receipt of required services, the Contractor shall provide a detailed cost proposal to the project manager that is appropriate for all the required services, in accordance with the project schedule and based on the previously agreed fee schedule.

(g) On review and approval of the cost proposal by the project manager and the contract administrator, the project manager will award a Task Order and issue a notice of award to the Contractor who will provide the required services in accordance with the project schedule.

(h) The Contractor shall submit a single monthly invoice for each task order. It will document fees for the authorized services and pre-approved reimbursable expenses, if any incurred that period only.

(i) On completion or termination of the project, the project manager will terminate the task order and initiate any final payment to the Contractor for services rendered to that date.

(j) When the language of an individual proposal conflicts with the requirements of this Contract, the Contract will supersede the proposal unless the proposal specifically includes those conflicts in a list labeled "Exclusions."

(k) GRTC may reject any proposal as non-responsive that excludes the required services.

(l) Due to potential conflicts of interest and in concert with GRTC's fiscal responsibility to the taxpayers, the Contractor is prohibited from receiving any other compensation that may result from or be directly related to the Work of this Contract.

2. OBJECTIVE OF THE PROJECT

(a) The objective is to provide general architectural/engineering consulting services to GRTC for the architectural and associated engineering services for certain requirements as they occur.

(b) The services may include but are not limited to the following: feasibility studies/reports, conceptual site plans, preliminary building and site designs, final project designs, construction repairs/rehabilitations for existing facilities; construction documents of proposed new transit-oriented facilities including administrative and maintenance buildings, lease space or tenant finish outs, transfer centers, neighborhood transfer centers, park & rides, bus stops and amenities, bicycle facilities, rail stations, transit oriented developments and any other multi-modal transit related facilities.

(c) The selected firm shall have experience in transportation and/or commercial project feasibility studies, evaluations, analysis, preliminary design, design development, final design, interior design and layouts, preparing construction documents, design of transit stations, transfer centers, park & ride facilities, bus stop accessibility improvements, and rail stations.

3. ANTICIPATED SERVICES

The following is intended as a good guide to the general nature of services that will be provided:

(a) The Architectural firm may be required to provide all the necessary and appropriate A/E services for any or all of, but not limited to, the following project types:

- (1) Conceptual site plans or
- (2) site development or modifications.
- (3) new buildings, renovations or additions.
- (4) evaluation of existing or proposed facilities.
- (5) landscaping and irrigation plans.

- (6) interior space planning or modular furniture revisions.
- (7) building repairs or corrections to existing facilities.
- (8) design studies, analysis, evaluations, presentations and renderings; and/or
- (9) Interior design service.

(b) Projects included in this Contract may be classified as:

- (1) Feasibility and conceptual studies
- (2) new site or building construction.
- (3) landscaping plans and irrigation systems
- (4) building renovations.
- (5) space planning
- (6) building additions; and/or repairs.

(c) Provide A/E services at any or all project phases including, but not limited to, feasibility, programming, schematic design, final design, bidding, construction, closeout, occupancy and warranty.

(d) The scope of this Contract will primarily be for Architectural services. However, interior architecture services, structural, mechanical, plumbing and electrical engineering services and cost estimating, scheduling, and space planning, roofing consulting, CAD production, reproduction, and document coordination and control are also included in this Contract.

(e) Individual task orders may also require additional expertise related to planning, design, construction and operation of transit and other facilities.

(f) The Architect shall closely communicate, integrate and coordinate services with other GRTC contractors when required.

(g) Project documentation available to GRTC will be transmitted to the Architect by the project manager. These might include, but are not limited to:

- (1) record documents.
- (2) programming data and reports.
- (3) feasibility studies.
- (4) due diligence reports.
- (5) photographs.
- (6) topographical and other field surveys; and

- (7) Building Information Modeling (BIM)

(b) Phase B – Design and Bid Documents Preparations:

The selected architectural firm shall conduct or otherwise acquire the necessary field surveys, geotechnical reports from GRTC and other relevant investigations for the final design. The Architect shall prepare final contract documents consisting of detailed plans, specifications (utilizing VDOT, City of Richmond, Chesterfield County, Henrico County and surrounding jurisdictional municipal code standards, as applicable) and cost estimates for the bidding and construction of the project improvements as approved by GRTC. The Architect shall furnish sub-consultant services as may be appropriate for the execution of the design and assist in applying for governing agencies approvals (VDOT, City of Richmond, Chesterfield County, Henrico County and surrounding jurisdictions) and permits necessary for the construction of the project. The Architect shall develop a unit cost price schedule for GRTC to advertise and solicit competitive bids for the construction of the project.

(c) Phase C – Construction Phase Services

The construction phase of the general architectural/engineering services, which may be provided by the selected consultant, may include some of the following:

- (1) Conduct periodic visits to the construction job site by the design professional engineer to generally review the progress and quality of the work being performed.
- (2) Review pay applications or invoices from the general contractor for the completed work.
- (3) Review and approval of submittals, shop drawings and provide cost analysis for change order requests.
- (4) Interpret plans, specifications and other contract documents as required to clarify or answer general contractor's questions about the contract documents.
- (5) Attend periodic project meeting with the general contractor and GRTC.
- (6) Preparation of as-built drawings of the completed facilities. (provide three record sets of plans and electronic files in the latest AutoCAD and/or Revit format)

(d) Reserved

(e) The proposed contract(s) will be open-ended, indefinite delivery and indefinite quantity.

(f) It is GRTC's intent to select engineering firms as the need arises based on the selection process stated in Exhibit E, Contractual Terms and Conditions.

(g) GRTC reserves the right to select the architectural firm that is in the best interest of the Authority.

4. RESERVED

5. TASK ORDERS

(a) Prior to issuance of a written task order GRTC shall provide notification to the Contractor of the services required by the task order, which shall include a required date to submit pricing for this task. The Contractor shall provide a complete and itemized cost breakdown, inclusive of labor hours, material/other costs, etc. and a timeline for completion of the work. If GRTC does not agree with the proposed labor disciplines, number of labor hours, material/costs or timelines, GRTC reserves the right to negotiate with the Contractor to arrive at a final agreement for the task. Following final agreement, a written task order will be issued.

(b) A production schedule must accompany the task order outlining which production is required.

(c) Proposals must represent a complete cost projection, including hourly fees by job classification, design and specification production and other activities associated with the proposed task order. All subcontractors costs must be included as part of the overall Task Order contract.

(d) Written task orders shall contain a complete description of the work, an itemized estimate fixed labor costs and material/other costs as a fixed fee agreed to all parties.

(e) On review and approval of the cost proposal, the project manager will award a Task Order and issue a notice of award to the Contractor who will provide the required services in accordance with the project schedule.

(f) The Contractor shall submit a single monthly invoice for each task order. It will document fees for authorized services and pre-approved reimbursable expenses incurred in that period only.

(g) On completion or termination of the project, the project manager will terminate the task order and initiate any final payment to the Contractor for A/E services rendered to that date.

(h) GRTC may award multiple task orders under this Contract or none.

6. QUALITY CONTROL

The contractor shall maintain an effective quality control system for all services provided in this Contract. The contractor shall provide necessary staffing, policies and procedures required to identify, document and correct quality defects and deficiencies.

7. DELIVERABLES

(a) Project Deliverables for each task order will be defined in the scope of required services. They may include, but are not limited to, the following:

- (1) milestone design and construction schedules.
- (2) Independent Cost Analysis in CSI format.
- (3) feasibility reports.
- (4) due diligence reports.
- (5) program of project requirements and goals.
- (6) sketches and design presentations.
- (7) construction documents and specifications.
- (8) construction administration documents.
- (9) Complete Revit Model

(b) When required at project milestones, the Contractor shall provide GRTC's project manager with square foot, unit cost or CSI format estimates of probable cost and/or an Independent Cost Analysis.

(c) Design documents shall be both appropriate to convey the design intent to the presentation audience and approvable by the project manager.

(d) When required, the Contractor shall prepare and coordinate all A/E documents including, but not limited to, general project information, site plans, floor plans, elevations, sections, details, notes, schedules and specifications.

(e) Provide to GRTC's Project Manager documents in the following forms including, but not limited to:

- (1) complete original drawings and specifications with the contracting A/E's stamp and seal;
- (2) specification books (Project Manuals), size 8½ x11;
- (3) blueline print sets of drawing sheets, size 24x36;
- (4) reduced size drawings (copies), size 11x17;
- (5) copies of electronic files of all pages in the Project Manual and drawings sheets (latest Auto-Cad and Revit version).

(f) When required, the Contractor shall provide bid documents to the contract administrator in quantities specified in the task order as a reimbursable expense.

(g) All Construction Documents shall be complete, clear, coordinated and suitable for accurate pricing, consistent bidding, expeditious permit approval and/or efficient construction.

(h) When required, provide complete record documents including information from redlines of other documents provided by separate contractors or the Authority's project manager.

- (i) Other related documents, reports and studies that may be required to expeditiously complete the project.