

Annex - C

Project Deliverables for Architectural Services

To be read in conjunction with the AIA Document B101

The selected Proponent shall be required to work under the direction of the Architects Section designee to manage and undertake the planning, design and construction phase services of the new Department of Parks Headquarters and Maintenance Yard. The Statement of Requirements is intended to describe the phases and services to be provided. The services listed are not all-inclusive, but rather represent those that will normally be expected during the performance of the contract. See Appendix D – RFP Particulars for more details and the Annex document for the General Scope of works.

- Schematic Design Phase Services
- Design Development Phase Services
- Construction Documents Phase Services
- Procurement Phase Services
- Construction Phase Services

The selected Proponent will provide comprehensive design services per the AIA Contract B101-2017 and the Project Deliverable's, including but not limited to reviewing the existing conditions, program and developing a Design Brief. The selected proponent will be expected to attend periodic meetings, prepare design presentations for the Government, Structural, Mechanical, Electrical, and Plumbing for engineered drawings/specifications and consult and liaise with Authorities Having Jurisdiction (AHJ) and specialist consultants.

Statement of Requirements

Each phase will be completed in accordance with the executed contract (AIA B101-2017) and shall be signed off by the Client Department and by the Estates Departments designee prior to advancing to the next phase. The Government reserves the right to conclude the selected Proponent's work at the end of each phase (if required). In such circumstances, the selected proponent's remuneration would be only up to the completed scope of services (as indicated in the cost break down – Appendix C- Pricing). The selected Proponent will not be eligible to receive the entire fixed sum contract price. The scope of services shall include, but not be limited to:

General (to be applied to all phases)

1. Arrange meetings with stakeholders and the Architects Section designee at scheduled intervals appropriate to the project phases and preparation of meeting minutes
2. Develop/update project budgets (detailed cost estimates) at scheduled intervals
3. Develop/update project schedules for the duration of proposed works (*Progress Payments should reflect Project Schedule task*)

- **Schematic Design Phase Services**

* Preparation of Schematic Design documents for works shall include but not be limited to the following:

1. Environmental Assessment Impact
2. Prepare minimum of 2 preliminary design options
3. Determine building code, classification for proposed works and zoning
4. Determine project objectives and a defined scope via interviews with the Client's representatives and Stakeholders
5. Prepare and provide to the Architects Section designee a written Design Brief for approval prior to proceeding
6. Establish functional requirements, spatial relationships, and aesthetic goals to formulate into a design concept
7. Provide building material choice for longevity
8. Provide energy-efficient alternatives
9. Landscape – soft and hardscape
10. Prepare and provide schematic drawings consisting of plans/sections/elevations
11. Prepare and provide 3D Modelling of the interior, exterior and surrounding context
12. Prepare and provide site analysis documentation
13. Provide information on the type of building material being proposed
14. Present presentation boards of the conceptual design to the stakeholders and the Architects Section designee for approval and acceptance
15. Meet with AHJ (i.e., Department of Planning, Bermuda Fire Services, etc.) for Pre-Consultation
16. Submit drawings as PDF's and in AutoCAD electronic files, including plot files (ctb or other)
17. Handover drawings and related documents shall be the property of the Bermuda Government
18. Arrange progress meetings with the Architects Section designee.

- **Design Development Phase Services**

* Preparation of Design Development documents for works shall include but not be limited to the following:

1. Define building material choice
2. Design all interior spaces
3. Design all exterior spaces (hardscape and softscape)
4. Provide Renewable Energy Solutions
5. Presentation to Stakeholders - provide two (2) sketch options and presentation boards for interior room finishes, layouts, furnishings, millwork, hardware, lighting, etc.
6. Prepare specifications for interior construction
7. Prepare specifications binder with product literature/cut sheets/specifications (to be updated and present along with the final construction drawings)
8. Prepare final interior floor plans, sections, and elevations drawings
9. Submit drawings to the Department of Planning in order to obtain a Permit for the development

10. The Professional Engineering fees for mechanical, electrical, plumbing, and structural design form part of the Proponents Fixed Sum.
11. Ensure that designs comply with local and international codes of practice and standards (i.e., fire egress, fire penetrations, fire separation, etc.)
12. Submit drawings as PDF's and in AutoCAD electronic files, including plot files (ctb or other)
13. Handover drawings and related documents shall be the property of the Bermuda Government
14. Professional Engineering Service – electrical, mechanical, plumbing, fire protection and structural Professional Design Services.
15. Graphic and Sign Design
16. Arrange meetings with the Client Department
17. Arrange progress meetings with the Architects Section designee.

- **Construction Documents Phase Services**

* Preparation of Construction documents for works shall include but not be limited to the following:

1. Power and communications drawings and specifications (Coordinate with the Governments Information and Digital Technology (IDT) Department
2. Reflected ceiling and lighting plans
3. Wall and floor finishes plans and schedules
4. Door and hardware schedules
5. Window and hardware schedules
6. Structural drawings
7. Mechanical/Plumbing drawings and specifications
8. Plumbing drawings and specifications
9. Electrical drawings and specifications
10. Fire Alarm system drawings and specifications
11. Fire Protection Drawings
12. Furniture layouts
13. Interior details and design as required, including cabinets, millwork, etc.,
14. Burglar Alarm- Access Control System-CCTV drawings and specifications
15. Energy Management System
16. Building Management System
17. Renewable Energy design and specifications
18. Provide all related specifications
19. Site grading Plan
20. Landscape drawings
21. Site services drawing
22. Signage Design and packages
23. Coordinate with Bermuda Governments IT department for telecommunications and data design and layout
24. Seek and obtain required approvals from Authorities Having Jurisdiction.
25. Ensure that designs comply with local and international codes of practice and standards
26. Submit drawings as PDF's and in AutoCAD electronic files, including plot files (ctb or other)
27. Handover drawings and related documents shall be the property of the Bermuda Government
28. Include provision for – signage; prepare complete specifications and drawings
29. Prepare Fire Egress Plans

30. Handover final Product Binder as a hardcopy and as a PDF

31. Arrange meetings with the Client Department

- **Procurement Phase**

*Preparation of Procurement Phase shall include but not be limited to the following:

1. Prepare tender documents (e.g., drawings/specifications & invitation to tender documents) together with the Architects Section Designee for construction using Government procurement templates and guidance.
2. Address queries during bid period and issue Addenda to the Architects Section designee
3. Evaluate return tenders and provide a recommendation of award to Governments Project Manager for information

- **Construction Phase**

*Preparation of Construction Phase shall include but not be limited to the following:

1. Evaluation of the Work
2. Certificates of Payment to Contractor
3. Submittal Reviews
4. Request for Information responses
5. Changes in Work
6. Project Completion