

ARCHITECT-ENGINEER (A-E) SERVICES

Appendix C

Seventh Street Truck Route Improvements

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1. DESCRIPTION OF WORK

The contractor shall conduct a concept development study of the transportation corridor of 7th Street, as outlined below. A GDOT PI number has not been assigned.

The general scope of the project is to provide enhancements to 7th Street and connecting streets to enable the network to be more congenial to truck traffic in order to encourage trucks use 7th Street to travel to Macon Chips, Inc. off Meade Road, rather than using Martin Luther King Jr. Blvd. Anticipated improvements include a 7th Street overpass over the rail entrance to the Norfolk Southern Company's Brosnan Yard, an improved intersection of Walnut Street and 7th Street, a longer left turn lane on MLK for vehicles turning SE onto Walnut St., on or off-street bike lanes and sidewalks leading from the MLK bridge over the Ocmulgee River to Central City Park, an improved intersection of 7th St with Lower Boundary St leading to Eisenhower Parkway, and improvements at the intersection of MLK Blvd and Eisenhower Parkway.

The intent of the concept study is to develop a proposed bridge plan, roadway sections and plan, and alignment to accommodate existing and projected traffic conditions. Projected traffic must meet GDOT requirements for the anticipated service life.

The concept study will identify potential environmental impacts that will have to be mitigated and options for addressing environmental impacts. Environmental impacts to be studied include, but are not limited to, wetlands, streams, soil erosion, historical properties, air quality, noise, ecology, archaeology, freshwater aquatics, and hazardous waste sites.

The concept will investigate the possibility of providing for sidewalks on both sides of the road and bike lanes leading from the future bridge over the Ocmulgee River on MLK Blvd to Central City Park.

The concept will determine the cost of the project as of the anticipated year of construction.

The concept will recommend any phasing of the project. Phasing shall determine significant within-contact phasing that may be required to accommodate public needs.

The concept report will recommend right-of-way requirements along the length of the corridor.

The concept development may require at least one public information open house conducted by the A-E to present preliminary plan development and obtain public input on the preliminary concept. The need will be determined during concept development, but will not be included in the initial negotiations.

The concept report will identify existing utilities and identify utility relocation requirements. This is expected to require SUE level D service.

The concept report will identify in general terms the anticipated landscaping plans for the right-of-way.

The concept report will identify in general terms the anticipated lighting requirements of the corridor.

All documents and submittals will meet GDOT standards and requirements necessary to allow GDOT to expend federal and state funds for the project.

Review meetings will be held at a mutually agreeable location for all phases, though it is anticipated that review meetings will be in the local area.

The government may negotiate with the A-E for subsequent design, environmental, right-of-way acquisition and/or for construction inspection services.

2. SCOPE OF SERVICES.

- a. General: The Architect-Engineer (A-E) shall perform all the services and furnish all materials required for the production and subsequent delivery to the Engineer of field investigations, surveys, calculations, drawings, cost estimates, and electronic files as stated below.
- b. Work in Excess of Scope: Should requests be received for work that may be beyond scope, the A-E shall immediately notify the Engineer of work he deems beyond the scope of the contract. Work shall not be started on such requests until a contract modification has been approved by Macon-Bibb County. An increase in construction costs over the initial budget program cost shall not be a basis for claim against the Government to increase the A-E fee unless it has been caused by a change in the approved scope of the work by the A-E. Should an enlarged or decreased scope result from the review of surveys and recommendations, adjustments in the A-E fee will be negotiated.
- c. Objectives: In general, the requirements presented are objectives and the Architect-Engineer is encouraged to suggest changes where they would not seriously deviate from the overall requirements and would result in (1) substantial economic savings, (2) improved performance, or (3) greater environmental sustainability in arriving at the end results.

(1) Develop a concept for a complete and usable facility (including all required equipment and utility relocations) unless specifically deleted by the Government in writing. Demolition required to clear the right-of-way will be the responsibility of the County.

(2) Read and follow local, state, and federal standards such as the Georgia Department of Transportation standard specifications, Georgia Soil and Water Conservation Commission erosion control standards, and the Georgia Department of Transportation Erosion Control standards.

3. **ADMINISTRATIVE INFORMATION:**

- a. General: The Macon-Bibb County Procurement Department is responsible for the administration of this contract. No change shall be made in the provisions of this contract without a written contract modification.
- b. Channels for Obtaining Information: Except as specified herein, all requests for information necessary to do this work shall be made to the Project Manager or his supervisor. The A-E shall at all times maintain close liaison with that office by appropriate means to assure maximum coordination of the work.
 - (1) A-E Personnel: The A-E shall appoint a Project Engineer/Manager for this contract to serve as the primary point of contact and liaison between the A-E and the Government. The A-E's project engineer/manager shall be responsible for the complete coordination of all work required for the projects.
- c. Government Furnished Information: The Government will furnish applicable data and information as available for the described work.

4. **QUALIFICATIONS**

- a. Prime Consultants are defined as the team submitting the Statement of Qualifications and the firm with whom Macon-Bibb County will contract. The Team is defined as the Prime Consultant and their sub-consultants who are considered team members. The Prime Consultant must be prequalified in the GDOT area classes identified below in Section 4.a.(1). The Prime Consultant or sub-consultant team members must be prequalified in the area classes identified below in section 4.a.(2). Respondents must submit a standard summary form used by GDOT which details the required area classes for the Prime Consultant and all subconsultants or joint-venture of consultants on the Team. The area classes listed on the summary form must meet all required area classes or the team may be disqualified. The Prequalification Expiration Date must be current by the deadline stated for this solicitation.

(1) The Prime Consultant must be prequalified by GDOT in the area classes listed below:

Number	Area Class
3.02	Urban Roadway Design

(2) The Team (either the Prime Consultant and/or one or more of their subconsultant team members) must be prequalified by GDOT in the area classes listed below.

Number	Area Class
1.06(a)	NEPA Documentation
1.06(b)	History
1.06(c)	Air Studies
1.06(d)	Noise Studies
1.06(e)	Ecology
1.06(f)	Archaeology
1.06(g)	Freshwater Aquatic Surveys
1.10	Traffic Studies
3.06	Traffic Operations Studies
3.08	Landscape Architecture
3.10	Utility Coordination
3.12	Hydraulic and Hydrological Studies (Roadway)
3.13	Bicycle and Pedestrian Facility Design
3.15	Highway Lighting and Outdoor Lighting
5.01	Land Surveying
5.02	Engineering Surveying
5.08	Overhead/subsurface Utility Engineering
6.01(a)	Soil Survey Studies
6.01(b)	Geological and Geophysical Studies

5. **RESPONSIBILITY AND DOCUMENTATION:**

a. Responsibility of the A-E:

- (1) General: Regardless of any review, acceptance, or approval by the Government, the A-E is responsible for the professional and technical quality of all concepts, drawings, specifications, and other material produced under this contract. The concept shall comply with good engineering practice as determined by the Engineer. The A-E is also responsible for the professional quality and adequacy of the service and materials furnished and for compliance with criteria specified by the Government for use under this contract. The A-E shall incorporate all review comments as directed by the project manager, even if there is a disagreement between the A-E and the Engineer. The A-E may, at his option, note any disagreement with those comments in the project submittal. The A-E shall make corrections to the final submittal as may be required by other review agencies.
- (2) Conferences and Meetings: The A-E shall provide to the Engineer a written record of all conferences and meetings held between the Government and the A-E during which the concept of the project is discussed. Written records of conferences and meetings held between the Government and the A-E will not be accepted as a "Notification of Change". Provide each record within 7 days after the conference or meeting.
- (3) Applicable Technical Standards, Manuals, and Pamphlets:
 - (a) In general, the A-E is encouraged to use good/superior standard commercial/industrial highway standards. The A-E will also use GDOT construction standards whenever they apply unless approved otherwise.

- (4) Safety: The concept shall be guided by applicable safety requirements of the Georgia Department of Transportation and the Occupational Safety and Health Act (OSHA).

6. **FIELD SURVEY, SITE ANALYSIS, AND VISITS:**

a. Field Work and Site Analysis:

(1) Visit the project site prior to commencing the concept and perform sufficient fieldwork necessary to determine the existing conditions at the site of the work to develop the concept.

(2) Verify the accuracy of drawings furnished to him by the Government.

b. Visits: Make as many visits as deemed necessary for effective accomplishment of the work. The project manager may direct further field investigation if it becomes apparent that the A-E's original effort was deficient.

7. **PHASES:** The development of these projects shall be accomplished in phases as indicated Below unless otherwise specified. The A-E shall complete the work as described below:

a. Preliminary Concept Phase: Conduct a survey, investigation and study based on broad guidance furnished herein and as may be supplemented by other Government-Furnished material. Determine the recommended scope, materials, quantities, etc., and furnish a concept plan for approval. The concept plan will be furnished to the project manager for review and determination of the desired scope. The concept plan will consist of plan-view line drawings, typical cross sections, and critical details along with supplementary notes that are required to illustrate the work, especially where calculations and narrative development are required to justify inclusion of alternate plans to provide the most economical construction and to meet budgetary limitations. This phase should include limited design work but must include a cost estimate and a site plan print. This phase will consist of a preliminary environmental analysis, preliminary traffic analysis, preliminary right-of-way plan, preliminary landscape report, and preliminary lighting report. These plans shall be sufficient to illustrate the road alignment, lane configurations, road cross sections and other features that will be needed for government and public review of the project. The A-E shall develop a plan showing the right-of-way needed for the project overlaid onto an aerial photograph of the corridor. The A-E shall contact the project manager as often as necessary to discuss the concept. The concept submittal will be submitted to GDOT for review and will be reviewed in conference at the County Engineer's office, Macon, Georgia or in the Mayor's conference room in the Government Center.

b. If Required-Public Information Open House: Following approval of the preliminary concept plan, the A-E will refine documents as required based on comments from reviewing agencies and then conduct a public information open house where the drawings illustrating the road concept and right-of-way requirements are shown to the public. The A-E will provide personnel to answer questions from the public and methods to receive comments from the public. The A-E will advertise the meeting in at least two local newspapers, one targeted to the minority community, and provide public notices posted on the right-of-way of the road in advance of the meeting. The A-E will provide a Spanish language interpreter. The government will provide a satisfactory location for the meeting and incur any expenses needed to acquire the meeting space. The public meeting and comment gathering

will be structured to meet any requirements for public comment by the Federal Highway Administration and GDOT, including all applicable Title VI requirements.

c. After review of the preliminary concept submittal by Macon-Bibb officials and GDOT, prepare and submit the first final concept package. This will include the first final traffic analysis, environmental considerations, adjusted road alignment, lane configurations, typical cross sections, right-of-way requirements overlayed over an aerial photograph, landscape concept report, concept lighting report, utility relocation requirements, cost estimate, and any phasing considerations.

d. The government and GDOT will conduct a review of the first final concept report. Following the review, the A-E will submit the final concept report. This will include the required hard copy documents as well as any electronic documents.

8. **SCHEDULE:** The AE shall complete all work and services under this contract within the period of time specified to be issued and deliver the submittals to the project manager in accordance with the schedule. The time required by the Government to review submissions made by the A-E under this contract will vary with the workload. The review periods established in the completion schedules set forth are the maximum anticipated periods required. Every effort will be made to accomplish reviews within shorter periods.

9. **MAIL AND REQUIRED COPIES OF DOCUMENTS:**

a. All documents shall be sent not less than first class mail. Federal Express or other fast delivery may be required in certain instances to meet these deadlines, at no additional expense to the Government. Addresses to use are as follows:

Macon-Bibb County Engineering Department
Attn: David Fortson
780 Third St
Macon, GA 31201

b. Required copies of Documents: The AE shall furnish the required material in the number of copies indicated in the specific requirements below.

10. **DRAWINGS:**

- a. CADD Software: We require the designers to use Microstation to conform to GDOT requirements.
- b. The final documentation will be in both hard and electronic Microstation and pdf formats. The A-E is responsible to make any required corrections to the electronic versions to ensure any subsequent hard copies printed out at our office exactly match the hard copy versions of the Corrected Finals.

11. **SCHEDULE AND SUBMITTALS:**

a. Delivery: Deliver the material as called for in accordance with the schedule noted below. The following schedule is a guide that can be negotiated after award. The reference date is seven days from the award date of the contract.

b. Schedule Changes: This schedule can later be amended by mutual agreement of the project manager and the A-E. If the schedule is amended, the A-E shall confirm the new schedule with a letter to the project manager. This new schedule becomes contractually binding unless the county notifies the A-E, within 5 days, and in writing, that we disagree with the new schedule.

d. When almost ready to submit a package, contact the project manager to obtain a time and date for the review conference. With this information, prepare a cover letter and the rest of the package for each office listed in the submittal distribution list below.

e. Mail the packaged items directly to each office listed.

d. Preliminary Concept Report:

(1) Concept of Survey Report: 120 calendar days after reference date. Provide separately bound submittal packages addressed to the following offices. Each package shall have the following attachments in the order listed.

<u>OFFICE</u>	<u>LIST OF ATTACHMENTS (Abbreviations at end)</u>
Project Manager (2 Cy)	TL, CR, SP, CE, RWA
GDOT	TL, CR, SP, CE, RWA (All electronic)
Facilities Management	TL, LtP
Parks & Beautification	TL, LsP
Norfolk Southern	TL, CR, SP, CE, RWA

(2) Review conference in the County Engineer's office or City Hall with the AE 134 calendar days after reference date. Written review comments will be provided at or within 5 calendar days after the review conference.

e. Public Information Open House: Omitted

f. First Final Concept Report:

First final concept report submittal 194 days after reference date. Provide separately bound submittal packages addressed to the following offices. Each package shall have the following attachments in the order listed.

<u>OFFICE</u>	<u>LIST OF ATTACHMENTS (Abbreviations at end)</u>
Project Manager (2 Cy)	TL, CR, SP, CE, RW, ACC
GDOT	TL, CR, SP, CE, RW, EPC, ACC (All electronic)
Facilities Management	TL, LtP
Parks & Beautification	TL, LsP
Norfolk Southern	TL, CR, SP, CE, RW

(2) Review Conference with AE 208 calendar days after reference date. Written review comments will be provided at or within 5 calendar days after the conference.

g. Final Concept Report

(1) Final Concept Report 234 days after reference date. Provide separately bound submittal packages addressed to the following offices. Each package shall have the following attachments in the order listed.

<u>OFFICE</u>	<u>LIST OF ATTACHMENTS (Abbreviations at end)</u>
Project Manager	TL, CR, OD, CE, EPC, ACC, CADD, PDF
GDOT	TL, CR, OD, CE, EPC, ACC, CADD, PDF (All Electronic)
Norfolk Southern	TL, CR, SP, CE, RW

Note: Because of the uncertainty of the review requirements of Norfolk Southern, the above schedule is what is anticipated apart from that required by Norfolk Southern. We expect that the above schedule will be followed for all aspects of the project, but the portion of the project dealing with the bridge and any impacts to other Norfolk Southern operations may require an independent schedule dictated by Norfolk Southern Requirements.

i. Abbreviations: The above listings of attachments use the following abbreviations:

Letters/Memos:

TL Transmittal letter in county format, for that phase

Narratives/Packages:

CR Concept report
DA Design Analysis
ACC Annotated Concept Comments
APC Annotated Preliminary Comments
AFC Annotated First Final Review Comments.
AP Property Appraisal Cost
EPC Evaluation of Public Comments
LsP Landscape Plan
LtP Lighting Plan

Drawings/Sketches:

SP Site plan
BD Blackline or Blueline
OD Original drawings, signed and sealed
RD Record drawings/as-builts
RWA Right-of-way plan on aerial photo.
RW Right-of-way plan

Forms:

CE Cost Estimate

Computer Products:

CADD Files of CADD Drawings on CD-ROM with index.

PDF Project specifications, design analysis (scan hard copies if needed to provide full electronic copy of that portion for future reference), etc. on CD-ROM.

12. DETAILED TECHNICAL CONSIDERATIONS: The concept shall be accomplished in English (inch-pound) units

a. General: Comply with local and Georgia Department of Transportation standards and the International Building Code (IBC). Comply with all Americans with Disability Act provisions for handicapped accessibility

b. Civil Considerations:

- 1) Incorporate all civil design work necessary to adequately provide all site preparation included in the subject project.
- 2) Follow the Georgia Department of Transportation Drainage Manual for all site requirements related to storm drainage.
- 3) Follow the GDOT standards for road construction as applicable

c. Structural Considerations:

- 1) Structural plans shall comply with the industry standards, the Macon-Bibb County building code and Georgia Department of Transportation standards

d. Wetlands Permit: A permit is required for any proposed disturbance to wetlands or streams. Provide the project manager with a completed application for a 404 Permit from the Corps of Engineers, if required by the project.

e. Erosion Control Plan and Storm Water Pollution Prevention Plan (SWAPP) – Any project that will disturb one acre or more of land must prepare a plan for post construction runoff control in accordance with the Georgia Department of Transportation drainage policy.

(f) FEMA Flood Plain Study – Provide documentation for submittal to FEMA to demonstrate a “No Rise” from the project or conduct other FEMA required studies, if required by the project.

13. DESIGN, RIGHT-OF-WAY ACQUISITION AND CONSTRUCTION INSPECTION The government may negotiate with the A-E at a subsequent date to provide final construction plans, provide final environmental documents, provide right-of-way acquisition and/or construction inspection services for the construction.

14. DEFECTIVE WORK: Under this contract, payment by the county and beneficial use of the work will not constitute acceptance of the work that is not in strict conformance to the requirements of the contract or that is determined to result in incomplete, defective, or deficient work. Payment to the A-E of any amount shall not imply release of the A-E from claims or liability due to incomplete,

defective, or deficient work, either known or unknown prior to any payments made by the county to the A-E.

15. INSURANCE: The A-E shall provide documentation from his insurer providing evidence of coverage of insurance as specified in the general provisions clauses of this contract. At a minimum, this will include \$1,000,000 in Errors and Omissions insurance. All insurance certificates must provide that such insurance cannot be cancelled or modified without giving the Macon-Bibb County Purchasing Department written 30 day notice prior to such cancellation or modification to the to the insurance policy. The insurance must name Macon-Bibb County as an additional insured under the liability and auto insurance policies.

EXHIBIT A – LIST AND DESCRIPTION OF ADDITIONAL SERVICES

Additional Services shall be provided only upon prior written authorization by the Owner and shall be paid for by the Owner as provided in this Exhibit. The descriptions or scope of work of the Additional Services included in this Contract at Contract execution are to be included on this Exhibit A, or if appropriate, on Exhibit N or other exhibits. Additional Services added after Contract execution, if any, shall be added by Contract amendment.

Note 1: An Additional Service may include services in both the design and the construction contract administration phases. Each blank should be filled with one of the following three choices: (i) "Included," for a service included within the Basic Design Services Fee; (ii) "Lump sum," a dollar amount for an Additional Service not included in the Basic Design Services Fee; or (iii) "N/A" for a service not included in the Contract. Each dollar amount must be followed by an indication whether it is a fixed price lump sum (FP) or a guaranteed maximum price (GMP). Allowable reimbursable expenses for the selected Additional Services shall be included in the description of scope of work description. Reimbursable expenses are additional to a fixed price lump sum fee, but are included within a GMP.

Note 2: In the event the actual construction of the Project is not commenced, no Additional Services related to CM/GC Contract Administration shall be incurred and a written modification to this Contract should be put into place.

ADDITIONAL SERVICES.

DESIGN	CONTRACT ADMINISTRATION	DESCRIPTION
Included		Feasibility Studies/Analysis
N/A		Value Analyses/ Life Cycle Cost Analyses
N/A		Assistance with Grant and Funding Applications
Included		Facility Programming
N/A		Master Planning
N/A		Soils Investigations/Reports/ Geotechnical Services
Included		Surveys-Topographic/Boundary/Vegetation Improvements/Utilities
Included		Existing Facilities Analyses
N/A		Measured Drawings of Existing Facilities
Included		Environmental Assessments
Included		Subsurface Utility Evaluation
N/A		Storm Water Management Permitting
N/A		Environmental/Site Permitting
N/A		Audio/Visual Consultation
Included		Landscape and Irrigation Consultation
N/A		Interior Design/Furnishings/Plantscaping/Artscaping
N/A		Comprehensive CPM Scheduling
N/A		Documents Prepared for Multiple Component Construction Packages
N/A		Documents Prepared for Separate Proposal Packages Requested by the Owner
N/A		Prequalification of Contractors/ Subcontractors

(Continued)

DESIGN	CONTRACT ADMINISTRATION	DESCRIPTION
Included		Traffic Analyses
Included		Hazardous Materials Consultation/ Surveys
N/A		Renderings/Models/Videos
	N/A	Commissioning
	N/A	Commissioning Support
N/A		LEED Process Support and Documentation
	N/A	Construction Inspection Provided by the Design Professional (See Exhibit N)
N/A		Program Management Services
	N/A	Designing Replacement Work for Damaged Work
	N/A	Post Occupancy Observations/Evaluations
Included		Detailed Cost Estimates (See Exhibit F)
	N/A	Facility Operation Services
N/A		Coordination with Consultants Engaged Directly by the Owner
Included		Corridor Lighting
N/A		Load Studies (Mechanical or Electrical)
N/A		Reliability Analysis (Mechanical or Electrical)
N/A		Phased Construction
N/A		Environmental Work (Hazardous Waste Consultant Hired by Design Professional)
N/A		Public meetings
N/A		Historic Preservation Services
Included		Other Specialty Design Consultants
N/A		Other Additional Services (SPECIFY)
\$	\$	Subtotals
<p>\$ _____</p>		<p>GRAND TOTAL OF ALL FIXED PRICE AMOUNTS FOR ADDITIONAL SERVICE FEES SELECTED AT CONTRACT EXECUTION</p>

TYPICAL DESCRIPTIONS/SCOPES OF WORK FOR ADDITIONAL SERVICES.

NOTE: The following scopes of service for typical Additional Design Services and Additional Contract Administration Services represent only a few of the possible Additional Services enumerated in the table above. Those scopes included below may require editing to completely fit the circumstances of a specific project and such editing or new scopes of services should then be set forth on Exhibit N.

TYPICAL ADDITIONAL DESIGN SERVICES:

1. Building Commissioning Support and Coordination Services. Whether the Commissioning Provider is hired by the Owner or by the Design Professional, the Commissioning Provider's fees shall be paid by the Owner. The Commissioning Team shall include the Design Professional, the Commissioning Provider, the Using Agency, and the Owner. The Commissioning Provider's role should begin during the pre-design phase and intensify during the design phase. Commissioning will encompass activities throughout Construction Contract Administration to final completion and, possibly, beyond.

a. Advise Owner. The Design Professional shall advise the Owner and the Using Agency concerning the use of Building Commissioning, referring to the following definition:

Commissioning is a planned, collaborative, and integrated systematic process to ensure, through documented verification, that all building systems perform interactively according to the Design Intent. Commissioning procedures require a collaborative team effort and begin in the pre-design phase, continue through the design and construction phases into the initial occupancy phase, including the training of O&M staff.

b. Components to be Commissioned. If the Commissioning Provider is not yet hired, the Design Professional shall advise the Owner and the Using Agency as to the systems and components of the Project that should be commissioned. If the Commissioning Provider is on board already, collaborate with the Commissioning Provider, Owner, and Using Agency in the determination of the appropriate level of Commissioning for the Project.

c. Collaborate in Developing the Commissioning Plan. The Design Professional shall collaborate with the Commissioning Provider, the Owner, and the Using Agency in the development of an initial Building Commissioning plan. The Design Professional should review the State's "Recommended Guidelines" for Building Commissioning and collaborate in the development of a draft Commissioning Plan for the Project. The initial Building Commissioning plan should consist of the following:

i. The Building Commissioning Plan shall include a Design Intent (a document) summary of the Owner's requirements for the facility as a whole, for each of the relevant building systems and equipment items, and for their proper functioning together as an integrated system. The Design Intent summary shall establish critical performance criteria that indicate whether a system is properly functioning.

ii. The Building Commissioning Plan shall include a Commissioning schedule listing the duration of each Commissioning activity—such as system and equipment manual submittal and approval, equipment start-up, and system and equipment training for O&M personnel—combining all such activities in a manner reflecting the inherent subsidiary relationships between activities. This schedule shall be used as a basis for approval of the Commissioning portion of the Design Professional's construction schedule.

iii. Trade Contractor duties related to Commissioning are to be defined in the Contract Documents. During preparation of the Contract Documents, the Design Professional shall coordinate with the Commissioning Provider and Contractor to define clearly all duties and activities required of the various Trade Contractors relating to Building Commissioning, including any necessary order in which these activities and duties must take place. The Commissioning Team shall define all critical performance criteria that shall be the responsibility of the Trade Contractors.

d. Implement Commissioning Plan. If the Owner and the Using Agency approve the Building Commissioning Plan, the Design Professional shall integrate the activities of the Commissioning Provider into the Design Professional's project task-related schedule. The Design Professional shall provide drawings and specifications consistent with the Design Intent and continue to cooperate and collaborate with the Commissioning Provider in the verification of design and construction.

2. Master Planning.

Prior to commencing design of the Project, the Design Professional shall develop a master plan showing how the Project will relate to the existing site context as well as any identified future projects contemplated at the site. Considerations shall include at a minimum, as applicable:

- Access to public transit
- Visitor, user and service vehicular circulation
- Parking
- Site pedestrian and bicycle circulation
- Cycle parking
- Site utilities
- Site utilities expansion zones
- Natural and landscape areas
- Hardscape
- Water features
- Detention and retention facilities
- Building(s) placement and orientation
- Building(s) expansion zones
- Areas available to contractors during construction
- Temporary access and features during construction
- Future demolition
- Construction phasing
- Phasing of future facilities

The Design Professional shall engage the necessary consultants to address the listed considerations and shall document all master plan conclusions in a format and medium acceptable to the Owner to serve as a guide to the final design of the Project.

3. Subsurface Utility Engineering (SUE).

The Design Professional, through its consultant engineers, undertakes to assist managing certain risks associated with subsurface utilities by mapping and assessing existing utilities at appropriate quality levels and coordinating the design and relocation of such utilities, in accordance with ASCE standards. Location of utilities sufficient for concept planning and estimating is the primary focus of this phase.

The use of SUE in the design phase does not replace the Georgia Dig Law or diminish the responsibility of contractors or excavators to use the “One Call” system and dig responsibility.

Below are the steps typically taken in implementing SUE on a project:

- Assess the complexity of the underground utilities on the project.
- Assign a quality level to the SUE information needed.
- Obtain SUE contractor to perform investigation if needed. The best time to begin the investigation is before the surveyor begins its work.
- SUE coordinates with the surveyor to record utility marks in the field.
- SUE reviews the surveyor’s utility drawing for accuracy before it is released.
- Utility drawings are released to the Using Agency.

4. Landscape Planning and Design.

The Design Professional shall develop landscape, and irrigation plans and cost estimates compatible with the Project to be designed as a part of the Basic Services provided under this Contract. Work to be addressed shall include at a minimum, as applicable:

- Plant material illustrations
- Planting plans
- Planting details
- Plant material schedules
- Irrigation piping system and equipment layouts
- Irrigation zones and head layouts

- Irrigation details
- Site furniture illustrations
- Site furniture schedules
- Site furniture layouts
- Site furniture anchorage and details
- Planting and Irrigation specifications

The Design Professional shall engage the necessary consultants to address the listed considerations and shall provide Additional Services for landscape and irrigation equivalent to, and integrated with, the Basic Services to be provided for the road corridor(s).

5. Existing Facilities Analysis. An analysis to complement the Project design, master planning, and landscape planning, of existing facilities, both for anticipated future uses and to develop additional future utilization for such facilities.

6. Color Rendering of Project. To facilitate visualization and perceptions of the project, a color rendering of the Project. If applicable, a model or video may be added or substituted. A rendering shall meet the following specifications:

The rendering shall be an artist's original (non-computer generated) color perspective rendering (minimum rendering size 16x 28 inches) of the Project reflecting the approved preliminary design, matted (2 inches at top and each side and 4 inches at bottom) and framed in a black aluminum frame (frame size of 22 x 32 inches), said rendering to be submitted within 45 days of the Owner's approval of the preliminary design. The project name, institution, and architect's name shall be a mat window panel (1.5 x 6 inches) within the mat and centered within the rendering. Additionally, provide a full color same size photographic reproduction of the rendering, matted, framed and labeled, same as the original rendering plus two 8x10 glossy photographs of the rendering.

TYPICAL ADDITIONAL CONSTRUCTION CONTRACT ADMINISTRATION SERVICES:

1. Program Management Services.

a. To the extent, and only to the extent, authorized by the Owner in writing, the Program Manager shall act as the representative of the Using Agency and of the Owner during the design and construction of the Project. The Design Professional shall cooperate with the Program Manager in connection with the services required hereunder to be performed by the Design Professional. The Design Professional and the construction contractor shall communicate with each other in respect to the Project under the direction of the Program Manager. It is specifically understood and agreed that any procedure relating to such communications established by the Owner, Program Manager, Design Professional or construction contractor shall not be applied in a manner that would limit, hinder or otherwise discourage free communication among the Institution, the Owner, the Design Professional, the construction contractor and the Program Manager as to any problems affecting the Project and/or the development of solutions by the Design Professional, the construction contractor or the Program Manager to such problems. It is further specifically understood that whenever possible the Program Manager shall encourage such free communication and the development of such creative solutions. The Design Professional shall give the Program Manager a copy of all notices, instructions, applications, requests, demands and/or other communications at the same time that such communications are given by the Design Professional to the Owner and/or to the construction contractor..

b. Approval by the Owner or any party retained by the Owner, including the Program Manager, of any plans, drawings, specifications or other documents prepared by the Design Professional under this Contract shall not relieve the Design Professional of the responsibility for the design of the Project. No plans, drawings, specifications or other documents prepared by the Design Professional under this Contract and approved by the Owner shall be materially changed or revised by the Design Professional without the prior written consent of the Owner. The Design Professional shall make all working drawings and specifications available to the Institution, the Owner, the Program Manager and to the construction contractor .

c. The Program Manager shall provide construction administration services to monitor and manage construction activities that will affect the project's cost and schedule. Tasks typical to these duties include:

- Administering the Design Professional Contract and the Construction Contract on behalf of the Owner and taking appropriate actions to require that the Design Professional and construction contractor perform in accordance with the terms and conditions of the Contract.
- Monitoring construction activities to require consistency with the Contract's project and quality specifications expectations.

- Maintaining an “on-site” presence or accessibility through telephone and facsimile during all construction activities to represent the Owner’s interests, assist in clarifying design or construction issues where the Owner’s input is required, and in general, observing for the Owner that the Project is well and duly constructed.
- Coordinating the final building punch list, certification of all operating systems and, if applicable, Building Commissioning, on behalf of the Owner. Tasks typical to these duties include:
- Representing the Owner’s interests during the punch list phase, and if applicable, Building Commissioning of the Project and expediting this process whenever possible; accepting all guarantees and warranties on behalf of the Owner; monitoring all “system start-ups,” and supervising the construction contractor’s turnover of the building to the Owner.

2. Construction Inspection Provided by the Design Professional. The Design Professional shall provide construction inspection, whether full or part time, in accordance with scope provided in Exhibit N.

3. Facility Operations and Training Services. The Design Professional, upon request of the Owner, shall coordinate with the construction contractor to provide operations instructions and training for the Owner’s facilities personnel to include normal operation of all building systems, emergency operations, and normal maintenance operations. Training shall include class training objectives, hand-on training exercises, and training manuals.

- The Design Professional shall develop a training program for existing O&M personnel of the Owner, consisting of *[for example, an eight-hour course, including both platform instruction and hands-on training of the commissioned systems on the Project]*.
- The Design Professional shall develop and provide to the Owner a Training Manual to supplement the training program and provide for Owner-led training of new employees.
- The Design Professional shall present the training course two times to facilitate attendance by all of the Owner’s O&M personnel and appropriate administrative personnel. While administrative personnel may attend, the training is to be structured most effectively for O&M personnel. The Owner shall provide a training room adequate for the platform training, and shall provide services for copying training materials as needed.
- The Design Professional shall coordinate all training provided by the construction contractor.
- The Design Professional shall provide a videotape and catalogue of each training session.

4. Facility Observation and Evaluation – Warranty Services.

a. Observations and Evaluations during Guaranty-Warranty Period. If the Owner requests, during the guarantee period of the Construction Contract, the Design Professional shall work with a representative of the Owner in securing remedy of defects that become apparent and shall make a guarantee-warranty observation and evaluation of the project prior to expiration of the guarantee-warranty period and report observed discrepancies to the construction contractor for correction. Decisions with respect to complaints about work after occupancy of the project by the Owner shall be rendered in accordance with and on forms furnished by the Owner, and in the event of noncompliance, including omission of work or faulty workmanship, the Design Professional shall recite in the decision the paragraph number or article of the specifications and/or the detail or drawing which has been violated, indicating precisely in which respect there has been deviation from the methods and/or material of construction required by the Contract Documents.

b. Corrections and Remedies. The Design Professional shall include in its decision suitable specifications and/or drawings indicating precisely the design details and materials to be used in executing the correction or remedy of non-compliant Work.

EXHIBIT B – SCHEDULE OF HOURLY RATES

Omitted

EXHIBIT C – THE OWNER’S A-E Services Statement of Work (SOW)

[See ATTACHED]

EXHIBIT D – PRELIMINARY DESIGN AND CONSTRUCTION SCHEDULE

OMITTED

EXHIBIT E – CM CONTRACT GENERAL REQUIREMENTS

OMITTED

EXHIBIT F – DETAILED CONSTRUCTION COST ESTIMATE FORMAT

CSI UNIFORMAT™ COST CLASSIFICATION

INSTRUCTIONS:

1. The Detailed Construction Cost Estimate shall be provided using the Georgia Department of Transportation format. If GDOT does not have any specific standards, the format shall be that used by the Construction Specifications Institute (CSI) UniFormat™ classification of construction systems and assemblies. The terms *systems and assemblies* refer to physical parts of building projects with particular design solutions. Note, not all Classes or Subclasses may be used for a given project.

2. The Detailed Construction Cost Estimate shall be coordinated and consistent with project descriptions, plans, drawings, and specifications at the time the statement is prepared.

3. The Detailed Construction Cost Estimate shall be provided in a spreadsheet format. For each element in the cost estimate, the information provided shall include:

- Description,
- Quantity,
- Unit of measurement,
- Unit cost or rate, and
- Cost

4. Lump sum costs for items are not acceptable. Assumptions (e.g., type, quantity, etc.) used to estimate costs for undeveloped design details must be documented.

5. When the contract contains more than one building or type of work (e.g., new construction, renovation, addition, etc.) ,a cost estimate shall be prepared and summarized for each.

6. For Concept Design Studies, the cost estimate should be prepared at Level 1 detail. For Schematic Design and Design Development phases, cost estimates should be at Level 2. For Construction Documents cost estimates should be at Level 3, or greater, detail.

7. If the Design Professional proposes to use a different, but similar, format to the UniFormat™ cost structure providing a comparable level of detail, the Design Professional shall submit the proposed structure to the Owner for written approval prior to its use.

Level 1 Categories / Major Groups	Level 2 Classes / Group Elements	Level 3 Subclasses / Elements
A SUBSTRUCTURE	A10 Foundations	A1010 Standard Foundations A1020 Special Foundations A1030 Slab on Grade
	A20 Basement Construction	A2010 Basement Excavation A2020 Basement Walls
B SHELL	B10 Superstructure	B1010 Floor Construction B1020 Roof Construction
	B20 Exterior Enclosure	B2010 Exterior Walls B2020 Exterior Windows B2030 Exterior Doors
	B30 Roofing	B3010 Roof Coverings B3020 Roof Openings
C INTERIORS	C10 Interior Construction	C1010 Partitions C1020 Interior Doors C1030 Fittings
	C20 Stairs	C2010 Stair Construction C2020 Stair Finishes
	C30 Interior Finishes	C3010 Wall Finishes C3020 Floor Finishes C3030 Ceiling Finishes
D SERVICES	D10 Conveying	D1010 Elevators & Lifts D1020 Escalators & Moving Walks D1090 Other Conveying Systems
	D20 Plumbing	D2010 Plumbing Fixtures D2020 Domestic Water Distribution D2030 Sanitary Waste D2040 Rain Water Drainage D2090 Other Plumbing Systems
	D30 HVAC	D3010 Energy Supply D3020 Heat Generating Systems D3030 Cooling Generating Systems D3040 Distribution Systems D3050 Terminal & Package Units D3060 Controls & Instrumentation D3070 Systems Testing & Balancing D3090 Other HVAC Systems & Equipment
	D40 Fire Protection	D4010 Sprinklers D4020 Standpipes D4030 Fire Protection Specialties D4090 Other Fire Protection Systems
	D50 Electrical	D5010 Electrical Service & Dist. D5020 Lighting and Branch Wiring D5030 Communications & Security D5090 Other Electrical Systems
E EQUIPMENT & FURNISHINGS	E10 Equipment	E1010 Commercial Equipment E1020 Institutional Equipment E1030 Vehicular Equipment E1090 Other Equipment
	E20 Furnishings	E2010 Fixed Furnishings E2020 Movable Furnishings
F SPECIAL CONSTRUCTION & DEMOLITION	F10 Special Construction	F1010 Special Structures F1020 Integrated Construction F1030 Special Construction Systems F1040 Special Facilities F1050 Special Controls and Instrumentation
	F20 Selective Building Demolition	F2010 Building Elements Demolition F2020 Hazardous Components Abatement
G BUILDING SITEWORK	G10 Site Preparation	G1010 Site Clearing G1020 Site Demolition and Relocations G1030 Site Earthwork G1040 Hazardous Waste Remediation
	G20 Site Improvements	G2010 Roadways G2020 Parking Lots G2030 Pedestrian Paving G2040 Site Development G2050 Landscaping
	G30 Site Mechanical Utilities	G3010 Water Supply G3020 Sanitary Sewer G3030 Storm Sewer G3040 Heating Distribution G3050 Cooling Distribution G3060 Fuel Distribution G3090 Other Site Mechanical Utilities
	G40 Site Electrical Utilities	G4010 Electrical Distribution G4020 Site Lighting G4030 Site Communications & Security G4090 Other Site Electrical Utilities
	G90 Other Site Construction	G9010 Service and Pedestrian Tunnels G9090 Other Site Systems & Equipment
Z GENERAL	Z10 General Requirements	Z1010 Administration Z1020 Quality Requirements Z1030 Temporary Facilities Z1040 Project Closeout Z1050 Permits, Insurance, & Bonds Z1060 Fee
	Z20 Contingencies	Z2010 Design Contingency Z2020 Escalation Contingency Z2030 Construction Contingency

Notes:

- * 1. *Building and Building Improvements:* Include totals from CSI Categories/Major Groups A, B, C, D, F, G (only costs inside 5 feet of building footprint) and Z.
- ** 2. *Infrastructure:* Include totals from CSI Categories/Major Groups G (only costs outside 5 feet of building footprint); including relevant portions of G-10, G-2040, G-30 and G-40. It is anticipated that all of G-2010, 2020, 2030, 2050, 3010, 3020, 3030, 4020, and 9010 would be considered Infrastructure.
- *** 3. *Fixtures and Furnishings (Including Equipment):* Include totals from CSI Category/Major Group E.

The Design Professional should review change orders issued during the construction administration phase as they will have an effect upon the final certification, depending upon the allocation of costs in the change order.

Required Certifications on the Detailed Construction Cost Estimate:

- 1. I certify that I have examined the A-E SOW (or Program) as furnished to me by the Using Agency for this Project.
- 2. I certify to the best of my knowledge, information and belief that the Detailed Construction Cost Estimate furnished herein covers all work to be drawn, specified and constructed under the A-E SOW (or Program.)
- 3. I certify to the best of my knowledge, information and belief that, as to the Detailed Construction Cost Estimate furnished herein, all construction work necessary for the completion of the Project for occupancy is included.
- 4. I certify to the best of my knowledge, information and belief that there is no work included in this Detailed Construction Cost Estimate furnished herein which is beyond the scope of this Project as defined by the A-E SOW (or Program) referred to in Paragraph 1 of this certificate.
- 5. Subsurface Investigations (If required by the SOW). The Design Professional certifies it has a report on file from a competent geotechnical engineer or competent independent testing laboratory, the said report being signed by a registered geotechnical engineer).

I certify to the best of my knowledge, information and belief that the Detailed Construction Cost Estimate is current with the date of execution entered herein below.

Witness my hand this _____ day of _____, 20_____.

Design Professional

EXHIBIT G – SITE MEMORANDUM

OMITTED

EXHIBIT H – SUMMARY OF PROJECT DELIVERABLES

OMITTED

EXHIBIT I – ADVICE ON CONSTRUCTION PROGRESS

Omitted

EXHIBIT J - CERTIFICATE OF MATERIAL COMPLETION

OMITTED

EXHIBIT K - CERTIFICATE OF FINAL COMPLETION

OMITTED

EXHIBIT L – CAPITAL ASSET ACCOUNTING

OMITTED

EXHIBIT M – DESIGN PROFESSIONAL’S KEY PERSONNEL AND CONSULTANTS

Design Professional’s Key Personnel and Role Descriptions

<u>Position</u>	<u>Individual</u>	<u>Office Location</u>
Principal-In-Charge	TBD	TBD
Project Manager	TBD	TBD
Project Designer	TBD	TBD
Civil Engineer	TBD	TBD
Mechanical Engineer	TBD	TBD
Electrical Engineer	TBD	TBD

Design Professional’s Consultants and Role Descriptions

TBD	Architect
TBD	Civil Engineering
TBD	Mechanical Engineering
TBD	Electrical Engineering
TBD	Structural Engineering

**EXHIBIT N – SCOPES OF SERVICE FOR PROJECT ADDITIONAL SERVICE
(Not on Exhibit A)**

Omitted

Solicitation of Architect-Engineering Services for the improvements of 7th Street from Riverside Drive/Martin Luther King Jr Boulevard to Eisenhower Parkway in Macon-Bibb County Georgia.

The first phase of the project will be the development of a concept report to define the recommended scope of the project. Macon-Bibb County may negotiate with the selected firm for the subsequent design of the project, including preparation of all required environmental documents, development of drawings and specifications, development of right-of-way plans, acquisition of right-of-way, development of utility relocation plans and associated research, and inspection of the construction, at its option. The scope of the project is developed in more detail in the attached statement of work and draft engineering contract.

Title: Improve Seventh Street for Truck Route

Estimated Cost: Right of Way:	\$1,000,000
Utility:	\$600,000
Construction	\$9,000,000
Design Start:	April 2017
Design Completion:	December 2017

The general scope of the project is to provide enhancements to 7th Street and connecting streets to enable it to be more congenial to truck traffic in order to encourage trucks use 7th Street to travel to Macon Chips, Inc. off Meade Road, rather than using Martin Luther King Jr. Blvd. Anticipated improvements include a 7th Street overpass over the rail entrance to the Norfolk Southern Company's Brosnan Yard, an improved intersection of Walnut Street and 7th Street, a longer left turn lane on MLK for vehicles turning SE onto Walnut St., on or off-street bike lanes and sidewalks leading from the MLK bridge over the Ocmulgee River to Central City Park, an improved intersection of 7th St with Lower Boundary St leading to Eisenhower Parkway, and improvements at the intersection of MLK Blvd and Eisenhower Parkway. For further information on the project requirements please contact David Fortson, dfortson@maconbibb.us.

The A-E must be prequalified by the Georgia Department of Transportation in the following areas.

The Prime Consultant must be qualified in the following area.

Number	Area Class
3.02	Urban Roadway Design

The Team (either the Prime Consultant and/or one or more of their sub-consultants and team members) **MUST** be prequalified by GDOT in the area classes listed below.

Number	Area Class
1.06(a)	NEPA Documentation

1.06(b)	History
1.06(c)	Air Studies
1.06(d)	Noise Studies
1.06(e)	Ecology
1.06(f)	Archaeology
1.06(g)	Freshwater Aquatic Surveys
1.10	Traffic Studies
3.06	Traffic Operations Studies
3.10	Utility Coordination
3.12	Hydraulic and Hydrological Studies (Roadway)
3.13	Bicycle and Pedestrian Facility Design
3.15	Highway Lighting and Outdoor Lighting
5.01	Land Surveying
5.02	Engineering Surveying
5.03	Geodetic Surveying
5.08	Overhead/subsurface Utility Engineering
6.01(a)	Soil Survey Studies
6.01(b)	Geological and Geophysical Studies
6.05	Hazardous Waste Site Assessment Studies

Evaluation factors and their weight are as follows:

Factor	Points
Technical Approach (Project understanding Innovative concepts or alternatives, quality control procedures)	16
Work Experience	15
Specialized Expertise	15
Professional Licensure	2
Staff Capabilities	15
Workload Capacity	12
Past Performance	15
Local Presence	4
Qualified and Certified DBE including subconsultants	6

The local government may select the firm based on the documents submitted or it may elect to conduct telephone interviews or request the firms to make personal presentations to local officials. If interviews or presentations are required, a minimum of three firms will be asked to do this. Negotiations on the consulting fee will be conducted with the firm selected.

The contract awarded will be a project specific type. Price proposals will not be required until after the most qualified firm has been selected and only from that firm.

Submittals will be required 30 days following the publication date of this solicitation.

All consultants must comply with Federal EEO requirements. The consultants will also be held to ADA and Civil Rights language for the employing local government.