

August 9, 2019
BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA
Y20-801-JS / ADDENDUM # 2
ORANGE COUNTY CONVENTION CENTER
CAMPUS DRY SPRINKLER PIPE REPLACEMENT

Opening Date: August 20, 2019

This addendum is hereby incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Underlining indicates additions, deletions are indicated by ~~strikethrough~~.

A. The Bid Opening Date remains as August 20, 2019.

B. The following are questions/responses/clarifications:

1. The Scope of Services of the RFP Y20-801-JS dated July 17, 2019 has been revised.

Response: Please refer to attached revised RFP Y20-801-JS, EXHIBIT A, SCOPE OF SERVICES, PURPOSE AND JUSTIFICATION.

C. ATTACHMENTS:

1. ~~RFP Y20-801-JS EXHIBIT A, PAGES 1-12 IS DELETED IN ITS ENTIRETY AND REPLACED WITH~~ REVISED EXHIBIT A, PAGES 1-14, SCOPE OF SERVICES, PURPOSE AND JUSTIFICATION, ATTACHED AND LABELLED ADDENDUM 2

D. All other term and conditions of the RFP remain the same.

E. The Proposer shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the proposal.

Receipt acknowledged by:

Authorized Signature

Date Signed

Title

Name of Firm

ADDENDUM 2, PART B: SCOPE OF SERVICES

REVISED EXHIBIT A

The Design Consultant (Consultant) shall provide **Design Services for the Orange County Convention Center (OCCC) Campus Dry Sprinkler Pipe Replacement Project.**

BACKGROUND:

The Orange County Convention Center Complex is located on almost 400 acres in Orlando, Florida, North of the intersection of Interstate 4 and State Road 528, consists of two (2) multipurpose buildings, the West Building and the North/South Building, designed for conventions, trade shows, meetings and consumer events. The Center has seven million square feet of space, of which approximately 2.1 million square feet is exhibition space. It contains 23 exhibit halls with over 125 configurations, 74 meeting rooms with over 230 configurations, 8 food courts, a ballroom, a 2,643 seat theater, a 200 seat lecture hall, and over 8,000 parking spaces. It is also accessible by four (4) pedestrian bridges which are connected to adjacent hotels. For additional information about OCCC, demographics, and any other major related facts, proposers should go to the OCCC website at: www.occc.net.

PURPOSE AND JUSTIFICATION:

The existing dry-pipe sprinkler system in the West Building is approximately 22 to 30 years old and in the North/South Building is approximately 16 years old. Galvanized piping systems installed as part of dry-pipe sprinkler systems typically have a 10 to 12-year lifespan before corrosion issues start being reported or become apparent.

A recent Assessment revealed corrosion of the galvanized pipe, fittings, valves and related components have deteriorated throughout the years requiring replacement. Please refer to the attached Assessment by Hanson dated January 15, 2019.

The majority of the issues are from aging dry- pipe valves, improperly installed mains that are not pitched and galvanized pipe and fittings that have deteriorated over the life of the existing facility and failure has presented in the form of pinholes leaks being repaired by Facility Operations. These leaks will allow air to escape the piping system thus causing the dry-pipe valves and trim accessories to possibly give false alarms.

The OCCC areas indicated below will be the primary focus of this project, to be confirmed by the Consultant:

- a. West Building – Level 80/82 Central Receiving area adjacent to Hall “A” Parking Garage.
- b. West Building – Level 100 / Exhibit Level.
- c. West Building – Level 100 / Dock Area.
- d. West Building – Level 122 / Mechanical Rooms.
- e. North Building – Loading Dock Area
- f. North Building – Covered Bus Loading/Unloading Area
- g. ~~North/South Building – North/South Open-Air Walkway (sprinklers underneath walkway at areas of egress)~~
- h. South Building – Loading Dock Area
- i. South Building – Covered Bus Loading/Unloading Area

j. Pedestrian Bridge Connecting South Concourse to West Building Hall B Entrance

The attached Assessment by Hanson Eng. dated January 15, 2019, will indicate the areas of the buildings and identify locations of known dry-pipe system replacement requirements, to be confirmed by the Consultant.

PROJECT OVERVIEW – SCOPE OF WORK:

The Scope of Work is to replace the existing dry-pipe sprinkler systems located throughout the West, North/South Buildings and the elevated pedestrian bridges. Use as reference only the attached Assessment by Hanson dated January 15, 2019.

The Scope of Work description:

Replacement of the existing dry-pipe system at all of the existing dry-pipe sprinkler systems throughout the West, North/South Buildings and the elevated Pedestrian Bridges.

Replacement of the existing galvanized pipe and rolled grooved joints upstream of the existing dry-pipe valve with new black steel (sch. 40) pipe with new cut grooved joints. Replacement shall include fittings, valves, pipe hangers, appurtenances and all related components.

The Scope of Work will include the two (2) following options:

1. Installation of refrigerated air dryers to the existing floor mounted compressed air systems that provide air to the existing dry-pipe systems. This will reduce the amount of moisture introduction and corrosion generation of the new piping system.
2. Installation of new Nitrogen Generators in the new dry-pipe system in lieu of the existing compressed air system. This will suppress amount of moisture introduction and corrosion generation of the new piping system.

The project includes Hydrostatically Test of each existing dry-pipe system.

THE FOLLOWING SERVICES SHALL BE PROVIDED BY THE CONSULTANT:

The Consultant shall provide final design and construction plans for the OCCC Campus Dry Sprinkler Pipe Replacement Project. The Consultant shall perform those architectural and/or engineering services required to prepare a complete set of contract documents, (plans and specifications), as described elsewhere herein.

The Consultant's Engineer-of-Record shall sign and seal a certification on the plans stating that the design has been prepared in accordance with design standards that are most appropriate, including County's design standards, and any regulatory standards latest edition, in effect at the time of the Notice to Proceed. The Consultant shall utilize best engineering judgment, practices and principles in performing the work. Consultant shall:

- Coordinate with OCCC to finalize scope and extent of Dry Sprinkler Pipe Replacement location as described in the Study Assessment provided by Hanson dated January 15, 2019 and through program validation meetings.

- Provide design documents that meet the replacement needs of the Dry Sprinkler Pipe Replacement.
- Prepare construction documents to be competitively bid through the County's Procurement Division. Provide the Owner with assistance in soliciting bids or proposal, and issuing addenda responses.
- Ensure that an acceptance procedure has been identified, established and incorporated in the Bid Documents for the testing/review and acceptance of the new Dry Sprinkler Pipe Replacement.
- Prepare all documentation and responses necessary to obtain permits from all agencies having jurisdiction over the project.
- Provide services during construction, including but not limited to, construction observation, review submittals and shop drawings, pay applications and answering RFI's.

The fixed-fee and task-hour requirements shall be presented utilizing forms provided by the County's Project Manager (Project Manager). The tasks included in this Scope of Services can be generally grouped into the following primary categories:

1. Administration
2. Design and Plans Preparation
3. Permitting
4. Construction Administration
5. Green Building

This Scope of Services addresses each task within these elements and serves to further define specific project requirements. The County will bid the Construction Documents developed by the Consultant in accordance with County's procurement requirements.

It is intended by the Project Schedule to have certain and specific equipment and material onsite before work commences inside the facility. The Consultant shall identify the equipment requirement as well as the required schedule for shop drawing and submittal to ensure equipment will be delivered as required and specified.

The OCCC currently has and or will have contractual commitments to conventions, shows and exhibits, therefore the Consultant shall be required to develop a design of the project to account for schedule and sequence of the work such that minimal to no impact will result to ongoing business functions of the facility or scheduled shows and exhibits.

The Consultant shall submit all required deliverables and provide specific services, (with the exception of Construction Administration Services), within 220 calendar days, (inclusive of two-week review periods by County for each review of progress submittals), in order to allow sufficient time to solicit and award a construction contract. The awarded Contractor for this project will have a maximum of 24 Months (2 years) to complete the construction. Construction is projected to start in June 2020 and estimated Final Completion in June 2022 and with Construction activity scheduled around show/event schedule to be coordinated with OCCC Project Manager.

1. ADMINISTRATION

- 1.1. **Notice to Proceed Meeting.** The Consultant shall prepare for and attend a Notice to Proceed (NTP) Meeting with the Project Manager and staff. At this meeting, Orange County staff and key members of the Consulting team shall set the final parameters for the project and formally initiate final design by touring the project site, reviewing the project criteria, scope and the project approach. The NTP shall require an on-site meeting with the User Group.
- 1.2. **Project Meetings.** The appropriate members of the Consulting team shall attend project meetings with the Project Manager and staff to discuss project progress and status, technical issues, and upcoming events and activities. The purpose of these meetings is to maintain clear communication between the County and the Project Team. The Consultant shall prepare and distribute meeting minutes, on electronic format, following each of these meetings. **Note: The number of project meetings will be determined at contract negotiation.**
- 1.3. **Project Management and Supervisions.** Consultant shall include Project Management and Supervision as a percentage of labor-hours for each primary category except for Administration and Construction Administration Services.
- 1.4. **Final Design Project Schedule.** The Consultant shall prepare and submit a detailed project schedule prior to the Notice to Proceed Meeting for completion of final design and plans preparation identifying major tasks, their duration and tasks relationships. All deliverables shall be identified as milestones on the schedule. This schedule will utilize the Orange County Standard Project Schedule format on MS Project provided by Project Manager. The Consultant shall submit an updated design project schedule as directed by the Project Manager.
- 1.5. **Construction Schedule.** The Consultant shall prepare and submit a detailed construction schedule for construction duration at the 90% and final 100% submittals.
- 1.6. **Utility Coordination.** The Consultant shall coordinate with all utility providers within the project limits by furnishing plans at all design stages to utilities for review, confirmation of utility location, and relocation purposes. The development of the plans shall incorporate and consider the input provided by each utility to ensure that the final design considers all existing and proposed utilities. As part of each progress submittal, the Consultant shall provide a list of all utilities that have been provided copies of the construction plans, and the dates the plans were delivered to each Utility. The Consultant shall also provide a summary of the response received from each Utility. The Consultant shall conduct timely on-going utility coordination efforts to ensure timely receipt of design information from the various utilities. The Consultant shall resolve all utility conflicts prior to submitting final plans. No utilities shall be in conflict with any proposed improvements.
- 1.7. **Quality Assurance/Quality Control.** The Consultant shall designate appropriate independent staff to conduct Quality Assurance/Quality Control (QA/QC) reviews of all work products. These reviews shall be performed for all work products prior to their being submitted to the County for review or use. Work effort for QA/QC reviews shall be addressed as part of the work effort for each Pay Task as identified elsewhere herein.
- 1.8. **Deliverables.** Work to be completed under this section by the Consultant shall require the following items to be delivered and accepted by the County:
 - 1.8.1. NTP Meeting Minutes

- 1.8.2. Project Meeting Minutes
- 1.8.3. Design Project Schedule
- 1.8.4. Construction Schedule

1.9. Pay Task. Work to be completed under this section by the Consultant shall be paid for under the following Pay Tasks as listed on the Activity and Fee Summary:

- 1.9.1. NTP Meeting and Meeting minutes
- 1.9.2. Project Meetings and Meeting minutes
- 1.9.3. Design Project Schedule
- 1.9.4. Construction Schedule
- 1.9.5. Coordination

1.10. Owner Direct Purchase Program. The County may utilize the Owner Direct Purchase program to the extent reasonable and practical for this Project. Particular emphasis will be placed on the selection, purchase, and delivery of specific equipment and material purchases to facilitate the construction schedule. The Consultant, as a condition of this scope of services, shall submit the necessary technical documentation to support the Project Manager and its other Consultants as required to facilitate the purchase of equipment and material.

2. DESIGN AND PLANS PREPARATION

The Consultant shall prepare documents of sufficient detail and completeness to allow for construction, permitting, and approval from governing authorities; and fully describe all work in order to obtain reliable cost proposal from Contractors. These plans are for the use of the Contractor to bid and construct the project; and for the County to ensure the project is built as designed and to specifications.

The Consultant shall provide the Design Criteria Package and Schematic Design, (30% phase), for the County's review and approval. The Consultant shall then provide construction documents at a 60%, 90% and 100% progress review submittals. All text shall be clear and legible on both the full-size and half-size plans. Full-size and half-size plans shall identify the scale of the drawing in both numerical and graphic formats. Each review submittal shall include documentation of the internal Quality Assurance and Quality Control review conducted by the Consultant. The Consultant shall complete designs required for all aspects of the project as specifically described herein.

Final bid documents shall be submitted in both hard copies, as specified herein and electronic format in accordance with the standards established by the County's Procurement Division. Consultant shall provide a CD-ROM with the final Construction Documents in the latest version of AutoCAD and PDF. Technical Specifications shall be provided in Microsoft Word format.

2.1. Design Development. The Consultant shall complete all design analysis, studies, and investigations as required to complete the design of the project. This effort shall include, but not limited to, the following:

2.1.1. Design Analysis. The Consultant shall conduct a project site visit of the project limits, and field survey of unconcealed conditions, as required, to determine general existing conditions related to the scope of this project. The Consultant shall also review available "as-built" drawings and other documentation available to the County. Consultant shall determine the physical requirements and functional criteria to satisfy the project needs.

2.1.2. Design Criteria Package. The Consultant shall develop and submit a Design Criteria Package and Schematic Design at the 30% stage which will constitute 30% of the Construction Development, to the County for review and approval prior to proceeding with the design. Consultant shall submit to the County Project Manager meeting minutes for any and all design reviews with County staff.

2.1.2.1. Color Selections (If applicable). The Consultant shall prepare and submit at least two (2) color boards for presentation to the Project Manager for approval. Each color board shall have samples of all proposed colors, textures and finishes.

2.1.3. Construction Plans. The Consultant shall prepare final construction plan sheets, notes and details to include, all sheets necessary to convey the intent and scope of the project for the purposes of construction. The plan sheets shall be assembled in a general order as follows, per project basis:

- Cover Sheet
- General Notes
- Standard Drawings and Details
- Summary of Pay (if applicable)
- Typical Sections (if applicable)
- Plan Sheets by discipline (Architectural, Electrical, Mechanical, Structural, etc.)
- Miscellaneous Details
- Utility Adjustment Plans (if applicable)

2.2. Progress Review Submittals. All submittals shall be accompanied by documentation of the Quality Assurance/Quality Control reviews in accordance with Section 1.7 herein. The Consultant shall submit construction plans to the County for review at the, 60%, 90%, 100% and final completion stages. All County comments or questions on previous submittals, and any additional direction received from County must be addressed by the Consultant.

2.3. Specifications. The Consultant shall provide a complete set of Technical Specifications to be included in the bid documents for the project, in addition to an Index of Technical Specification, Index of Drawings and a list of all submittals. A Schedule of Prices shall be provided, if applicable. Technical Specifications shall be provided at the 60%, 90% and 100% completion stages, in MS Word format and PDF format, which meets County requirements, as well as in any other electronic format required in accordance with the standards established by the County's Procurement Division. **Where brand names or manufacturers names are used, at least three (3) shall be listed. Where three (3) names cannot be listed, use the phrase "or acceptable equal."** The Project may require the development of any Special Provisions that shall clearly identify the responsible entity for each permit condition in each regulatory permit, if applicable.

2.4. Electronic Design Files. The Consultant shall provide electronic Design files to the County in Autodesk DWG file format at each review submittal and as requested by the County.

2.5. Construction Cost Estimate. The Consultant shall prepare and submit a detailed cost estimate for construction of the project at 60%, 90% and 100% construction document

submittals. Required estimate format for Consultant shall be detailed by Construction Specifications Institute (CSI) index.

2.6. Bid Process. The Consultant shall provide services during the bidding process of the project as requested by the County as follows:

2.6.1. Pre-Bid Meeting. Attend a pre-bid meeting scheduled by the Project Manager and County's Procurement Division. Prepare and submit meeting minutes, including a summary of the questions and responses after the pre-bid meeting.

2.6.2. Addenda. Answer questions from the prospective Bidders and prepare addenda as required to interpret, clarify or expand to the technical specification or drawings. The Consultant shall submit addenda to the Project Manager no later than three (3) days to allow reception of addenda by all bidders.

2.6.3. Bid Evaluation. Evaluate the Contractors bids received by the County by preparing bid tabulation for all bidders, reviewing bids for anomalies and notifying the Project Manager with any comments it may have concerning the bids, and making a recommendation for bid alternate/additive or deductive, as applicable.

Note: If no bid is within +/- 10 % of the Consultant's estimate, or no bids received at all, the Consultant will prepare a revised estimate, re-evaluate the construction plans, evaluate the bids and submit a report that summarizes this information. This report will include recommendations for revisions to the construction documents, if needed. This report shall be prepared at no cost to the County.

2.7. Deliverables. Work to be completed under this section by the Consultant shall require the following items to be delivered and accepted by the County:

2.7.1. Design Criteria Package and/or Schematic Design (30%)

2.7.2. 60%, 90%, and 100% Construction Plans

2.7.3. 100% Schematic Design and 90% Construction Cost Estimate

2.7.4. Schedule of Prices (Draft and Final) (if applicable)

2.7.5. Technical Specifications (Draft and Final)

2.7.6. Special Provisions (Draft and Final) (if applicable)

2.7.7. Electronic Design Files (DWG)

2.7.8. Electronic Bid Document Package (PDF and MS word)

2.7.9. Color Boards (if applicable)

2.7.10. Pre-Bid Meeting Minutes

2.7.11. Addenda Response Copies

2.7.12. Bid Tabulation and Recommended Bid Alternates Summary

2.7.13. Design Review Meeting Minutes

2.8. Pay Tasks. Work to be completed under this section by the Consultant shall be paid for under the following Pay Tasks as listed on the Activity and Fee Summary:

2.8.1. Design Criteria Package (includes 30% Schematic Design)

2.8.2. 60% Construction Plans

2.8.3. 90% Construction Plans

2.8.4. 100% Construction Plans

2.8.5. Schedule of Prices (if applicable)

2.8.6. Draft Technical Specifications

2.8.7. Final Technical Specifications

- 2.8.8. 60% and 90% Construction Plans Cost Estimates
- 2.8.9. Electronic Bid Document Package
- 2.8.10. Engineer's Cost Estimate
- 2.8.11. Pre-Bid Meeting and meeting minutes
- 2.8.12. Addenda Responses
- 2.8.13. Bid Tabulation and Recommended Bid Alternates Summary

3. PERMITTING

The Consultant shall submit all applications and other submittals and provide services necessary to obtain all applicable permits that may be necessary for the construction of the proposed improvements.

The County will pay for all permit review fees required to process construction documents and obtain approval from Agency Having Jurisdiction (AHJ) over the project. The fee proposal shall include the estimated permit fees associated with permit reviews, as miscellaneous reimbursable expenses.

The construction plans package shall not be considered complete until all required permits applications approvals have been received by the County.

- 3.1. Agency Coordination.** The Consultant shall notify the Project Manager of all meetings with regulatory agencies to coordinate attendance by County staff. The Consultant is responsible for coordination with agencies early on to confirm the permitting process and the agency's criteria.

Preliminary meetings with the Building Department, Fire Marshall, and other agencies as required, shall be conducted, prior to submitting document for permit approval for the purposed of incorporating code requirements in the most efficient manner possible. The Consultant shall submit meeting minutes and provide copies of all permit-related correspondence.

- 3.1.1. Agency Field Review.** The Consultant shall conduct and coordinate field investigations as necessary with County staff and with the appropriate regulatory agencies. The Consultant shall provide meeting minutes and field notes to the Project Manager.

- 3.2. Permit Preparation.** The Consultant shall prepare and submit all necessary permits. The Consultant shall submit applications, construction drawings and specifications, and related support documentation to all AHJ over the permitting or approval of the project. Copies of all permit application will be provided to the County for review and signature prior to submittal. It is anticipated that permit preparation shall include one or more Requests for Additional Information (RAI) from the permitting agencies.

- 3.3. Renewals and Extensions.** The Consultant will be responsible for renewals and extensions of the permits as requested by the County. Permit fee renewals and extensions, as necessary, shall be paid for under Construction Administration.

- 3.4. Deliverables.** Work to be completed under this section by the Consultant shall require the following items to be delivered and accepted by the Project Manager (list permits as required):

- 3.4.1. Orange County Building Permit**

3.4.2. Water Management District/ACOE Permit Package (if applicable)

3.4.3. Permit Application

3.4.4. Permit approved set and Final Permit

3.5. **Pay Tasks.** Work to be completed under this section by the Consultant shall be paid for under the following Pay Tasks as listed on the Activity and Fee Summary:

3.5.1. Agency Coordination

3.5.2. Agency Field Review

3.5.3. Permit Preparation

4. CONSTRUCTION ADMINISTRATION

The Consultant shall perform the following Construction Administration services:

- 4.1. **Construction Meeting.** Attend a Pre-Construction meeting and answer questions from the Contractor and Subcontractors; and submit meeting minutes to the Project Manager including a summary of the questions and responses during the pre-construction meeting.
- 4.2. **Construction Progress Meetings.** Attend construction progress meetings with the Project Manager and staff to discuss project progress and status, technical issues, and upcoming events and activities. The purpose of these meetings is to maintain clear communication between the County and the Project Team. The Consultant shall prepare and distribute meeting minutes following each of these meetings. **Note: The number of progress meetings will be determined during contract negotiation.**
- 4.3. **Construction Observations.** Conduct construction site visit observations concerning the installation of the work to observe the progress and quality of the work and to determine, in general, if the work is proceeding in accordance with the intent of the Contract Documents. Each construction observation shall include appropriate Sub consultants, and be documented in a Construction Observation Report that is forwarded to the Project Manager and the Contractor within two (2) working days of the site visit. The Consultant shall route all job correspondence to the Contractors through the Project Manager. **Note: The number of site visits will be determined during contract negotiation.**
- 4.4. **Contactors Submittals including Shop Drawing reviews.** Review and process all Contractors' submittals concerning product data, shop drawing samples and other submissions as required for general conformance with design concept of this Project and the Contract Documents in consultation with the Project Manager. All approved Contractor's submittals shall bear the Consultants' stamp and be delivered to the County at Substantial Completion. Consultant shall maintain at all times a Submittal log of all submittals sent to the Consultant. Status of the log shall be reviewed as a part of each Construction Progress Meeting.
- 4.5. **Design Clarification Responses.** Review and process all Request for Quotes (RFQ) and Requests for Information (RFI) by providing technical interpretation of the plans/drawings and specifications; evaluating requested deviation from the approved design or specification; reviewing and responding to RFIs. Consultant shall further prepare supplementary sketches as may be necessary for clarification of construction plans and assist in resolving actual field conditions encountered. Consultant shall

maintain at all times a RFI log of all RFI's submitted to the Consultant. Status of RFI log shall be reviewed as a part of each Project Progress Meeting.

- 4.6. Modification of Final Construction Plans.** Update and modify the final Construction Plans as may be necessary to reflect changes in proposed improvements identified after submittal of the 100% plans. The Consultant shall provide signed and sealed copies of the updated final construction plans.
- 4.7. Contractor's Application for Payment.** Based on the site visit observations, as set forth above and on the evaluation of the Contractor's invoices requests, the Consultant shall determine an appropriate amount to be paid to the Contractor(s) for the current stage of project, and submit the invoice to the Project Manager with recommendation for payment within five (5) business days of receipt in accordance with FS 218.735, Local Government Prompt Payment Act. Such certificate for payment shall constitute a representation of the Consultant to County that the quantity of the work has been performed in accordance with the Contract Documents. During Project Close-out, Consultant shall assist in negotiating the final payment for the project with justification upon which final settlement and termination of Contract can be based upon.
- 4.8. Contractor's Field Order, Change Order Requests and Claims.** Provide technical interpretation of the Contract Documents and evaluate requested deviation from the approved design drawings or specifications, and issue Field Orders as necessary. Review all Contractor's Change Order Requests and Claims, and recommend an appropriate cost and course of action within ten (10) calendar days. The Consultant shall maintain at all times a Change Order Request log of all requested change orders sent to the Consultant. Status of the log shall be reviewed as a part of each Construction Progress Meeting.
- 4.9. Final Close Out.** Conduct site visits to the project as necessary to inspect the project in order to determine if the project was completed in general conformance of the construction contract documents. Consultant shall prepare record drawings by transcribing information provided by the Contractor. The Consultant shall revise original design drawings of the project and submit to the County within 30 working days of the final completion date a CD with the drawings in AutoCAD and PDF, and specification in MS-Word and PDF, (latest edition).
- 4.9.1. Substantial Completion and Final Completion.** Attend the Substantial and Final Completion Inspections. Arrange for all Sub consultants to attend and inspect their respective work. Assist the Project Manager in verifying the completion of the construction contract and develop Substantial and Final Punch Lists. If appropriate, issue a certification of Substantial and Final Completion. Additionally, Consultant shall provide the signed and sealed necessary partial clearances and certifications of completion to the appropriate regulatory agency.
- 4.9.2. Operation and Maintenance (O&M) Manual.** Distribute to appropriate Sub consultants the Contractor's operation and maintenance manuals for the facilities equipment and controls as required by the Contract Documents. Review the entire package for conformance with the Contract Document requirements and submit a consolidated package to the Project Manager, (Package shall contain one draft review and one final review of O&M Manual).

4.9.3. Training. Coordinate and provide the necessary training to personnel for the respective project discipline.

4.9.4. Warranty Inspection. Attend the 10-month project walk-through warranty inspection. During the inspection, the Consultant shall assist the Project Manager in identifying defective materials and installations by providing meeting minutes that include a written summary of findings that require the Contractors to take corrective action. Consultant shall also conduct a facility operations and performance meeting to test the equipment and train County staff in the use of the equipment.

4.10. Deliverables. Work to be completed under this section by the Consultant shall require the following items to be delivered and accepted by the County:

4.10.1. Pre-Construction Meeting and Meeting Minutes

4.10.2. Construction Progress Meeting and Meeting Minutes

4.10.3. Construction Observation Visits and Reports

4.10.4. Contractor Submittals, RFIs and Pay Applications

4.10.5. Substantial Completion and Final Completion Inspections and Punch Lists

4.10.6. Operation and Maintenance (O & M) Manual

4.10.7. Final Close Out Record Drawings

4.10.8. Warranty Inspection Report

4.11. Pay Tasks:

4.11.1. Pre-Construction Meeting and Meeting Minutes

4.11.2. Construction Progress Meeting and Meeting Minutes

4.11.3. Construction Observation Visits and Reports

4.11.4. Contractor Submittals, RFIs and Pay Applications

4.11.5. Substantial Completion and Final Completion Inspections and Punch Lists

4.11.6. Operation and Maintenance (O & M) Manual

4.11.7. Final Close Out

4.11.8. Coordination of Training

4.11.9. Warranty Inspection Visit

5. GREEN BUILDING

As part of the County's commitment to sustainability and high performing buildings, the Consultant shall be required to:

5.1. Coordinate with the OCCC Sustainability Coordinator to identify opportunities for integrated design and construction with respect to best energy and environmental practices within the project scope of work. Recognize that the OCCC campus holds a variety of branding certifications which may be impacted by the project. These include LEED Gold 2009 O+M, ISO 14001, and APEX/ASTM Certifications.

5.2. Define expected utility performance outcomes for the building spaces.

5.3. Within the project scope of work, use LEED B+C and O+M to identify specific opportunities to achieve the following: (1) materials and resources, (2) indoor air quality, (3) energy and atmosphere, (4) water efficiency, (5) sustainable sites, and (6) location and transportation performance credits which are economically feasible regarding project costs and long term operating expenses.

TABLE OF DELIVERABLES

The Consultant shall produce and deliver to the Project Manager the deliverables outlined as follows:

CATEGORIES	Copies	Paper Copy (Size)	Digital File	Type
1.0 ADMINISTRATION				
Design Project Schedule			1	MS Project & PDF
90% & 100% Construction Time Estimates			1	MS Project & PDF
2.0 DESIGN AND PLANS PREPARATION				
60%, 90% & 100% Cost Estimates	2	8 ½ x 11	1	PDF
60% Technical Specifications	2	8 ½ x 11	1	PDF
90% Technical Specifications	2	8 ½ x 11	1	PDF
30% Construction Plans (Schematic Design)	2	Full size	1	PDF
60% Construction Plans Submittal	2	Full size	1	PDF
90% Construction Plans Submittal	2	Full size	1	PDF
100% Construction Plans Submittal	2	Full size	1	PDF
Bid Plans Submittal	2	Full size		PDF
Bid Technical Specification Submittal	2	8 ½ x 11		
Bid package (CD Format) including Construction Plans and Technical Specifications			3	CDs
Conformed Set of Construction Documents	2	Full size	1	PDF
3.0 PERMITTING				
Permit Submittal (includes plans and specifications)	As required by Building Depart.			
Permit Set, (Signed and Sealed), for OCCC records	1	Full size		
Technical Specifications	1	8 ½ x 11		
4.0 CONSTRUCTION ADMINISTRATION				
Meeting Minutes, Logs, Punch Lists, and Reports				PDF
As-Builts Drawings and Specifications.			1	PDF

End of Exhibit A