

requested. The County reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the County that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

SECTION 4: SCOPE OF SERVICES

4.1 Architectural and Engineering Term Services

General Scope of Work

4.1.1 The selected Respondent will provide professional architectural and engineering term services for a variety of Albany County projects on an as needed basis. The projects may be both small and large in scale, will require varying levels of involvement on behalf of the selected Respondent, and will often require a prompt turn-around of services.

4.1.2 Project assignments under this term contract will vary, and may include planning, design and/or construction phase services at Albany County facilities related to the following:

- space utilization studies which include programming and master planning;
- general architectural upgrades;
- existing conditions studies and evaluations;
- design of improvements needed to meet NYS Building Code and Americans with Disabilities Act (ADA) requirements;
- civil/site investigation and design of improvements, including utilities, fencing, grading, and drainage;
- mechanical, electrical and plumbing system investigation and design of improvements;
- structural investigation and design of improvements;
- design and preparation of specifications; and
- Cost estimating of both new construction and/or renovation projects.

4.1.3 The above examples are intended to convey the variety of assignments that have previously been performed, and are not necessarily an indication of future assignments that will be made under the resulting contract.

4.2 Consultant Services

4.2.1 Respondents' proposals must demonstrate their qualifications for Architectural and Engineering Services. The selected Respondent(s) will be required to perform services during the planning, design and construction phases which may include, but will not be limited to, the following:

4.2.2 Services during the planning phase:

- review existing background and record information, including plans and reports, historical data, and related information;
- perform physical need, compliance, and process audits and evaluations of facilities;
- identify regulatory requirements, prepare implementation strategies, identify funding and financing options, and develop schedules for plan recommendations; and,
- perform visualization, space/master planning and programming.
- Deliverables may include, but may not be limited to, evaluations, reports, schedules, cost estimates, and recommendations.

4.2.3 Services during the design phase:

- architectural and landscape architecture investigation and design;
- civil/site, mechanical, electrical, plumbing, structural and special systems (fire alarm, security, and telephone/data) investigation and design;
- evaluate and recommend equipment, construction methods and materials;
- develop and/or revise specifications and details using word processing and Computer Aided Drafting (CAD) software compatible with current Albany County standards;
- provide facility, exhibit and system evaluations and analysis;
- provide feedback pertaining to any NYS Building Code issues;
- review and assist in developing, revising, editing, and/or distributing contract documents for improvements; and
- provide bidding assistance including bid tabulations and recommendations, clarifications, and construction cost estimating for improvements.
- Prepare request for proposal documents to solicit further consultant services on specific projects.

4.2.4 Deliverables may include, but may not be limited to, evaluations, reports, permits, schedules, drawings/details, specifications, contract documents, addenda, bid tabulations, cost estimates/worksheets, and recommendations.

4.3 Prior to beginning work on any project under this agreement, a written proposal for a not to exceed cost for each project will be required to be submitted to the County. The not to exceed cost shall include all reimbursables. No work shall commence until written approval has been given by the County.

SECTION 5: TERM OF CONTRACT:

5.1 The contract period shall be for two (2) years from the date of a fully executed contract.

5.2 At the end of the initial two (2) year contract term upon mutual agreement of the County and the Firm, the agreement may be renewed for one (1) additional year.