

REQUEST FOR QUALIFICATIONS FOR
ARCHITECTURAL SERVICES FOR BATHROOMS HVAC SYSTEM AND ROOF – ISLAND HEIGHTS GRADE SCHOOL
DUE JULY 21, 2014

VII. SCOPE OF REQUEST FOR QUALIFICATIONS

The successful contractor shall either provide technical assistance necessary to develop the work for the following specialties, as needed:

Phase I – Preliminary

Architectural Fee \$ _____

1. Preliminary Floor Plan
2. Preliminary Code Review
3. Application to Department of Education
4. Preliminary Cost Estimate
5. Meeting with the Ocean County Vocational Technical School to Review

Phase II – Construction Documents

Architectural Fee \$ _____

MEP Fee \$ _____

Structural Fee \$ _____

1. Construction Documents: Building Elevations, Sections and Details and Specifications.
2. Architectural Drawings & Details
3. Structural Plans and Details
4. Mechanical Drawings and Details
5. Electrical Drawings and Details
6. Specification – Book Type
7. Submittals and Review with Department of Education and Incorporate Comments
8. Review with Township
9. Obtain Local Review Release
10. Field Check and Photograph Existing Conditions
11. Create Front End Specifications
13. Meeting with the Island Heights Grade School to Review

TOTAL Phase I & II \$ _____

Phase III – Bid Phase

Optional \$ _____

1. Assist the Island Heights Grade School District in Bidding Process.
2. Pre-Bid Meeting
3. Respond to Questions
4. Prepare Contracts
5. Supply Bid Sets
6. Attend Pre-Bid Meeting
7. Attend Bid Opening
8. Review and Qualify Bids
9. Make Recommendation to the Island Heights Grade School

Phase IV – Construction

Construction Admin Optional \$ _____

1. Attend Pre-Construction Meeting(s)
2. Review Submittals
3. Review Payment Application
4. Review Change Orders
5. Prepare Punch List(s)
6. Attend Bi-Weekly Job Meeting(s); Proposal to be based upon eight (8) Job Site Meetings.
7. Prepare Minutes
8. Review and Respond to All Contractor Correspondence
9. Prepare Closeout Documentation

TOTAL Optional Phase III & IV \$ _____