1. **BACKGROUND**

Lake County provides library services to the community of Sorrento and East Lake County in a 5,000-square-foot structure located at 31340 County Road 437, Sorrento, FL 32776. A new building will be constructed to replace the existing facility in a parcel in the East Lake Community Park site at 24809 Wallick Road, Sorrento, FL. The proposed facility will accommodate 14,000 to 16,000 square feet in the proposed area.

1. **CONSULTANT RESPONSIBILITIES**

Consultant shall:

* 1. Provide architectural, engineering, and construction management services.
		1. Services shall include the development of a complete set of construction documents, including architectural, structural, mechanical, plumbing, fire alarm, fire sprinkler, and electrical drawings, site plan, landscape, and irrigation plans, project specifications, and any other document needed to obtain the required construction permits for the East Lake Library Project.
	2. Be licensed and fully competent in all aspects of services required in a safe manner.
	3. Consider the County’s input throughout the process, produce a critical assessment, and attend concept meetings scheduled by the County.
	4. Submit drawings and documents to the County for review in three phases: forty (40) percent, sixty (60) percent, and ninety (90) before producing the final signed and sealed set.
		1. Revisions to concept drawings requested by the County and additional drawings or documents called for by any governing agency are part of the contracted scope and shall not be considered extra work.
		2. Forty percent documents consist of a Preliminary Design that shall include architectural drawings produced to show a functional design floor plan and site layout, new structure location and layout, and site utilization. Produce a preliminary construction cost estimate including traditional "hard costs" and soft costs" along with the 40 percent documents and update it as needed.
		3. Sixty percent documents will include a set of drawings including mechanical, electrical, and plumbing (MEPs) substantially completed a project cost estimate broken down by tasks and divisions of the Construction Specification Institute and a preliminary schedule substantially completed specifications, and value engineering recommendations.
		4. Ninety percent documents will include all drawings, including MEPs, civil, fire, structural, all engineering calculations needed, a final cost estimate incorporating all changes, a completed schedule, a complete set of specifications, and a project manual for County review.
		5. One hundred percent documents include the complete set of drawings, specifications, cost estimate, schedule, manual, and bid narrative.
	5. Construction Management

Consultant shall provide construction management services to the County during the bid process, pre-construction, and construction, until final acceptance and project turnover.

* + 1. Services must include value engineering recommendations, client data survey, and assessment, field visits, cost estimates, scheduling, response to requests for information, revising drawings and specifications as needed, evaluation of proposals, review and approval of submittals, pay applications, change orders, and recommendations for substitution, monitoring progress and attending meetings throughout the life of the project.
	1. Quality Assurance
		1. Consultant shall periodically provide the County with field inspection reports and ensure that all materials and equipment used and installed are new, unused, and in compliance with all codes and regulations of any governing body.
		2. Consultant shall perform a substantial completion punch inspection with the County and subcontracted engineering representatives.
			1. After substantial completion is achieved within 30 days, a final acceptance walk is to take place with Consultant, County, and contractor to address any outstanding punch items and produce a final acceptance document.
	2. Project Turnover
		1. Consultant shall produce a final set of revised drawings (red line drawings) showing any changes or deviations from the signed and sealed documents from the information gathered throughout the project’s life.
		2. Consultant shall produce a “warranty book” with all approved submittals showing materials, equipment, and technical specifications to the County for record-keeping.
		3. Consultant shall produce a “closeout book” with all RFI’s, pay applications, change orders, inspection reports, substantial completion punch list, signed-off punch list, and final acceptance document shall be turnover to the County upon completion.
1. **SCOPE OF SERVICES**
	1. The design should be an attractive and cost-efficient library building meeting the needs of the community and the Lake County Library System while acting as a good partner for the East Lake Sports & Community Complex.
	2. The library building will be situated inside a Lake County Parks and Trails property and must blend in with the community park theme and aesthetics.
	3. Drawings shall comply with all agencies and building codes, standards, and requirements while producing construction documents and respond to any permitting agency or governing authority requirements.
	4. Design a 14,000-square-foot library facility with the potential to expand vertically that will include the following:
		1. A single circulation desk that will act as the service point for all interactions (checkouts and references for adults, teens, and children).
		2. A children’s space with a dedicated programming room for 30-60 people.
		3. Comfortable lounge seating with areas for adults and teens located near windows.
		4. Large meeting room/auditorium that will seat more than 100 people and include a small kitchen and storage for tables and chairs.
		5. Multiple study rooms, including a board-style room for 15 people.
		6. Book sale area.
		7. All staff areas gathered and located behind the scenes and relative to the circulation desk.
		8. Collection to hold a minimum of 30,000 volumes.
		9. Add alternate design adding a 2,000-square-foot space.
			1. All meeting rooms on a second-floor mezzanine with all utilities and an elevator/staircase.
2. **COUNTY RESPONSIBILITIES**
	1. County will designate a Construction Manager who will be the single point of contact between the County and Consultant.
	2. County will provide Consultant with a topographic survey drawing and be available during the process to provide information, feedback, and recommendations.

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