1. **BACKGROUND**

Lake County currently provides library services to the community of South Lake County, at the Cagan Crossings Library, an 18,000-square-foot structure, located at 16729 Cagan Oaks, Clermont, FL 34714. A second story capable of holding 11,000-square-feet of space is available for a custom built to fit layout, with the addition of an elevator. The proposed project will renovate some existing facility space to accommodate the installation of a new elevator and increase the total floor space to 29,000 square feet through the construction of the second floor (“Project”).

1. **PURPOSE**

The Consultant shall provide architectural, engineering (A/E), and construction management services for the Project. 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; project specifications; and all other documents needed to obtain the required construction permits for the Project.

1. **PROJECT SCOPE**
   1. The Project will be designed and built to be a functional, attractive, and cost-efficient flexible space. The Project must, at minimum, be designed and built to accommodate three classrooms, two multi-use conference rooms, an open flex space capable of providing high speed wireless internet in individual workstations, and study rooms. In addition, new bathrooms, storage, and IT rooms will be constructed. The addition of an elevator for second floor access is included as part of the Project for ADA and building code compliance. The joint library access, and the common parking space will allow for a flow between spaces when needed, and the isolation of each as required.
   2. All 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.
   3. The Consultant shall submit drawings and documents to the County for review in three phases: forty (40) percent, sixty (60) percent, and ninety (90) percent before producing the final signed and sealed set. Revisions to concept drawings requested by the owner and additional drawings or documents called for by any governing agency are part of the contracted scope and shall not be considered extra work.
      1. 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. A preliminary construction cost estimate, including "hard costs" and soft costs," shall be provided along with the 40 percent documents, which shall be updated as needed.
      2. Sixty percent documents will include a set of mechanical, electrical, and plumbing drawings (MEPs); a substantially complete project cost estimate broken down by tasks and divisions of the Construction Specification Institute; a preliminary schedule; substantially complete specifications; and value engineering recommendations.
      3. Ninety percent documents will include all drawings, including MEPs, civil, fire, structural, and all engineering calculations; a final cost estimate incorporating all changes; a complete project schedule; a complete set of specifications; and a project manual for owner review.
      4. One hundred percent documents include the complete set of drawings, specifications, cost estimate, schedule, manual, and bid narrative.
   4. The Consultant shall consider the County’s input throughout the process, produce a critical assessment, and attend concept meetings scheduled by the County. A Construction Manager designated by the County will be the single point of contact between the owner and the Consultant.
2. **CONSTRUCTION MANAGEMENT**

The awarded company will provide construction management services to the owner during the bid process, pre-construction, and construction, until final acceptance and project turnover. 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. **QUALITIY ASSURANCE**

The awarded company will periodically provide the owner 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. They shall also perform a substantial completion punch inspection with the owner and subcontracted engineering representatives. After substantial completion is achieved, within 30 days, a final acceptance walk is to take place with the Consultant, owner, and contractor to address any outstanding punch items and produce a final acceptance document.

1. **PROJECT TURNOVER**
   1. The Consultant shall produce a final set of revised drawings (red line drawings) in collaboration with the contractor showing any changes or deviations from the signed and sealed documents from the information gathered throughout the project’s life.
   2. The Consultant will produce a “warranty book” with all approved submittals showing materials, equipment, and technical specifications to the owner for record-keeping. 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 turned over to the County upon completion.
2. **EXCLUSIONS**

The owner will publish the construction bid, distribute bidding documents, schedule, and log pre-bid meetings, assign, and distribute questions and responses to the responsible party, review and validate bid submissions, announce results, and select a contractor.

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