



RFQ-16-013

**INDEFINITE DELIVERIES CONTRACT
ARCHITECTURAL AND ENGINEERING SERVICES
MAY 19, 2016**

I. GENERAL

Provide Architectural services on behalf of Ascension Parish School Board. The Selection Board may award one or more contracts to an Architectural Prime applicant.

Provide Engineering services on behalf of the Ascension Parish School Board. The Selection Board may award one or more contracts to an Engineering Prime applicant.

II. SERVICES:

1. Miscellaneous Architectural or Civil Engineering Assignments
2. Miscellaneous Architectural or Civil Engineering Assignments in support of the owner's Districtwide Security Improvements Plan
3. General Scope of work
 - Coordinate with APSB Facility & Planning staff to develop scope of work and general program, including budget and schedule.
 - Work with security professional to ensure compliance with security goals, clarify program, coordinate contracts and serve as owner representative with school staff.
 - Be available to Security Consultant during production of Construction Documents, clarify questions, review and assure compliance with APSB standards. Upon completion of construction documents coordinate bid process with APSB Purchasing Department.
 - During construction, attend job site meetings, coordinating decisions with APSB staff to assure project is completed on schedule and within the budget. Assist Security Consultant with owner related RFI's and approval of changes to the work and applications for payment.
 - Follow up with General Contractor, Security Consultant and school staff during initial occupancy, substantial completion, and close out.
 - Coordinate fencing modifications with APSB Staff and Security Professional
 - Submit Plans for Fire Marshal or Parish Government Approval

III. PROJECT TIMELINE

- To be available as needed for duration of bond issue (spring 2016 to summer 2020).

- IV. APPLICATION FORM– Applicants shall use FORM APSB AE (Dated May 2016)
- V. DESIGN CONTRACT - – AIA B101 2007 with APSB Supplementary Conditions. The selected applicants will be assigned an initial scope of work, which will be specified in a work order (amendment to the IDC contract). Future work order assignments may be added as other tasks become available. The IDC Contract may remain as long as there are work orders to add and as long as the selected firm continues to provide favorable service.
- VI. DESIGN PROCEDURES – The Ascension Parish School Board maintains a Design Procedures Manual. This will be provided to each firm prior to the start of design.
- VII. CONSTRUCTION BUDGET

The owner will provide a specific budget for each work order issued.

VIII. DESIGN FEES

Fees for work orders may vary. The APSB Has a Standard Fee schedule. Renovation work is typically 7.5% of actual construction cost. For assignments that are harder to quantify, hourly not to exceed proposals may be agreed upon.

IX. SPECIAL CONSIDERATIONS

The main group of work that this IDC contract is intended for is to assist with implementation of the owner’s security plan. The owner previously contracted with a Security Professional to develop a Districtwide plan for Security Improvements. The 2016 Bond fund includes the money necessary to implement the Security plan. Many of the prescribed security improvements can be handled by the security Professional without assistance.

At times the owner will need an Architect to assist the Security Professional. We expect to use an Architect when modifications are required that may need the approval of the State Fire Marshal or other permit authorities.... or when a Professional of Record is required. An example of such is when we need to modify an existing entryway to restrict access to the halls of the school. Minor construction of walls and doorways with access controls are planned. Modifications to ceilings, mechanical, fire alarm systems, exit signage, lighting, etc. may be required to insert new walls and doors. Architectural firms with experience in Designing Secure Facilities are well suited for this IDC.

In other cases, a Civil Engineer may be necessary. We expect to award an IDC to a Civil Engineering firm to layout and specify new fences and gates to create a secure perimeter at all of our Campuses. The Civil Engineer will be required to work together with APSB Staff and the APSB Security Professional (contracted consultant) to ensure that security intent has been met.

We do not expect to award an Engineering IDC to Electrical or Mechanical Engineers. Electrical and Mechanical Engineers are most likely needed as a sub consultant to an Architectural Prime on this RFQ.