

# **Exhibit B - Consultant Scope of Services**

## **State of Ohio Professional Services Agreements for Public Facility Construction**

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### **ARTICLE 1 - PROJECT CRITERIA**

#### **1.1 Description**

**1.1.1** Ohio State Penitentiary is a Correctional facility operated by the Ohio Department of Rehabilitation and Corrections located at 878 Coitsville-Hubbard Road, Youngstown, Ohio, 44505. The project consists of the following:

**1.1.1.1** Food service floor replacement;

**1.1.1.2** The existing epoxy floor needs to be replaced with quarry tile;

**1.1.1.3** Camera inspection is needed on all floor drains;

**1.1.1.4** Inspection of grease interceptor is needed to decide if replacement or updates needed; and

**1.1.1.5** May have to remove and reinstall food service equipment.

**1.1.2** A preliminary Program of Requirements ("POR") has been prepared by the State. The Consultant shall further develop this POR including possible space allocation revisions.

**1.1.3** The project delivery method for this Project shall be General Contracting

**1.1.4** The Construction Budget is \$1,211,300.00

### **ARTICLE 2 - SCOPE OF SERVICES**

#### **2.1 Architecture**

**2.1.1** The Consultant shall provide a preliminary evaluation of the State's POR, schedule, and construction budget requirements, each in terms of the other and in terms of the Technical Proposal. The Consultant shall prepare a report of this evaluation and submit to the State for review and approval. The Consultant shall not start the next stage of design without the approval of this submittal.

**2.1.2** This Contract requires a two-stage design submission to the State in accordance with all requirements of the State's building standards and submissions.

**2.1.3** Construction Documents are required in CAD format for drawings. Specifications are required to be organized in accordance with CSI 50-Division *Master Format*. Detailed cost estimates are required for document reviews and bid advertisements, including alternate bids. Provide all final data and bid documents on computer disk.

**2.1.4** Construction Administration is an important part of this project. The construction contracts will be contracted and administered by the State.

**2.1.5** A meeting with the State is required at the combined Schematic Design / Design Development Stage. Additional coordination meetings with the design team should also be anticipated.

#### **2.2 Design**

**2.2.1** Generate Schematic Design / Design Development Drawings, Specifications, Cost Estimates, and other pertinent data for a complete Project, which describe the required system designs, applicable Building Code requirements and other items in sufficient detail to demonstrate responses to the State's POR.

**2.2.2** Generate Final Drawings, Specifications, Cost Estimates, and supporting data based on the proposed design sufficient to describe project program requirements, applicable code requirements, published product data and other items for a complete project in sufficient detail to demonstrate compliance with the State's POR.

**2.2.3** Develop and submit Contract Documents and supporting data, to include Drawings, Specifications, Cost Estimates, and State approval.

**2.2.4** Provide sealed Contract Documents to include Drawings, Specifications, and final Cost Estimate for final approval by the State. Submit copies of the Contract Documents to the State for the review and release for advertisement and competitive bidding of the project.

**2.3 Bidding**

- 2.3.1** Submit one copy of final bidding documents to the State.
- 2.3.2** Coordinate with the State to conduct an onsite Pre-Bid meeting for interested Bidders. Record applicable bidder inquiries, issue responses for document issues, and answer questions on the design in the form of Addenda to the Contract Documents to describe needed revisions to project scope, budget, or schedule.
- 2.3.3** Conduct bidder responsibility analyses as necessary and provide recommendation letter to the State.

**2.4 Conformed Documents**

- 2.4.1** During the entire bidding and award Stage, the A/E shall incorporate all Addenda information into the Contract Documents; and, between the date that the Contracting Authority issues a Notice of Intent to Award for the first construction contract for the Project and the effective date of the first construction contract Notice to Proceed, the A/E shall provide updated Contract Documents that conform in every regard to the documents originally issued for bidding purposes plus all of the information in all Project Addenda and accepted Alternates (“Conformed Documents”).
- 2.4.2** The A/E shall issue (1) set of the Conformed Documents to the successful Bidder in the form of paper documents and (1) set in the form of electronic files upon award of its contract.
- 2.4.3** The A/E shall provide Electronic Files to the Contractor for the Contractor’s convenience for the purpose of preparing its submittals, including, but not limited to, Shop Drawings and Coordination Drawings. The A/E shall provide such Electronic Files at no additional cost to the Contractor or the Owner.

**2.5 Construction**

- 2.5.1** Conduct Pre-Construction Meeting with the State and successful Bidders to describe and confirm the State’s construction requirements.
- 2.5.2** Construction Administration Stage requirements will be included. Conduct project meetings, review of Submittals, Construction Progress Schedules, and Contractor Pay Requests related to the project. Allow for weekly attendance of construction Progress Meetings and conduct site visits to observe the progress and confirm acceptability of the Work.
  - 2.5.2.1** The Consultant and appropriate Sub-consultants shall be present at the Site not less than 4 hours per week (excluding travel time to and from the Site) whenever any Work is in preparation or progress, unless otherwise expressly provided in writing by the State.
- 2.5.3** Respond to Contractor’s Requests for Interpretation, including the issuance of Proposal Requests, review of Pricing Proposals, and issuance of approved Change Orders and Change Directives as needed to facilitate required revisions to the Construction Documents.

**2.6 Closeout**

- 2.6.1** Provide site visits for review and approval of punch-list work. Verify Contractor’s “As-Built” mark-up drawings to be used for preparing Record Documents.
- 2.6.2** Provide Project Record Documents to incorporate all Addenda, clarifications, change orders and other adjustments to the contracts made during Bidding and Construction relative to the design for the project.
- 2.6.3** Record drawings updated with data from contractor provided field measurements and other field documents are required following construction. The A/E shall furnish to the Owner (1) set of Record Documents in the form of paper documents and one set in the form of electronic files.

**2.7 Schedule of Services**

- 2.7.1** The anticipated target dates for the Project are as follows:

Selection of Consultant-Pick 3 Opportunity	11/04/2022
Technical Proposal to the State by SPM	11/18/2022
Awarded firm	11/25/2022
Fee Proposal to the State (by selected firm)	12/09/2022
Signed Agreement	02/07/2023
Schematic Design / Design Development Submission	05/08/2023
Construction Documents issued for Bids	06/07/2023
Construction Contract Award	09/05/2023

Completion of Construction  
Professional Services Completed

1/3/2024

3/3/2024

**2.8 Activities and Items Not Included**2.8.1.1 [N/A](#)**END OF DOCUMENT**