

CITY OF MISSION

Scope of Service

RFQ Name/No: PROFESSIONAL ARCHITECTURAL SERVICES / XX-XXX-XX-XX

I. Services Required

The qualified firm selected should be experienced in **Architectural Services**. It is expected that the qualified firm(s) selected will have a sufficient level of resources and expertise to carry out the scope of service on every individual project. Firms must be prepared to assure the City of Mission that key personnel indicated in their qualifications statement will maintain their role during the project letting. As projects are identified a scope of work for professional architectural services shall be developed for budgeted projects. The agreed-upon cost for each project and scope of work will include all professional charges and reimbursable expenses. The City reserves the right to request a detailed breakdown of any lump-sum amounts.

- II. Scope of Work:** The scope of Work will potentially consist of Architectural Design, Construction Management, Renderings, and providing visualization tools for interior and exterior spaces – in aerial, street, and artistic perspectives.

III. City's Responsibilities

To assist the firm(s) awarded an Agreement(s), City of Mission will do the following:

1. Provide to firm all information, as legally allowed, in possession of the City which relates to the City's requirements for the project or which is relevant to the project. Assist the firm in obtaining permission to enter public and private property as required for firm to perform services. The City will acquire the necessary easements and/or property.
2. Review all studies, test results, reports, sketches, drawings, specifications, and proposals, and other documents presented/forwarded by firm. Furnish standard procurement forms and templates. The City will conduct all RFP's from issuance of solicitation to contract award for all construction services via the City of Mission Purchasing Department.
3. The Department Director will act as the City's representative with respect to the work to be performed under this Agreement for each project. Such person shall have the authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to materials, equipment, elements, and systems pertinent to services.
4. Pay all special use permits, plan review fees, code review fees, and review fees. However, the City will ask the successful firm to assist in estimating these fees.
5. Pay for reproduction costs associated with each project, such as blueprinting, photocopying, photographs, printing, binding, plans, and specifications, etc. However, the City will ask the successful firm to assist in estimating these costs. Provide established City standards to the firm. Provide original building asbestos assessment for all projects before design phase.

IV. Contractor Responsibilities

1. Design and Rendering Services, Maintain communication and coordinate with Municipality, Design Engineer, City of Mission, and Construction Contractor(s) on a regular basis.
2. Review, approve, or reject invoices for processing.
3. Develop contract plans, specifications, estimates, contract terms and conditions and special provisions.

4. Attend and conduct the pre-construction conference, all job related meetings and the final inspection, closeout and acceptance of projects.
5. Coordinate with the public and any affected property owners.
6. Provide review, feedback, or guidance on Change Orders as prepared by the contractor.
7. Prepare Daily Reports, including quantities, locations of work, weather conditions, and weekly progress reports.
8. Maintain a photographic record of the progress of construction, on a weekly basis, annotating such photos to indicate their content and context including date. This photographic record must be available for reference by the Construction Manager, Design Engineer, State or Federal representatives, and Municipality representatives.
9. Accompany owner representatives on visits to projects.
10. Participate in regularly scheduled status meetings with municipality representatives.
11. Report immediately any unusual occurrences and all accidents occurring within the project limits to the City Engineer. The consultant shall carry out its responsibilities in a manner that is consistent and cooperative with those of Federal, State and Local Quality Assurance Programs.
12. Calculate and verify the final contract quantities.
13. Receive materials certifications, computations and reference materials submitted by the Contractor. Maintain files on the project site of all items submitted by the contractor and of work done on behalf of the Municipality.
14. Prepare a Contractors progress payment estimate on a bi-weekly basis.
15. Issue a Certificate of Substantial Completion at the appropriate time.
16. Provide certification to the Municipality that this project was constructed as designed, subject to appropriate and necessary revisions during construction, in conformance with all project specifications and that all necessary contract provisions were fully complied with.
17. Awarded firm(s) shall assist the City in the Procurement of Construction related services to include but not limited to:
 - Architectural Design
 - Providing a cost estimate for the project
 - Attending/conducting pre-bid conferences
 - Preparing the procurement related documents
 - Assisting in the evaluation of the bids/Proposals
 - Preparing a cost/price analysis to determine fair and reasonable price
 - Providing a recommendation for award
 - Assisting in the contract negotiations and preparations
 - Additional related services as mutually agreed to by the City and the selected firms.