

Agency: **Department of Administration**

Institution: **Statewide**

DFD Project No:

15C1P

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A/E On Call Project Scope:

This project is to provide architectural/engineering (A/E) resources to assist an agency in pre-design services or the investigation of building related technical issues. Additionally, these A/E resources can be utilized for agency delegated small project work for projects.

Requested services under this project are minor in scale but require a high level of expertise in a related field and may include:

- Preparing studies including documentation or investigation of existing conditions.
- Investigating structural, mechanical, electrical, plumbing, security, fire protection, communication systems, building envelope, life safety issues and site infrastructure.
- Assistance in developing scope, cost estimates, project budgets, delivery schedules and limited design for Small Projects or All Agency projects.

The A/E will be required to submit a written proposal for each assigned task. The proposal will include a description of the services to be provided including meetings, construction related activities, proposed delivery schedule of the individual assignment, sub-consultants who will be working on individual assignment and any other related matters to the individual assignment.

The A/E is required to establish an A/E Data Record and maintain professional liability insurance for the duration of this consultant services contract. The work will be billed on a time and material basis not to exceed the project budget based on the uploaded fees on the A/E's Data Record.

All interested A/E firms shall indicate depth of experience regarding various types of projects as well as any proposed sub-consultants. Multidiscipline A/E teams or firms are desirable and should indicate the variety of work they are capable of providing.

All A/E services shall be provided in accordance to the 'Division of Facilities Development, Policy and Procedure Manual for Architects/Engineers and Consultants' (most current version).