

EXHIBIT A – SCOPE OF WORK/SERVICES

21-0529

Fire Station 109 Renovation

1. SCOPE OF SERVICES

Lake County, whose government seat, located in downtown Tavares, Florida, is seeking a “qualified licensed contractor” (hereinafter “Contractor”) to furnish all labor, materials, equipment, component/devices, transportation, fuel, supervision, permits, inspections, and all other incidentals needed to complete all necessary work, in accordance with this solicitation and Construction Documents provided for the construction renovation of Fire Station 109, located at 11630 Lakeshore Drive, Clermont, Florida. The Orlando architecture firm, KTH Architects, has completed the design for this project. Currently, the construction cost is estimated to be \$480,000.

The selected Contractor shall have a demonstrated record of experience and successful performance in governmental related buildings and shall be responsible for a finalized deliverable to the County within established time constraints, as to when the County can legally occupy the building.

2. COUNTY RESPONSIBILITIES.

This Contractor shall provide overall coordination, management, supervision and scheduling of the work of each subcontractor with the activities and responsibilities of the Contractor and the Architect/Engineer so as to complete the project in accordance with Lake County’s objectives of safety, cost, time, and quality. The Contractor shall be responsible for the preparation of the bid packages. They shall maintain accurate records for the County to include direct and indirect costs of services and equipment, change orders, direct purchases and both bidding and construction timelines. Other general duties of the Contractor shall include but not limited to the following:

2.1. Preconstruction Services

- Prepare an overall Construction Management Plan for the project
- Attend Owner and design related meetings
- Provide constructability and clarification review of the design documents
- Provide potentials for value engineering opportunities
- Prepare a construction estimate
- Identify potential defects or ambiguities in design documents and recommending alternatives
- Ensure quality control and value engineered drawings and specifications to construct the project at or below the authorized budget amount
- Provide budgeting/phasing cost estimating as needed to develop project schedule and planning

2.2. Construction Services

- Project cost control

EXHIBIT A – SCOPE OF WORK/SERVICES

21-0529

Fire Station 109 Renovation

- Obtain construction related permitting
- Maintain accurate records for the County to include direct and indirect costs of services and equipment, change orders, direct purchases and both bidding and construction timelines
- Job site safety
- Assist with procurement and the selection of Owner supplied materials
- Hold weekly progress meetings with the County, design professional and trade contractors
- Provide all construction management and be responsible for the daily activities of the project
- Ensure construction meets design guidelines
- Guarantee the quality of construction
- Correct deficiencies in performance, scheduling or materials
- Maintain reports necessary to the project
- Provide project close out documents

2.3. The Contractor scope of basic and additional services shall be detailed and subject to a final determination of the project scope and size and careful negotiation and coordination between the selected Contractor and Lake County staff.

[The remainder of this page intentionally left blank]