IV. Scope of Services

A. Project Details

North Central Area Transit (NCAT) is seeking Qualifications from firms providing Architectural and Engineering (A&E) services to design a vehicle storage facility, bus wash and supporting infrastructure. This RFQ is intended to outline NCAT's objectives, expectations, and general requirements for services to be provided for this project. However, this RFQ does not intend to define all services that may be needed in connection with the project. The firm shall describe, in detail, its means and methods for achieving the objectives of this project including the proposed elements noted below, QA/QC, and third-party coordination.

Project Objectives:

- Design a climate-controlled vehicle storage facility, bus wash and supporting infrastructure
- Total facility footprint: Approximately 20,000 square feet

1. Facility Technical Specifications:
   - Structural design for vehicle storage
   - Structural design for drive-through bus wash bay
   - Climate control system integration
   - Roof design to accommodate solar panel installation
   - Adequate ventilation and fire suppression systems

2. Site Design Requirements:
   - Develop a comprehensive site plan including:
     - Paved transit yard and employee parking layout (20,000 square feet total)
     - 5,500 gallon in-ground reinforced Precast Concrete cistern to collect & store rainwater
     - Drainage system design
     - Perimeter fencing (approximately 300 linear feet)

3. Sustainability Considerations:
   - Solar panel roof integration
   - Zero emissions infrastructure design

4. Regulatory Compliance:
   - Meet all local and state transit facility design standards
   - Ensure ADA and building code compliance

The successful firm is required to design and document all necessary repairs and modifications to provide for the determined upgrades to the subject property. The A&E firm shall implement Value Engineering

techniques during design to satisfy the required functions of the project at the lowest initial total cost and cost over the life of the project. The additions and renovations to the existing structure and site should conserve energy and provide a healthy indoor environment. The project is to contain ADA-accessible restrooms and waiting area space. All work shall comply with 49 CFR 37.43, Alteration of transportation facilities by public entities, and 49 CFR 37.9 Standards for accessible transportation facilities.

B. Project Timeline

An approximate timeline is as follows:

Event	Date
A&E NTP	**August 28, 2026**
Site Plan Submittal	**October 23, 2026**
Site Plan Approval	**Up to 8 weeks after submittal**
Design Complete	**December 23, 2026**
Construction Bid Advertisement	TBD
Construction Award	TBD
Construction Start	TBD
Beneficial Use	TBD
Project Completion/Closeout	TBD

C. Project Cost

Estimated construction cost is $4.0 million for the garage and site work.

D. Task 1: Provide Architectural and Engineering Services

The successful firm will provide all A&E services necessary to fulfill the scope of work as noted in Section IV of this RFQ. The successful A&E firm will develop the construction bid package that contains the final drawings and specifications for the project required to solicit and obtain construction contract bids and will be the Designer of Record (DOR). Design Phases, Work Tasks, Deliverables, and Objectives are listed below. This is not intended to be an exhaustive list.

1. Conceptual Phase

The successful firm shall work with NCAT, and other stakeholders as necessary, to define overall goals, parameters, and guidelines for the design and construction of the project. This effort shall generally include the definition of functional criteria, architectural standards, and alternate building systems. The goal of this phase is to develop a design concept that will satisfy the functional requirements and objectives of the NCAT within the limits of the funds available.

The A&E firm shall present up to three conceptual designs showing alternate options for achieving the design objectives. The alternatives should include Value Engineering to present cost-effective alternatives that satisfy the NCAT's objectives and requirements. This includes but is not limited to alternate options for the design and layout of mechanical, electrical, and plumbing systems, interior rooms, and structural

modifications. Upon review/consideration of the alternate design concepts, NCAT shall select the preferred option.

Work Tasks and Deliverables include but are not limited to:

- Review project objectives and existing concepts/plans and costs and assess potential risks, opportunities, and limitations.
- Develop design criteria.
- Develop a conceptual level cost estimate.
- Develop a conceptual level schedule.
- Identify regulatory requirements.
- Identify third-party coordination needs.
- Present alternate design concepts.

The preferred option approved by the NCAT shall be the Final Conceptual Design. The A&E firm shall advance the Final Conceptual Design to the Schematic phase.

2. Schematic Phase:

The A&E firm shall translate the Final Conceptual Design into alternative spatial and material solutions. The design shall consist of appropriate plans depicting spaces, elevations and sections, outline specifications, a general narrative description of basic systems and materials, and other documents that illustrate the scale and relationship of project components. Architectural, structural, mechanical, and electrical concepts shall be represented.

Work Tasks and Deliverables include but are not limited to:

- The successful firm shall develop a full Schematic Design.

This Phase is complete upon acceptance of the Final Schematic Design by NCAT.

3. Design Development Phase:

The successful firm shall develop the construction bid package that contains the final drawings and specifications required for the project to solicit and obtain construction contractor bids.

Tasks and work products include but are not limited to:

- Prepare and submit to NCAT a developed design based on the Final Schematic Design and any adjustments authorized by NCAT. The developed design shall indicate all building and site component details and their configurations. The A&E firm shall identify and implement value engineering options approved by NCAT throughout the design process.
- The A&E firm shall submit a formal detailed construction cost estimate for the developed design, comparable to the construction budget provided in IV. (C) of this RFQ.
- Design development documents present the approved schematic design in greater detail. Design drawings shall include site plans, dimensioned floor plans, horizontal and vertical utility distribution, and special systems if applicable. Architectural finish standards shall be established. Design development documents shall be submitted for regulatory review and approval as required.

- Upon consultation and review by NCAT, the initial Developed Design shall be revised as needed. Based upon comments from NCAT, the successful firm shall continue to refine the developed design to achieve the project requirements and meet the target construction cost budget as noted in Section IV. (C) of this RFQ.

The successful firm shall meet and coordinate extensively with representatives of NCAT to facilitate their decisions on project details and the resolution of issues. The refinement of the developed design shall continue until a formal Acceptance by the NCAT of a Final Developed Design. This Phase is complete upon that Acceptance.

The successful firm shall provide all services necessary for design/compliance review by applicable agencies having jurisdiction over the project. Provide a list of all permits and approvals required for the project to the Project Manager in writing. The firm will be responsible for all paperwork (including applications) and fees, necessary for municipal, state and/or federal approvals and/or permits having jurisdiction over project, prior to bid opening.

a) Submittals:

The successful firm shall submit 35%, 95%, and Final Design packages that meet the below objectives. In response to this RFQ, firms may present alternate approaches to executing the design.

35% Design:
Define the major design elements of the project and refine the project's scope, schedule and budget that the project design team can commit to delivering to management and critical stakeholders.

- Determine any fatal flaws.
- Define scope of the project.
- Identify third party utility work required.
- Develop a project budget that the project manager can commit to (Baseline Budget).
- Develop a project schedule that the project manager can commit to (Baseline Schedule).
- Develop a cost estimate that the project manager can commit to (Baseline Cost Estimate).
- Finalize design criteria.

95% Design:
Confirm that the project can be constructed and that the submitted plans and specifications will meet the objectives of the project without significant design changes. Complete the project design, including plans and specifications, subject to review comments by all applicable all stakeholders.

- Finalize the expectations and objectives of the project.
- Confirm the constructability of the project.
- Determine construction permit requirements.
- Identify preferred equipment and materials.
- Confirm the bid viability of the project.
- Prepare engineer's cost estimate for bid.
- Finalize building permit package.

Construction Documents (100%):
Submittal of all construction contract documents, and all outstanding actions and work shall incorporate all review comments by the Final Review. This set shall be to demonstrate compliance with the comments.

- Provide construction documents that describe in drawings, specifications, and other contract documents, the requirements for construction of the project.
- All schedules of equipment, materials and finishes are finalized.
- Technical and supplementary general specifications are completed.
- Receipt of all permits and regulatory approvals must occur before completion of this stage.

4. Construction Phase Services

The A&E firm shall continue to provide the following design services during construction:

- Receive and respond to construction contractor Requests for Information (RFIs).
- Review and recommend acceptance of contractor submittals called for in the drawings and specifications with respect to the construction deliverables including compliance with Buy America provisions of the contract.
- Review change requests and estimate costs for change orders.
- Make periodic visits to the site to assure design compliance and provide certification efforts as required by the permitting agency.
- Review, approve, and deliver final as-built drawings.

V. General Project Requirements

The following requirements apply to all architectural, engineering and related professional service contracts:

(a) Any Agreement entered into pursuant to this RFQ is subject to financial assistance grants between North Central Area Transit, ODOT, and the FTA. All project work and services shall comply with applicable requirements, including the clauses and certifications contained in the accompanying Appendices. In the event of any conflict between Federal, state, or local requirements, Federal requirements shall take precedence except in cases where other laws are stricter.

(b) Conflicts of Interest – the firm must disclose any and all affiliations that might result in a conflict of interest. The firm must submit a written statement explaining the relationship and how the affiliation would not represent a conflict of interest. A conflict of interest occurs when any of the following circumstances arise:

1. Lack of Impartiality or Impaired Objectivity. When the contractor is unable, or potentially unable, to provide impartial and objective assistance or advice to the recipient due to other activities, relationships, contracts, or circumstances.
2. Unequal Access to Information. The contractor has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.
3. Biased Ground Rules. During the conduct of an earlier procurement, the contractor has established the ground rules for a future procurement by developing specifications, evaluation factors, or similar documents.

(c) The contractor shall not assign or transfer any interest in this contract without the prior written consent of North Central Area Transit, ODOT, and the United States Department of Transportation (USDOT), FTA. Any assignment or transfer without such consent shall be void and unenforceable. The contractor must ensure that any approved assignment complies with all applicable federal requirements.

(d) The firm shall perform all services in an expeditious manner consistent with the interests of the NCAT and of the highest professional quality. All work shall be in conformance with all applicable standards, codes, and requirements.

(e) Periodic progress reports shall be prepared describing accomplishments, decisions and overall progress made during the period. It shall contain an updated project schedule and budget information and shall specifically include information regarding RFIs, change orders, submittals as well as the firm's invoice status. Progress reports will be submitted with each payment request, or monthly, whichever represents the shorter duration.

(f) The firm will be required to complete all paperwork (including applications) necessary for municipal, state and/or federal approvals and/or permits, prior to construction bid opening. Provide a list of all permits and approvals required for the project to the Project Manager in writing.

(g) As part of this contract, the firm shall complete all paperwork (including applications) necessary for NCAT approvals and/or permits. NCAT agrees to serve as the firm for the permitting process, and any application or expediting fees relating to the approvals will be the responsibility of NCAT. Any supplementary (optional) reviews requested by the firm will be the firm's responsibility.

(h) The firm shall obtain sign-off of all utilities, government agencies having jurisdiction, using agencies, and coordinate with and/or present work to, related or affected stakeholders, as required by the Project Manager.

(i) Construction cost estimates shall be provided. Estimates shall be organized in accordance with Construction Specifications Institute (CSI) format and incorporate contingencies and escalation appropriate to the project schedule. Estimates must be presented for each Prime contract and for each Alternate (if applicable).

(j) The firm shall accomplish the design services required to solicit and award a construction contract to achieve NCAT's objectives for the construction of the facility designed at a price that does not exceed the estimate set for in the Scope of Services Section IV (C) of this RFQ or as otherwise determined during schematic design. If bids or proposals for the construction contract are received that exceed the estimated cost by more than 10%, the firm may be required to perform such redesign and other services as are necessary to permit contract award within the estimated cost. These additional services shall be performed at no increase in the price of the contract. The firm shall not be required to perform such services at no additional cost when the unfavorable proposals or bids are the result of conditions beyond the firm's reasonable control. (Lack of knowledge regarding bid climate does not constitute beyond reasonable control.)

(k) All work shall be reviewed and checked prior to submission to NCAT. Qualified firms/individuals not involved in the design work shall perform reviews. It shall be the responsibility of the firm to thoroughly coordinate drawings representing the work of different disciplines (architectural, mechanical, electrical, etc.). For assurances, a quality control report shall be submitted by the firm with each submittal interval in the design development phase noted in Section D. (3) a of this RFQ. The firm shall provide a certification statement indicating that a thorough review of the designs, plans, drawings, reports and specifications prepared by its design team has been performed.

(l) All work shall be performed by or reviewed and approved by architects and engineers registered to practice the appropriate discipline in the State of Ohio.

(m) No obvious hazardous material(s) currently exists on the subject property beyond Gasoline and Diesel fuel located in underground storage tanks located in the center of the yard. This includes two fuel pumps used by the county and will need to have access to as long as possible.

(n) It is NCAT's intention to incorporate the latest developments in energy conservation and resource efficiency, as well as improve indoor air quality and minimize environmental impacts in its design program wherever appropriate. The overall goals for sustainable materials and systems may include minimizing unwanted building or atmospheric emissions and/or non-reusable or recyclable waste.

(o) All products specified for inclusion in the scope of work for construction shall be Energy Star qualified products for all U.S. EPA – listed product categories. All electric motors over one (1) horsepower should be National Electrical Manufacturers Association (NEMA) Premium labeled motors.