

Scope of Work

Request for Quotation #2009-103

Engineer for Practice Soccer Field - Lakeland Campus

Overview of Services: Engineering services associated with the design, specifications, surveying (if needed), bidding phase, preparation and submittal of appropriate regulatory permits, and contract administration for the installation of a practice soccer field on PSC's Lakeland Campus.

1. Task Order:

- 1.1 Review location plan sketch prepared by PSC
- 1.2 Verify regulatory permitted areas
- 1.3 Participate in coordination/programming meeting with PSC, and its stakeholders
- 1.4 Prepare drawings, sufficient in detail, to allow bidding by a contractor
- 1.5 Prepare and coordinate submission of appropriate permit application(s) to regulatory agency having jurisdiction
- 1.6 Prepare specifications, sufficient in detail, to complement and clarify the drawings noted in par. 1.4
- 1.7 Drawings shall include but not limited to: site plan, contour and grading details surface preparation, drainage, irrigation with stand-alone well pump and controls field markings, fence, and field access
- 1.8 Verify existing pump and control is sufficient to accommodate the new irrigation system
- 1.9 Provide recommendations based on prior experience, for review by PSC
- 1.10 Provide drawing/sketches for review and approval by PSC during two review periods. Date and time of review and comment sessions to be determined
- 1.11 Participate in review and comment sessions with PSC and its stakeholders
- 1.12 Provide sufficient copies of signed and sealed prints and specifications for use by PSC
- 1.13 Assist PSC in the development of a construction schedule utilizing Microsoft Project software.
- 1.14 Construction Administration
 - 1.14.1 Assist PSC in the development of bid packages
 - 1.14.2 Assist PSC in the solicitation, opening, review, bid tabulation and recommendation of contract award
 - 1.14.3 Approve all pay requests
 - 1.14.4 Attend all construction coordination meetings
 - 1.14.5 Provide on-site observation, quality review , schedule review and recommendations at appropriate intervals no less than two (2) visits
 - 1.14.6 Participate in walk-through by PSC, campus provost and athletic director
 - 1.14.7 Assist with the preparation and distribution of final construction punch-list
 - 1.14.8 Assist PSC to ensure completion of punch-list items noted

2. Deliverables:

- 2.1 Estimated cost for services including any out-of-pocket expenses, Out-of-pocket Expenses shall be noted as “not-to-exceed”.
- 2.2 Six (6) bound copies of drawings and specification marked “Review and Comment”
- 2.3 Twelve (12) copies of drawing and specifications marked “Issued for Construction” signed and sealed.
- 2.4 Drawing preparation on AutoCAD, v2007.
- 2.5 Specifications preparation utilizing Microsoft, Word v2007
- 2.6 CD of all final drawings and specifications

3. Timeline for Professional Services:

- 3.1 Construction grade drawings and specifications completed and delivered on or before January 31, 2010
- 3.2 SWFWMD permit issuance on or before March 31, 2010