

This is only the scope of work for the project. For more information, please contact Procurement at [purchasing@stp.gov.org](mailto:purchasing@stp.gov).

The purpose of this Request for Qualifications (RFQ) is to obtain informational proposals from qualified Respondents interested in providing architecture and engineering services. The selected Provider shall perform the tasks listed below for the project. The project includes space planning, development of plans and estimated cost and design/engineering, bidding/permitting and construction administration.

The Provider must design the renovation of the former Toxicology Department into office space for the Investigation Department, and design the renovation of the current Investigation Department area into four (4) additional administrative offices.

Phase I: Space Planning

This phase shall consist of the following items, but may be expanded/changed during the process:

- Meet with the Parish personnel and determine the needs for the following:
 - a. Parking Lot
 - b. Entrance to the building
 - c. Lobby Area
 - d. Reception Area
 - e. Offices
 - f. Work area for Clerks
 - g. Break Room
 - h. Restroom (employee)
 - i. Restroom (public)
 - j. Conference Room
 - k. File Room
 - l. Supply Closet
 - m. Server Room
 - n. Mechanical Systems

Phase II: Development of Plans and Estimated Cost

Preliminary Design and Engineer's Opinion of Construction Cost: Based on Parish approval of the space plan, the Provider shall develop a preliminary project cost of the renovations per the items listed in Space Planning and shall work with the Parish to modify plans to keep the project within budget.

Phase III: Design and Engineering

Design Development: The Provider shall enhance the approved development plans into more detailed plans utilizing all principles (survey, soil analysis, civil, architectural, structural, mechanical, electrical, and plumbing and landscape architecture). This shall consist of detailed

arranging of all selected items. Contractor shall coordinate the documentation from all of the design team disciplines into a comprehensive package along with a revised and more detailed Statement of Probable Cost for a presentation to the Parish.

1. **Construction Documents:** Based on final approval of the plans by the Parish, the Provider shall prepare construction plans and specifications for bidding purposes based on results of the above information and shall incorporate the necessary code and governmental requirements. The Provider shall submit all plans to the proper authority, local and state.

The Provider shall provide to the Parish at a minimum of fifteen (15) Bid sets one (1) week before the project advertises for bid. The Provider is required to provide the Parish with one (1) complete copy of the Auto Cad files. A final engineer's estimate of probable costs shall be included with this delivery.

2. **Bidding and Permitting:** The Provider may assist the Parish in preparing the advertisement for the official journal and other bidding sources. The Provider may also assist the Parish, if requested, with opening, evaluation and tabulation of the bids and make recommendation for acceptance. The Provider may assist the Parish with preparation of the construction contract to between the two parties.
3. **Construction Administration:** The Provider shall administer the contract between the Parish and the Construction Contractor and shall perform periodic site visits to observe the construction progress. If discrepancies with the contract documents are found during these observations, the Provider shall report them to the Parish and the Construction Contractor for required remediation. The Provider shall also review shop drawings, pay applications, interpret and issue clarification documents, prepare and review change orders and all close out procedures and documents.