

"This is only the scope of work for the project. For more information, interested parties should contact Procurement at [purchasing@stp.gov.org](mailto:purchasing@stp.gov) to ensure receipt of a full bid package, to be listed as a plan holder and to ensure any addenda to the bid package are received."

2.1 Scope of Work/Services

The Parish is soliciting qualification statements from engineering design firms to provide engineering design and related services for the Safe Haven Blue-Green Campus and Trails Project (Project) at the Safe Haven Behavioral Health Campus (Campus) located at 23515 Hwy. 190, Mandeville, LA 70448 (S43-T08S-R12E).

The services to include a Site Master Plan Programming Report that will be utilized to develop stormwater resiliency strategies for the Safe Haven Campus, identify the steps, schedule, and cost to implement the comprehensive Site Master Plan and at the Parish's request, engineering design services to design, bid and construct the selected improvement project(s).

TASK 1 – Site Master Plan Programming Report

1. Prepare a Summary of Tasks and Schedule.
2. Assess Existing Conditions, Opportunities and Constraints.
3. Develop a Preliminary Site Master Plan identifying current and planned infrastructure components of the entire site to include: sewer, water, roads, and various water management strategies.
4. Final Site Master Plan Programming Report will include the following:
 - a. a description of the Parish's vision and priorities for the site;
 - b. a review of the site assessment of existing conditions, opportunities and constraints;
 - c. identification current and planned infrastructure components of the entire site to include: sewer, water, roads, and various water management strategies;
 - d. preparation of baseline standards for engineering construction plans in relation to the Master Site Planning Report proposed improvements, including, but not limited to site, grading, utility and erosion control data;
 - e. preparation of concept drawings;
 - f. preparation of the Site Master Plan to include final selected designs that clearly depict all stormwater and drainage impacts involving:
 - i. existing and planned structures;
 - ii. any critical areas and associated buffers;
 - iii. vehicular, bike, and pedestrian circulation and access;
 - iv. parking;
 - v. ADA accessibility;
 - vi. emergency Access;
 - vii. utility availability and capacity;
 - viii. stormwater management and Environmentally Sensitive Approach;
 - ix. site furnishings;
 - x. architectural themes;

- g. preliminary cost estimate options for Campus development including, but not limited to:
 - i. water management;
 - ii. stormwater retention ponds;
 - iii. wastewater assimilation;
 - iv. bioswales;
 - v. enhanced entryway features;
 - vi. new pathways;
 - vii. parking;
 - viii. utility relocation;
 - ix. signage; and
 - x. educational pavilion.
- h. anticipated permits and processes required for phased Campus development; and
- i. utilization of local jurisdiction requirements in development of Campus overlay restrictions for consistency in current and future development of the site, including any required surveying of site to determine legal boundaries as needed.

TASK 2 – Engineering Design Services (OPTIONAL)

1. Provide all necessary engineering designs, ancillary architectural and landscape architectural designs, topographic survey, geotechnical investigations, wetlands delineations, and related services required for the preparation of construction documents including plans, specifications and cost estimates.
2. Submit plans and specifications to the Parish and to the Office of Community Development-Disaster Recovery Unit, and other appropriate agencies, if applicable, for approval.
3. In the event acquisition of property/servitudes/rights-of-way by the Parish is required to facilitate the project, prepare property boundary maps and legal descriptions of each parcel to be acquired.
4. Provide bid phase services to include but not limited to: preparing bidding document(s) in conformance with applicable CDBG-NDR LA SAFE Program (Program) and Parish requirements and format, printing and delivering bidding documents, responding to Requests for Information (RFI) and inquiries, preparing addenda in the Parish format, attending pre-bid meeting(s), evaluation of bid tabulations, providing engineering recommendation of award, conducting compliance reviews and providing conformed documents for construction.
5. Assist in conducting the preconstruction conference.
6. Provide construction phase administration services to include but not limited: site visits to monitor construction, progress meetings, respond to RFI, assist with Request for Changes (RFC), approve submittals, and prepare punchlists.
7. Provide field staking, on-site observation of construction work, and prepare inspection reports.

8. Review and approve Contractor requests for payment and submit approved requests to the Parish.
9. Complete a hydraulic impact study to establish impacts of proposed storm water management improvements for both upstream and downstream waterways or drains.
10. Identify, prepare and submit all applications for the various permits to federal and state agencies, on an as-needed basis; including U.S. COE 404 Permits, as may be applicable for any impacts to wetlands and waters of the U.S.
11. Conduct final inspection and testing.
12. Submit certified As-built drawings to the Parish.
13. Attend project meetings as necessary to complete all projects successfully.