

Attachment 1

TASK ORDER #10-04-001 PHASE 1 – SHOP and MAINTENANCE FACILITY RENOVATIONS

SCOPE OF WORK

Responses to this task order should not be included with your response to the RFQ. Proposer must place its response to the task order in a separate, sealed envelope, clearly marked as “Response to Task Order #10-04-001.” Please note that these envelopes will not be opened until the initial responses have been fully evaluated and a short list has been developed.

The task order includes the necessary steps to advance plans to develop a set of contract documents for the design, permitting, and renovation of the existing 8th Avenue Operations and Maintenance facility. The tasks outlined in this scope of work will ensure that the Consultant consider and incorporate strategies to provide adequate space and an appropriate environment to support operations and maintenance of the BJCTA transit fleet for up to 200 transit vehicles (fixed route and paratransit).

This task order’s scope of work also addresses the need to:

- Remedy deteriorating facility conditions
- Upgrade mechanical, electrical, and plumbing systems
- Replace bus maintenance and bus wash equipment
- Incorporate new technology
- Remediate stormwater runoff and site flooding issues, and
- Address transit vehicle, service vehicle and employee parking.

The proposed project would include not only renovations to existing buildings and site, but also the renovation of administrative offices, drivers waiting/staging area, and paratransit reservation and dispatch offices. This Task Order comprises the first of several phases aimed at renovating and improving the existing 8th Avenue Operations and Maintenance Facility building and site. However, there are tasks included in this task order that are specifically meant to benefit and/or inform later phases of this project. This would include the development of conceptual designs for the entire building and facility site to include parking for both transit vehicles and employees, modifications to site grades to better accommodate/facilitate stormwater runoff, and expansion of administrative work areas.

Task A-1.1: Task Management/Administration. The Consultant shall prepare a task management plan that details the task/project approach, task/project schedule, assigned personnel, and coordination with the BJCTA’s proposed Design and Construction Service team members (internal and external).

Task A-1.2.a: Programming/Project Scoping. Programming/Scoping work will involve meeting with the Birmingham-Jefferson County Transit Authority staff in order to determine the space and functional needs for the operations and maintenance building. The

Consultant will also determine site needs, research and identify the City of Birmingham code requirements.

Task A-1.2.b: Conceptual Design. Conceptual Design work will develop the overall scope and the aesthetic concept for the renovation project based on the input provided during the Programming/Project Scoping process. The conceptual design will enable BJCTA staff and Board members to visualize spatial relationships and aesthetic considerations.

Task A-1.2.c: Surveying, Mapping and Geotechnical Services. A topographical survey of the site will be performed by the Consultant in order to create mapping of existing features as well as 3D digital terrain models. The resulting maps and 3D terrain models will be used to inform concepts for proposed/recommended improvements for later phases of this task. If necessary, subsurface investigations will be conducted, the outputs of which also will be used to inform additional considerations for improvements in later phases of this task.

Task A-1.2.d: Schematic Design. Schematic Design work will involve creating workable site plans, floor plans and elevations for the renovated/expanded facility, a design narrative with preliminary selections and planning of mechanical, electrical and plumbing systems for the building and updating of the parametric cost estimate. This task will result in a package of drawings and documents that are suitable to obtain the necessary permits from local units of government and oversight agencies. This will include utility companies and stormwater management agencies, each of which will be contacted by the Consultant in order to determine the impact of the proposed renovations and/or construction on the existing utility locations. If it becomes necessary to provide temporary or permanent utility relocations, the Consultant will provide additional design services and establish a carefully planned construction sequence in order to minimize disruption to BJCTA operations and maintenance activities as well as the activities of the 8th Avenue facility's neighbors.

Task A-1.2.e: Cost Estimating. A detailed cost estimate will be prepared. Cost estimation work will include the development of an overall project budget through parametric cost analysis. The object of this task assignment is to determine the design criteria for the remainder of the project and to establish a reasonable budget for the construction of the project. The work of this task will result in a written Design Criteria document. The Design Criteria document should include rough floor plans to identify possible reconfiguration of vehicle maintenance bays and bus wash facilities within the expanded facility.

Task A-1.2.f: Final Design. Final Design work will focus on detailed design of the proposed renovations to the existing building and site, and preparation of the necessary construction plans to enable a package of drawings to be assembled and bid. Where applicable, Alabama Department of Transportation standard details and specifications will be used upon consultation and approval from both the Alabama Department of Transportation and the City of Birmingham's Department of Planning, Engineering and Permits.

A final, in-house document quality review will be performed by the project's design and construction services team members to assure that a complete set of documents is ready to be

presented for bid and/or provided to a general contractor in order that they might proceed with construction activities. Final construction documents will be formatted as deemed necessary by the BJCTA, in accordance with the recommendations of the City of Birmingham and/or the Alabama Department of Transportation.

Task A-1.3: Bidding Assistance. The Consultant shall provide assistance to the BJCTA prior to, during, and after the competitive bidding process of the project. Assistance will include, but not necessarily limited to:

- Answering questions during the bidding phase
- Providing assistance at pre-bid meetings
- Reviewing qualification of apparent low bidder
- Providing a summary of qualifications and references review

Task A-1.4: Construction Administration Services. The Consultant will provide services during the renovation/construction activities of the 8th Avenue Operations and Maintenance Facility. Services will include, but not necessarily limited to:

- Participating in pre-construction meetings at or near the project site
- Providing continuous and/or critical-stage resident project representation as directed by the BJCTA
- Attend on site construction meetings
- Review construction schedules and submittals
- Review pay estimates as submitted by the Contractor
- Prepare final punch list and
- Prepare project closeout documentation

Task A-1.5: Temporary Storage. This will consist of a recommended method of storing vehicles, parts, and other equipment outdoors and/or off-site until construction is complete, with emphasis on security from theft and vandalism.

TASK ORDER SCHEDULE

[Include Task Order Schedule ex. January, 2010 through March 2011]

TASK ORDER BUDGET

[Include Total, Not to Exceed Task Order Budget]

Labor Costs by Task (Including Salary, Overhead, and Fee)

Task	Person Hours	Task Fee Amount	% of Total
Task A-1.1: Task Management/Administration			
Task A-1.2.a: Programming/Project Scoping			
Task A-1.2.b: Conceptual Design			
Task A-1.2.c: Surveying, Mapping and Geotechnical Services			
Task A-1.2.d: Schematic Design			
Task A-1.2.e: Cost Estimating			
Task A-1.2.f: Final Design			
Task A-1.3: Bidding Assistance			
Task A-1.4: Construction Administration Services			
Task A-1.5: Temporary Storage			
TOTAL LABOR			

Direct Costs

Item	Amount
Travel Costs	
Printing	
TOTAL DIRECT COSTS	

Total Project Costs

Item	Amount
Labor (Including Salary, Overhead, and Fee)	
Direct Costs	
TOTAL PROJECT BUDGET	