

## **ATTACHMENT B: LANDSCAPE ARCHITECTURAL SERVICES FOR PARK DEVELOPMENT, CITY OF MARKHAM**

**(February 2013)**

***Scope of Work: (Landscape architectural services shall include typical full scope of services. The items below are intended to assist the bidder to ensure that, at minimum, the items listed are included in his bid. This list is not intended to be exhaustive.)***

### **PART A: DESIGN SERVICES**

1. Undertake data collection and base plan preparation.
2. Hire surveyor under surveyor allowance, and prepare an up to date topographic survey, if necessary.
3. If required by the design, include a mechanical engineer to certify flow rate for purposes of water meter sizing, a structural engineer to certify design of all proposed and as-built structures as structurally sound, an electrical engineer to certify electrical work and obtain ESA (Electrical Safety Authority) certificate, a civil engineer to certify the proposed and as-built civil works have been design and constructed properly, and an irrigation design.
4. Contact development engineer to obtain composite utility plans (above and below ground) including any easements which may affect the design or installation for inclusion on landscape plans.
5. Undertake detailed analysis of site and context.
6. Undertake schematic design work for review by Town staff.
7. Meet with Town staff as needed to develop a minimum of 2 alternative concepts that are acceptable to the Town to be presented to the public. Review concepts with structural engineer to ensure the designs are able to be supported by the underground structure, if any portion of the park shall be built on top of an underground structure.
8. Prepare and submit cost estimates complete with signed OALA seal, to ensure design concepts can be built within the allotted budget. Amend plans if required to meet budget.
9. Undertake public consultation meeting with area residents (one evening meeting) including the presentation of the two rendered park concept alternatives. Evening meeting shall include display panel boards (at either 24"x 36" or 36"x 48" sized for future Town storage) as well as prepare a PowerPoint presentation of the boards for the evening meeting.
10. Amend/combine concepts as required, to develop a preferred design concept in preparation for developing working drawing package.
11. Ensure that all park works are located within park property.

## **PART B: WORKING DRAWINGS AND TENDER DOCUMENT SERVICES**

1. Prepare working drawing package of the preferred design.
2. Meet with Town staff to refine working drawings as required, until approved by Town.
3. Submit revised cost estimates complete with signed OALA seal, to ensure design concepts can be built within the allotted budget. Amend plans if required to meet budget.
4. Secure all necessary permits and agency approvals for the work as required including building permit approvals.
5. Prepare final working drawings, specifications, tender documents, cost estimates and contract documents to Town standards for competitive bidding of the work and obtain the Town's approval prior to tender.
6. Include 12 sets of tender documents (specifications and drawings) for tender.
7. Attend bidders meeting and document questions arising from the meeting. Prepare and issue answers to questions to the Town.
8. Assist in the tendering process in accordance with the Town's Purchasing bylaw and be responsible for technical inquiries and/or clarifications, preparing addenda, and obtain the Town's approval prior to issuing.
9. The Town shall be present for all tender openings and provided with a copy of each tender submission at the tender opening.
10. Review bids for accuracy and provide recommendations to the Town.

## **PART C: CONTRACT ADMINISTRATION AND WARRANTY SERVICES**

1. Undertake Contract Administration to Final Completion.
2. Arrange and host pre-construction meeting.
3. Provide three (3) full size construction drawing sets and 1 reduced construction drawing set (reduced to exactly 11"x17") to the Contractor and one (1) full size construction drawing set and 1 reduced construction drawing set (reduced to exactly 11"x17") to the Town at the pre-construction meeting.
4. Undertake periodic construction meetings as required including weekly site meetings during active construction.
5. Prepare and distribute all meeting minutes with contractor.
6. Review project schedule on an ongoing basis and assist the contractor in resolving matters affecting the contractor's schedule.
7. Review contractor's construction layouts, provide recommendations to Town staff and obtain Town approval.
8. Provide recommendations to Town staff and obtain approval from Town for additional work or work deleted from contractor contract. Prepare Change Orders once approved.
9. Review shop drawings, contractor requested plant and other substitutions or changes, provide recommendations to Town staff and obtain Town approval prior to directing contractor or proceeding with the works.
10. Review on-going construction to ensure compliance with the contract drawings and specifications. If construction is not compliant with documents, note deficiencies and discuss with Town for review and direction. Issue instructions to contractor as required.
11. Visit the site each time the contractor makes a claim for payment to review the work performed. Town's policy does not permit acceptance of 'redlined' invoices. Return invoice to contractor for revision with current date, amount claimed, proper purchase order number, etc if invoiced incorrectly by the contractor.
12. Provide Progress Payment Certificate to the Town signed with an OALA seal within 10 business days of receipt of an acceptable invoice from the contractor.

13. Be responsible for keeping track of all dates of each milestone listed herein, and perform on site inspections for same, including a follow-up certificate for each of; substantial performance, total completion/start of warranty (showing anticipated end of warranty), one year warranty, two year warranty, and final completion/end of warranty. Include necessary follow-up inspections to ensure contractor compliance with inspections as required. Perform final certification to the Town by way of a final completion certificate identifying that all the work has been completed in general conformance to the plans and specifications and that the warranty has now ended.
14. Provide the Town with a close-out binder including any maintenance requirements at Substantial Performance which includes the following:
  - as-built drawings (landscape architect is responsible to obtain one full size set and one reduction to 11"x17" from the contractor)
  - park manual including statistics and maintenance items:
    - Legal description (also include this item on tender set)
    - Park location (also include this item on tender set)
    - Total area (also include this item on tender set)
    - Number of coniferous & deciduous trees, shrubs, and groundcovers.
    - CSA certification of as-built playground(s) (may be obtained from the contractor or the playground supplier or installer). An independent playground inspector is not required with the exception of the rubberized surfacing where the landscape architect is responsible to obtain testing results for rubberized surfacing where it is being used
    - ESA safety certificate for electrical works (may be obtained from the contractor or electrical sub-consultant)
    - Recommended maintenance schedule of park including watering schedule, turf cutting schedule, etc of mown turf and for naturalized areas
    - Linear length of pathways
    - Area of mown turf
    - Identifying all park facilities (soccer fields and their sizes, tennis court and their sizes, water play facilities, Junior and/or Senior Playgrounds etc)
    - Identifying all equipment including mechanical, electrical, site furniture, and all related documentation
    - Start and targeted end of warranty period
    - End of Warranty and Certification of works by Landscape Architect certifying that the works have been completed in general conformance to the landscape plans and specifications, and that all deficiencies and warranty obligations have been completed. The certificates shall be affixed with the full member's OALA seal signed and dated.

**Definitions:**

“Construction Period” shall mean the time required to construct the park, commencing once the construction contract is awarded through to Final Completion.

“Inspections’ shall mean conducting an on site meeting to review the work and identify deficiencies, documenting deficiencies, preparing and issuing the deficiency list, and provide the necessary follow-up site inspections and reports to confirm rectification of deficiencies. It is expected that the contractor shall perform his warranty obligations at the anniversary of the one and two year warranty periods.

“Contract Administration” shall include, but is not limited to, the evaluation of bid submissions, contractor coordination and liaison, site inspections as required, coordination of site meetings, preparation of meeting minutes, preparation and issuance of contemplated change notices, change orders, progress payment certificates, substantial performance certificates, and completion and warranty inspections.

“Substantial Performance” shall mean substantial performance as defined in the latest edition of the Construction Lien Act.

“As-built Drawings” shall mean documents prepared or redlined by the contractor showing the location of items within the park constructed as part of this contract.

“Final Completion” shall mean that park construction is 100% complete without any deficiencies, has been accepted by the Town for maintenance, the warranty period has expired and all warranty work has been completed and accepted by the Town.

“Services” shall mean the provision of landscape architectural consulting services as set out under the Scope of Work.