

Exhibit A

January XX, 20XX

Request for Proposals from Architectural Firms XYZ Township Public Works Facility

Scope of Services Clarifications:

In developing your Proposal for the XYZ Township Public Works Facility, the following should be considered:

1. Site civil engineering; surveying; landscape architecture; traffic engineering; and environmental services including site-related permitting will be provided by the selected Civil Engineering Firm. The Architectural Firm will coordinate with the Civil Engineering Firm for site planning and design and incorporate their plans and specifications into the overall project for bidding and construction. The Project Architect will issue the plans, specifications and contract documents for public bidding (separation of trades).
2. The Architect will be responsible for all cost estimates including the site development. Prepare cost estimates at the end of the Schematic, Design Development, and Construction Documents Phases. Incorporate the Civil Engineer's site development plans into various cost estimates. It will be critical to maintain the Project budget throughout the design process (developed at the Schematic Phase).
3. The Architect will be responsible for all site lighting, geotechnical engineering/investigations and way finding design in collaboration and coordination with the Civil Engineer. The Civil Engineer shall show the site lighting, geotechnical boring locations and site way finding locations on the site layout plans. The Civil Engineer will stake out boring locations for any required borings and coordinate with the Architect on the location of any proposed stormwater infiltration facilities. The Township will perform any required test pits.
4. The Civil Engineer will be responsible for the design and location of any required retaining walls and coordinate with the Project Architect for any required geotechnical services. It is anticipated that retaining walls will be similar to York Building Supply Compac III blocks or equal.
5. The Civil Engineer will design the site layout of the material, equipment laydown and salt storage areas. The actual salt storage covered facility is not included.
6. The Project Architect will design the vehicle fueling system (above ground tank) and fire protection underground storage tank and pumping facility. The Civil Engineer will design the associated site work, including spill control facilities for the fueling tank(s).
7. The Compensation Section must incorporate all required design disciplines for a complete project to include but not limited to all mechanical (HVAC) systems; electrical and power distribution systems; the underground fire storage tank and pumping facility; the fueling facility; communication

and data systems; security systems; lighting facilities; fire suppression, protection and alarm systems; emergency standby power facilities; interior design; building and foundation structural systems; ADA designs; IT systems; designs and plans required to obtain all building permits; complete contract documents for public bidding of the project; energy management and control facilities and systems; coordination with building utilities; and any other systems and facilities necessary for the project.

8. Attend meetings with the Township and its representatives throughout the design period to review the progress of the design; obtain input, decisions and approvals; and make presentations as necessary to the Township. Respond to all review comments and attend meetings as necessary to gain design approval. The Architect's Team Members shall also attend meetings as deemed appropriate. It is not anticipated that the Architect will attend the various land development meetings, as the Civil Engineer will handle these. The Architect, however, must coordinate with the Civil Engineer for the preparation of these submittals. Minutes must be kept of all meetings and distributed to the various parties throughout the project.
9. The scope includes identifying and obtaining all applicable building permits and approvals.
10. Perform geotechnical investigations and prepare engineering reports for the building, pavement and other structure designs and for any retaining walls as necessary. For purposes of the fee estimate assume 4 borings at 20 feet depth and all necessary laboratory testing. For the pavement design assume 8 core borings for the pavement design. The Civil Engineer shall be responsible for the design of all pavements and for the location and design/specification of retaining walls.
11. Prepare for and attend one Public Meeting/Open House during the design phase to present the plans to the public. This includes preparation of necessary exhibits. Coordinate with the Civil Engineer regarding the exhibits and presentation materials.
12. Deliverables must be complete and coordinated with all disciplines when submitted for review, as appropriate to the design phase.
13. Conduct an investigation of required utilities for the Project, including gas, electric, etc., and design as necessary the services to be provided; coordinate with the Civil Engineer to show and locate required improvements on the site plans; and prepare plans and required documents necessary to obtain appropriate utility approvals/permits. Contact applicable utility companies as necessary and investigate the location, size and present or planned capacity and the availability of the required utilities to serve the Project. Except for the natural gas service the required services should be readily available at the site (3-phase service already exists).
14. The Township will be responsible for the development of the on-site water supply well. The Civil Engineer shall show the location on the site plans as well as the piping and electrical service to it. The Project Architect shall design the electrical service and provide for the controls and appropriate facilities in the building design. The water supply piping installation from the well shall be provided in the Project bidding documents. The Project Architect will provide the Township and the Civil Engineer with the water supply demand for the facility.

15. The Project Architect will design the stand-by generator and pad. The Civil Engineer will locate it on the site pans. The Bid Documents shall provide an alternate as the Township may desire to purchase the generator separately.
16. The Township has decided that it will not pursue the design and installation a geothermal system, solar panels or other alternative energy sources. The design of any of these types of systems is not included in the Project.
17. The building will be designed as a pre-engineered metal building. The Project Architect's structural consultant shall evaluate and provide strengthening designs that provide for overhead facilities associated with the building design (hoists, cranes, fans, etc.).
18. For the IT, data, telephone and security systems the design will only include the wall chases, cabling, terminations and ports and space allocation for the system in the panel area. The Township will select and contract separately with vendors for these services and equipment. None of these are expected to be very extensive for this facility.
19. The way finding and signage layout and locations and design recommendations will be provided by the Architect. The Township will procure the signs separately. This does not include the ADA, life safety and other code required signage or way finding.
20. The Township does not desire to explore or design any in-floor heating systems within the building.
21. The Architect shall layout a generic floor pan for the offices, break room and other administrative type areas showing furniture locations, cabinets, tables, counter tops etc. The Township will procure the furniture separately.
22. The energy control/management system shall be simple (i.e. Honeywell Series 6000 or 8000 T-Stats or similar).
23. The Architect shall design an oil separator for the floor drainage system.
24. The Architect shall evaluate alternatives for vehicle exhaust systems and design one for the facility as appropriate.
25. The Architect shall provide bidding and construction services as generally outlined in Exhibit B and in conformance with the Standard AIA Contract as may be amended by the Township.
26. The Architect shall design the facility in compliance with all applicable building and life safety codes, including ADA.
27. The Architect shall coordinate closely with the Civil Engineer on the establishment of the floor elevation of the building. The Architect shall also coordinate with the Civil Engineer relative to locations of utility service connections at the building, as well as drainage from roof and other drains.