

DEPARTMENT OF HOMELAND SECURITY
UNITED STATES COAST GUARD

SCOPE OF WORK
FOR
ARCHITECTURAL/ENGINEERING SERVICES
FOR
REPLACE WATER METER AND RELATED COMPONENTS
AT
U.S. COAST GUARD STATION
OSWEGO
OSWEGO, NY

JANUARY 2024

COMMANDER
UNITED STATES COAST GUARD
SECTOR EASTERN GREAT LAKES
1 FUHRMANN BLVD
BUFFALO, NEW YORK 14203-3189

AUTHOR: LCDR Jon Benvenuto, PE, PMP

1. BACKGROUND:

- 1.1 Definition of Scope: The purpose of this project is to investigate as well as complete engineering and environmental due diligence efforts to prepare a design for the replacement of the potable water service meter, associated equipment and piping servicing United States Coast Guard (USCG) Station Oswego, New York. The work of this project will be located on both USCG and City of Oswego property; the City of Oswego provides the water service to the station and all work shall comply with their requirements.
- 1.2 Site Location: 1 Lake Street, Oswego, New York 13126, POC: MKC Robert Davis (see section 4 for additional details)

2. SCOPE OF WORK FOR DESIGN:

2.1 Design Requirements:

- 2.1.1 The Architect-Engineering (A/E) firm shall provide a completed design and scope of work that satisfies all functional requirements of the intended end use. Design documents shall be technically correct, fully detailed and comply with all applicable local, state, federal requirements/code. All disciplines shall be separated on different sheets and clearly identified. Work requirements shall be reasonably attainable with standard construction equipment and methods available. The A/E shall complete all necessary work to include but not be limited to a site visit, performing calculations, developing plans, specifications and cost estimates for a completed design.
- 2.1.2 Drawings and specifications shall be prepared under and signed by a New York State licensed Professional Engineer.

2.2 Site Investigation:

- 2.2.1 The A/E shall perform a thorough site investigation for the project to identify and document existing conditions of infrastructure and surrounding site as well as any deficiencies. Investigation shall cover all site features that may be affected by project design. Any reference drawings/reports provided to the A/E shall also be verified during the site investigation and note any potential problems that will impact the project.
- 2.2.2 Hours: The A/E shall visit the site during normal unit operating hours, Monday thru Friday, 8 AM to 4:30 PM. Please give at least a three (3) days' notice prior to a site visit.

2.3 Permits:

- 2.3.1 The A/E shall prepare for and obtain all permits required for project work. The A/E shall at the beginning of the design process establish and obtain all necessary federal, state and local application and permit requirements for project work. The A/E shall coordinate with appropriate agencies and the Authority Having Jurisdiction during design to ensure that the project design will be in compliance with federal, state and local permit requirements. The A/E shall prepare all forms, drawings, and supporting documentation necessary to apply for permits and also coordinate with the appropriate agency officials to assure the application is properly completed. Completed applications shall be forwarded to Sector Eastern Great Lakes for signature and subsequent forwarding by the A/E to the appropriate Federal, State or local agency. The applicant for permits shall be:

Logistics Officer
U.S. Coast Guard Eastern Great Lakes
1 Fuhrmann Blvd. Buffalo, NY 14203

- 2.4 Calculations: The A/E shall furnish all calculations at the request of the government. All assumptions shall be and final calculated values shall be listed in the drawing.
- 2.5 Cost Estimates: The A/E shall prepare a simplified cost estimate for the construction portion of this project to include (but not limited to) breakdowns for labor (keeping in mind the government must follow Davis-Bacon wage rates) and materials.
- 2.6 Specifications and Drawings: The A/E shall prepare project specifications and drawings in a clear, concise and complete manner that can be directly provided to a contractor to perform all work. Drawings shall be provided to government in both Auto Desk (AutoCAD) and Adobe (.pdf) formats.
- 2.6.1 If a specific item particular to one manufacturer is specified within the specification, it shall be called out as “name brand or equal” whenever possible.
- 2.6.2 Submittals: The A/E shall designate what submittal line items are deemed necessary for review by a professional engineer during the project.
- 2.7 Construction Documentation Deliverable:
- 2.7.1 65 percent submittal: This will be a review of the design effort that should cover the major components to be replaced and a proposed action to complete. Deliverables shall be drawings (Adobe .pdf) and specifications (MS word document .docx) for review by the government. Please provide one set of 11x17 drawings to local unit for onsite review. Permits et al can still be pending at this time but a progress report will need to be provided.
- 2.7.2 100 percent submittal: Final review of drawings a specifications, to include permits as well as all authorizations from local municipality to complete work. Deliverables shall be drawings (Adobe .pdf) and specifications (MS word document .docx) for review by the government. Please provide one set of 11x17 drawings to local unit for onsite review.
- 2.8 Schedule: The A/E shall complete the deliverables no later than the below timetable. Any deviation to the timetable shall be designated, in writing, from the Contracting Officer or their designated representative.
- 2.8.1 Provide professional services upon issuance of the Notice to Proceed from the Contracting Officer per the below timetable:

	CALENDAR DAYS ⁽¹⁾		
	A/E SUBMITTAL	GOV'T REVIEW	TOTAL DAYS
A/E Contract Award		0	0
65 percent submittal	21	7	28
100 percent submittal	7	3	38
Final documents	7		45

(1) Consecutive days after preceding submission or review

3. SUBMITTALS:

3.1 Submittals: Submittals shall be completed and presented as indicated herein. Items to be submitted shall be transmitted directly to both the Contracting Officer and Contracting Officer's Representative (COR)

3.2 The following is a List of Submittals required:

- DESIGN SUBMITTAL SCHEDULE
 - Gantt Chart with dates in accordance with 2.8.1
- DESIGN DEVELOPMENT (65% DESIGN SUBMITTAL)
 - Draft construction drawings
 - Draft specifications
 - Draft permits
 - Copy of calculations
- CONSTRUCTION DOCUMENT (100% & FINAL SUBMITTALS)
 - Final construction drawings
 - Final specifications
 - Final permits to include any/all approvals required from municipality to complete work.
 - Copy of calculations
 - Electronic files of all project documentation, photos, calculations, etc., to be sent via large file transfer to Contracting Officer and COR.

4. INFORMAITON SOURCES:

4.1 Government Contacts and Resources Available:

- 4.1.1 Unit Point of Contact & COR: [REDACTED] U.S. Coast Guard Station Oswego, NY.
[REDACTED]
- 4.1.2 Engineer Officer: CWO [REDACTED] U.S. Coast Guard Sector Eastern Great Lakes, Buffalo, NY.
[REDACTED]
- 4.1.3 Logistics Officer: LCDR [REDACTED] PE, PMP, U.S. Coast Guard Sector Eastern Great Lakes, Buffalo, NY [REDACTED]
- 4.1.4 Contracting Officer: Point of contact for all contractual questions and official correspondence along with COR.