



RFP - EXHIBIT 1

SCOPE OF WORK

I. **Overview: LANDSCAPE ARCHITECT REVIEW CONTRACTOR**

The Office of Design and Construction of the Michigan State Housing Development Authority ("Authority") is seeking an individual/firm to review and approve construction documents for new and preserved multifamily developments.

In order to provide timely customer service, the Authority seeks the services to help/assist/address with landscape architectural review. The service will help/enable the Office of Design and Construction by supplementing our internal capacity to review developments.

II. **Objectives, Activities & Tasks, and Deadlines:**

A. **Objectives.**

To successfully perform the services described in Section I above, the contractor ("Contractor") must satisfy the following objectives:

1. Be a licensed landscape architect in good standing to practice in Michigan.
2. Review construction documents to ensure they comply with MSHDA's Standards of Design and Standards of Design for Preservation.
3. Review construction documents to ensure they meet applicable accessibility requirements.
4. Have extensive knowledge and experience working with the Uniform Federal Accessibility Standards (UFAS).

B. **Activities/Tasks Necessary to Complete Scope of Work.**

To achieve the objectives, the contractor ("Contractor") shall perform the following activities/tasks:

1. Site review and/or investigation may be required.
2. Review and document at the feasibility stage.
3. Approve construction documents prior to commitment.
4. Participate in Design Review meetings.

C. **Deadlines for Completing Objectives.**

The Contractor shall provide a written review of the documents within 10 working days of receipt from Design Architect.

III. **Standards for Performance:**

The Contractor shall perform the activities/tasks and complete the objectives in accordance with the following standards.

- A. Provide written comment and review of development documents in Microsoft Word to be sent via e-mail to development team.
- B. Provide written statement when plans and specifications are ready for construction.
- C. Attend and participate in design review meetings.

D. Perform reviews within 10 working days of receiving documents.