

**DALLAS/FORT WORTH INTERNATIONAL AIRPORT
DESIGN, CODE AND CONSTRUCTION DEPARTMENT**

**ADDENDUM NO. 02
FOR**

**ARCHITECTURAL DESIGN AND DESIGN MANAGEMENT
CONTRACT NO. 8500356**

August 25, 2017

The Request for Qualification Statements for the above is hereby revised as follows:

RFQ Revisions

1. Appendix 4 – The Agreement is revised as detailed below:
 - a. Exhibit 1 – Scope of Services references to Cost Estimating has been removed, revised scope attached.

Schedule Revisions

1. N/A

Solicitation Questions (Q) and Answers (A)

1. (Q) Could we get a list of the Selection Committee members?

(A) No. Selection Committee members will remain confidential.
2. (Q) Will the Prime Design Firm awarded this contract be required to have continual on-site presence between Delivery Orders

(A) Effort and specific scope assignments will be defined within each Delivery Order. There is no requirement of services without a Delivery Order.
3. (Q) Will overall contract administration be required of all Delivery Orders together, managing the overall contract?

(A) DFW will not define how the Prime and their teamed Subconsultants manage and administer their contracts. Also please refer to The Agreement, clause 5.c.i Administrative/Overhead Tasks.
4. (Q) Is Civil Engineering required for this RFQ? It is listed in the RFQ as Services Required, however in the Conference it was noted verbally that Civil would not be required.

(A) Civil Engineering may be required according to the assignment and each Delivery Order.
5. (Q) Is Commissioning required for this RFQ? DFW Contract 8500331 is for that service.

(A) Participating during the construction process in third party commissioning process is included in the Scope of Services under Construction Phase (Phase III).

6. (Q) Is Cost Estimating required for this RFQ? DFW Contract 8500326 is for that service.
- (A) Cost Estimating is not included in this Scope of Services. See RFQ revisions above.
7. (Q) Will this DCC Contract exclude the winner from any future independently solicited DCC design contracts?
- (A) Independent and one-off design contracts will not be conflicted from this contract.
8. (Q) Are the 6 hard copies required to be submitted in a 3-ring binder like the original, or is it acceptable for the copies to be spiral bound?
- (A) 3 ring binders are required for all copies.
9. (Q) This question is regarding the chart in Form 5 and the second paragraph, item 5, in Form 7 in the Request for Qualifications. Due to the nature of a Delivery Order contract containing unknown and variable projects, we cannot make firm commitments of individual MBE and WBE subcontractor's exact dollar amounts and percentages. Please confirm is it acceptable to provide a range of anticipated dollar amounts and percentages per sub with a qualifier that the dollar amounts and percentages may vary based on types and amounts of delivery orders issued during the contract. If it is not acceptable, please give direction on how to respond to these sections given the nature of Delivery Order contracts.

(Q) Form 5 – Schedule of Subcontractors” requires that we specify the dollar amount and percentage of work that we will allocate to each subcontractor. According to the pre-bid meeting slide deck, answering with “TBD” is a “common proposal submission error” (i.e. an insufficient answer). However, how can we assign dollar amounts and percentages of work without knowing the specific project scopes / fees that would fall under this contract?

(A) M/WBE UTILIZATION FORMS AND RELATED DOCUMENTATION

Each Contractor must submit for all solicitations, bids or proposals, completed M/WBE utilization forms as outlined below to be considered responsive:

- Request for Proposals (RFP) or Request for Qualifications (RFQ):
- i. **Commitment to M/WBE Participation** must be submitted at the time of proposal submission.
 - ii. **Preliminary Schedule of Subcontractors** must be submitted at the time of proposal submission. Place %'s for scope of services outlined in Exhibit 1 – Scope of Services.
 - iii. **Certification Certificates** Copies of corresponding certification certificates must be attached to the Preliminary Schedule of Subcontractors.
 - iv. **Good Faith Effort Documentation** – If the Contractor fails to meet the M/WBE goal, this documentation must be submitted at the time of proposal submission.
 - v. **Final Schedule of Subcontractors** shall be submitted with the best and final offer.
 - vi. **ntent to Perform as a Subcontractor** – A signed and executed form for each M/WBE subcontractor identified on the Final Schedule of Subcontractors shall be submitted with the best and final offer.

Exhibit 1 – Scope of Services

1) GENERAL REQUIREMENTS

- a) Services provided under this Agreement will consist of providing architectural and engineering design, design management, and related services for various types of structures and facilities including buildings (new and refurbishment), MEP systems, airfield, civil engineering, and commercial site development projects under an indefinite delivery arrangement under the direction of Design Code and Construction (DCC) Senior Staff or Consultants as directed.
- b) All work will be ordered by Delivery Order.
- c) The firm(s) is/are expected to provide all services that are customary and usual in the performance of Services under this Agreement.
- d) Unless otherwise directed, Services will be performed at the Consultant's home office.

2) TYPES OF SERVICES

- a) **Facilities Architecture and Engineering - Full Discipline Team** – The Consultant must include as part of its design team all disciplines necessary to support the required services, including specialized subconsultants as required for, but not limited to, new and renovation/alteration projects. Consultant must be able to provide services related to planning, architectural/engineering design and production, mechanical, electrical (including low-voltage and Information Technology design), plumbing, fire protection, code analysis, civil, controls, sustainable design, structural, acoustical, thermal, automated people mover systems, vertical transportation, security (TSA, access control, blast protection), interiors, landscaping, signage, waterproofing, special systems (information display systems, 400 hz and pre-conditioned air units, loading bridges, aircraft docking guidance systems, baggage handling systems), capacity analyses, commissioning, inventory, surveying, geotechnical reports, subsurface utility engineering (SUE), Total Cost of Ownership Analysis and any and all other disciplines needed to complete design services for these projects. Consultant shall be aware that, based on the type and scope of the project, not all projects may require a full discipline team. Consultant is responsible for the coordination of all members of its design team.

3) DETAILED SCOPE OF SERVICES

The Delivery Orders may include, but are not limited to, some or all of the services listed below:

a) Planning/Development Services:

- i) Planning, programming, feasibility studies, computer modeling (including 3D visualization, renderings and architectural animation), environmental investigation and analysis, conceptual design development, plan coordination, cost estimating, site selection, budgeting, in adherence with FAA Part 77 Maps provide "Planning Level" height restrictions, scheduling and other related tasks.

b) Design Services:

- i) The Design Documents must illustrate and describe the refinement of the design of the Project and define the scope, relationships, forms, size and appearance of the Project by means of plans, sections, and elevations, typical sectional details, diagrams, equipment and furniture layouts. Airfield or civil related project by means of plans, profiles, typical sections, cross sections and details. The Design Documents must include specifications that identify major materials and systems, and establish, in general, their quality levels. Design Documents must also include all calculations, studies, technical evaluations and other tasks as required to provide complete Design Documents.
- ii) Consultant must provide a design so that all projects are in compliance with all local, state and federal requirements and codes. In addition, the Consultant must design each component of the project in accordance with the Board's design and construction standards. The Board's Design Criteria Manual is available for review at dfwairport.com. Where applicable, Consultant is encouraged to design within these standards and specifications or to prepare detailed technical justifications for any proposed variances. The Consultant will also be required to comply with the following:

- (1) Provide a qualified representative(s) to attend design coordination

Exhibit 1 – Scope of Services

- meetings and any other meetings upon request from DFW staff (attendance of disciplines will be determined by DFW staff).
- (2) Comply with, DFW Green Building Standards, latest edition and the DFW Construction and Fire Prevention Standards Resolution, latest edition. Coordinate with required utility companies, unless otherwise directed.
 - (3) Satisfy all FAA design criteria included in references as provided.
 - (4) Comply with applicable Federal Aviation Administration (FAA) Advisory Circulars for design and construction. (I.e. Safety Management Plans (SMS), etc.)
 - (5) Coordinate with the Board to develop special work sequence or schedule (if required), including permits, time restrictions, access, phasing, etc.
 - (6) Comply with Commercial Development guidelines and criteria as may be published for any development district.
 - (7) Develop list of basic design assumptions for Board approval.
 - (8) Provide optimized design solutions to maximize Board's Return-On-Investment where applicable.
 - (9) Validate design parameters ~~and cost estimates~~ for Common Infrastructure projects performed by Commercial Development Tenants.

iii) Design Documents

The Design Documents effort is comprised of two phases, (i) Preliminary Design Phase, and (ii) Final Design Phase. Consultant must submit to the Board a number of deliverables specified in an applicable Delivery Order. Consultant shall submit documentation supporting their Quality Assurance-Quality Control plan review with each submittal. The required submittals can generally be characterized as follows:

- (1) **Preliminary Design Phase (Phase I)** (typically 10%-35% design as defined in delivery order). At the outset of the design process, Consultant will be afforded the opportunity to review documented existing conditions, as well as any conceptual design. Review of existing conditions includes preliminary data and analyses prepared by others, including topographic, subsurface conditions, geotechnical, hydraulics and hydrology, and utility data. The Board makes no warranty that the site conditions are true and correct. If needed, Consultant must procure the services of a licensed Geotechnical Engineer and perform the services required to support preliminary design.

In general, Preliminary Design should address and define the entire scope of the Project. This includes defining capacities for all utility and other infrastructure systems. When alternatives do exist, these alternatives should be developed, evaluated and selected. Routing, alignments and locations for all distribution systems should be established. Subsequent phases of engineering design will refine the engineering studies and will be concentrated into preparing bid documents.

For all proposed structures, the Consultant must define its type, size and location and use subsequent phases of the design to provide additional details consistent with the initial design assumptions. Consultant must apply and document value engineering initiatives throughout this phase of the design. Airport operational impacts must be addressed by developing preliminary construction phasing and sequencing schemes. Consultant must develop assumptions regarding airport/airline operations. This preliminary project implementation plan should include an assessment of its

Exhibit 1 – Scope of Services

compliance with the overall project schedule and its potential cost implications.

Consultant will advance the design for the entire project and complete the Schematic Design Phase before delivering the Final Design of any portion of the Project. At the completion of the Preliminary Design Phase, Consultant must prepare a deliverable which must include a Preliminary Engineering Design Report (Basis of Design Report), plans, specifications, and provide the necessary information to support the development of a preliminary Opinion of Probable Construction Cost. The preliminary Opinion of Probable Construction Cost will be allocated to each package identified through the development of the Schematic Design Phase.

- (2) **Final Design Phase (Phase II)** (as defined in delivery order) Consultant will be required to complete the design for each Construction Bid Package or Work Package and prepare and submit drawings, specifications, calculations, the Sustainable Design Checklist, design reports and provide the necessary information to support the development of Opinion of Probable Construction Cost at this level of completion. The Consultant must submit Design Documents to the Board on a schedule established in an applicable Delivery Order. The Final Design Phase is generally defined as 70% design development documents, 100% Issued for Permit Documents, Issued for Bid Documents, Bidding Phase Support Services and compilation of the Issued for Construction Documents.

The Consultant will be responsible for responding to all review comments in writing and making necessary changes to the Design Documents prior to subsequent submittals, and for production and delivery of bid packages as directed by the Board.

The number of bid packages to be prepared will be determined in the applicable Delivery Order.

(a) 70% Design Submittal

Consultant must provide 70% Design Documents during the Design Development Phase, based on the accepted Schematic Phase submission. The 70% Design Documents must include sheets of the Construction Documents, completed to at least a 70% level. The 70% submittal must include a draft of the project specifications in their final format containing adequate technical information to supplement the drawings and to quantify materials, sizes, shapes and capacities. The 70% submittal is required to include an identification of long lead procurement items. Consultant must provide all calculations necessary to determine the final requirements and configuration of systems required for the execution of construction work. If the Opinion of Probable Construction Cost exceeds the Board's budget, the Consultant will be required to assist the Board in identifying potential construction cost reductions/value engineered cost savings to produce an Opinion of Probable Construction Cost at or less than the Board's budget as an alternative. Once accepted by the Board, the revised opinion of probable construction cost will be known as "[Engineer's Independent Estimate](#)."

The Board will review and provide comments on the

Exhibit 1 – Scope of Services

70% submittal. A set of review comments will be prepared and provided to the Consultant at the end of the review period. After delivery of the comments to the Consultant, the Board will schedule and conduct a meeting to review responses to review comments.

In addition to the Board's review, the Consultant's 70% Design Documents will be submitted to the appropriate jurisdictional agencies for review, comment and approval (if applicable). The Consultant will assist in obtaining agency approvals of plans and specifications, including updates and re-submittal of appropriate documentation.

- (b) **100% Issued for Permit Submittal** – The 100% submittal must address all comments and information received from the 70% Design Documents (or preceding submittal) and must be a comprehensive and complete set of documents in a format sufficient for permitting and procurement. The 100% submittal must include all specification coordinated with all drawings and “front end” documents. Calculations must be finalized with all necessary corrections from the 70% submittal.

Consultant must provide updated information to allow for the development of the Opinion of Probable Construction Cost based on the 100% level documents. If the updated opinion of probable cost exceeds the ~~Engineer's~~ Independent estimate at 70%, the Consultant will be required to assist the Board in identifying potential construction cost reductions/value engineering cost savings to produce a probable cost estimate that is at or less than the ~~Engineer's estimate~~ Independent estimate at 70%. The 100% documents must be revised to incorporate any such accepted cost reduction measures and resubmitted.

The Board will review and provide comments on the Consultant's 100% submittal. A set of review comments will be prepared and provided to the Consultant at the end of the review period. After delivery of the comments to the Consultant, the Board will schedule and conduct a meeting to review responses to review comments.

Consultant's 100% documents will be submitted to appropriate jurisdictional agencies and project stakeholders for review, comment and approval (if applicable). The Consultant will assist in obtaining approvals, including submit updates and re-submittal of appropriate documentation. Further the 100% documents must contain all information and documentation required to apply for and obtain a Building Permit (if applicable to the specific task), with the exception of the required Contractor information.

Consultant must assess the project risks and submit a Risk Assessment Report to the Board along with the Issued for Bid Review set. Consultant must document the source of the risk, attempts made during the course of the design to mitigate a risk, and potential effects and/or outcomes arising from an unmitigated risk.

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- (c) **Issued for Bid (IFB) Submittal**
After resolution of all comments received from the 100% design submittal, Consultant must provide a complete set of Bid Documents for review by the Board, Board will review and provide comments relative to the bid process. Upon receipt of the comments, the Consultant will make all required final edits to the Bid Documents.
Final drawings and specifications shall be complete for Issuing for Bidding and contain all information and documentation. The Consultant must deliver an "Issued for Bid" set of construction documents to the Board and the reprographic provider and must arrange and pay for document sets to be electronically distributed to designated plan houses.
- (d) **Bidding Phase Services**
Consultant must assist the Board in preparing Addenda, attending pre-bid meetings, providing responses to potential bidder's questions, written evaluations of bids, as requested the Board. This scope includes coordinating with the Board to address questions during the Addendum period, incorporating changes/clarification to the plans and specifications in the form of Addenda or conformed Issued for Bid documents, when required, and coordinating Addenda with the reprographics provider.
- (e) **Issued for Construction (IFC) Documents**
Consultant will prepare the "Issued for Construction" set of final construction documents conforming all Addenda items with the Issued for Bid documents and must provide the Issued For Construction documents to the Board no later than seven (7) calendar days after the bid opening.

c) Permitting Process

Consultant will be responsible for arranging reviews at the various stages of the design process to support the permitting process. At the 100% design completion phase as described in an applicable delivery order the Board will submit a permit application and the Consultant will be required to provide .PDF submittal of sealed sets of Construction Documents and all calculations necessary for the permit review process. Consultant must follow up on the review progress throughout the permit process to make all required corrections and to provide all required clarification documentations.

d) Construction Phase (Phase III) – Responsibilities of the Consultant during the construction phase will be specified in an applicable Delivery Order and may include, but not be limited to, the following:

- i) Visiting the jobsite to determine the progress and quality of the work and whether the work is proceeding in accordance with the Design Documents. If applicable, reviewing the construction progress for compliance with LEED certification requirements and obtaining and maintaining the required documentation for LEED certification. A site visit report will be prepared for each site visit conducted and submitted with the payment application.
- ii) Attending construction meetings for, among other things, coordinating, cost estimating, scheduling and discussing value engineering options.
- iii) Assisting the Board in evaluating the Contractor's initial submittals of project schedule, schedule of values, and list of required submittals. If applicable, Consultant will develop a plan for the Contractor's LEED submittals that coordinates with construction progress.

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- iv) Reviewing and approving samples, shop drawings and other submissions for compliance with the Design Documents and, if applicable, timely LEED submittal requirements, and responding within a maximum of 10 business days of receipt.
 - v) Reviewing requests for material substitutions and responding within a maximum of 10 business days.
 - vi) Reviewing Requests for Information ("RFI") submitted by the Contractor and responding within a maximum of 10 business days of receipt.
 - vii) Prepare specifications revisions and drawing revisions as necessary to support responses to RFI.
 - viii) Interpreting plans and specifications where disagreement may arise or due to any unforeseen or unusual construction conditions.
 - ix) Reviewing change proposals and preparing design change notifications (DCNs).
 - x) Consulting and recommending concerning Contractor generated value engineering proposals.
 - xi) Causing any changes during construction as a result of a DCN, RFI, approved substitution or Change Order to be reflected in the electronic files.
 - xii) Participating during the construction process in the third party commissioning process.
 - xiii) Inspecting the project with the Owner Rep to assist in the determination of when substantial completion is achieved, participating in preparing the punch list, and providing documentation to the Board when the project is substantially complete.
- e) Post Construction**
- i) Assisting in verification of punch list completion and final inspections of the project, as well as start-up of building systems and equipment and/or other commissioning activities.
 - ii) Reviewing Contractor's as-built drawing submittals, warranties, operation and maintenance manuals, and closeout information for accuracy and completeness and preparing the final set of record drawings and corrected specifications are complete for archiving.
- f) Project Scheduling**
- i) Consultant will be responsible for developing and maintaining the Design Schedule throughout the Delivery Order. The Design Schedule will consist of a Baseline Schedule and Monthly Schedule Updates developed using the Board's approved project planning software, Oracle-Primavera P6™ (current version or minimum version 6.2)
 - ii) The design schedule level of detail should be sufficient to represent the time required to accomplish the design phase for an individual Delivery Order and provide completion by milestone dates. It should include time for schedule review/approval process and time for incorporation of the final comments. Logic ties and activities that represent a critical path through the phases must be reflected in the schedule. Key interface points, and input required from other stakeholders are to be shown with dates that support the design schedule. If requested, Consultant must submit detailed schedule(s) that expands on the design schedule and ultimately supports the overall program schedules
 - iii) Consultant must have an individual who is identified as a Key Personnel, who can apply sound scheduling practices and is skilled in the planning and application of network techniques for design and construction projects and the use of Oracle's Primavera P6™ scheduling software.
 - iv) Design Schedule General Requirements
 - (1) The schedule must have a Work Breakdown Structure (WBS) which correlates with the Design Phases. Additional coding may be requested to allow the schedule to be sorted in various formats.
 - (2) Consultant must resource load each activity with labor hour requirements consistent with the personnel classifications used in the development of the fee schedules.
 - (3) The schedule must support the issuance of all Permits and Contracts which will be supplied by the Board.
 - (4) All activity constraint dates must be approved by the Board.
 - (5) Prior to submitting each update schedule, the Consultant must

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review all proposed changes from the Board.

- (6) Activities shown in the schedules must include all required deliverables.
- (7) Key interface points, contract modifications, addendums, bulletins, etc. must be identified.

v) Calendars

- (1) Schedules for design and procurement will be based on a 7-day calendar. Additional calendars may be allowed if approved by the Board.

vi) Baseline Schedule

- (1) The Baseline Schedule is a fixed project schedule used in measuring project progress and Consultant performance. Schedule assumptions supporting the basis of the Baseline Schedule will be listed and submitted. Consultant's Baseline Schedule must show all work to be completed within the Contract schedule, including any milestones, date for substantial completion; final completion and project close-out.
- (2) A Draft of the Baseline Schedule must be submitted fourteen (14) days after the issuance of a Notice-to-Proceed for the applicable project and include a .PDF of the bar chart and accompanying .xer schedule file. The approval of the Baseline Schedule is done for the sole purpose of ensuring all Critical Path Method (CPM) scheduling documents prepared by the Consultant are in conformance with the Contract's requirements. Modifications made to the applicable Contract may require Consultant to re-baseline the Project Schedule.

vii) Monthly Schedule Update

- (1) The monthly schedule update is used to compare the current and forecasted performance to the planned performance. A .PDF of the bar chart and accompanying .xer schedule file is due with the monthly Progress Report by the 15th of the month following the reporting period. The Primavera update must indicate a Data Date of the 1st of the month and have all progress and resources updated.
- (2) As part of the monthly schedule update, the Consultant must prepare a written narrative report, highlighting the progress during the past update period. The written narrative report will include, but not be limited to, the following information:
 - Summary of Work accomplished during the past update period
 - Analysis of critical path(s)
 - Analysis of time loss/gained during the update period
 - Identification of problem areas
 - Recommended solutions to current problems
- (3) The Consultant may not modify the original durations, activity relationships, constraints, manpower, or costs, add or delete activities, or alter Project CPM Schedule logic when updating the Project CPM Schedule without written approval from the Board.

g) Coordination – Consultant must provide technical and production-related coordination with respect to the services provided by other Consultants for related or enabling projects, as directed by the Board.

h) Quality Assurance Plan and Quality Control Procedures (QA/QC) – The Consultant will be required to prepare a comprehensive plan for QA/QC of its own engineering design work, including structured peer reviews, conformity to design standards, constructability reviews, drawing completeness and accuracy, and internal consistency and coordination. The plan must address the following:

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- Management responsibility
- Design standard and documents
- Document control
- Process control
- Standard of Care

Consultant's QA/QC plan for a Delivery Order must be submitted to the Board as part of the Consultant's proposal in response to a Delivery Order Services Request.

- i) **Progress Reporting** – Once each calendar month, Consultant must submit an invoice to the Board along with a Progress Report on services performed during the preceding one-month period. The invoice and report are due no later than the 15th of the month following the reporting month.

The Progress Report must, at a minimum, contain the following sections:

- i) Project Summary Narrative Report. This report must identify the services completed in the prior month, services to be completed in the current month, and areas of design concern, if any.
- ii) Summary of percent completion of major tasks and objectives defined in the Detailed Scope of Services, including any necessary back-up information.
- iii) Cost Status/Earned Value Summary Report. The Board will provide an example of an electronic version of this report to Consultant.
- iv) Bar chart schedule at a level of detail as directed by the Board.
- ~~v) Consultant's confirmation of the status of the estimate or opinion of probable cost relative to the Basis of Design in each Monthly progress report.~~
- ~~vi)v) Consultant's attestation that all design files and other project documents have been uploaded to the Board's specified document management system and that the uploaded files are current as of the date of the Progress Report.~~
- ~~vii)vi) Monthly Schedule Update.~~
- ~~viii)vii) The Board, at its discretion, may direct Consultant to alter the format of any monthly Progress Report, provide more detail in certain sections of it or require additional subject matter sections be included within it.~~

- j) **Document Management** – All documents produced as part of the Consultant's services must be produced and recorded in accordance with the Board's document preparation and management requirements, which will be provided to Consultant separately.

- k) **Technical coordination support** – Consultant may be required to participate in discussions and/or other collaborative roles with various entities; including, but not limited to, the following:

- Board staff (All Departments);
- Other Consultants/contractors;
- Airline/Tenant representatives;
- Federal Aviation Administration;
- Transportation Security Administration;
- Emergency response agencies;
- State and Federal Regulatory agencies;
- Public agencies;
- Political Subdivisions; and/or
- Public utilities

- l) **Value Engineering** – The Board will provide the Consultant an opportunity to implement a Value Engineering (VE) process.

- i) The criteria included within FAA Advisory Circular 150/5300-15 are referenced to guide the application of any VE proposal. The Consultant must submit a request for a VE review and receive written approval prior to implementing any change to the project approach, probable opportunity for life-cycle costs savings, the suggested revision purpose, design restrictions and possible operations and schedule impacts. A VE request for consideration must be submitted prior to the completion of the Preliminary Engineering Phase. If granted, the Consultant will fully develop a Value Engineering Plan to a negotiated scope and fee. Sharing of the VE life-cycle savings will not be considered in the services agreement.

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- ii) Opportunities exist for VE benefit to the Board on tasks such as, but not limited to, program/project phasing and sequencing, materials management and sustainability initiatives.
 - m) **Change Management** – If the Board identifies any changes that it wishes to make to the Project scope, it will notify the Consultant or, if Consultant believes that any recommendations made by the Board will result in a change of project scope, it will notify the Board. The Consultant will then quantify the cost impacts of such changes (i.e., construction, engineering, and management, project insurance and contingency) and calculate the impact on the Schedule. In addition, the Consultant must identify the decisions needed to evaluate the change and the responsible parties for such decisions. Consultant must submit such information within seven (7) days of notice of change to the Board for its direction.
 - n) **Timeliness of Performance** – All services must occur at the appropriate times required for the timely execution and completion of the specified deliverables in accordance with the schedule. Prior to Consultant's commencement of services, and at periodic times thereafter, the Board may identify certain tasks or sub-tasks as having greater or lesser priority at that time, and Consultant must act in accordance with such changed priorities. Consultant must evaluate the impact on the schedule and review those impacts with the Board as part of the approved change management process.
 - o) **Sustainable Design** – As part of the Board's goal to incorporate environmentally sustainable design in building and infrastructure improvements, Consultant is required to identify and provide a Leadership in Energy and Environmental Design (LEED) accredited professional on its staff to assist with design. A copy of the individual's LEED certificate must be provided to the Board upon request.
 - i) Consultant must reference the "Green Building Standards" latest edition, evaluate all available options and make formal recommendations to the Board for approval. Consultant must then implement and oversee the measures approved by the Board. Consultant shall implement best management practices for each project. (The Green Building Standards publication is available on the web at: www.dfwairport.com.)
 - p) **Support Services**
 - i) Special Studies and Site Visits: Consultant must research and prepare any special studies required by the Board for the planning and development of project scope requirements or parameters.
 - ii) Peer Review: Consultant may be requested to provide peer review services for work performed by other design Consultants as well as analyze other projects to determine if they were completed in accordance with all applicable Board standards criteria, schedules and budgets.
 - iii) Conferences: Consultant may, at the direction of the Board, be required to attend certain conferences. Consultant must keep meeting minutes and distribute them, in a timely manner, to attendees and other designated parties.
 - iv) Consultant must also assign a project manager qualified to act in a liaison capacity, and available at all times, on all matters pertinent to each Delivery Order issued under the Contract.
 - q) **DFW Brand Standards**
 - i) Consultant must comply with all DFW Brand Standards in rendering services, to include: (color, fonts, pattern, photography principles, imager, sub-brands, brand fundamentals and overview, design guidelines, as well as visual and verbal branding systems.)
- 4) **DELIVERABLES**
- a) **General**
 - i) Consultant must prepare, assist in the preparation of, provide or review deliverables and provide follow-up, including, but not limited to written reports, engineer's reports, basis of design manuals, plans, analysis, presentations, regulations, permit applications, design concepts, design work programs, Design Documents, design calculations, reference data, design manuals, contract drawings, documents submitted for permit, electronic data files, technical specifications, assessment of risk document, material schedules and quantity takeoffs, ~~cost estimates~~, detailed design and construction schedules,

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graphs, charts, composite drawings and/or diagrams of existing conditions, preliminary and underlying data, supplemental surveys provided by or to the Consultant including results of site investigations, utility investigations, or supplemental investigations of subsurface conditions, and other documents and information necessary for performance of the services ("Deliverables}).

b) CADD Deliverables

- i) Consultant must provide the number of hard copies and electronic copies as specified in the applicable Delivery Order. All deliverables must be accompanied with a single, consolidated digital version in PDF with the same content and in the same order as the hard copy.
- ii) Consultant must submit to the Board all working files (including, but not limited to, CADD, worksheets and BIM models) at the time of milestone(s) deliverables required by the Agreement and applicable Delivery Order. Construction Documents must be developed in accordance with the Board's CADD/BIM Standards and transmitted electronically to the Board via solid-state storage device or the Consultant's download web interface. Submittals will be accepted by the Board in a format approved by the Agreement and applicable Delivery Order.
- iii) Each drawing must indicate the Consultant's name, address, phone number, Consultant and Board Contract Number, Board Permit Number, Texas Department of Licensing and Regulation Architectural Barriers Project Registration Number, date or revision date, and scale, consistent with the title block specifications detailed in the CADD Standards.
- iv) All drawings and specifications must also be placed on the Board's specified document management system (i.e. Primavera Unifier etc.) on a regular basis. On a monthly basis, Consultant must provide all files on the specified document management system are the most current. Consultant will submit the CADD Deliverables to the Board. The Board will review and examine the files, and Consultant must correct any errors detected at no additional cost to the Board.

c) Specification Deliverables

- i) Consultant will be required to submit specifications in the format directed in the DFW Design Criteria Manual, or as otherwise directed by the Board, as the basis for writing and transmitting all specifications developed under the Contract.
- ii) New or customized specification sections, not currently included in the Board Master Specifications, must be developed utilizing the Board Master Specification current CSI format and software. Specifications must be transmitted for all reviews, between the Consultant and the Board, electronically utilizing the Board on-line file sharing system. A limited number of hard copies (printed) of the specifications may also be required for the review process.
- iii) Solicitation documents (e.g. Instruction to Bidders/Instructions to Proponents), General Provisions, Special Provisions, and Mandatory Provisions (Federal contracts only), and Division 00 and 01 Guide Specifications produced by the Board will be provided to the Consultant for inclusion with 100% Issued for Permit and Issued for Bid submittals. Consultant shall update and modify the Board provided Guide Specifications as necessary for the specific project and the Consultant is responsible for sealing/stamping and signing the Division 00 and 01 specifications included in the deliverables.