

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

**ADDENDUM NO. 03  
FOR**

**DFW AIRPORT HOLDROOM CONCEPT DESIGN  
CONTRACT NO. 8500355**

**February 15, 2018**

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

**RFQ Revisions**

1. Part 2 – Contents of Qualifications Statements/Required Submittals paragraph 3.f.i is revised and replaced with the attached to address questions and clarifications below.
2. Appendix 4 – The Agreement, Exhibit 1 –Scope of services, paragraph 3.a.iv.4 is revised and replaced with the attached to address questions and clarifications below.

**Schedule Revisions**

1. N/A

**Solicitation Questions (Q) and Answers (A)**

1. (Clarification) – The RFQ Part 2, Paragraph 3.f.i.3 provides a 3D scan as point of reference for each Conceptual Design submitted by Respondents. This is a visual scan only and is only to be used as a point of reference for starting size and shape for the basis of your conceptual design. This space does not define the actual space that will be designed upon award of this Contract. Actual space(s) to be designed will be defined within each Delivery Order.
2. (Q) For gates D12 and 14 as well as surrounding areas will these documents be provided; Revit or 3d Model file or AutoCad floor plan, reflected ceiling plan, sections, and interior elevations or AS built PDF documents?  
  
(A) No digital files will be provided, see clarification above.
3. (Q) Is it possible to share the scan of the space issued with Addendum 1 in a Downloadable format?  
  
(A) No digital files will be provided, see clarification above.
4. (Q) The RFQ submittal states “The Holdroom design shall be no greater than \$275/SF unless directed by the Board.” Is a Detailed Cost Estimate required in the RFQ submittal? Should it include materials costs only or also installation/construction?  
  
(A) See revised RFQ Part 2, paragraphs 3.f.i.2.a and 3.f.i.3.a.

5. (Q) In Appendix 4, Exhibit 1, 3) a) iv (1) 10% Concept Schematic Design Phase, (a) (iv), it states "The Consultant shall scan the existing design space to create a 3D model." A scan has been provided to the Respondents via Addendum #1. Is this scan sufficient so that the winning team can use it to create a 3D model, or will the winning team need to conduct another scan to be used for this purpose?

(A) See clarification above. Any available digital files will be shared with the awarded team for each space being designed, as defined within each Delivery Order.

6. (Q) Please confirm the project budget of \$275/SF will need to include the cost of electrochromic glass.

(A) Yes.

7. (Q) On Page 7 of Appendix 4, Exhibit 1, under (4) Elements of Design, the following statement is included. "Consultant must provide a complete concept design memorandum, and scale model for the selected Concept Schematic Design...." Please describe and confirm the "scale model" required in this statement.

(A) See revised RFQ Part 2, paragraph 3.f.i.2.a and paragraph 3.f.i.3.a.

8. (Q) If we were to have a concessions expert on the team, would they be excluded from bidding on the concessions operator role?

(A) Refer to the RFQS, Part 1 paragraph 8.f. Also see Addendum No.2 Clarification No.1.

9. (Q) Per the scope of work described, we assume there will be no Civil or Landscape work needed for this project. Is it acceptable to not include these disciplines as part of the project team, with the understanding that if the scope increases during the course of the project, these disciplines could be added if needed? Referencing Exhibit 1 - Scope of Services, 3) Detailed scope of services, a) Design Services, iv) Design Documents, (4) Elements of Design.

(A) See revisions to Exhibit 1 – Scope of Services paragraph 3.a.iv.4.

10. (Q) Questions about the site:

1. What are the limits of the "site" at gates D12 & D14?

i. Does it include only the carpeted area of the holdrooms?  
ii. Does it include the gate counters, queueing, and boarding door areas of each gate?

iii. Does it also include the Concourse circulation and seating areas across the Concourse circulation near the concessions areas?

2. The RFQ mentions including amenities in the design. Are we going to need to accommodate existing amenities and wayfinding as is or can we address them as new elements of the design?

(A) 1.i Yes  
1.ii No. This could be in scope based on each Delivery Order issued after award.  
1.iii No. This could be in scope based on each Delivery Order issued after award.  
2. This may be addressed as new elements of design.

11. (Q) Should the winning team anticipate to meet the M/WBE percentage participation requirements in each delivery order or only for the overall project total participation?

(A) The Contractor is committed to compliance with the M/WBE Administrative Procedures in its performance of the Contract. The Contractor will continually pursue a level of M/WBE participation that equals or exceeds 35% goal under the Contract.

12. (Q) As a subconsultant under 8500323 - Planning Services, per Addendum #1, we assume we are not in conflict by submitting on this RFQ. Please confirm if we need to provide a letter from the Prime Consultant agreeing to terminate our contact at the notice of selection.

(A) No letter is needed from Subconsultants on this contract as clarified in Addendum No.2.

13. (Q) The RFQ states...“(3) The Holdroom design shall be no greater than \$275/sqft unless directed by the Board.”

Can you please tell me what the Airport’s assumptions are as to what is included, and/or excluded, from this stated budget number?

(A) See revised RFQ Part 2, paragraphs 3.f.i.2.a and 3.f.i.3.a.

14. (Q) In a lot of our projects the FFE elements will fall under a separate contract.

For the holdroom project – will the purchase of furniture be inclusive of the construction budget? I’m trying to establish so I know whether using a MWBE furniture vendor will aid in reaching the 35% requirement.

(A) Actual construction will be completed under a separate construction contract. Construction cost including materials, which are not a part of this contract, will be subject to their specific construction contract M/W/S/DBE goals. Please refer to Exhibit 1 – Scope of Services of the draft agreement.

## Part 2

### Contents of Qualifications Statements/Required Submittals

#### 1) Formatting of Qualifications Statements

- a) **Page Limit and Format** – Qualifications Statements are limited to a maximum of twenty (20) 8 ½” x 11” pages as detailed below. Each page should be numbered sequentially. Qualifications Statements may be submitted single or double sided, each printed side of any page will count as a numbered page. 11”x17” paper may be used for large exhibits; each printed side of an 11” x 17” page will count as 2 numbered pages unless otherwise directed below. Resumes and forms (including attachments to such forms prepared by Respondent) do not count toward applicable page limits.
- b) **Original Signature(s)** – All documents within a Qualifications Statement requiring a signature must bear the original signature of an authorized signatory.
- c) **General Contents of Qualifications Statements** – A Respondent must submit a complete Qualifications Statement in response to this RFQS in the format specified in this RFQS; no other format will be considered.

#### 2) Summary of Information Required to Be Included in Qualifications Statement

- a) **Information Drafted And Provided By A Respondent** – Each Respondent must provide the following information in its Qualifications Statement:
  - i) Cover Letter
  - ii) Executive Summary
  - iii) Organizational Structure/Staffing Plan
  - iv) Quality Control and Quality Assurance
  - v) Specialized Experience and Technical Competence in the Type of Services Being Procured
  - vi) Conceptual Design
  - vii) Consultant Key Personnel Resumes
  - viii) Overall Experience, Qualifications and Performance on Previous Similar Projects
  - ix) Affirmative Action and M/WBE Participation
- b) **Certificates and Information Provided by a Respondent on Forms Provided by Board**
  - i) Appendix 2 – M/WBE Certificates
  - ii) Form 1 – Business Disclosure Form
  - iii) Form 2 – Work Force Composition
  - iv) Form 3 – Questionnaire
  - v) Form 4 – Commitment To Minority/Women Business Enterprise Participation Form
  - vi) Form 5 – Schedule of Subcontractors (Preliminary)
  - vii) Form 6 – Disclosure of Lobbying Activities
  - viii) Form 7 – Intent to Perform Contract as a M/WBE Subcontractor

#### 3) Detailed Information Requirements

- a) **Cover Letter** (1 page maximum) – The cover letter must accompany the executive summary and include:
  - i) Respondent’s name, address, telephone number and fax number, signed by a person authorized to act on behalf of Respondent
  - ii) The name, title, address, e-mail address, telephone number and fax number of the person signing the letter and to whom all future correspondence and/or communications may be directed by Board concerning this solicitation
  - iii) The type of business entity that proposes to enter into an Agreement with Board and the identity of any other business entities that will comprise Respondent
- b) **Executive Summary** (2 page maximum) – The purpose of the Executive Summary is to provide an overview of Respondent’s qualifications to perform the Services outlined in this RFQS. At a minimum, the Executive Summary must contain the following information:
  - i) Complete legal name of Respondent and the name of the legal entities that comprise Respondent. Respondent must provide the domicile where each entity comprising it is organized, including entity name, brief history of the entity (including services provided), contact name, address, phone number, and facsimile number, as well as the legal structure of the entity and a listing of major satellite offices;
  - ii) The general and specific capabilities and experience of Respondent’s Team, including

Subconsultants/Subcontractors and individuals working for Respondent or its Subconsultants/Subcontractors. Respondent must discuss how the team was formed and how the team will function as an integrated unit in providing Services to Board.

- c) **Organizational Structure/Staffing Plan** (3 page maximum) – Respondent’s Organizational Structure Section of the Qualifications Statement should introduce the proposed Respondent team by:
- i) Providing Respondent’s Management Organizational Chart both graphically and in narrative format. The Organizational chart and narrative should provide a description of Respondent’s views on how it will organizationally provide the Services, as well as depict the relationship of its key personnel roles to that of the Principal-in-Charge and other key members of the management team. The Management Organizational Chart should illustrate Respondent’s detailed staffing response to Appendix 4 – The Agreement (Scope of Services).
  - ii) Describing how the organizational structure will incorporate the role of Subconsultants/Subcontractors in a well thought out approach to providing the Services.
  - iii) Providing the names of proposed candidates for each function on the chart.
- d) **Quality Control and Quality Assurance** (2 page maximum)
- i) Respondents should provide a detailed description of Quality Control and Quality Assurance plan and implementation strategies for the Prime and Subconsultants. Respondents should provide examples of its measurable matrix and check/balance structure before deliverables are issued to the Owner.
- e) **Specialized Experience, and Technical Competence in the Type of Services Being Procured** (3 page maximum)
- i) Respondents should provide a detailed narrative describing any specialized experience and technical competence in providing the Services and developing phased design documents to minimize impact to operation of an airport or other operationally intensive facility.
- f) **Conceptual Design** (4 page maximum)
- i) Respondents must provide conceptual design(s) of an Airport Holdroom as described in Appendix 4 – The Agreement (Scope of Services). Overall aesthetic design must be depicted in Respondent’s conceptual design.
    - (1) A minimum of 1 design is required and no more than 2 designs may be submitted.
    - (2) Respondents must provide an estimated construction cost for each conceptual design provided.
      - ~~(2)(a)~~ This is a detailed estimated that will include all material, construction, and installation cost of the proposed design. Total cost will also be depicted as price / sqft.
      - (3) The Holdroom design shall be no greater than \$275/sqft unless directed by the Board. Terminal D waiting area D12 and D14 will be the point of reference of each Conceptual Design. A 3D scan of this reference can be found here: <https://my.matterport.com/show/?m=iu3RBWiPoXM&brand=0>
        - (a) Total sqft of this carpeted area is approximately 5,339.3 sqft (168 feet, 2 inches by 31 feet, 9 inches).
        - (b) Ceiling height is variable:
          - (i) From the exterior glass, the soffit height is 12 feet, 3/4 inches for 9 feet, 4 inches
          - (ii) For the next 7 feet, 9 inches the ceiling soffit height varies from 12 feet, 3/4 inches to 14 feet, 2 inches (straight line)
          - (iii) The remaining 14 feet, 8 inches of ceiling height is 27 feet, 2 inches.-
      - ~~(3)(c)~~ A copy of the “DFW Ambience Guidelines Manual” is provided for reference only on [www.dfwairport.com/business/solicitations](http://www.dfwairport.com/business/solicitations), Respondents are not required to use this document.
      - (4) Acceptable submittal formats include, but are not limited to, plan sheets and detailed renderings. These must be printed on 11x17 paper and included in the Qualifications Statement binder, no electronic files will be accepted other than the complete copies as directed in No.4 below.
        - (a) 11x17 prints will only count as one sheet for this section only.
        - (b) At least two 11X17 renderings are required; 1) One view into the Holdroom space and 2) One view from within the Holdroom space.
        - (c) Renderings must demonstrate amenities, functionality, ambience and adaptability of design.
- g) **Consultant Key Personnel/Resumes** (no page maximum)
- i) Identify and provide resumes for the individuals that the Respondent will use to provide the Services. By submitting Resumes for individuals to provide Services, Respondent is certifying that

such individuals will be available to provide Services during the term of the Agreement.

- ii) Resumes should be organized as follows:
  - (1) Name and Title
  - (2) Professional Background
  - (3) Current and Past Relevant Employment
  - (4) Education
  - (5) Certifications
  - (6) Licenses
  - (7) Relevant knowledge
    - (a) List of 5 relevant projects within the past 5 years:
      - (i) Client Name
      - (ii) Project description
      - (iii) Role of the individual (duties, responsibilities and accomplishments)
      - (iv) Project actual or expected completion date
      - (v) Client List/Reference Contact
      - (vi) Documentation submitted in response to the Clause entitled "Consultant Key Personnel/Resumes" will not count towards any page limits established in this RFQS

**h) Overall Experience, Qualifications, and Performance on Previous Projects (2 page maximum)**

- i) Describe 2 designs within the past 5 years that Respondent participated in, demonstrating the experience of the Respondent. This should include references.
- ii) Provide project descriptions described in Part 1 paragraph 6 – Minimum Qualifications. (Reference documents will not count against page limit)

This section will be scored as either pass or fail, no partial points will be earned.

**i) Affirmative Action and M/WBE Participation (3 page maximum) – Each Respondent should provide a narrative in its Qualifications Statement describing the following:**

- i) Affirmative Action Plan – Respondent's Affirmative Action Plan and/or policy statement, including goals with respect to hiring staff for the Agreement and any Delivery Orders that may be issued under it. Such plan must include, but not be limited to: goals for women and minorities for management and non-management positions.
- ii) Description of Commitment – How will the Respondent manage expectations and commitment to firms that have been identified in the Qualifications Statement that will be utilized to fulfill Respondent's M/WBE requirements? In addition, explain the selection of Respondent's team composition, including diversity within the team and any opportunities given to team members that may be new to Respondent's team and why they were selected.
- iii) Description of Business Development, Technical Assistance, and/or Capacity Building Initiatives – Description of Respondent's commitment to programs, assistance or support to enhance the capacity or facilitate the participation of M/WBE's, including outreach and a proposed mentoring program.
- iv) Private Sector Participation – Describe Respondent's ability to demonstrate M/WBE participation on private sector work or on contracts that require no goals. How is the overall effectiveness of Respondent's diversity and inclusion initiatives measured? Is it tied to a goal or metric? If so, what is the goal/metric and how has Respondent performed in relation to the goal historically?
- v) Assurance – What steps will Respondent take to ensure it meets the M/WBE participation goal and does Respondent have a dispute resolution/mediation plan in place for modification, elimination or termination of a M/WBE. In addition, who will oversee Respondent's M/WBE program and at what level are they within Respondent's organization? Also describe this individual's commitment to M/WBE programs, assistance or support to enhance the capacity or facilitate the participation of M/WBE firms under the Agreement and any Delivery Orders issued pursuant to it. What systems does Respondent have in place to reach its M/WBE participation and is Respondent familiar with Board's B2GNOW system and, if not, what steps will Respondent take to learn the system?

**4) Submission of Qualifications Statements**

- a) Contents – A Qualifications Statements will consist of 1 submittal in a 3-Ring Binder.
- b) Identification – A Qualifications Statements must clearly identify the name of the project: Request for Qualifications Statements for Contract No. 8500355 DFW Airport Holdroom Concept Design , and the

- name and address of Respondent.
- c) Copy Requirements – Copy requirements for a Qualifications Statement are: 1 original and 6 hard copies and 7 flash drives, each with a copy in pdf format saved to it. Each flash drive should be individually labeled with the contract number, respondent firm name and clipped within each binder (one flash drive per binder).
- d) Organization – The Qualifications Statement contained in the 3-Ring Binder should have each information category clearly identified and/or separated by labeled tabs (not counted against page limit) and organized in accordance with subject matter sequence set forth in this RFQS.
- e) Submittal Package – All contents must be submitted in a sealed box or boxes clearly labeled with firm name and Contract No. Each box submitted must be timestamped at time of submittal prior to the due date and time.

**5) Submittals** – The following submittals must be completed and submitted with each Qualifications Statement. This table is included for Respondent’s convenience and may be used to track the preparation and submittal of certain required information with its Proposal.

Item #	Required Qualifications Statement Submittal - Check Sheet	Check (√)
1.	Appendix 2 – M/WBE Certificates	
2.	Form 1 – Business Disclosure Form	
3.	Form 2 – Work Force Composition	
4.	Form 3 – Questionnaire	
5.	Form 4 – Commitment To Minority/Women Business Enterprise Participation Form	
6.	Form 5 – Schedule of Subcontractors (Preliminary)	
7.	Form 6 – Disclosure of Lobbying Activities	
8.	Form 7 – Intent to Perform Contract as a M/WBE Subcontractor	

## **Exhibit 1 – Scope of Services**

### **1) GENERAL REQUIREMENTS**

- a) Services provided under this Agreement will consist of providing aesthetic concepts for the design of the Holdroom: 10%, 35% Schematic Design Documents, Final Design Documents and Construction Phase services under the direction of the Board Senior Staff as directed.
- b) All work and each phase 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) The Schematic Design Documents must illustrate and describe the conceptual design of the Project and define the scope, relationships, forms, size and appearance of the Project by means of plans, typical sections, elevations, diagrams, and equipment layouts. The Schematic Design Document must identify major materials and systems, and establish, in general, their quality levels. Schematic Design Document must also include all studies, technical evaluations and other tasks as required to provide three concept design options and one final concept design option. One of the three options will be selected by the selection committee for this project. The selected option will then be moved forward to the 35% Preliminary Design Phase (Phase I).
- e) Consultant must ensure that the project is designed 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 at [dfwairport.com](http://dfwairport.com) and the Consultant shall design within these standards and specifications where applicable by scope. Texas Department of Transportation (TxDOT) standards will be utilized where applicable.
- f) The Consultant and sub-consultants shall author all project contract documents utilizing BIM software. Models will be used to develop contract documents. Model Content shall be developed utilizing AutoCAD Civil 3D or Revit products in accordance with the DFW BIM standards. The model will include, but is not limited to: all underground utilities; airfield civil improvements; building structures; other structures; M/E/P systems; low voltage systems; special systems; conveyances systems; architectural building systems; and, FF&E. Refer to the project execution plan for complete Model Element Detail listing.

The Design Consultant will be responsible for developing the BIM, during the design phase, to include the attributes or information attributed to an LOD 350 such that assemblies and parts necessary for coordination of the specific model element with nearby or attached elements are modeled. Specific discipline model LOD's are spelled out in the BIM Matrix as part of the BIM Project Execution plan. These parts will include such items as supports and connections. The quantity, size, shape, location, and orientation of the element as designed can be measured directly from the model without referring to non-modeled information such as notes or dimension call-outs.

The model will be utilized to develop the deliverable documents and any visual renderings required in the delivery order. Additional Uses are spelled out in the DFW Standards and Project BIM Execution plan.

Further, at the Owner's discretion, the model will be made available to the potential bidders as part of the solicitation and contract documents. However, prior to solicitation the Consultant will be responsible for executing a clash detection analysis and resolving all identified clashes.

- g) The Board intends to publicly solicit for the delivery of the construction project upon completion of final design (by others).



## **Exhibit 1 – Scope of Services**

- h)** The Consultant will also be required to:
  - i) Comply with the DFW Construction and Fire Prevention Standards Resolution, latest edition.
  - ii) Comply with TxDOT design requirements, latest editions.
  - iii) Coordinate with DCC, to develop special work sequence or schedule (if required), including permits, time restrictions, access, phasing, etc.
  - iv) Develop list of basic design assumptions for DCC approval.
  - v) Provide optimized design solutions to maximize Board's Return-On-Investment ("ROI") where applicable.

### **2) TYPES OF SERVICES**

- a) Engineering** – Providing professional Services that involve the practice of engineering, as that term is defined in Chapter 2254; Subchapter A; of the Texas Government Code, including Section 2254.002 of that Subchapter, and the Texas Occupations Code; Title 6; Subtitle A; Regulation of Engineering and Related Practices.
- b) Architectural** – Providing professional Services that involve the practice of architecture, as that term is defined in Chapter 2254; Subchapter A; of the Texas Government Code, including Section 2254.002 of that Subchapter, and the Texas Occupations Code; Title 6; Subtitle B; Regulation of Architecture and Related Practices.
- c) Ancillary Services**  
General Description: These Services involve certain ancillary personal, professional and planning services that are related to the 2254 Services and that are exempt from formal, competitive procurement requirements pursuant to Chapter 252 of the Texas Local Government Code; Section 252.022(a)(4).

### **3) DETAILED SCOPE OF SERVICES**

The Consultant will provide design services for the design of one or more DFW Holdrooms as identified by the Board. The intent of the project is to elevate customer experience and improve the amenities and the functional layout of space. The "DFW Terminal Ambience Guidelines Manual" will be provided for reference in developing the design.

The Scope of Services will include the services listed below:

- a) Design Services**
  - i) The Holdroom is intended to be a comfortable and functional space that is adaptable to passenger needs and is customer focused. The project goals that should be addressed in design include:
    - (1) End to end customer experience;
    - (2) Personalize experience with Technology;
    - (3) Explore technology and opportunities that will elevate customer experience;
    - (4) Improve Seating layout;
    - (5) Comfort – in selection of seating, thermal comfort etc.;
    - (6) Demonstrate adaptability of seating and layout for passengers for different times of day and differing needs (daytime vs late flights, layovers, delayed passengers, business travelers and leisure travelers);
    - (7) Explore coordinating with concession spaces that may include integrating concessions into holdroom seating;
    - (8) Natural and artificial lighting for comfort and function.
    - (9) Design should incorporate "electrochromic dynamic glass" glazing technology that allows the ability to adjust window tint to reduce light, heat, and glare.
    - (10) Selection of materials should focus on durability, custodial maintainability, and accessibility.
    - (11) The Consultant shall design to a cost of no greater than \$275/sq-ft unless otherwise directed by the Board.

## **Exhibit 1 – Scope of Services**

- ii) 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 and equipment layouts. 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.
- iii) In addition to the requirements listed in Section 1, e), Consultant will also be required to comply with the following:
  - (1) Provide a qualified representative(s) to attend design coordination meetings and any other meetings upon request from DFW staff (attendance of disciplines will be determined by DFW staff).
  - (2) Comply with latest editions of DFW Green Building Standards and the DFW Construction and Fire Prevention Standards Resolution. Manage all coordination 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) Develop list of design assumptions for Board approval.
  - (6) Provide optimized design solutions to maximize Board's Return-On-Investment.
- iv) **Design Documents** – The Design Documents effort is comprised of four phases, 10% Concept Schematic Design Phase (Phase 0) and Preliminary Design Phase (Phase I), Final Design Phase (Phase II), and Construction Phase (Phase III). Consultant must submit to the Board a number of deliverables specified in an applicable Delivery Order. Consultant shall submit documentation supporting Quality Assurance plan review with each submittal. The required submittals can generally be characterized as follows:
  - (1) **10% Concept Schematic Design Phase (Phase 0)** will be defined by one Concept Schematic Design document submittal milestone at 10%.
    - (a) The Consultant must provide 10% Concept Schematic Design Documents based on all applicable Airport, TxDOT, FAA Design Standards, AASHTO Standards and Fire Code Design. The 10% Concept Design Documents must describe through narrative and architectural artist renderings/illustrations the programming of the Project, to include but not be limited to, the following elements of design:
      - (i) Must illustrate and describe the proposed layout and functional use of the space; meet seating requirements; recommendations for floor, ceiling, and wall finishes; technology; seats, doors and fixtures; and proposed digital displays for the project.
      - (ii) At least one design alternative should illustrate the guidelines in the “DFW Terminal Ambience Manual”. The two additional design options may include elements not in the Ambience Manual but recommended by the Consultant to meet the goals of the project.
      - (iii) Each alternative should include a preliminary evaluation of Constructability that considers construction time, phasing, and potential impacts on operations, concessions, and other tenants.
      - (iv) The Consultant shall scan the existing design space to create a 3D model.
      - (v) If a system is to be modified, the Consultant shall develop a single line diagram that illustrates this in the 10% Conceptual phase.
      - (vi) The 10% deliverables for each design option must include (but not limited to)
        - 1. Preliminary Drawings showing layout with dimensions and clearances,
        - 2. Preliminary Constructability and Phasing plan

## **Exhibit 1 – Scope of Services**

3. A preliminary amenities list including: fixtures and accessories; data needs; mounting heights, power outlets, seats, etc.
  - (b) At least two (2) architectural renderings per conceptual option. The renderings must show the entire holdroom illustrating passenger usage of space, lighting (natural and nighttime), and amenities
  - (c) A concept design review meeting will be required regarding comments from the 10% submittal. The result of the meeting is to provide consensus on the comment matrix for the completion of the concept design and submittal for the Final Concept Design.
  - (d) At 10% level of design, three distinct concepts will be developed and presented from which the Board may choose to progress one or combine various elements of all three to progress to the next level of design.
  - (e) The concepts will be presented as artist renderings in isometric projection view.
  - (f) Consultant will hold a day-long design charrette to present the options to Board staff and work to refine concepts.
  - (g) ROM Construction and Maintenance Cost Estimates for the three concept design option.
- (2) Preliminary Design Phase (Phase I)** typically progresses the design from 10% to 35% design, and as defined in each delivery order. At the outset of the design process, Consultant will be required to review documented existing conditions, as well as any conceptual design. Review of existing conditions includes preliminary data and analyses prepared by others, including utility data. The Board makes no warranty that the site conditions are true and correct.
- (a) In general, Preliminary Design Phase 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.
  - (b) 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 and associated cost impacts. This preliminary project implementation plan should include an assessment of its compliance with the overall project schedule and its potential cost implications.
  - (c) Consultant will advance the design for the entire project and complete the Preliminary Design Phase. At the completion of the Preliminary Design Phase, Consultant must prepare a deliverable which must include a Preliminary Design Report (Basis of Design Report), plans, specifications, and produce and or assist Board estimators in producing a preliminary Opinion of Probable Construction Cost. The preliminary Opinion of Probable Construction Cost must be allocated to each package identified through the development of the Schematic Design Phase.
  - (d) The Consultant must provide 35% Schematic Design Documents for the preferred concept design, based on all applicable DFW Design Criteria Manual, TxDOT Design Standards, FAA Design Standards, Fire Code Design. The 35% Design Documents must describe through narrative and architectural renderings/illustrations the programming of the Project, to include but not be limited to, the following elements of design:

## **Exhibit 1 – Scope of Services**

The 35% Design Documents must illustrate and describe the refinement of the accepted 10% Concept Design Submittal (if required) for the Project. All comments on the 10% conceptual plans must be addressed. It must refine the scope of work, relationships, form, size, and appearance of the Project by means of drawings of plans, sections and elevations, typical section details, diagrams, and equipment layouts. The 35% Schematic Design shall advance the 10% design, and include Engineering Plans and Details, and outline technical specifications for each element of work defined below:

- Floor Plans illustrating the demolition and new layout
- Building sections
- Structural sections and floor plan
- Project Systems Scope Definition (Mechanical, Lightning, Plumbing, Fire Suppression, Information Technology, Security, Public Address, Fire Alarm, etc. as applicable to this Project).
- Preliminary material finish schedule
- Material Boards/ Options
- Preliminary fixture and accessory list
- Preliminary Code Analysis
- Renderings

In this phase the Consultant shall advance the design of the work items to a level that will assist the Owner to finalize determinations regarding the project requirements.

(i) ROM Construction and Maintenance Cost Estimates for the selected option

(e) In conjunction with the project submittals, design review meeting will be required to discuss review comments from the 35% submittal. The result of the meeting is to provide consensus on the comment matrix for the completion of the final design.

(f) A Constructability Review meeting will be required to allow the Construction team to review the design for constructability.

**(3) 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. A Constructability Review will be conducted during the final design phase. 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.

(i) 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

## **Exhibit 1 – Scope of Services**

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.

- (ii) Consultant must produce and or assist Board estimators in producing an Opinion of Probable Construction Cost for the construction of the Project. The Consultant will submit this to the Board for acceptance. 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 Estimate".
  - (iii) The Board will review and provide comments on the 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.
  - (iv) 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.
- (i) 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. 100% documents should note a vinyl coated construction wall with DFW logo as approved by the Board.
  - (ii) 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 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 at 70%. The 100% documents must be revised to incorporate any such accepted cost reduction measures and resubmitted.
  - (iii) 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.
  - (iv) 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

## **Exhibit 1 – Scope of Services**

of the required Contractor information.

- (v) 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.
- (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.
- (i) 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.
- (4) Elements of Design** – Consultant must provide a complete concept design, memorandum, and scale model [\(physical scale model and or virtual models and renderings\)](#) for the selected Concept Schematic Design for the following, but not limited to, elements of design (design disciplines): ~~Civil, Landscape~~, Architectural, Structural, Fire Protection, Mechanical, Plumbing, Electrical, Tele-Communications, Furnishings, Furniture, and Equipment, and Signage designs for the Project.
- (a) Existing Conditions Assessment** – This assessment will be based on field observations, record drawings and other sources provided by the Board. Consultant must prepare a detailed Technical Memorandum summarizing the assessment of the existing conditions supported by field observations and site pictures.
  - (b) Signage** – The Consultant will be responsible for the design of all project signage to include regulatory signs, guidance signs, and decorative entry signs. The design will include existing signage, monument sign, and interior building signage. The signage will be designed in accordance with DFW DCM.
  - (c) Security Design** – The Consultant will advance and update the design of security systems impacted by this project.
  - (d) Mechanical Design** – The Consultant will validate and advance the design and prepare Construction Documents for facility heating, ventilation and air conditioning as required by code and other requirements for this project.

## **Exhibit 1 – Scope of Services**

- (e) **Fire Protection Design** – The Consultant will validate and advance the design and prepare Construction Documents for the facility fire protection (to include mains, hydrants, valves, fixtures, piping, sprinklers, etc.) as required by Code for the project.
  - (f) **Electrical Design** – The Consultant will validate and advance the design and prepare Construction Documents for all electrical systems and power requirements to include LV systems as required by Code.
  - (g) **PAVE** – The Consultant will design and prepare Construction documents for any modifications to the PAVE system.
  - (h) **Miscellaneous Items** – The Consultant must provide as established in the current design for the complete design of all enclosures required to conceal exterior equipment such as loading dock area, trash dumpsters, and other ancillary accessories that would be aesthetically displeasing.
  - (i) **Facility Design** – The Consultant will validate and advance the design to provide construction documents for the facility as established in the concept design. The design shall comply with 2015 International Building Code and 2014 NEC Electrical Code as established for this project.
  - (j) **Furnishings, Furniture and Equipment (FFE)** – The Consultant will validate and provide a matrix clearly labeling all FFE items and identifying new and/or existing to be relocated from the old facility. Consultant to insert updated information into documents.
  - (k) **Temporary Facilities** – Provide plans for temporary facilities that may be necessary to accomplish the construction project, including but not limited to such items such as haul roads, haul routes, staging areas, temporary utilities for the services of construction trailers or buildings, signage, barricades and traffic control devices, site lighting, etc.
  - (l) **Renderings/ Line of Sight** – The Consultant will provide, isometric renderings, line of sight and/or other methods for the purposes of screening mechanical equipment.
  - (m) **Renderings** – The Consultant will provide two (2) isometric color renderings of the project illustrating the building elevation, proportions and materials. The objective is to reduce and simplify the construction. One presentation meeting is anticipated.
  - (n) **Sustainable Design** – The In accordance with the Board's guiding principles, Consultant must perform its services within a sustainable design framework.
  - (o) **Value Engineering** – Prior to the commencement of the design all open value engineering items will be reviewed and clear direction provided to the Consultant. A value engineering workshop will be held if needed.
  - (p) **ROM Construction and Maintenance Cost Estimates** – The Consultant will provide a ROM Construction Cost Estimate and a ROM Maintenance Cost Estimate for the final selected design submitted. The Consultant will provide estimate of major items of work reflected in the initial submittal and the final selected option.
- b) **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

## **Exhibit 1 – Scope of Services**

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.

**c) 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) Participating in pre-construction conference prior to commencement of work on site.
- ii) Visiting the jobsite to determine the progress and quality of the work and whether the work is proceeding in accordance with the Design Documents.. A site visit report will be prepared for each site visit conducted and submitted with the payment application.
- iii) Attending weekly construction meetings and progress meetings for, among other things, coordinating, cost estimating, scheduling and discussing value engineering options.
- iv) Assisting the Board in evaluating the Contractor's initial submittals of project schedule, schedule of values, and list of required submittals.
- v) Reviewing and approving samples, shop drawings and other submissions for compliance with the Design Documents.
- vi) Reviewing contractor requests for material substitutions and providing recommendations concerning acceptability within a maximum of 10 business days.
- vii) Reviewing Requests for Information ("RFI") submitted by the Contractor and responding within a maximum of 10 business days of receipt.
- viii) Prepare specifications revisions and drawing revisions as necessary to support responses to RFI.
- ix) Interpreting plans and specifications where disagreement may arise or due to any unforeseen or unusual construction conditions.
- x) Reviewing change proposals and preparing design change notifications (DCNs).
- xi) Consulting and recommending concerning Contractor generated value engineering proposals.
- xii) Causing any changes during construction as a result of a DCN, RFI, approved substitution or Change Order to be reflected in the electronic files.
- xiii) Participating during the construction process in the third party commissioning process.
- xiv) 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.

**d) Post Construction**

- i) Verify punch list completion. Conduct final inspections to determine if completed work is acceptable to prepare "Final Notice of Acceptability of Work" so that final payment to contractor may be recommended to the Board. Support in the start-up of building systems and equipment and/or other commissioning activities.
- ii) Reviewing Contractor's submittals, warranties, operation and maintenance manuals, and



## **Exhibit 1 – Scope of Services**

closeout information for accuracy and completeness and preparing the final set of as-built/record drawings and corrected specifications are complete for archiving.

### **e) 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) is preferred. The Board will consider other scheduling software solutions..
- 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 ensure 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 TM 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 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 – 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 Delivery Order schedule, including any milestones, date for substantial completion; final completion and project close-out.
  - (2) A Draft of the Baseline Schedule must be submitted fifteen (5) days after the issuance of a Notice-to-Proceed for the applicable project and include a .PDF of the bar chart and accompanying P6 schedule file. Modifications made to the applicable Delivery Order may require Consultant to re-baseline the Project Schedule.

## **Exhibit 1 – Scope of Services**

### **(3) Monthly Schedule Update**

- (a)** 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 P6 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.
- (b)** 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
- (c)** 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.
- f) 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.

### **Quality Assurance Plan and Quality Control Procedures (QA/QC)**

- i) The Consultant will be required to prepare a comprehensive plan for QA/QC of its own design work, and the work of its subconsultans, 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:
  - Management responsibility
  - Design standard and documents
  - Document control
  - Process control
  - Standard of Care
- ii) 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:  
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.
- g) 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.
- h) 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;

## **Exhibit 1 – Scope of Services**

- Public agencies;
  - Political Subdivisions; and/or
  - Public utilities
- i) **Value Engineering** – The Board will provide the Consultant an opportunity to implement a Value Engineering (VE) process.
- i) The criteria included within the latest 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 Design 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.
  - 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.
- j) **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 within 5 days of discovery. The Consultant will then quantify the cost impacts of such changes (i.e., construction, design, 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 5 days of notice of change to the Board for its direction.
- k) **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.
- l) **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.

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.dfairport.com](http://www.dfairport.com).

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### **m) 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

- n) **DFW Brand Guidelines** – Consultant must comply with all DFW Brand Guidelines in rendering services, to include color, fonts, pattern, photography principles, images, sub-brands, brand fundamentals and overview, design guidelines, as well as visual and verbal branding systems.

### **4) DELIVERABLES**

- a) **General** – 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, 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 CD-ROM 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 (if applicable), 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 ensure all files on the specified document management system are the most

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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) **Proposed Schedule** – Schedule may be modified to include milestone deliverable dates for design reports or technical memoranda. Final schedule and durations will be defined within each assigned Delivery Order. Project Initiation Mobilization includes preparation of a Work Plan, Detailed Baseline Schedule and QA/QC Program.

- |  |   |                         |
|--|---|-------------------------|
| i) Project Initiation Mobilization   | T | Two (2) weeks after NTP |
| ii) 10% Concept Design (3 Concepts)  |   | Three (3) Weeks         |
| iii) DFW Review  |   | Two (2) Weeks           |
| iv) Finalize 10% Concept Design (Preferred alternative)                            |   | One (1) Weeks           |
| v) 35% Schematic Design  |   | Three (3) Weeks         |
| vi) 35% Schematic Design Review  |   | Two (2) Weeks           |
| vii) Finalize 35% package  |   | One (1) Weeks           |
| viii) Phase II and Phase III schedules will be defined within each Delivery Order. |   |                         |