MASTER ARCHITECT
SCOPE OF SERVICES APPENDIX

This Appendix further defines and explains the Basic Services required as part of the MASTER ARCHITECT Solicitation for Statements of Qualifications. This scope of services may not, and is not intended, to anticipate all services required, but should be used to respond to the SOQ.

1.0 GENERAL

The Scope of Services set forth in this Appendix and the compensation to Consultant for said Scope of Services is based upon Consultant and Department of Facilities Construction and Management (DFCM) each performing its responsibilities in a timely manner.

A. SCOPE OF WORK

The Scope of Services for this project includes master planning, architectural and operational programming and conceptual site design for all site improvements for the new Utah Department of Corrections (UDC) prison to be constructed in a location still to be chosen by the State. This agreement may be expanded, through separate amendment(s) to include full design services for all or portions of the required facilities. DFCM may choose to hire multiple architects for specific portions of the project, if that is the direction chosen, the Master Architect (MA) will be required to work collaboratively with and coordinate with the selected MA firm(s). This project will be delivered in multiple bid packages that will be identified at the completion of the programming and master planning phase.

DFCM may select a separate Site Engineering Consultant. The selected MA will be required to work collaboratively with the Site Engineer to develop the Site Master Plans. The Site Engineer will be responsible for all site development work including; grading, paving, drainage, utilities, fencing and roads to within five (5) feet of all buildings for on-site improvements and shall be responsible for all off-site improvements. The Site Engineer will be responsible for establishing project survey control benchmarks and will be responsible for all vertical and horizontal controls for the project.

The facilities and all site improvements will be designed in accordance with the current State of Utah DFCM design requirements. The facilities will include multiple levels of security for both male and female inmates as well as medical and mental health diagnostic and treatment facilities, food service, warehousing, laundry, visitation, academic and vocational education, prison industries, staff training and all other components required to meet UDC program requirements. The work also includes the following:

1. Development of both Architectural and Operational Programs including adjacency diagrams, room data sheets, conceptual floor plans and staffing plans. Operational Program to include a full narrative description of how the facility is programmed to operate in sufficient detail so as to facilitate development of operational processes and procedures and post orders.

2. Develop equipment lists categorized as follows:
- **a.** Owner furnished, owner installed
- **b.** Owner furnished, contractor installed
- **c.** Contractor furnished, contractor installed

3. Facility Master Plan – The master plan shall include sub-plans that include the following:
- **a.** Security zones, with definition/descriptions for all site areas
- **b.** Pedestrian and vehicle circulation routes
- **c.** Emergency Response routes
- **d.** Emergency Vehicle Access routes
- **e.** Other sub-plans as defined by UDC

B. GENERAL DESIGN REQUIREMENTS

1. The Scope of Services requested herein shall be designed in accordance with the UDC security requirements and must meet the American Correctional Association Facilities Standards for Adult Correctional Facilities (latest edition) and all supplements/revisions issued to Consultant up to the date of negotiations for this contract. Deviations from these requirements shall only be made by written approval from DFCM.

2. The Utah State Fire Marshal will review Consultant's document submittals. All of Consultant's interaction with the Fire Marshal shall be through DFCM.

3. A thorough review of Consultant's submittals will be performed by DFCM/UDC and the Program Management Consultant (PM) hired by DFCM. All comments will be back checked to ensure their acceptable resolution prior to moving to the next phase of work. Consultant shall review, respond to, and incorporate all review comments into appropriate documents. All changes that are incorporated into the documents shall be fully coordinated between all disciplines and between all components of Consultant's work.

4. All design drawings shall be prepared using Building Information Modeling software (Autodesk Revit) in accordance with the DFCM BIM standards. All models prepared by sub consultants must be prepared using software compatible with Autodesk Navisworks. Navisworks is to be used for assembling the Federated model in order to do "clash/ interference" detection. Conceptual renderings used during planning, programming and conceptual design stages may use programs such as Sketch-Up or similar software. Architects and Consultants will participate in BIM review meetings with the CM/GC and Subcontractors

5. Specifications shall be prepared in the current Construction Specification Institute (CSI) format using the software program Microsoft Word Version 2010. Where Consultant specifies materials and equipment by brand names, provide three or more brand names for each item specified. Where Consultant believes that fewer than three suitable brand names are commercially available, provide a written justification for using fewer than three brand names. Consultant shall confirm that products listed are currently available.

6. Designs shall be consistent and in conformance with required mitigations presented in the environmental review document that was prepared for this project.

7. Participate in a one-day Project Kick-off meeting at which time representatives from DFCM will be present to discuss the project schedule, key elements of the design, and roles and responsibilities prior to the beginning of the planning and programming

process. The meeting will be held in Salt Lake City. DFCM will determine date, time, place, and personnel to attend.

8. Participate in site visits during the initial stages of Consultant's work. DFCM shall determine the date and time. Key representatives from Consultant's team shall attend.

9. Provide the site security and communications systems and components listed below specified to meet UDC requirements. For items required to interface with existing UDC systems or equipment, Consultant shall determine the manufacturers and model numbers of these products and include appropriate information in the specifications with no substitutions

- **a.** Fire alarm control panels, signal-initiating devices, control devices, and alarm signal devices.
- **b.** Personal alarm receivers, enclosures, horns, strobes, reset switches, and special back boxes.
- **c.** Local and regional intercom substations, master stations, cabinets and enclosures.
- **d.** Site intercom stations, receptacles, wall plates, and back boxes.
- **e.** Public address system speakers, enclosures, grills, microphones, and control cabinets.
- **f.** Master antenna television distribution amplifiers, splitters, combiners, wall taps, and special back boxes.
- **g.** Closed circuit television cameras, recording equipment, power supplies, accessories, and hardware.
- **h.** Commercial and detention hardware.

10. Any other specialty system devices and products required to match existing meet agency requirements.

11. Prior to each submittal, check all documents for technical accuracy, for compliance with DFCM Quality Standards, incorporation of all Design Review Comments (DRC) and any other DFCM authorized changes, and coordination within and between design disciplines and all other submittal components.

12. Coordinate building location and site improvements to provide for the connection of all utilities and conduits and required building separations. The design shall include all sidewalks, walkways and paved areas required for normal access, handicapped access and building services from building exterior walls to five feet beyond. All site and building access to be coordinated with Site Engineering Consultant to ensure the entire path of travel conforms to all code requirements.

13. Design all proposed facilities to meet or exceed the High Performance Building Standards found in the DFCM Design Requirements.

14. Coordination and quality control checks shall be made in accordance with a disciplined procedure and scheduled accordingly. DFCM's direction and review of Consultant's submittals shall not relieve Consultant of any liability for errors and omissions in the documents.

15. Verify that digital electronic submittals are free from electronic "viruses," "worms," "Trojan Horses" and other programs or data which may cause undesirable effects to the host computer, data stored on the host computer or the electronic submittal, using DFCM approved commercially available software. DFCM will check incoming electronic submittals for such afflictions, utilizing commercially available software and at the first indication of such an affliction, the entire electronic submittal will be considered unacceptable and will be returned to Consultant. Consultant shall remove the unwanted programs or data and further verify the integrity of the electronic submittal. Consultant shall bear the expense of correction, checking and resubmittal and shall not be released from submittal requirements per this Agreement.

16. For each submittal, the appropriate "Submittal Check-List Form", shall be filled-out indicating all items being transmitted to DFCM for review. Consultant shall certify that the submittal is complete, with no items omitted, before the submittal will be considered for review. Incomplete submittals shall be rejected. All costs associated with the resubmittal shall be borne by Consultant.

17. At each submittal, DFCM will review the diagrams, drawings, narratives, space list, site plan, specifications and other submitted documents for conformance DFCM/UDC approved program and security requirements. After the review has been completed, DFCM/UDC and Consultant will meet to discuss the review comments and other outstanding design issues. Review comments will be documented and provided to Consultant using Bluebeam or similar software for use in tracking the disposition of each review comment. Consultant shall submit the design review form with the next design submittal indicating the disposition of each comment.

18. Estimates during the Pre-Design and Schematic Phases of the project will be provided by the CM/GC or Program Manager. Consultant shall work collaboratively with the PM to ensure the accuracy and completeness of the estimates. A 15% estimating contingency will be maintained through the Schematic Design Phase. Estimates shall be based on Salt Lake City market conditions as established by DFCM.

19. DFCM and Consultant shall mutually agree upon a Construction Cost Budget for the work described herein. If, during the development of the documents, it becomes evident that items within Consultant's charge will cause the construction cost estimate to exceed the construction cost budget (developed by PM and as agreed upon by Consultant and DFCM), notify DFCM and propose design solutions that will bring the project within the construction budget. DFCM will evaluate the basis for project costs exceeding the budget and determine if the Consultant should be reimbursed to implement approved cost reduction changes.

20. Consultant shall coordinate with DFCM and develop and provide equipment lists, manufacturer’s cut sheets and specifications during the Pre-Design phase.

C. DEFINITIONS

1. "New Design" as used herein means that work for which no drawings are available for purposes of modification for this project.

2. "Design Review Comments" (DRC) as used herein consist of comments to Consultant's design effort relative to the site specific and/or non-standardized portions of Consultant's work.

3. "Construction Cost Estimate" as used herein is a forecast of construction cost based on a detailed analysis of materials and labor at each project site for all items of work.

4. "Construction Cost Budget" as used herein is the estimate of construction costs described represents the dollar value for which funding will be obtained and against which expenditures will be monitored.

5. "Drawings and Specifications" as used herein, shall be deemed in all instances to include architectural, structural, mechanical, plumbing, electrical, equipment, civil and landscape drawings and specifications and any drawing and specification prepared by specialty consultants.

2.0 DFCM RESPONSIBILITIES

1. Providing Consultant with select Design Guidelines, budgetary limitations including preliminary estimates, CEQA documents, design schedules, BIM Standards, and any other necessary information required to complete the work, as it becomes available, which is not in Consultant's Scope of Services to provide.

2. Providing Consultant with documents where applicable. Including any available as built or original construction drawings for any existing onsite utilities and improvements.

3. Making access arrangements for Consultant to enter upon public and private property as required in perform their services.

4. Designating a management team to review designs and submittals and to work with Consultant to achieve an acceptable, cost-effective design.

5. Verifying that electronic data which is provided to Consultant is free from "viruses", "worms", "Trojan Horses", and other programs or data which may cause undesirable effects to the host computer or data stored thereon. Such verification will be by appropriate commercially available software.

6. Providing Consultant with design review comments to be incorporated into the documents.

3.0 CONSULTANT RESPONSIBILITIES

Consultant shall be responsible for all planning and programming deliverables and for developing, in collaboration with the Site Engineer, Site Master Plans as previously described. The Consultant may be contracted, in a subsequent amendment, to provide design and construction documents prepared in full compliance with DFCM Design Guidelines and Standards, applicable codes, ordinances and other regulatory conditions. If contracted for full design services for all or a portion of the Project, the Consultant shall be fully responsible for the content of all design documents prepared as part of this contract regardless of source. No disclaimers are allowed on any documents.

A. PRE-DESIGN PHASE

Upon authorization to proceed with the Pre-Design Phase, Consultant shall develop and prepare an Architectural and Operational Program for all site improvements.

1. Architectural and Operational Programs

a. Based on preliminary information provided within the DFCM solicitation, Consultant shall coordinate with DFCM and UDC as required to develop a comprehensive Architectural and Operational Program. Consultant shall prepare a schedule of programming activities including charrettes, meetings, site visits, etc. prior to beginning work.

b. Consultant shall attend meetings to brief user/stakeholder groups regarding the planning and programming process, the information they will be gathering and the types of questions they will be asking.

c. The Architectural and Operational Program shall include all necessary programmatic criteria including adjacencies, security requirements, space, furniture and equipment requirements and other information necessary to fully define the scope of the project and for use as the basis for the building design. Detailed space and equipment lists shall be provided as part of the program. A preliminary staffing plan developed in collaboration with UDC and DFCM shall be provided as part of the operational program during the Pre-Design phase. A full and complete staffing plan shall be part of the Final Operational Program to be submitted with the 100% Design Development submittal.

d. Team members will attend an Eco-Charrette Meeting which will set the Sustainability goals for the project. Sustainability goals shall be reflected in all work products produced by Consultant.

e. Consultant shall submit fifteen hard copies and one compiled electronic copy, in pdf format, of the Draft Architectural and Operational Program for review by DFCM. Following DFCM review, Consultant shall coordinate and reconcile review comments and prepare a Draft Final Architectural and Operational Program. Submit fifteen hard copies and one compiled electronic copy in pdf format of the Draft Final Architectural Program for review by DFCM. Following DFCM review, Consultant shall coordinate and reconcile review comments and prepare a Final Architectural and Operational Program. Submittal requirements for the Final Architectural and Operational Program are the same as for the Draft Final Architectural and Operational Program.

2. Preliminary Facility Master Plan

a. A Preliminary Facility Master Plan shall be prepared in collaboration with the Site Engineering Consultant based on the conceptual building floor plans and building adjacency requirements indicated in the architectural

and operational programs. Major components to be prepared and included in the document include:

i. Conceptual Site development plans that show the general location of the proposed improvements within the designated site boundaries including any necessary roadways, walkways, fencing and gates.

ii. A preliminary circulation plan showing access, circulation paths, and control points for major users including staff, inmates, visitors, security patrols, food and goods delivery, emergency vehicles, and service vehicles.

iii. A preliminary utility plan showing the proposed routing of all required utility lines including water, sanitary sewers, natural gas, storm drain, hot or chilled water supply/return, electrical systems including transformer locations, and security and communication systems. Identify proposed routing of these utilities to the building.

b. These components shall be assembled into a Preliminary Facility Master Plan and submitted to DFCM for review. The document shall include an overall description of the project along with narrative descriptions to support each of the above plans. Drawings shall be bound in the document and submitted as 11" x 17" foldouts.

B. SCHEMATIC DESIGN PHASE

Upon authorization to proceed by DFCM, Consultant shall provide Schematic Design services for the project. In general, the work during this phase shall include preparation of schematic level drawings and specifications for the building and related site development components of work and the preparation of a Facility Master Plan.

1. Schematic Level Design

a. Based upon the Architectural and Operational Programs and other information, develop, a minimum of two alternate conceptual layouts in addition to the floor plan layout that was included in the Architectural and Operational Program for each building, for presentation at a design charrette. Layouts shall include building floor plans and preliminary site plans within the designated project area. Proposed building and surface improvements in the general proximity of the proposed building shall be shown on the conceptual plans. Lead a one day charrette in Salt Lake City to present conceptual layouts and to further develop the selected conceptual layout.

b. Based upon information obtained from the first charrette, finalize the selected conceptual layout. Lead a second one day charrette in Salt Lake City to present and discuss the finalized conceptual layout. Architectural Programmers shall attend both the First Schematic Design Charrette for

presentation of conceptual design layouts and the Second Schematic Design Charrette to discuss finalization of conceptual design layout.

c. Based upon all information received, prepare for DFCM approval schematic design documents, which include:

i. Building floor plans, elevations, sections, utilities and support systems.

ii. Any other drawings necessary to sufficiently describe the building and adjacent site work in order for a Schematic Design cost estimate to be prepared.

d. Prepare a design narrative describing the building design, utility requirements, construction materials and systems (according to discipline), code summary, area notations and calculations (including a reconciliation to the architectural program), and documentation of the discussions and decisions received during the charrettes.

e. Prepare schematic level outline specifications, which describe the quality of construction materials proposed for the design.

f. Review and provide comments on a schematic level construction cost estimate for the project prepared by the CM/GC. The estimate shall include buildings, all adjacent site improvements to a distance of five feet from the building exterior wall, including site grading, roads, fencing and extension of utilities to service the new buildings, along with any site restoration costs.

g. Participate in Design Review Meetings at DFCM's office following the submittal for the purpose of reviewing DFCM's comments. At least two individuals shall attend from Consultant's team. Architectural and Operational Programmers shall attend design review meetings to review DFCM comments and provide on-going operational support to the design team during the Schematic Design Phase.

h. Participate in Value Engineering meetings as necessary to design the project within budget at DFCM's offices. The purpose of these meetings is to discuss possible cost saving and value enhancement measures, which may be applicable to Consultant's design. At least four individuals from the Consultant's team shall attend the meeting. At least one individual from the Architectural and Operational Program Consultant shall attend the meetings.

2. Facility Master Plan

a. A Facility Master Plan shall be prepared in collaboration with the Site Engineer based on the selected conceptual layout reflecting the results from the planning charrettes. Major components to be prepared and included in the document include:

i. Site development plans that show the location of the proposed improvements within the designated site boundaries including any necessary roadways, walkways, fencing and gates.

ii. A circulation plan showing access, circulation paths, and control points for major users including staff, inmates, visitors, security patrols, food delivery, emergency vehicles, and service vehicles.

iii. A utility plan showing the proposed location of all planned/required utility lines including water, sanitary sewers, natural gas, storm drain, hot or chilled water supply/return, power systems including transformer locations, and security, fire and life safety and communication systems. Identify proposed routing of these utilities to the building. Determine normal and emergency power requirements.

b. These components shall be assembled into a Facility Master Plan and submitted to DFCM for review. The document shall include an overall description of the project along with narrative descriptions to support each of the above plans. Submittal requirements are the same as for the Architectural and Operational Programs except drawings shall be bound in the document and submitted as 11" x 17" foldouts.

3. Sustainability Plan

The purpose of the following work is to identify the work to be performed at the Schematic Design Phase in order to design a project that will exceed the High Efficiency Building Standard by at least 10% and reduce water consumptions to less than 125 gallons/inmate/day and waste water production to less than 120 gallons/inmate/day:

a. Identify systems, devices, materials and equipment that support these objectives.

b. Analyze alternative and select major building systems.

c. Initiate building energy modeling.

C. DESIGN DEVELOPMENT PHASE

Upon authorization to proceed by DFCM, Consultant shall provide Design Development services for the project or portion of the project which has been assigned. In general, the work during this phase shall include preparation of drawings and specifications for the building and site development components that are within five (5) feet of the exterior building walls, of work based upon approved Schematic Design Phase documents and DFCM review comments.

1. Based on information obtained during the Pre-Design and Schematic Design phases, prepare design development drawings and specifications of all buildings and related systems including the following site related improvements.

a. Coordinate design, specifications and all points of interface with work of the Site Engineer for all Grading, Drainage and Site Improvements within

five feet of the exterior walls. Design shall be in accordance with the Geotechnical Investigation.

b. Coordinate design, specifications, points of connection and all other points of interface with work of the Site Engineer for all site utility systems. Design the connections into site utilities systems. Utility systems shall include, where applicable, domestic water, sanitary sewer, natural gas, hot and chilled water supply and return, storm drainage, normal and emergency power, low voltage systems and site lighting. System design shall include all piping, valves, vaults, pull boxes, hydrants, manholes, clean-outs, anchors, expansion joints, testing requirements, and all other required specialties and/or appurtenances so that when combined with the work of the Site Engineer all systems are integrated, complete and operable.

c. Coordinate site lighting with work of the Site Engineering Consultant to determine site lighting requirements for the area around the new buildings with respect to high mast or other lighting levels. Design an exterior building lighting system per DFCM requirements, including lighting along fences and at gates utilizing building lights or, other means to meet the minimum lighting requirements for all areas around buildings.

d. Coordinate the design of all security fencing and gates with the Site Engineering Consultant. Design security fencing and gates around heating, ventilation and air conditioning (HVAC) and other equipment servicing buildings and for any other access control not under the scope of the Site Engineer. Coordinate the layout and location of fencing and gates with the building design to ensure fence sleeves are provided where required in all building footings. Include temporary security fencing and other related improvements necessary to facilitate phased construction and occupancy of the institution.

e. Electrical Distribution Systems – Design extensions of normal power from the site distribution system to the new buildings. Prepare and submit load calculations and voltage drop calculations for both normal and emergency power systems.

f. Security and Communications Systems – Identify security and communication systems included in the new buildings that will require extension to Central Control, Complex Control or other locations for remote monitoring and control. Identify means for transmitting/receiving signals for the various systems together with proposed routing using underground conduit systems.

2. Building drawings and specifications shall include architectural, structural, mechanical, electrical, equipment and other required disciplines. Design Development Phase documents shall thoroughly indicate the scope of work in sufficient detail to enable preparation and review of an accurate and reliable cost estimate. Design Development documents shall be adequate for submittal to the

Legislature Committees or other Agencies having Jurisdiction and/or for approval.

3. Review, respond and incorporate all design directives and DRC's.

4. Review and comment on a detailed construction cost estimate prepared by the PM and CM/GC.

5. DFCM, PM, Consultant and CM/GC shall mutually agree upon a Construction Cost Budget for the work described herein prior to completion of this Phase.

6. DFCM, PM, Master Architect and CM/GC will conduct coordination/review meeting(s) in the Consultant's office prior to the DD submittal. The intent of the meeting(s) is to identify and resolve design issues and review the completion status of the Design Development documents.

7. Prepare a formal Design Development Submittal..

8. Participate in a Design Review Meeting at DFCM's offices following the submittal for the purpose of reviewing DFCM's comments. At least two (2) individuals from the Consultant's team shall attend the meeting.

9. Participate in a one-day Value Engineering meeting at DFCM's offices. The purpose of the meeting is to discuss possible cost saving and value enhancement measures that may be applicable to Consultant's design. At least six individuals from the Consultant's team shall attend the meeting.

10. Sustainability Plan

- **a.** Identify details of commissioning and prepare draft commissioning plan.
- **b.** Incorporate commissioning requirements in general conditions and technical specifications as required.
- **c.** Refine energy modeling and input all final details and systems into the modeling.
- **d.** Confirm design is progressing in accordance with Sustainability Plan

11. Furniture, Fixture and Equipment (FF&E) plans with locations for all project equipment shall be provided during the CD phase of design. Equipment shall include all contractor-furnished/contractor-installed (CFCI), owner-furnished/ contractor-installed (OFCI), and owner-furnished/owner-installed (OFOI) equipment. OFCI and OFOI equipment shall be for medical and other DFCM identified equipment only. Equipment item numbers, CADD/BIM symbols, etc. shall be in accordance with DFCM established standards. FF&E drawings shall be developed and submitted in accordance with DFCM requirements.

12. Provide for the protection of buried metallic materials. Review and implement recommendations from a licensed corrosion engineer retained by Consultant who will be required to review the Geotechnical report and make recommendations on corrosion protection.

D. CONSTRUCTION DOCUMENTS (CD) PHASE

Upon authorization to proceed by DFCM, Consultant shall provide Construction Documents for the project. In general, the work during this phase shall include preparation of Construction level drawings and specifications for the building and related site development components of work and the preparation of a Facility Master Plan.

1. Prepare from approved Design Development Phase Documents, Construction Documents for DFCM approval, consisting of drawings, specifications and other documents as listed herein, that set forth in detail the requirements for construction of the building including site work, utilities and security/low voltage/communications systems.

2. Review and comment on an updated construction cost estimate for the Intermediate CD and 100% CD submittals prepared by the CM/GC.

3. Review, respond to, and incorporate all design directives and DRC's into appropriate documents. All changes that are incorporated into the documents shall be fully coordinated with all other disciplines.

4. Participate in Design Review meetings at DFCM’s offices following the Intermediate CD and 100% CD submittals for the purpose of reviewing DFCM's comments. At least two individuals from the Consultant’s team shall attend the meeting.

5. Consultant's structural engineer shall prepare a Structural Testing and Inspection Program in accordance with DFCM's requirement entitled "Testing and Inspection Program". The program shall be submitted for review at the 100% CD submittal. Comments and corrections shall be incorporated into the Final Structural Testing and Inspection Program that shall be submitted with the Final CDs.

6. Consultant’s corrosion protection engineer shall prepare a Corrosion Protection Testing and Inspection Program outlining testing and inspection procedures to be followed to ensure that construction of corrosion protection systems complies with the bid documents. The program shall be submitted for review at the 100% CD submittal. Comments and corrections shall be incorporated into the Final Corrosion Protection Testing and Inspection Program to be submitted with the Final CDs.

7. Prior to the Intermediate, 100% and Final Construction Documents Phase submittals, check all documents for technical accuracy and coordination within and between disciplines.

8. Prepare Intermediate, 100% and Final Construction Document Submittals in accordance with Appendix E.

The Final CD's delivered to DFCM shall include the following:

Drawings

i. Complete drawings, READY FOR BID, stamped and signed by the architect and engineers of record registered in the State of Utah.

Specifications

i. Complete specifications, READY FOR BID, stamped and signed by the architect and engineers of record registered in the State of Utah. All sections shall be accurately cross-referenced and Divisions 00 and 01 shall be correctly incorporated.

ii. A statement confirming that all products have been individually verified as being currently available and suitable for intended purposes.

iii. A complete and detailed submittal list, identifying all Contractor submittals required by the specifications, grouped by specification section.

e. Provide color selection boards for DFCM and PM to review, indicating proposed colors and textures of architectural finish materials.

f. DFCM will be responsible for printing the construction sets. Where DFCM chooses to make half size reductions, these half size reductions will be available for Consultant's duplication if desired.

9. Sustainability Plan

a. Finalize Commissioning Document.
b. Finalize Building Energy Model.
c. Verify design complies with Plan

10. Architect and Consultants will participate in Building Information Modeling coordination meetings, to fully coordinate with the CM/GC and subcontractors.

E. BIDDING & AWARD PHASE

1. Project Bidding - Bidding activities will be the responsibility of CM/GC. While the project is being advertised for bids, all questions concerning intent shall be referred to DFCM for resolution. In the event that items requiring interpretation in the drawings or specifications are discovered during the bidding period, said items shall be analyzed by Consultant for decision by DFCM as to the proper procedure required. Corrective actions taken will be either in the form of an addendum prepared by Consultant and issued by DFCM, or by a bulletin issued after award of the construction contract. In either case, prepare all necessary

documents at no additional cost to DFCM. All documents shall be prepared on 8½" x 11" size paper unless otherwise approved in writing by DFCM. Attend the pre-bid meeting at the construction site or place designated in the bid documents.

2. Sustainability Plan - The purpose of the following work is to identify the work to be performed at the Bidding & Award Phase in the pursuit of achieving the Sustainability goals set for the project:

a. Review and respond to bidder's questions and substitution requests.
b. All request for substitutions that have a bearing on the Sustainability Plan shall pass through the Program Management Consultant, DFCM representatives, the Sustainability Consultant, Commissioning Agent and Design Consultants for evaluation.
c. Evaluation of substitutions will be evaluated to determine compliance with the Sustainability Plan, and commissioning compliance as well as cost and performance compliance.

F. CONSTRUCTION SUPPORT (CS) PHASE

1. Consultant shall proceed with the services required under this Phase of this Agreement upon notification from DFCM.

2. During construction, expeditiously furnish all necessary additional drawings for supplementing, clarifying and/or correcting purposes and for bulletins required by errors or omissions

3. Site visits shall be conducted only upon the request of DFCM. The original budget for site visits shall include one-person/one-day site visits (eight hours per person-day on site, plus travel time). The cost per visit includes labor costs and all associated expenses.

During construction, a system will be established to document whether a particular visit to the site is due to the normal course of the project development or if the visit is due to errors or omissions in the Construction Documents. The value of any unused site visits will be credited to DFCM by amendment of the contract amount.

Advise the PM and CM/GC in writing of any defects or deficiencies in the work which Consultant may observe while visiting the construction site. Consultant shall have no authority to issue instructions on behalf of DFCM, or to deputize another to do so. All agreements shall be between DFCM and the CM/GC. These provisions shall not be construed as making Consultant responsible for the CM/GC's failure to carry out the work in accordance with the Construction Documents, nor the construction means, methods or techniques, sequences, procedures or safety programs in connection with the work.

4. Upon notification by DFCM, Consultant shall attend the pre-construction meeting with the CM/GC. This meeting shall be considered as site visits noted above.

5. Consultant's structural engineer shall monitor the Structural Testing and Inspection Program in accordance with the approved submittal. Upon completion of the project, the structural engineer shall certify that the requirements of the Program have been complied with.

6. Consultant’s corrosion engineer shall monitor the Corrosion Protection Program in accordance with the approved submittals. Upon completion of the project, the corrosion engineer shall certify that the requirements of the Program have been complied with.

7. Sustainability Plan - The purpose of the following work is to identify the work to be performed at the Construction Support Phase in the pursuit of the Sustainability goals of this project:

- **a.** All sustainability documentation called for in the specifications shall accompany the construction submittals.
- **b.** The Sustainability Consultant and Commissioning Agent shall review all submittals that have a bearing on Sustainability and coordinate with the various design team consultants during the review of submittals.
- **c.** All Sustainability documentation shall be finalized at the end of construction and may continue past occupancy.
- **d.** The work of the Commissioning Agent shall continue after the close-out of the project for equipment adjustments, seasonal start-up and shut-down, and recalibration.
- **e.** The Commissioning Agent shall perform Near-End Warranty verification and 22 months into the 24 month warranty period.

8. Promptly review and approve submittals and shop drawings for compliance with the Construction Documents. This work shall include one hard copy set and one electronic set of shop drawings submitted for specified products and products submitted under the "or equal" provision of the specifications. A maximum turn-around time of fourteen calendar days from receipt by Consultant to dispatch by Consultant is mandatory for review and distribution. Resubmittal review and distribution time shall be limited to seven calendar days. After three submittals, if the same item has not been approved, DFCM shall be notified of such.

9. Promptly respond to Requests for Information (RFI) and Memos of Concern (MOC). The work shall address all RFIs/MOCs submitted including CM/GC fixes and alternate means of construction, field/site conditions and those deemed to be frivolous, out of scope, and as a result of Consultant's errors and omissions. Consultant shall have seven calendar days from receipt of an RFI/MOC to prepare and distribute a response to CM/GC and DFCM. Prepare RFI/MOC revisions in coordination with DFCM. Consultant shall have two days to prepare and distribute a revised response.

10. Review the equipment operations and maintenance manuals for contractor-furnished equipment, as submitted by CM/GC, for accuracy and completeness.

11. Consultant shall attend an “Alignment/Partnering Session" meeting that shall be part of the pre-construction meeting at the site with DFCM, CM/GC, and PM to

discuss roles, responsibilities, processes, and procedures during the Construction Support Phase.

12. Consultant shall take the lead role in the "Parallel Review" process for all submittals of materials and equipment designated for review by multiple parties. The CM/GC will distribute the submittals to Consultant and to the various review parties. All reviews by the various parties will be forwarded to Consultant for compilation and return to CM/GC.

13. Architect shall use the Electronic Documentation Management System (EDMS) to communicate and transfer documents with the owner.

G. CONSULTANT / PM / CM / RELATIONSHIPS DURING CONSTRUCTION PERIOD

In order to maximize efficiency of operations during the construction period, the following outlines the relationships and lines of communications between Consultant, DFCM, Program Manager (PM) and CM/GC.

1. Contractual questions and disputes

- **a.** All differences concerning Consultant's contractual obligations shall be referred to DFCM for resolution.

2. Submittals (including requests for substitutions)

- **a.** Submittals, as required by the Construction Documents, will be made by CM/GC directly to PM.
- **b.** PM will forward the appropriate number of sets directly to Consultant and other parties for review.
- **c.** Consultant shall incorporate comments from other parallel reviewers and return submittal to PM.
- **d.** Upon receipt of reviewed submittals from Consultant, PM will return the appropriate number of sets to CM/GC.

3. Request for Information (RFI) - initiated by CM/GC

- **a.** CM/GC initiates an RFI and sends it to PM.
- **b.** PM sends the RFI directly to Consultant with a copy to and DFCM.
- **c.** A reply from Consultant shall be sent directly to PM, and DFCM.
- **d.** PM sends the reply to CM/GC.

4. Documenting Changes to the Work – The following will be used to document changes to the work:

ASI – Architects Supplementary Instructions
No cost or schedule impacts are foreseeable with the changes being made. The documentation is for clarification purposes only.

PR – Proposal Request
A change is required and the CM/GC is required to submit a proposal for the changes before the work is approved to proceed.

CCD – Construction Change Directive
A change that does not require a formal pricing proposal before the work commences due to the timing of the work that needs to be put in place. The contractor is to submit pricing and any other impacts as soon as possible.

a. The primary reasons to initiate a change in the work include, but are not limited to, the following:

- **i.** Work items that were not included in the bid documents.
- **ii.** DFCM requested changes.
- **iii.** DFCM or Consultant identified design corrections.
- **iv.** Field conditions identified by CM/GC or others.

b. Owner Initiated Changes

- **i.** PM prepares a Change Request and transmits it to the Consultant.
- **ii.** Consultant prepares the ASI, PR or CCD and submits it to PM.
- **iii.** PM coordinates the review process with appropriate staff. Consultant incorporates comments and the ASI, PR or CCD is returned to PM.
- **iv.** The ASI, PR or CCD will be approved by PM and DFCM.
- **v.** PM issues the approved ASI, PR or CCD to CM/GC with a copy to the Consultant.

c. Consultant Initiated Bulletins

- **i.** Consultant informs PM and DFCM that a change is required.
- **ii.** PM prepares a Change Request and transmits it to the Consultant
- **iii.** Consultant prepares the ASI, PR or CCD and submits to PM.
- **iv.** PM coordinates the review process with appropriate staff. Consultant incorporates comments and the revised ASI, PR or CCD is returned to PM.
- **v.** The ASI, PR or CCD will be approved by PM and DFCM.
- **vi.** PM issues the approved ASI, PR or CCD to CM/GC with a copy to the Consultant.

END OF APPENDIX