

For Reference Only - This document  
is the subject of discussions between  
the MN Vikings & MSFA - 8/15/2012

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## EXHIBIT 1

### DESCRIPTION OF DESIGNATED SERVICES for ARCHITECTURE / ENGINEERING SERVICES

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#### DESIGNATED SERVICES

The Architect of Record shall be responsible to complete, manage and coordinate the completion of the actions, information, documents and/or services related to the design of the Project as outlined in this Exhibit 1 (the "Scope of Work"). The Architect of Record may, with the express written consent of the Owner or Project Manager, enter into agreements with other third party designers, architects, engineers and/or consultants (the "Design Team") to complete the Scope of Work. The Owner shall select and approve any members of the Design Team prior to the Architect of Record entering into discussions with said party. The Owner and/or Project Manager shall approve the final form of contract(s) with any member of the Design Team prior to its execution. At the Owner's request any contracts with the Design Team may be held by the Owner and/or Project Manager instead of the Architect of Record however such action shall not diminish the Architect of Record's responsibilities to complete, manage and coordinate the Scope of Work outlined herein. All Contracts shall be in a form substantially similar to the form of this Agreement.

The Architect of Record acknowledges and agrees that the design process will evolve through phases (e.g. Final Conceptual, Schematic, etc.) and in each phase the Architect of Record will be responsible to deliver a complete and coordinated set of documents in accordance with the Scope of Work outlined herein. Furthermore, the Architect of Record acknowledges and agrees that the Owner, Project Manager, Pre-Construction Contractor and others will require time to review and evaluate all documents produced by the Architect of Record, the time-frame for which will be determined by the sole and absolute discretion of the Owner. The Architect of Record will make modifications and changes to the Schematic Design Documents as required by the Owner or Project Manager at each phase of design.

#### DESCRIPTIONS OF DESIGNATED SERVICES

##### PROJECT ADMINISTRATION AND MANAGEMENT SERVICES

- .01 **Project Administration** services consisting of administrative functions including:
  - .01 Consultation
  - .02 Research
  - .03 Conferences
  - .04 Communications
  - .05 Travel time
  - .06 Progress reports
  - .07 Meeting correspondence (e.g. minutes, reports, agendas, etc.)
  - .08 Direction of the work of in-house architectural personnel
  - .09 Direction of the work of architectural and engineering personnel for the Project
  - .09 Coordination of the Scope of Work with the Project Manager, Design Team and other third parties as identified by the Owner and/or Project Manager.
  - .10 Management and maintenance of a Project Website, including an electronic drawing file system and file transfer protocol (FTP) website for the purpose of sharing design information among members of the Project Team and all Trade Contractors.
  
- .02 **Disciplines Coordination / Document Checking** consisting of:
  - .01 Coordination between the architectural work and the work of engineering and other disciplines involved in the Project.
  - .02 Review and checking of documents among and between the Design Team and Owner's consultants for clarity, consistency and completeness.
  - .03 The Architect shall provide a complete and coordinated set of Contract Documents among and between the Project Participants at the completion of each phase of the design process (e.g.



conceptual, schematic, design development, construction documents, as-builts, etc.), and at interim intervals if required by the Project Manager. The Architect shall be responsible for any corrections or modifications required to provide a complete set of Contract Documents for each phase of the design process as deemed necessary by the Project Manager.

- .04 The Architect will be responsible to provide the Developer, the Project Manager and all other Project Participants with complete Drawings and Specifications in a timely manner when requested to support the design process and construction of the Project at the end of each phase of work.
  - .05 The Architect is responsible to review all Drawings, Specifications and other deliverables to avoid conflicts among and between building systems.
  - .06 The Architect is responsible to review all Drawings, Specifications and other deliverables to confirm in accordance with the Standard of Care and Section .08.07 below that such deliverables are complete and consistent as required to construct the Project. Deliverables may be produced by any member of the Project Team.
  - .07 The Architect and the Architect's Consultants will be responsible to provide reasonable additional design and engineering details when required by members of the Project Team.
- .03 Agency Consulting / Review / Approval services, including:**
- .01 Agency consultations
  - .02 Research of critical applicable regulations
  - .03 Preparation of written and graphic explanatory materials
  - .04 Appearances on Owner's behalf at agency and community meetings including:
    - .01 Planning boards
    - .02 County agencies
    - .03 Regional agencies
    - .04 Federal agencies
    - .05 Staff user organizations of the Owner
    - .06 Community organizations
    - .07 Consumer interest organizations
    - .08 Environmental interest groups.
    - .09 Special needs user groups.
- .04 Owner-Supplied Data Coordination, including:**
- .01 Review and coordination of data furnished for the Project as a responsibility of the Owner and Project Manager.
  - .02 Assistance in establishing user criteria
  - .03 Assistance in obtaining data, including, where applicable, documentation of existing conditions.
- .05 Schedule Development / Monitoring services, including:**
- .01 The Project Manager will establish and maintain a Master Project Schedule for the Project. The Architect will be responsible to establish an initial Design Schedule for Architecture / Engineering Services, decision-making, and design documentation. The Architect shall be responsible to coordinate the Design Schedule with the corresponding Schedules of other Project participants, subject to approval by the Project Manager. The Architect is the party that will be responsible for the timely delivery of the Architect's deliverables, including Drawings, Specifications and other deliverables, in accordance with the Master Project Schedule.
  - .02 Review and update of previously established schedules during subsequent phases.
  - .03 The Architect shall be responsible to prepare weekly updates to the schedule for Design Services for review by the Project Manager. Any changes to the schedule for Design Services shall require the approval of the Project Manager.
  - .04 The Architect shall be responsible to prepare and update weekly a list of decisions and information that is required by the Architect for the Project. This list shall provide the Project Manager with not less than sixty (60) days to respond to requirements of the Architect. The Project Manager will provide the Architect with notice when such decisions or information cannot be provided within sixty (60) days and the Architect will then propose any adjustments necessary to the schedule for Design Services.
  - .05 The Architect will be responsible to coordinate the schedule for Design Services with the Project Manager's Construction Schedule. The Project Manager shall resolve any conflicts between the schedule for Design Services and the Project Manager's Construction Schedule.
  - .06 The Architect will be responsible to coordinate and manage bi-weekly production / discipline coordination meetings among and between the Architect's staff and the Architect's Consultants.



During the Construction Documents Phase of the Project these meetings will occur on a weekly basis. These meetings are to be attended by each of the lead designers of the various design disciplines (structural, mechanical, electrical, etc.). The Architect will chair these meetings and should anticipate the Project Manager will attend. The Architect will organize these meetings to keep the design team working in accordance with the requirements of the Agreement and the Master Project Schedule, especially, but not limited to: .01 Project Administration, .02 Disciplines Coordination and .05 Schedule Development / Monitoring.

- .06 Presentation services** consisting of presentations and recommendations by the Architect to the following client representatives:
- .01 Owner and Project Manager
  - .02 Building committee(s) as required
  - .03 Staff committee(s) as required
  - .04 User group(s) as required (i.e. specific staff user groups)
  - .05 Owner's consultant(s).
  - .06 Financing entity (entities)
  - .07 Public and governmental bodies involved with the Project.
- .07 Meeting Documentation services** shall consist of the Architect preparing, maintaining and distributing meeting agendas and meeting minutes for all design meetings and other meetings of the Project Team. The Architect shall develop all meeting agendas and minutes for review and approval of the Project Manager prior to distribution to any members of the Project Team. The Architect shall be responsible to prepare and maintain a listing of all decisions and information required by the Owner and/or Project Manager. The listing shall be maintained by the Architect and provided to the Project Manager on a weekly basis.
- .08 Subconsultant Selection and Administration services** including:
- .01 Establish procedures and documentation for the qualification and selection of Consultants for all phases of the Scope of Work.
  - .02 Provide a detailed summary and analysis of all Consultant proposals for review and approval by the Developer and Project Manager.
  - .03 Negotiate and contract for consultant services in accordance with the terms and conditions of the Design Services Agreement.
  - .04 Provide the Project Manager with copies of all agreements by and between the Architect and the Subconsultants.
  - .05 Administer all contracts and agreements with the Subconsultants. Administer contracts and agreements with the Architect's Consultants except those Consultants who are contracted directly with the Developer. The Architect will provide the Developer and Project Manager with a copy of the proposed contract for all Consultant services which shall require the approval of the Developer and Project Manager. The proposed form of contract shall require any Consultant employed by the Architect to assume the same responsibilities for the applicable portion of the design services as the Architect has towards the Developer and Project Manager.
  - .06 The Architect will be responsible for the performance of all Architect's Consultants.
  - .07 The Developer expects to directly contract with certain consultants, including, without limitation, the survey and geotechnical consultants (collectively "Developer's Consultants"). Although the Developer's Consultants shall be retained separately by the Developer to advise the Developer and other members of the Project Team or to produce the design documents within the scope of their work, the Architect will perform all the same duties and tasks as if the Developer's Consultants were under contract to the Architect, including the direction and coordination of the work of such Consultants to the extent ordinarily required to obtain and coordinate the design documents required within the scope of each Consultant. In the context of the foregoing, the Developer and the Architect recognize and agree that there is no contractual relationship between the Architect and the Developer's Consultants, that the Architect is not responsible and shall not be liable for any negligent errors or omissions by any of the Developer's Consultants, or for any other default or failure of any such Consultant to properly perform its services with respect to the Project as set forth herein. The parties agree that this paragraph shall govern all other provisions of this Agreement, and that it shall be unnecessary to distinguish between the responsibilities of the Architect and the Developer's Consultants in each individual reference in this Agreement.

## PRE-DESIGN SERVICES

- .09 Programming services** consisting of consultation to establish and document the following detailed requirements for the Project:
- .01 Design objectives, limitation and criteria
  - .02 Development of initial gross facility areas and space requirements
  - .03 Space relations
  - .04 Number of functional responsibilities personnel
  - .05 Flexibility and expandability
  - .06 Special equipment and systems
  - .07 Site requirements
  - .08 Development of a preliminary budget for the Work based on programming and scheduling studies
  - .09 Operating procedures
  - .10 Identification of facility requirements
  - .11 Security criteria
  - .12 Communications relationships
  - .13 FF&E requirement as required
  - .14 Description of interior finishes
  - .15 Project schedule.
- .10 Program comparison** shall involve a comparative analysis of the design solutions for the Project to current standards of the National Football League (NFL), Major League Soccer (MLS) and other stadiums developed in the NFL and MLS over the past five (5) years. The comparison analysis shall include, without limitation:
- .01 Sight line and section analysis
  - .02 Seating bowl configuration
  - .03 Gross area and net usable program requirements
  - .04 Team facility requirements
  - .05 Premium seating capacity and amenities
  - .06 Toilets and other public facilities
  - .07 ADA seating configuration
  - .08 Concessions and other points of sale (e.g. novelty, etc.)
  - .09 Parking requirements
  - .10 Specialty systems (e.g. scoreboards, etc.)
  - .11 Comparative sections to other NFL stadium, specifically to include Ford Field and Soldier Field for asymmetrical bowl configuration and six other most recently completed stadiums.
- .11 Space Schematics / Flow Diagrams** consisting of diagrammatic studies and pertinent descriptive text for:
- .01 Conversion of programmed requirements to net area requirements
  - .02 Internal functions
  - .03 Human, vehicular and material flow patterns
  - .04 General space allocations
  - .05 Analysis of operating functions
  - .06 Adjacency relationships
  - .07 Special facilities and equipment
  - .08 Flexibility and expandability
- .12 Sports Facilities Program Development** consisting of researching, evaluating, reviewing and planning for specific program requirements of a multi-purpose sports and entertainment facility, including, without limitation:
- .01 Development of seating bowl geometry and sightline analysis
  - .02 Requirements and criteria for premium seating and suites
  - .03 Typical design approach for seating, including ADA details and seat count by sections (between aisles by level)
  - .04 Operational requirements
  - .05 Analysis of ADA criteria and requirements
  - .06 Analysis of field systems and requirements
  - .07 Analysis and research of special systems (i.e. sports lighting, food service, audio-visual, etc.)
  - .08 Team facility program and requirements

#### **MASTER PLANNING AND SITE DEVELOPMENT SERVICES**

- .13 Site Analysis and Selection** consisting of:

- .01 On-site observations
  - .02 Evaluation of movement systems, traffic and parking studies
  - .03 Topography analysis
  - .04 Analysis of deed, zoning and other legal restrictions
  - .05 Overall site analysis and evaluation
- .14 **Site Development Planning** consisting of preliminary and final site analysis, and preparation and comparative evaluation of site development designs, based on:
- .01 Land utilization and evaluation
  - .02 Master planning to provide design services relative to future facilities, systems and equipment which are not intended to be constructed as part of the Project but as future phases of development (i.e. vertical expansion capabilities)
  - .03 Structures placement
  - .04 Facilities development
  - .05 Development phasing
  - .06 Movement systems, circulation and parking
  - .07 Utilities systems
  - .08 Surface and subsurface conditions
  - .09 Ecological requirements
  - .10 Deeds, zoning and other legal restrictions
  - .11 Landscape concepts and forms.
- .15 **Detailed Site Utilization Studies** consisting of detailed site analyses, based on the approved conceptual site development design, including:
- .01 Land utilization
  - .02 Structures placement
  - .03 Facilities development
  - .04 Development phasing
  - .05 Movement systems, circulation and parking
  - .06 Utilities systems
  - .07 Surface and subsurface conditions
  - .08 Review of soils report(s)
  - .09 Vegetation
  - .10 Slope analysis
  - .11 Ecological studies
  - .12 Deeds, zoning and other legal restrictions
  - .13 Landscape forms and materials.
- .16 **On-Site Utility Studies** consisting of establishing requirements and preparing initial designs for on-site:
- .01 Electrical service and distribution
  - .02 Gas service and distribution
  - .03 Water supply and distribution
  - .04 Site drainage
  - .05 Sanitary sewer collection and disposal
  - .06 Process waste water treatment
  - .07 Storm water collection and disposal
  - .08 Central-plant mechanical systems
  - .09 Fire systems
  - .10 Emergency systems
  - .11 Security
  - .12 Pollution control
  - .13 Site illumination
  - .14 Communications systems.
- .17 **Off-Site Utility Studies** consisting of:
- .01 Confirmation of location, size and adequacy of utilities serving the Property
  - .02 Determination of requirements for connections to utilities
  - .03 Planning for off-site utility extensions and facilities
  - .04 Design of off-site utility extensions and facilities.

- .18 **Environmental Studies and Reports** consisting of:
  - .01 Determination of need or requirements for environmental monitoring, assessment and/or impact statements
  - .02 Ecological studies
  - .03 Attendance at public meetings and hearings
  - .04 Presentations to governing authorities as required.
- .19 **Zoning Processing Assistance** consisting of:
  - .01 Prepare and file applications for zoning, permits and other regulatory approvals
  - .02 Preparation of presentation materials
  - .03 Attendance at public meetings and hearings.
- .20 **Geotechnical Engineering** services, including, but not limited to:
  - .01 Coordination of test borings, test pits, determinations of soil bearing values, percolation tests, evaluation of hazardous materials, ground corrosion and resistivity tests, including necessary operations for anticipating subsoil conditions, if any, and provided by the Owner.
  - .02 Include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; adjacent drainage; rights-of-way; restrictions, easements, encroachments, zoning, deed restriction, boundaries and contours of the site; locations, dimensions and necessary data pertaining to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All information shall be referenced to a project benchmark.

**DESIGN SERVICES**

- .21 **Architectural Design / Documentation:**
  - .01 During the Schematic Design Phase, responding to program requirements and preparing:
    - .01 Review of Owner's initial Program and Budget
    - .02 Written detailed Program for the Owner
    - .03 Schematic site and building plans
    - .04 Preliminary sections and elevations
    - .05 Preliminary selection of building systems and materials
    - .06 Dimensioned floor plans, elevations and sections
    - .07 Development of approximate dimensions, areas and volumes
    - .08 Perspective sketch(es)
    - .09 Parameters for concert design, and venue for other events.
    - .10 Preliminary infrastructure and parking layout.
    - .11 Locating sufficient quantities of elevators and vertical transportation
    - .12 Identification of key conditions or details that are unique to the proposed building
    - .13 An area by area square footage tabulation for the entire stadium
    - .14 Research and prepare detailed studies for variances that may be required for building codes with Governmental Authorities having jurisdiction over the Project.
    - .15 Coordination with any other required parties to complete the design.
  - .02 During the Design Development Phase consisting of continued development and expansion of architectural Schematic Design Documents and development of Specifications to establish the final scope, relationships, forms, size and appearance of the Project through:
    - .01 Dimensioned plans, sections and elevations
    - .02 Typical construction details
    - .03 Three-dimensional sketch(es)
    - .04 Study model(s) as required
    - .05 Final materials selection
    - .06 Equipment layouts.
    - .07 Coordination with any other required parties to complete the design.
  - .03 During the Contract Documents Phase consisting of preparation of Drawings and Specifications based on approved Design Development Documents setting forth in detail the architectural construction requirements for the Project.
- .22 **Structural Design / Documentation:**



- .01 During the Schematic Design Phase consisting of providing basic structural materials and systems, analyses, and development of conceptual design solutions for:
  - .01 A predetermined structural system
  - .02 A comparative analysis of structural framing alternatives, including, concrete, steel, precast and composite systems.
  - .03 Establish preliminary weights, sizes, and reinforcing for development of budgets
  - .04 Prepare structural analysis and conceptual design documents to determine most economical decking systems(s) (i.e. composite vs. steel plate vs. precast concrete)
  - .05 Prepare structural roof framing analysis and conceptual design documents to determine most economical structural framing systems(s).
  - .06 Prepared conceptual designs of modifications required to existing structural systems. (i.e. revised foundations or modifications steel framing)
  - .07 Prepare analysis for structural accommodation of typical rigging, network aerial camera attachment and scoreboard support.
  - .08 Coordination with the other Architect's Subconsultants and with the Developer's Consultants.
  
- .02 During the Design Development Phase consisting of continued development of the specific structural systems(s) and Schematic Design Documents and development of Specifications in sufficient detail to establish
  - .01 Final structural design criteria and layout
  - .02 Foundation design criteria and layout
  - .03 Preliminary sizing of major structural components
  - .04 Critical coordination clearances
  - .05 Specifications or materials lists
  - .06 Establish weights, sizes and reinforcing requirements for structural elements
  - .07 Prepare framing sections
  - .08 Scoreboard and other rigging requirements
  - .09 Preliminary layout and sizing of catwalk system(s).
  - .10 Prepare specification for any special coatings.
  - .11 Establish allowances for weights of connections.
  - .12 Prepare specifications for shop coatings of structural steel.
  - .13 Coordination with any other required parties to complete the design.
  
- .03 During the Contract Documents Phase consisting of preparation of final structural engineering calculations, Drawings and Specifications based on approved Design Development Documents, setting forth in detail the structural construction requirements for the Project.
  - .01 Architect or Architect's Structural Engineering Consultant shall prepare connection configuration details for all structural steel systems. Connection details will be developed during the Construction Documents Phase in sufficient detail to establish specific design criteria, load calculations and erection sequence requirements to delegate completion of connections by steel fabricator's connection engineer.
  - .02 Architect or Architect's Structural engineering Consultant shall prepare connection concepts for all exterior wall panel precast systems to tie back to the structure. Connection details will be developed during the Construction Document Phase in sufficient detail to establish specific design criteria, load calculations and erection requirements.
  - .03 Prepare all structural load calculations as required to establish a complete structural design for the Project.
  - .04 Coordination with any other required design team parties as necessary to complete the design. This includes the Project Manager and Developer's Trade Contractors.
  
- .23 **Mechanical Design / Documentation:**
  - .01 During the Schematic Design Phase consisting of consideration of alternate materials, systems and equipment, and development of conceptual design solutions for:
    - .01 Energy source(s)
    - .02 Energy conservation
    - .03 Heating and ventilating
    - .04 Air conditioning
    - .05 Plumbing

- .06 Fire protection and smoke control
  - .07 Snowmelt Systems
  - .08 Food Service
  - .09 General space requirements
  - .10 Building management systems and controls
  - .11 Coordination with any other required parties to complete the design.
  - .12 Approximate equipment sizes and capacities
  - .13 General equipment layouts for major systems
- .02 During the Design Development Phase consisting of continued development and expansion of mechanical Schematic Design Documents and development of Specifications or materials lists to establish:
- .01 Approximate equipment sizes and capacities
  - .02 Preliminary equipment layouts
  - .03 Required space for equipment
  - .04 Required chases and clearances
  - .05 Acoustical and vibration control
  - .06 Requirements for special systems
  - .07 Visual impacts
  - .08 Energy conservation measures.
  - .09 Coordination with any other required parties to complete the design.
- .03 During the Contract Documents Phase consisting of preparation of final mechanical engineering calculations, Drawings and Specifications based on approved Design Development Documents, setting forth in detail the mechanical construction requirements for the Project.
- .24 Electrical Design / Documentation**
- .01 During the Schematic Design Phase consisting of consideration of alternate systems, recommendations regarding basic electrical materials, systems and equipment, analyses, and development of conceptual solutions for:
- .01 Power service and distribution
  - .02 Lighting
  - .03 Telephones
  - .04 Fire detection and alarms
  - .05 Security systems
  - .06 Electronic communications
  - .07 Special electrical systems (i.e. A/V, CATV, IPTV, scoreboard, broadcast cabling, sports lighting, satellite uplink, lightning protection, information technology systems, security stems, etc.)
  - .08 General space requirements.
  - .09 Coordination with any other required parties to complete the design.
  - .10 Criteria for lighting, electrical and communications systems
  - .11 Sizes and capacities of major components
- .02 During the Design Development Phase consisting of continued development and expansion of electrical Schematic Design Documents and development of Outline Specifications or materials lists to establish:
- .01 Criteria for lighting, electrical and communications systems
  - .02 Approximate sizes and capacities of major components
  - .03 Preliminary equipment layouts
  - .04 Required space for equipment
  - .05 Required chases and clearances.
  - .06 Coordination with any other required parties to complete the design.
- .03 During the Contract Documents Phase consisting of preparation of final electrical engineering calculations, Drawings and Specifications based on approved Design Development Documents, setting forth in detail the electrical construction requirements for the Project.
- .25 Civil Design / Documentation:**



- .01 During the Schematic Design Phase consisting of consideration of alternate materials and systems and development of conceptual design solutions, as required, for:
  - .01 On-site utility systems
  - .02 Fire protection systems
  - .03 Drainage systems
  - .04 Paving.
  - .05 Preliminary Grades
  - .06 Coordination with any other required parties to complete the design.
- .02 During the Schematic Design Phase meet with local authorities having jurisdiction and utility providers in developing alternative routing of systems and development of design solutions, as required for:
  - .01 Sanitary sewer systems
  - .02 Storm sewer systems
  - .03 Storm water retainage
- .03 During the Design Development Phase consisting of continued development and expansion of civil Schematic Design Documents and development of Specifications or materials lists to establish the final scope of and preliminary details for on-site and off-site engineering work
- .04 During the Contract Documents Phase consisting of preparation of final civil engineering calculations, Drawings and Specifications based on approved Design Development Documents, setting forth in detail the civil construction requirements for the Project.
- .26 Landscape Design / Documentation:**
  - .01 During the Schematic Design Phase consisting of consideration of alternate materials, systems and equipment and development of conceptual design solutions for land forms, lawns and plantings based on program requirements as required, physical site characteristics, design objectives and environmental determinants.
  - .02 During the Design Development Phase consisting of continued development and expansion of landscape Schematic Design Documents and development of Specifications or materials lists to establish final scope and preliminary details for landscape work
  - .03 During the Contract Documents Phase consisting of preparation of final landscaping design calculations, Drawings and Specifications based on approved Design Development Documents, setting forth in detail the landscaping construction requirements for the Project.
- .27 Interior Design / Documentation:**
  - .01 During the Schematic Design Phase consisting of space allocation and utilization plans based on functional relationships, consideration of alternate materials, systems and equipment and development of conceptual design solutions for architectural, mechanical, electrical and equipment requirements in order to establish:
    - .01 Partition locations
    - .02 Partition type (light gauge framing, masonry, FF&E etc.)
    - .03 Conceptual signage and graphic designs
    - .04 Furniture and equipment layouts as required
    - .05 Types and qualities of finishes and materials for furniture, furnishings and equipment as required.
    - .06 Coordination with any other required parties to complete the design.
  - .02 During the Design Development Phase consisting of development and expansion of interior Schematic Design Documents and development of Specifications or materials lists to establish final scope and preliminary details relative to:
    - .01 Interior construction of the Project
    - .02 Special interior design features
    - .03 Wall section profiles for all types of interior partitions
    - .04 Typical room and wall elevations
    - .05 Furniture, furnishings and equipment selections as required
    - .05 Signage and graphics designs

- .06 Materials, finishes and colors.
  - .07 Coordination with any other required parties to complete the design.
- .03 During the Contract Documents Phase consisting of preparation of Drawings, Specifications and other documents based on approved Design Development Documents, setting forth in detail the requirements for the interior construction and for furnishings, fixtures and equipment as required for the Project.
- 28. Life Safety:**
- .01 During the Schematic Design perform research and prepare a life safety concept analysis that will document in the applicable discipline above project requirements including the items listed below as required by authorities having jurisdiction.
    - .01 Construction type
    - .02 Requirement for automatic sprinklers
    - .03 Requirement for standpipe system
    - .04 Requirement for fire alarm/detection systems
    - .05 Requirements for occupancy separation
    - .06 Exit system criteria
    - .07 Interior finish criteria
    - .08 Emergency lighting requirements
    - .09 Emergency power requirements
    - .10 Mechanical and electrical system features specifically related to fire protection such as fire dampers, smoke control and elevator recall and hoistway venting;
    - .11 Safety glazing criteria.
  - .02 Identify requirements which require clarification or can be approached utilizing an equivalency concept with the goal of achieving equal or superior life safety for the project while obtaining greater flexibility or cost savings for the project.
  - .03 Document areas to be sprinklered and provided with smoke control.
  - .04 Prepare graphic material which aids in illustrating the proposed fire protection concepts.
  - .05 Solicit approval of any large issues that will affect design or that cannot be priced as an alternate. Analyze the exiting system.
- .29 Special Design / Documentation, including:**
- .01 During the Schematic Design provide design services consisting of development and documentation of space allocation and utilization plans based on functional relationships, consideration of alternate materials, design requirements, systems and equipment for the development of Schematic design solutions in coordination with architectural, structural, mechanical, electrical, civil and other design documents for the following specialty systems:
    - .01 Food service
    - .02 Elevators and vertical transportation systems
    - .03 Seating systems
    - .04 Security (system and locations to be determined by Developer)
    - .05 Life safety systems
    - .06 Graphics and signage
    - .07 Audio-visual and broadcasting
    - .08 Scoreboards
    - .09 Furnishings, Fixtures and Equipment
  - .02 Preparation and coordination of special conceptual Drawings and Specifications for obtaining bids or prices on alternate subdivisions of the Work.
  - .03 During the Design Development Phase, continued development and expansion of Special Systems Documents and development of Specifications or materials lists to establish final scope and preliminary details relative to:
    - .01 Approximate equipment sizes and capacities
    - .02 Preliminary equipment layouts.
    - .03 Required space for equipment.
    - .04 Required chases and clearances.
    - .05 Acoustical and vibration control.
    - .06 Visual impacts.
    - .07 Energy conservation measures.
    - .08 Coordination with any other required parties to complete the design.



- .04 During the Construction Documents Phase, preparation of Drawings, Specifications and other documents based on approved Design Development Documents, setting forth in detail the requirements for the special designs as required for the Project.
- .30 **Materials Research / Specifications:**
- .01 During the Schematic Design Phase consisting of:
    - .01 Identification of potential architectural materials, systems and equipment and their criteria and quality standards consistent with the conceptual design
    - .02 Investigation of availability and suitability of alternative architectural materials, systems and equipment
    - .03 Determine acoustical requirements and treatments
    - .04 Coordination of similar activities of other disciplines.
    - .05 Review and contribute information determined in the above activities to Notes of Clarification maintained by the Project Manager.
    - .06 Coordination with any other parties required to complete the design.
  - .02 During the Design Development Phase consisting of activities by in-house architectural personnel in:
    - .01 Presentation of proposed General and Supplementary Conditions of the Contract for Design/Builder's approval
    - .02 Development of architectural Specifications or itemized lists and brief form identification of significant architectural materials, systems and equipment, including their criteria and quality standards
    - .03 Coordination of similar activities of other disciplines
    - .04 Review and contribute information determined in the above activities to Notes of Clarification maintained by the Project Manager.
    - .05 Production of design manual including design criteria and Specifications or materials lists.
    - .06 Completion of a fully coordinated set of Drawings and Specifications for the purpose of establishing the basis of the Contract Sum with the Developer.
    - .07 Coordination with any other required parties to complete the design.
  - .03 During the Contract Documents Phase consisting of activities of in-house architectural personnel in:
    - .01 Assistance to the Project Manager and Contractor in development and preparation of bidding and procurement documents and information which describes the time, place and conditions of bidding, bidding forms, and the form(s) of Agreement between the Design/Builder, Subcontractors and Trade Contractors
    - .02 Development, preparation and reproduction of all documents required for bidding
    - .03 Development and preparation of architectural and engineering Specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project
    - .04 Coordination of the development of Specifications by all other disciplines
    - .05 Compilation of the Drawings and Specifications as required by the Contractor for purposes of establishing the basis of the Contract Sum with the Owner
    - .06 Compilation of the Project Manual including Conditions of the Contract, bidding and procurement information, Drawings and Specifications as required for a multiple bid-package construction procurement.
    - .07 Compilation and posting on the Project Website all published standards referenced in the Project Manual.
    - .08 All schedules of requirements (e.g. finish schedules, door schedules, panel schedules and equipment schedules) are to be provided in a non-modifiable format (i.e. .pdf) for record purposes, and also in a Microsoft excel format for use by the Project Team.
    - .09 All "live" design files (i.e. CADD or .dwg) are to be provided to Project Team members upon request, and approval of the Project Manager.
    - .10 Coordination with any other required parties to complete the design.

## BIDDING OR NEGOTIATION SERVICES



- .31 **Bidding Materials** consisting of the preparation of a complete set of Drawings and Specifications to be used by the Design/Builder to secure the Contract Sum with the Owner for the complete construction of the Project, including:
  - .01 Complete Design Development Drawings
  - .02 Complete Design Development Specifications
  - .03 Finish schedule and materials list(s)
  - .04 Equipment list(s) and specifications as required
  - .05 Completeness review and correlation of documents
  - .06 Drawings and Specifications
  - .07 Distribution of all Drawings and Specifications as required by the Project Manager or Contractor.
- .32 **Addenda** services consisting of preparation and distribution of Addenda as may be required during bidding or negotiation and including supplementary Drawings, Specifications, instructions and notices of changes in the bidding schedule and procedure.
- .33 **Analysis of Alternates / Substitutions** consisting of consideration, analyses, comparisons, and recommendations relative to alternates or substitutions proposed by Bidders or proposers either prior or subsequent to receipt of Bids or proposals.
- .34 **Bid Evaluation** services consisting of:
  - .01 Validation of bids or proposals
  - .02 Participation in reviews of bids or proposals
  - .03 Evaluation of bids or proposals
  - .04 Participation in negotiations prior to or following decisions on award of the Construction Services Agreement, Subcontract Agreements or Trade Contracts.

#### CONSTRUCTION ADMINISTRATION PHASE

- .35 **Project Representation** shall be provided by the Architect consisting of daily on-site representation at the Project site to evaluate and inspect the Work being performed by the Contractors, Contractor's employees, subcontractor's and other trade contractor's for conformance with the Contract Documents.

From the date construction operations begin, the Architect shall be represented on the Project site by a Project Representative(s) that has been involved in the development of the Contract Documents and will have the authority to provide interpretation of the Contract Documents, speak for the Architect in meetings and advise the Developer or Project Manager with respect to rejection of installed work found not to conform to the Contract Documents. This individual will be the primary contact for responding to all Requests for Information (RFI), and participate in Owner / Architect / Contractor (OAC) and Construction Progress meetings. The lead Project Representative, nor various design discipline representatives, may be removed from the Project site without written permission of the Project Manager. The lead Project Representative will act as the coordinator of the various project representatives, designers and engineers.

Project representatives from key design disciplines are to be assigned to the Project site on a full-time basis. The Architect should plan the proper administrative staff as required to support this staff. Staffing levels and disciplines are to be presented in writing and approved monthly by the Project Manager. The Architect should plan on a minimum site specific staffing of the following disciplines:

1. Lead Project Representative as described above.
2. Architectural / Life Safety / ADA
3. Structural
4. Mechanical
5. Electrical
6. CADD Operator (Draftsmen).

The purpose of the CADD operator (draftsmen) is to provide professionally drawn clarification of the requirements of the Contract Documents as directed by the various Consultant's project representatives.

- .36 **Inspections of the Work** by the Architect shall occur on a daily basis such that the Architect is familiar with the progress and quality of the Work and to determine that the Work when completed will be in accordance with the Contract Documents. The Architect shall endeavor through these inspections to protect the Owner

against defects and deficiencies in the Work. The Architect will be responsible for preparing reports and communications which document the Work as completed and the Architect's inspection(s) thereof.

- .37 Submittal Services** consisting of:
- .01 Processing of submittals, including receipt, review of, and appropriate action on Shop Drawings, Samples and other submittals required by the Contract Documents.
  - .02 Distribution of submittals to the Design/Builder and Architect's field representative
  - .03 Maintain master file of submittals
  - .04 Related communications.
  - .05 The Architect and the Architect's Subconsultants shall be responsible for the timely (as provided in the Agreement) response to all Submittals, and must provide sufficient staffing to support the timely response to such Submittals. Any delays in the process of submittals by the Architect or the Architect's Subconsultants will be the responsibility of the Architect.
- .38 Supplemental Documentation** services consisting of:
- .01 Preparation, reproduction and distribution of supplemental Drawings, Specifications and interpretations in response to requests for information and clarification from the Design/Builder and Owner.
- .39 Quotation Requests / Change Orders** consisting of:
- .01 Preparation, reproduction and distribution of supplemental Drawings and Specifications to describe Work to be added, deleted, or modified
  - .02 Review of proposals for changes provided by the Contractor
  - .03 Coordination of communications, approvals, notifications and record keeping relative to changes in the Work
  - .04 upon request by the Project Manager, forwarding of electronic Drawing files to requested parties.
- .40 Project Closeout** services initiated upon notice from the Project Manager(s) that the Work, or a designated portion thereof which is acceptable to the Design/Builder, is sufficiently complete, in accordance with the Contract Documents, to permit occupancy or utilization for the use for which it is intended, and consisting of:
- .01 A detailed inspection with the Design/Builder's representative for conformity of the Work to the Contract Documents to verify the list submitted by the Project Manager(s) of items to be completed or corrected
  - .02 Determination of the amounts to be withheld until final completion
  - .03 Securing and receipt of consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment(s)
  - .04 Issuance of Certificate(s) of Substantial Completion
  - .05 Inspection(s) upon notice by the Project Manager(s) that the work is ready for final inspection and acceptance
  - .06 Notification to Design/Builder of deficiencies found in follow-up inspection(s), if any
  - .07 Final inspection with the Design/Builder's representative to verify final completion of the Work
  - .08 Receipt and transmittal of warranties, affidavits, receipts, releases and waivers of liens or bonds indemnifying the Design/Builder against liens
  - .09 Securing and receipt of consent of surety or sureties, if any, to the making of final payment(s)
  - .10 Issuance of final Certificate(s) of Payment.

#### **POST-CONTRACT SERVICES**

- .41 Maintenance and Operational Programming** services consisting of:
- .01 Assistance in the establishment by the Owner of in-house or contract program(s) of operation and maintenance of the physical plant and equipment
  - .02 Arranging for and coordinating instructions on operations and maintenance of equipment in conjunction with manufacturer's representatives
  - .03 Assistance in the preparation of operations and maintenance manual(s) for the Owner's use.
- .42 Start-Up Assistance** consisting of:
- .01 On-site assistance in the operation of building systems during initial occupancy
  - .02 Assistance in the training of the Owner's operation and maintenance personnel in proper operations, schedules and procedures

- .03 Administration and coordination of remedial work by the Project Manager(s) after final completion.
- .43 **Record Drawings** services consisting of:
  - .01 Making arrangements for obtaining from Project Manager(s) information in the form of marked-up prints, drawings and other data certified by them on changes made during performance of the Work
  - .02 Review of general accuracy of information submitted and certified by the Project Manager(s)
  - .03 Preparation of record drawings based on certified information furnished by the Project Manager(s)
  - .04 Transmittal of record drawings and general data, appropriately identified, to the Design/Builder and others as directed.
  - .05 Provide complete project file of all Drawings and Specifications and a complete set of "Record" Documents on CADD file. The Architect will be responsible to provide such "Record" Documents in both a complete printed and electronic format acceptable to the Developer and the Project Manager. The purpose of these "Record" Documents is to develop a complete and accurate set of Contract Documents that reflects the Project upon completion of the Work by the Contractor and the Trade Contractors.
  - .06 Provide complete Project file of all "live" (alterable) electronic files of Drawings and Specifications upon the request of the Project Manager. These requests may be at any phase of the project.
- .44 **Warranty Review** consisting of:
  - .01 Consultation with and recommendation to the Design/Builder during the duration of warranties in connection with inadequate performance of materials, systems and equipment under warranty
  - .02 Inspection(s) prior to expiration of the warranty period(s) to ascertain adequacy of performance of materials, systems and equipment
  - .03 Documenting defects or deficiencies and assisting the Design/Builder in preparing instructions to the Project Manager(s) for correction of noted defects.
- .45 **Tenant-Related Services** consisting of design and documentation services for the tenant relating to:
  - .01 Space planning, partition and furnishings locations, and furniture and equipment layouts
  - .02 Material and color selections and coordination
  - .03 Adaptation of mechanical, electrical and other building systems to meet tenant needs.
- .46 **Graphic Design** services consisting of:
  - .01 Design and selection of interior and exterior signs and identifying symbols
  - .02 Material and color selections and coordination
  - .03 Preparation of Drawings and Specifications and bidding documents
  - .04 Review of requirements for conformance, clarity and completeness with the Contract Documents
- .47 **Food Service Equipment** services consisting of providing the Drawings and Specifications for the procurement of food service equipment:
  - .01 Preparation of Drawings and Specifications and bidding documents
  - .02 Review of requirements for conformance, clarity and completeness with the Contract Documents
- .48 **Furniture, Furnishings and Equipment Services** consisting of providing the Drawings and Specifications for the procurement of furnishings, fixtures and equipment:
  - .01 Preparation of Drawings and specifications and bidding documents
  - .02 Review of requirements for conformance, clarity and completeness with the Contract Documents
- .49 **Special Furnishings Design** services relating to Architect-designed special furnishings and/or equipment incorporated into or provided for the Project as required and consisting of:
  - .01 Design and documentation of program requirements
  - .02 Prepare Drawings and Specifications (i.e. industry standards for detention systems, security systems, etc.)
  - .03 Management of procurement for special furnishings and specialty systems as required
  - .04 Coordination of installation.
- .50 **MINIMUM DELIVERABLES**



At the Conclusion of each Phase of Design the Consultant is to provide to the Project Manager the following items as "deliverables" as well as other documentation that may be required in order to advance the interests of the Developer.

### Conceptual Design

[INSERT]

### Schematic Design Phase

#### Programming Documents

(To be developed early in the Schematic Design Phase. Graphic depictions are to be updated if program is altered as design advances in the schematic design phase.)

- Image Boards
- Theme Concepts
- Diagrammatic Plan Layouts and Options
- Exterior Concepts
- Entertainment Concepts
- Massing/Height Concepts
- Space relationship and adjacency
- Circulation diagrams
  - Service
  - Public
  - Media
  - Vehicular
  - Employee/Back of House
- Public Spaces: Concourses, Seating, Suites, Clubs and Toilet Rooms
- Food & Beverage outlets including Concession Stands, Pantries for Premium Areas and Commissary
- Back of house spaces,
- Media Facilities
- Elevator and Escalators Quantity/type
- Code Abstract (Report on code compliance issues after preliminary consultation with Authorities Having Jurisdiction)

#### Architectural Site Plan (Overall)

- Building footprint w/overall dimensions
- Fan arrival/exiting (Premium and General Admission)
- Service areas, loading docks at new SEZ escalator core tower only.
- Parking valet, taxi, tour bus
- Major ME&P site

#### Architectural

- Overall floor plans, all floors
- Finished floor elevations
- Preliminary roof plan
- Exterior elevations, finishes, ext. lighting @ building
- Exterior building sections (typical)
- Narrative of major building components
- Preliminary code evaluation
- Occupancy/exiting calculations
- Preliminary vertical transportation analysis

#### Structural

- Summary of structural concepts and building components
- Live load design calculation/assumptions
- Recommended structural system w/confirmed column grids

#### Civil Design

- Schematic Site Plan (dimensioned)

- Building footprint (sf)
- Parking lot areas (areas, parking spaces)
- Environmental issues (flood plains)
- Preliminary Grading Plan(s)
  - Mass grading concepts
  - Cut/fill analysis
  - Erosion control concepts
- Preliminary Drainage Concepts
  - Outfalls
  - Detention/retention

#### Interiors/Theming

- Conceptual Designs, space plans, FF&E, renderings, theme design
  - General Admission Concourses
  - Club

#### MEP & FP

- Evaluation of Alternate Systems and Building Component
- Utility Connections, Sizes & Locations
- Initial FP Code Reviews
- MEP & FP Conceptual Designs @ Central Plant

#### Audio Visual

- Coordination with Preliminary Scoreboard Design developed by the Developer's Scoreboard / Sound System Consultant and Vendors including:
  - Distributed Television Infrastructure
  - Information Technology (IT) Systems
- Coordination with Sound Distribution Design Concepts developed by the Developer's Scoreboard / Sound System Consultant and Vendors

#### Kitchen Consultants

- Preliminary design "concepts" and layouts

Review and comments to Notes of Clarification maintained by the Project Manager.

### Design Development Phase

#### Program Analysis

- Program vs. Design (SF basis)

#### Civil

- Grading plans
- Roadway, plans & profiles
- Pavement designs
- Utility plans, water & san, sewer (mains & laterals)
- Drainage designs, plans & profiles (Initial)
- Permitting submittals (Preliminary)

#### Architectural

- Architectural floor plan, enlarged, partial
- Complete Club Design
- Complete Toilet Room Designs
- Complete Concession Stand Designs
- Complete Premium Area Pantry Designs
- Complete Commissary Design
- Exterior elevations and theming
- Clubs, Loge, overall plans @ 1/16" = 1'0"
- Typical wall section, types
- Door types, schedule
- Elevator sections
- Stair sections
- Roof plan (1/16" – 1'0") w/MP&E locations
- Overall reference plan/sections
- Reviewed, updated and fully coordinated Notes of Clarification

- BOH Space plans/approvals
  - Structural (Concepts)
    - Foundation designs
    - Foundation schedules, details
    - Column schedules, details
    - Sections, details
    - Details of any modifications required to existing structural systems
    - General notes
    - Shear wall schedules, details
  - Mechanical
    - Load calculations
    - Snow Melt System Design
    - Smoke evacuation analysis
    - Club Design
    - Stair pressurization designs
    - Vertical & Horizontal distribution (all floors)
    - Condenser & chilled water flow diagrams
    - Central plant equipment layouts
    - Equipment selections
    - Reviewed, updated and fully coordinated Notes of Clarification
  - Plumbing
    - Site plan utility connection, sizes & elevations
    - Fire pump, preliminary calculations
    - Preliminary fixture selections
    - Material selections, specifications
    - Roof drains river diagram
    - Reviewed, updated and fully coordinated Notes of Clarification
  - Electrical
    - Site electrical distribution
    - Site electrical where impacted by site regarding
    - Electrical one line design
    - Electrical legends
    - Electrical equipment room layouts
    - Light fixture locations & weights
    - Reviewed, updated and fully coordinated Notes of Clarification
    - Light Control Concepts
  - Audio Visual
    - Scoreboard Design concepts
  - Kitchen Designs (Preliminary)
    - Equipment layouts
  - Back of House Areas (Preliminary)
    - Equipment layouts
  - Interiors & Theming
    - Typical interior elevations, sections & details
    - Clubs and Loge areas Complete
    - Elevator lobbies, RCP
    - Finish schedules, FOH, RCP
    - Signage
      - Preliminary signage package (interior & site)
    - Reflected ceiling plans, ALL spaces to include public areas, restaurants
    - Millwork
    - Preliminary FF&E
- Review and comments to Notes of Clarification maintained by the Project Manager.

### Construction Documents Phase

Program Analysis, Space by Space Basis



Life Safety Plan (Final), Code Analysis

Architecturals:

- Reference Plan, key plans
- Building Envelope
  - Building sections (all) @ extension
  - Roof plan (enlarged)
  - Exterior Elev. (enlarged)
  - Exterior Elev. (partial)
- Floor Plans, Wall Types, Dimensions
- Stair Plans, section
- Elevator Plans, section
- Escalator Plans, sections
- Specifications
- Finish Schedules

Civil

- Final Roadway Plans & Profiles
- Final Grading Plans
- Final Storm Drainage Plans, Calculations
- Final Roadway Sections, Pavement Designs
- Specifications

Structural

- Floor Framing Plans (Final)
- Roof Framing Plans (Final)
- MP&E Penetrations
- Sections, Details Typical
- Footing & Foundations Plans
- 

Mechanical/Plumbing

- Final Design Calculations
- All Layers, Plumbing Layouts
- Fire Protection Pump Selection
- Sprinkler Risers, Vertical Distribution
- HVAC Vertical Distribution
- HVAC Equipment Layouts, Schedule
- HVAC Roof Plan (Final)
- Snow Melt System Layout
- Snow Melt Equipment Details
- Specifications

Kitchens

- Approved Equipment Layouts
- Equipment Requirements
- Equipment Schedule
- Recessed Slabs (Coolers, Freezers)
- Specifications

Interiors & Theming

- Millwork
- FF&E Design

Signage Design & Interior

- Exterior Signage Plans, Elevations, Details
- Interior Theming and Advertising Signage
- Wayfinding and Room Identification Signage
- (See Audio Visual for Scoreboards)

Electrical

- Lighting Plans, All Areas
- Power Plans, All Areas
- Final Design Calculations
- One Line Diagrams

- Electrical Equipment Selections, Layouts
- Electrical Equipment Room Layouts
- Initial Permitting Submittal
- Specifications