

**INDIANAPOLIS BOND BANK  
REQUEST FOR QUALIFICATIONS  
DESIGN AND DESIGN CRITERIA CONSULTING  
SERVICES FOR THE INDIANAPOLIS-MARION  
COUNTY COMMUNITY JUSTICE CAMPUS**

**BOND BANK RFQ-LJF-2017-004**

**Issued: June 9, 2017**

## **SECTION 1 - BACKGROUND**

### **1.1 Request for Qualifications.**

This Request for Qualifications solicits Statements of Qualifications for performing design and/or consulting services related to the City of Indianapolis and Marion County Community Justice Campus (Capitalized terms not otherwise defined are defined in Section 6 of this RFQ). A submittal of a Statements of Qualifications does not guarantee that the firm will be contracted to perform any services but only serves notice to the Indianapolis Bond Bank that the firm desires to be considered.

### **1.2 Criminal Justice Reform.**

On May 11, 2016, in his inaugural State of the City Address, Mayor Joe Hogsett set Indianapolis on a path of holistic, data-driven criminal justice reform. Consistent with that commitment, Mayor Hogsett signed the Executive Order launching the Task Force as the vehicle for such change in Indianapolis. The Executive Order included three directives:

*(1) The Mayor hereby creates and orders his staff to support the Criminal Justice Reform Task Force whose mission shall be to assess, research, examine, and ultimately report recommendations for the systemic reform and optimization of the current county criminal justice system, and – based on those recommendations – identify requirements for the location, construction, and/or renovation of county criminal justice facilities.*

*(2) The Mayor shall appoint members of the Criminal Justice Reform Task Force from the three branches of City-County government and pertinent City-County agencies represented in the Criminal Justice Planning Council, as well as subject matter experts and members of the community at his discretion.*

*(3) The Criminal Justice Reform Task Force shall finalize its work and report its findings and recommendations to the Criminal Justice Planning Council at the CJPC's regularly scheduled meeting in December of 2016.*

### **1.3 Community Justice Campus.**

The Task Force identified its facilities recommendations for the Community Justice Campus in a December 2016 report. The report and related information can be located at: <http://www.indy.gov/eGov/Mayor/CJRTE/Pages/findings.aspx>. The report recommended construction of new facilities to suit its findings related to specific criminal justice design and process changes, including (in summary fashion) the following:

- **Project 1 (AIC & Jail)**
  - **Assessment and intervention center (“AIC”)** where arrestees are assessed for mental health and substance abuse treatment needs, receive short-term detoxification and behavioral health treatment, have access to social services, defense counsel and prosecutor staff, receive referrals to longer-term treatment plans and engagement with the wraparound care services based on individual treatment plans.
  - **A 2,700 bed jail to replace current detention facilities**, with design elements that increase safety for jail staff and inmates by facilitating improved admission and inmate management.
  - **A 300 bed acute health care and mental health units** that accommodate state-of-the-art care including suicide watch, geriatric and chronic disease care.
  
- **Project 2 (Court Facility)**
  - **A consolidated civil and criminal courthouse** that incorporates the design elements defined by a Courts Planning Group and collocated with the AIC and new jail. The final determination of design and courts included will be made by the Marion County Judiciary.

Consistent with the foregoing, on January 31, 2017, the Task Force Administrative Team announced the proposed site of the Community Justice Campus, which is the former Citizens Energy Group Coke Plant on the east side of Indianapolis (“**Site**”).

On March 31, 2017, the Task Force Administrative Team announced that the Community Justice Campus should consist of a number of construction projects, including: 1) Project 1 - an assessment and intervention center and consolidated county jail; and 2) Project 2 - a court facility (collectively the “**Facilities**”). It was further recommended that the Facilities should be delivered using the design-build delivery model, which represents a fiscally responsible transparent approach through competition, a guaranteed maximum price, risk transfer to the private sector contractor (and thus away from the taxpayers), and no tax increases.

The Site is currently enrolled in the Indiana Department of Environmental Management (“IDEM”) Voluntary Remediation Program (“VRP”). IDEM’s approved closure of the Site could include additional requirements and/or site use restrictions associated with brownfields, which may need to be incorporated into the design criteria, as appropriate. It is anticipated that the civil engineering, certain environmental work, related services and construction for the Site may be completed under one or more preliminary competitive bid packages, prior to the

issuance of the request for proposals for the design-build contract(s) related to the Facilities (the “**Potential Site Enabling Project**”). This is considered the most cost effective and risk averse process for addressing the unique aspects of the Site.

The Bond Bank has already retained a number of consultants and advisors, as follows:

- **Overall project manager/owner’s representative:** Shrewsberry & Associates, LLC
- **Design Criteria Developer:** Hellmuth, Obata & Kassabaum, Inc.
- **Owner’s representative for construction:** Shiel Sexton Co., Inc.
- **Community outreach consultant:** Engaging Solutions, LLC
- **Legal:** Faegre Baker Daniels LLP
- **Financial:** Sycamore Advisors, LLC

## **SECTION 2 - REQUEST FOR QUALIFICATIONS**

### **2.1 General Purpose.**

The City, the Bond Bank, their consultants, advisors and other impacted stakeholders are moving forward with planning and designing for the Project. The Bond Bank is a body corporate and politic established for, among other things, assisting qualified entities to develop infrastructure in the City and County, and it is facilitating the Project for this purpose. This RFQ is to facilitate selection of potential design team members, and specifically, the Bond Bank is soliciting qualifications from 17 separate disciplines listed and/or described in **Attachment A**.

### **2.2 Scope of Services.**

The services or disciplines for each solicited design team participant are separately identified and labeled within Attachment A. For example, civil engineering services are described in Section 1 of Attachment A, environmental engineering services are described in Section 2 of Attachment A, and so on. As noted below in Section 3, respondents may respond for as many disciplines or Sections within Attachment A as they like; however, they are instructed to respond only on behalf of their own firm **without teaming or partnering with any other firms**. The Bond Bank and the City retain exclusive and sole discretion for making the selection of team members.

## **SECTION 3 - PROCUREMENT PROCESS**

### **3.1 Procurement authority.**

This RFQ is being issued under the Bond Bank's general power to facilitate the City and County's infrastructure needs as described herein.

### **3.2 Selection process and criteria.**

Selections are not based on competitive bidding, but on professional qualifications, competence, documented experience and the expertise of key personnel to be assigned to the Project for the types of services described in Attachment A. Consideration may also be given to the following factors:

- familiarity or demonstrated experience with the Site, the Project and the criminal justice system in the City of Indianapolis and Marion County;
- key staff personnel available locally for the Project;
- special or unique expertise in the disciplines listed in Attachment A;
- experience with design and/or consulting on projects involving brownfields;
- MBE/WBE/VBE/DOBE certification or demonstrated ability to partner with MBE/WBE/VBE/DOBE certified firms
- ability to begin work immediately and the firm's existing workload;
- the firm's proximity to the Project;
- extent of work which must be subcontracted by the firm and their proposed method of accomplishing project objectives;
- extent of work experience relative to the Projects applied for;
- method of accomplishing project objectives; and
- performance evaluations on similar projects, if any

**3.3 Conflicts of Interest.** Consistent with Indianapolis Marion County Ordinance Section 295-2(a), Indiana Code Section 5-30, *et. seq.*, and industry best practice, successful respondents who enter into written agreements for the Project (and any of their affiliates, parent companies, or subsidiaries) will be prohibited from participating on any other design or construction teams performing services or construction work on the Project.

**3.4 No Teaming.** Respondents should avoid teaming with other firms in responding to this RFQ. Responses on behalf of multiple firms will either not be considered or will be considered separately. The Bond Bank reserves the right to negotiate with individual firms, even if such firm improperly submits a response as part of a team. **Notwithstanding this prohibition of teaming, respondents are encouraged to share their prior experience with other firms, including MBE/WBE/VBE/DOBE certified firms.**

**3.5 Pre-Response Meeting.** Representatives from the City and the Bond Bank will host a pre-response meeting to discuss the Project and this RFQ on June 19, 2017 at 10:00 a.m. in Conference Room A, Second Floor, at the Julia M. Carson

Government Center, located at 300 E Fall Creek Parkway N Drive, Indianapolis, IN 46205. While attendance at the pre-response meeting will not preclude firms from responding to this RFQ, attendance is strongly encouraged as it may impact respondents' ability to prepare an effective response.

**3.6 Questions:** Questions regarding this RFQ, if any, must be submitted in writing before June 20, 2017 at 5:00 p.m. to Andre Zhang Sonera, Bond Bank Project Manager, [Andre.ZhangSonera@Indy.Gov](mailto:Andre.ZhangSonera@Indy.Gov) with reference to Indianapolis Bond Bank **RFQ-LJF-2017-004**. There will also be time for live questions and answers at the pre-response meeting. Please note that the Bond Bank will not issue any official answers to questions at the pre-response meeting. Official answers to questions, if any, will be issued via addenda to this RFQ by June 23, 2017.

**3.7 Schedule.** *The Bond Bank reserves the right to adjust this schedule without prior notice and at its sole discretion.*

<u>Event</u>	<u>Date</u>
RFQ Issued	June 9, 2017
RFQ Pre-Response Meeting	June 19, 2017
RFQ Addenda Issued	June 23, 2017
Submission of Qualifications	June 27, 2017
Announcement of Selections	After August 1, 2017

**3.8 Form of Contract.**

The respondents deemed most competent and qualified by the Bond Bank will be provided with a form of written agreement for final negotiations on all terms and conditions, including compensation that the Bond Bank determines to be reasonable. It is possible the written agreement will be in the form of a sub-consultant agreement with another team member. The Bond Bank reserves the rights to negotiate with two or more respondents for each Section within Attachment A and approve all sub-consultants and sub-consultant agreements. The Bond Bank reserves the right to reject any and all responses.

**SECTION 4 - RESPONSES**

**4.1 Responses must be sent in electronic PDF form via electronic mail to Andre Zhang Sonera, Bond Bank Project Manager, [Andre.ZhangSonera@Indy.Gov](mailto:Andre.ZhangSonera@Indy.Gov), with reference to Indianapolis Bond Bank RFQ- LJF-2017-004 and the applicable Section(s) number(s) from Attachment A for which the respondent is responding in the subject line of the electronic mail.** The response shall include the following:

- *Cover Letter – not to exceed two pages.* The response should include a cover letter expressing the respondent's interest in the Project and the specific Section(s) within Attachment A for which they are submitting.

- *Statement of Qualifications – not to exceed 15 pages.* The response should include a written statement organized in conformance with, and responding to, the criteria listed in Section 3.2 of this RFQ. Exhibits to the Statement of Qualifications (including brochures, professional resumes, references or other materials will not be counted against the page limit; however, these should be kept to a minimum and only those materials the respondent believes are highly relevant to its ability to perform the specified services).
- *Diverse Business Utilization Plan.* The response should indicate whether respondent satisfies intended MBE/WBE/VBE/DOBE participation on its own without teaming. This shall, at a minimum, include the factors included in Section 5.3.
- *Rate Sheet.* The response should include the hourly rates of the team members the respondent would expect to be working with the City’s team and, if necessary, general rates for the firm and any other firms responding with the primary respondent.
- *Certificate of Insurance.* The response should include a copy of the respondent’s certificate of insurance with current insurance limits, including professional liability insurance limits.

**4.2 Deadline of submittal of response – June 27, 2017 at 5:00 p.m. (Indianapolis Time)**

**4.3 Websites:**

- [CriminalJusticeReform.indy.gov](http://CriminalJusticeReform.indy.gov)
- <http://www.indy.gov/eGov/City/OFM/Purch/Bids/Pages/BiddingOpportunities.aspx>

**4.4 Contact Person and Communications –** All inquiries regarding this RFQ should be provided in the form of written questions pursuant to Section 3.6, above. Other matters or inquiries can be directed to William Shrewsberry, President of Shrewsberry & Associates, LLP.

**SECTION 5 - ADDITIONAL REQUIREMENTS**

- 5.1** The City of Indianapolis, Marion County, State of Indiana Executive Order No. 1, 1987 encourages all certified Minority Business Enterprises and Women Business Enterprises to submit statements of interest and will not discriminate against any individual or firm on the grounds of race, color, sex, physical handicap or national origin in the selection process.
- 5.2** It is the policy of the Consolidated City of Indianapolis (G.O. 581 as amended and Executive Order No. 5) that Women’s Business Enterprises, Minority Business

Enterprises, Veteran Owned Businesses, Disability Owned Businesses shall have the maximum feasible opportunity to participate in the performance of contracts. The Bond Bank encourages all firms to meet the city's MBE/WBE/VBE/DOBE goals of 15%/8%/3%/1% respectively.

In order to be considered as a MBE/WBE/VBE/DOBE for this project, the respondent must be at least 51 percent (51%) owned, controlled and managed (proven & demonstrated) by a U.S. citizen(s) and must be certified by the City of Indianapolis Office of Minority & Women Business Development.

- 5.3** Each respondent shall state whether it meets MBE/WBE/VBE/DOBE certifications on its own or via potential partners or sub-consultants. If respondents intend or need to rely on partners or sub-consultants to meet these requirements, then they are encouraged to identify MBE/WBE/VBE/DOBE certified firms they have worked with on other relevant projects as part of the *Diverse Business Utilization Plan* section of their responses to this RFQ. The Bond Bank reserves the exclusive right to select or approve MBE/WBE/VBE/DOBE certified firms as partners or sub-consultants for respondent(s) or otherwise. Further, respondents are encouraged to address, as part of the *Diverse Business Utilization Plan* section of their response, how they would plan to meet the following items if selected as part of the Bond Bank's team:
- 5.3.1 Ensure MBE/WBE/VBE/DOBE certified firms are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities; including placing MBE/WBE/VBE/DOBE certified firms on solicitation lists and soliciting them whenever they are potential sources.
  - 5.3.2 Make information on forthcoming opportunities available to MBE/WBE/VBE/DOBE certified firms and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by MBE/WBE/VBE/DOBE certified firms in the competitive process.
  - 5.3.3 Consider in the contracting process dividing when economically feasible into smaller tasks or quantities to permit maximum participation by MBE/WBE/VBE/DOBE certified firms in the competitive process.
  - 5.3.4 Encourage contracting with a consortium of MBE/WBE/VBE/DOBE certified firms when a contract is too large for one MBE/WBE/VBE/DOBE consultant to handle individually.
  - 5.3.5 Define the payment terms so that MBE/WBE/VBE/DOBE certified firms will be paid in a timely fashion, i.e. within 10 days of receipt of payment by the Bond Bank or allowing for the Bond Bank to have a direct pay arrangement with the MBE/WBE/VBE/DOBE certified firms.

- 5.3.6 Use the services and assistance of the Minority and Women Business Development Department of the City of Indianapolis.
- 5.4 To facilitate project development which includes the review of work and coordination with local officials, the general public, the Departments of Public Works, the successful individual or firm shall have an office established within the Indianapolis Metropolitan Statistical Area (IMSA), which includes Marion County and the adjoining counties. All work must be performed under the direct control of the firm's local office unless prior approval is obtained from the Bond Bank or the City.

## **SECTION 6 - DEFINITIONS**

- 6.1 **The Bond Bank** is the Indianapolis Public Improvement Bond Bank and was created in 1985, pursuant to Indiana Code Section 5-1.4-3-1. The Bond Bank operates during normal business hours.
- 6.2 **Request for Qualifications** or **RFQ** means this solicitation for the disciplines and/or services described herein and in Attachment A.
- 6.3 **Statement of Qualifications** means a written response to this RFQ consistent with the requirements in Section 4.
- 6.4 **The Executive Order** means the May 11, 2016 Executive Order by Indianapolis Mayor Joe Hogsett establishing the Task Force.
- 6.5 **The Task Force** means the Indianapolis Criminal Justice Reform Task Force and was established by the Executive Order.
- 6.6 **The Project** means one or more construction or development projects to design and build a Community Justice Campus for the City of Indianapolis and Marion County and other stakeholders involved in criminal justice services throughout Indianapolis and Marion County.

(Note: Capitalized terms not defined in this RFQ are defined in the Report)

**ATTACHMENT A**  
**SCOPE OF WORK**

The subconsultants listed below are expected to provide services to work with the City’s consultant Hellmuth, Obata & Kassabaum, Inc. (“HOK”) and other project team consultants, as well as the appropriate City personnel and representatives as may be necessary, in the design and documentation of the Site and Project. The potential scope of work for each subconsultant is included below.

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## **Section 1. DESCRIPTION OF CIVIL ENGINEERING SERVICES**

Assist the City, the Bond Bank, their consultants, advisors and other impacted stakeholders with preparing civil engineering services for the design and construction of the Site, as well as, design criteria for the Facilities, including but not limited to the following:

- i. Initial Due Diligence
  - a. Provide site aerial photos of the site.
  - b. Provide GIS mapping of site including documented boundaries.
  - c. Research zoning to determine the project's viability related to use and provide supporting documentation.
  - d. Identify the zoning of surrounding parcels.
  - e. Investigate utility locations near the site based on available mapping.
  - f. Research flood plain and wetland information for the parcel.
  - g. Noise abatement: define requirements for onsite generated noise and attenuation requirements.
  - h. Light trespass: define requirements for onsite site lighting, shielding and light trespass.
  - i. Prepare a report documenting the initial viability of development of the property.
  - j. Participate in team meetings to discuss the initial due diligence findings.
  - k. Review the Marion County/Township Interim Reports and data available from Indianapolis Historic Preservation Commission to identify potential historical sites/districts within a ½-mile radius of the potential sites;
  - l. Conduct a review of archaeological sites recorded with Indiana Department of Natural Resources (IDNR) – Division of Historic Preservation and Archaeology (DHPA).
  - m. Conduct field reconnaissance of the site to field verify database information and locate previously unidentified sites.
- ii. Final Due Diligence
  - a. The final due diligence will be an expansion of the initial due diligence report.

- b. Investigate contacts within the project's jurisdiction.
- c. Investigate the procedures that will be needed for a given project, including plan commission, board of zoning appeals and city offices.
- d. Investigate application fees required during the approval and permitting process.
- e. Provide additional zoning research to determine setbacks, parking requirements, landscape needs, etc.
- f. Provide additional utility investigation to determine sizes and capacities. Initial contact will be made with each utility to determine their ability to serve the proposed location.
- g. Investigate utility tap fees and impact fees within the jurisdiction.
- h. Perform a site visit for items that currently exist on site including a generalized depiction of existing grades, sidewalks, pavement conditions, current traffic movements, etc.
- i. Provide maps, codes, photos, etc. as supporting documentation for the due diligence report.
- j. Prepare bidding documents, drawings, specifications and design criteria for the Site and the Facilities, respectively.

## **Section 2. DESCRIPTION OF ENVIRONMENTAL ENGINEERING SERVICES**

Assist the City, the Bond Bank, their consultants, advisors and other impacted stakeholders with preparing design criteria for environmental engineering services for the Facilities, including but not limited to the following:

- i. Develop flow projections for wastewater facilities
- ii. Wastewater service for all facilities assumptions
  - a. Assume all wastewater will flow to a common sewer. Assume sewer on site will be designed by civil group.
  - b. Assume common sewer will flow to lift station
- iii. Initial Design Lift station and force main
  - a. Develop peak hourly flow rates.
  - b. Develop preliminary design plans for a submersible lift station.
  - c. Design will include mechanism to grind the sewage prior to pumping. Grinder selection will be for an inline/submersible grinder on the influent line.
  - d. Design will include a bypass around the grinder/parallel grinders to prevent backing up the sewer in the event the grinder fails or requires service.
- iv. Coordination with utility provider for service - offsite requirements
  - a. Discuss wastewater and water peak flow rates with utility provider to determine if offsite changes are required.
  - b. Request utility provider to confirm capacity exists - assume one site
  - c. Request utility provider confirm capacity exists for gas service
  - d. Develop requirements & preliminary design for necessary offsite water and sewer and gas improvements.
  - e. Confirm permitted waste issues – what materials are allowed to be disposed of via sanitary sewer, what special permits might be required per Authority Having Jurisdiction. Is onsite holding / dilution required?
- v. Wind analysis
  - a. Provide onsite wind testing to define prevailing winds.

- b. Identify potential contaminants from adjacent parcels.
- vi. Environmental exposure mitigation systems required by RWP, including vapor mitigation and soil engineering barriers
- vii. Expanded wastewater treatment systems for foundation dewatering

### **Section 3. DESCRIPTION OF ENVIRONMENTAL SCIENCES SERVICES**

Assist the City, the Bond Bank, their consultants, advisors and other impacted stakeholders with preparing design criteria for environmental science services for the Facilities, including but not limited to the following:

- i. The Site is currently enrolled in the IDEM VRP. Therefore, there are a significant number of documents related to these services available on IDEM’s Virtual Filing Cabinet (“VFC”). These documents must be obtained and reviewed and any additional information required to provide these services will be identified and obtained by the selected firm.
- ii. Construction Health and Safety: Construction of the project may involve handling contaminated soil and/or groundwater, a Construction Health and Safety Plan (“CHASP”) will likely need to be prepared for construction. It is anticipated to include, but may not be limited to:
  - a. Requirements to comply with OSHA Hazardous Waste Operator and Emergency Response Requirements (29 CFR 1910.120), and any other applicable OSHA regulations based on the vendor’s review of the project documents;
  - b. Project Team Organization and Responsibilities
  - c. Hazards Analysis
  - d. Personal Protective Equipment (PPE)
  - e. Air Quality Monitoring and Action Levels;
  - f. Community Health and Safety Considerations;
  - g. Work Zones and Decontamination
  - h. Medical Surveillance;
  - i. Medical Surveillance Program Requirements;
  - j. Emergency Response Plan;
  - k. Training
  - l. Recordkeeping; and
  - m. Field Personnel Review.
- iii. Soil Management Plan and Site Use Restriction Compliance: As part of the Site’s enrollment in the VRP, it is also likely that IDEM will require additional measures to be taken whenever soil or groundwater is managed at the Site. Therefore, additional plans will likely need to be prepared to comply with any onsite Soil Management Plans (“SMP”) and handling of contaminated groundwater, including:
  - a. Contaminated soil management;
  - b. Contaminated groundwater management;
  - c. Characterization of environmental media for off-site disposal;
  - d. Procedures for testing and on-site re-use of excavated soil;
  - e. Transportation and disposal;
  - f. Training; and

- g. Recordkeeping.
- iv. Consultation and Field Supervision of CHASP and SMP. Potential ongoing consultation and supervision of the CHASP and SMP may be required as part of the design-build contract(s) related to the Facilities.

#### **Section 4. DESCRIPTION OF ARCHITECTURAL SERVICES**

Work within the HOK team to development plans with stakeholders in preparing design criteria for architectural services for the Facilities, in particular specialized areas within the Facilities. These specialized areas would include, but not be limited to the following:

- Behavioral and mental health;
- Interior design, specifically healthcare related; and
- Furniture, fixtures and equipment planning.

Required services would include but not be limited to the following:

- i. Prepare floor plans that clearly show:
  - a. Finish schedule;
  - b. Principal dimensions;
  - c. Wall types clearly identified;
  - d. Security zones and perimeters;
  - e. Room and door numbers, and a numbering plan for the entire facility; and
  - f. Sufficient sections and details to describe the needs of the Project.
- ii. Prepare elevations that clearly show:
  - a. Probable dimensions from finish floor to tops of walls, eaves and roof lines; and
  - b. All openings without dimensions but coordinated with door and window schedules.
- iii. Prepare sections that clearly show:
  - a. All security considerations;
  - b. Firewall conditions at tops of walls; and
  - c. All essential building parts and materials.
- iv. All door, window, glazing and hardware schedules complete with sufficient detail to show the agreed-upon form and style.

- v. All items intended to be permanently affixed to the building.

## **Section 5. DESCRIPTION OF SURVEY SERVICES**

Assist the City, the Bond Bank, their consultants, advisors and other impacted stakeholders with preparing design criteria for survey services for the Facilities, including but not limited to the following:

- i. Topographic Survey & Private Utility Locate
  - a. Establish horizontal and vertical control (NAD 83/ NAVD 88 Datum)
  - b. Site topographic survey at maximum 50-foot intervals with 25-foot overlap ( $\pm$  30 acres)
  - c. Topographic survey of the right-of-ways
  - d. Locate and invert sanitary and storm sewers on site and immediately adjacent to the site for purposes of design tie-in
  - e. Locate above-ground evidence of utilities on site, plus marks made on the ground by local utility companies or utility marking company.
  - f. Locate utilities marked by a private utility locator
  - g. Limited right-of-way and boundary work

A full boundary will not be performed due to the limited size of this project in relation to the overall parcel size

Adequate research, field work and analysis will be performed to determine the right-of-way and the line of the adjoiner(s) within the survey limits.
  - h. Engage a private utility locating company to perform ground penetrating radar search for underground utilities.

## **Section 6. DESCRIPTION OF STRUCTURAL SERVICES**

Assist the City, the Bond Bank, their consultants, advisors and other impacted stakeholders with preparing design criteria for structural services for the Facilities, including but not limited to the following:

- ii. Develop codes, reference standards, wind load requirements, seismic requirements and security parameters.
- iii. Coordinate soil boring locations, requirements and preliminary load estimates.
- iv. Define structural system and coordinate with architect and determine system parameters
- v. Provide a report identifying framing scheme options with identification of evaluation criteria for each scheme for review and approval by Client (“Framing Program”).
- vi. Review architectural and other Project drawings and, based on Framing Program, provide at a minimum the following documentation:
  - a. foundation and superstructure plans identifying typical and major member dimensions and include material quantity notes for the purpose of assistance with cost estimation
  - b. typical details
  - c. Structural drawings deemed necessary to describe the developed design
  - d. Design-build specifications

## **Section 7. DESCRIPTION OF ELECTRICAL SERVICES**

Assist the City, the Bond Bank, their consultants, advisors and other impacted stakeholders with preparing design criteria for electrical services for the Facilities, including but not limited to the following:

- i. Electrical systems design including, but not limited to: power service entrance design, including design of switchgear, transformer(s), and exterior service feeder for power and voice/data to five (5) feet outside the building line in coordination with the civil engineer and coordinate MEPF elements that occur beyond five (5) feet of the building line with Civil Engineer for all connections to site utilities; interior and exterior power distribution, including power necessities required by other disciplines; and documentation of all lighting layouts (interior and exterior).
- ii. Special system (fire alarm) design, and empty conduit and power supply for voice, data, security, alarm, intercom, public address, closed-circuit TV (CCTV), distress call and audio/visual systems;
- iii. Emergency lighting for public assembly spaces;
- iv. Confirming all systems comply with applicable energy code(s) and certify such compliance on permit documents; and
- v. Preparing all technical documents for this portion of the work, including design-build specifications

## **Section 8. DESCRIPTION OF MECHANICAL SERVICES**

Assist the City, the Bond Bank, their consultants, advisors and other impacted stakeholders with preparing design criteria for mechanical services for the Facilities, including but not limited to the following:

- i. Prepare mechanical floor plans and elevations, cross sections and other mutually agreed-upon drawings deemed necessary to describe the developed design, including without limitation single line mechanical drawings, identification of the required temperatures to be maintained, fresh air requirements, CO<sub>2</sub> and CO sensors, temperature control system, ambient design temperatures, security concerns and requirements.

**Section 9. DESCRIPTION OF PLUMBING SERVICES**

Assist the City, the Bond Bank, their consultants, advisors and other impacted stakeholders with preparing design criteria for plumbing services for the Facilities, including but not limited to the following:

- i. Prepare plumbing floor plans and elevations, cross sections and other mutually agreed-upon drawings deemed necessary to describe the developed design.

**Section 10. DESCRIPTION OF FIRE PROTECTION SERVICES**

Assist the City, the Bond Bank, their consultants, advisors and other impacted stakeholders with preparing design criteria for fire protection services for the Facilities, including but not limited to the following:

- i. Prepare fire protection floor plans and elevations, cross sections and other mutually agreed-upon drawings, including design-build specifications, deemed necessary to describe the developed design.

## **Section 11. DESCRIPTION OF LANDSCAPE SERVICES**

Assist the City, the Bond Bank, their consultants, advisors and other impacted stakeholders with preparing design criteria for landscape services for the Facilities, including but not limited to the following:

- i. Prepare landscape plans and elevations, cross sections and other mutually agreed-upon drawings, including design-build specifications, deemed necessary to describe the developed design.

## **Section 12. DESCRIPTION OF TRAFFIC STUDY SERVICES**

Assist the City, the Bond Bank, their consultants, advisors and other impacted stakeholders with preparing design criteria for traffic study services for the Facilities, including but not limited to the following:

- i. Coordinate traffic counts
  - a. Determine AADTs, peak hour volumes and D-factors for adjacent streets  
Assume data is provided by Jurisdiction Having Authority.
  - b. Develop Daily & Peak Hour Trips.
  - c. Determine how site traffic distributes to nearby roads.
  - d. Determine travel times to/from the site. Assume 4 O-D pairs.
  - e. Determine feasibility of extending public transportation service to site.
  - f. Capacity analysis; determine necessary roadway/intersection  
.improvements
  - g. Sketch necessary improvements; ID conflict.
  - h. Estimate cost of roadway improvements.
  - i. Prepare narrative.
  - j. Coordination with other disciplines.
  - k. Identify any jurisdictional requirements related to the transportation of  
specimens/samples across state/county/local roadways.

### **Section 13. DESCRIPTION OF TECHNOLOGY SERVICES**

Assist the City, the Bond Bank, their consultants, advisors and other impacted stakeholders with preparing design criteria for technology services for the Facilities, including:

- i. Development of requirements for IT&ES spaces, pathways, power and cooling.
- ii. Design of IT&ES infrastructure (pathways & structured cabling system.
- iii. Specification of base building network, phone system, and WiFi systems.
- iv. Design and specification of active IT&ES to support delivery of phone, CCTV, broadband, distributed antenna for cellular phone, and WiFi services.

#### **Section 14. DESCRIPTION OF ELEVATOR SERVICES**

Assist the City, the Bond Bank, their consultants, advisors and other impacted stakeholders with preparing design criteria for elevator services for the Facilities, including:

- i. Review due diligence information provided by the City and the Bond Bank.
- ii. Advise HOK related to necessary accommodations for their portion of the work, including but not limited, items such as anticipated size of components, comparative evaluation of major systems, required spaces and clearances, access to systems and coordination with other engineering disciplines.
- iii. Develop a vertical transportation system program concept that includes a written analysis of each facet of the vertical transportation system such as the load, speed, capacity and number of vertical transportation components (“VT Program”).
- iv. Submit VT Program to the City and the Bond Bank for review and approval. Participate with the City and the Bond Bank to develop a preliminary construction cost estimate and revise the VT Program to reflect accepted concepts for their portion of the work.

## **Section 15. DESCRIPTION OF LAUNDRY SERVICES**

Assist the City, the Bond Bank, their consultants, advisors and other impacted stakeholders with preparing design criteria for laundry services for the Facilities, including:

- i. Develop a preliminary laundry service program report (“LLS Program”) that will:
  - a. Define a program of requirements for the laundry facilities including each laundry component and area describing its function, size and relationship to other areas;
  - b. Based on review of bridging design documents, develop and define specific space requirements and relationships including considerations of work flow and patron circulation. Identify all spaces requiring laundry equipment;
  - c. List all components of service and/or laundry equipment;
  - d. Identify the equipment and prepare preliminary specifications including catalog cuts for the use by HOK for area allocations, and structural, mechanical, electrical, plumbing, heating and air conditioning, and ventilation engineering calculations;
  - e. Identify equipment that are dedicated, portable or intended for future provisions; and
  - f. Include cost estimate to procure and install equipment identified in the LLS Program.
- ii. Submit LLS Program to the City and the Bond Bank for review and approval. Based on concepts accepted by the City and the Bond Bank, prepare a preliminary construction cost estimate and revise the LLS Program to reflect accepted concepts.
- iii. Based on approved LLS Program Develop, prepare schematic plans for laundry areas, and establish utility load and connection requirements.

## **Section 16. DESCRIPTION OF KITCHEN SERVICES**

Assist the City, the Bond Bank, their consultants, advisors and other impacted stakeholders with preparing design criteria for cook-chill and rethermilization kitchen services for the Facilities, including:

- i. Develop a preliminary food service program report (“FLS Program”) that will:
  - a. Define a program of requirements for the food service including each food service component and area describing its function, size and relationship to other areas;
  - b. Based on review of bridging design documents, develop and define specific space requirements and relationships including considerations of work flow and patron circulation. Identify all spaces requiring food service equipment;
  - c. List all components of food service equipment;
  - d. Identify the equipment and prepare preliminary specifications including catalog cuts for the use by Bridging Architect for area allocations, and structural, mechanical, electrical, plumbing, heating and air conditioning, and ventilation engineering calculations;
  - e. Identify equipment that are dedicated, portable or intended for future provisions; and
  - f. Include cost estimate to procure and install equipment identified in the FLS Program.
- ii. Submit FLS Program to the City and the Bond Bank for review and approval. Based on concepts accepted by the City and the Bond Bank, prepare a preliminary construction cost estimate and revise the FLS Program to reflect accepted concepts.
- iii. Based on approved FLS Program Develop, prepare schematic plans for food service areas and establish utility load and connection requirements.

## **Section 17. DESCRIPTION OF ACOUSTICAL SERVICES**

Assist the City, the Bond Bank, their consultants, advisors and other impacted stakeholders with preparing design criteria for acoustical services for the Facilities, including but not limited to the following:

- i. Prepare design plans to properly specify and delineate the acoustical requirements in all elements throughout the court facility, in particular courtrooms, living areas, interview rooms and other mission critical spaces.