



REQUEST FOR PROPOSALS

Purpose

YWCA Metro St. Louis seeks to redesign and relocate its clients and work space in order to better meet the needs of current and future clients and develop a workspace with improved efficiencies, modernize design to align with our core organizational values such as collaboration, excellence, and inclusiveness. YWCA Metro St. Louis is seeking experienced architectural and space planning professionals to assist in all aspects of planning and designing of approximately 25,000 square feet of office space. The expectation is that the project will commence in February 2020 with the concept and design. YWCA has identified a facility at 1155 Olivette Executive Parkway. The redesign of the space must be move-in ready by January 2021. More information on YWCA Metro St. Louis may be found at ywcastl.org.

YWCA Metro St. Louis will not reimburse a respondent for the cost of developing or presenting a proposal in response to the RFP.

A respondent's submission of a proposal in no way guarantees procurement by the agency.

Background

Best practices in client centered and office workspace have evolved over the past few decades. YWCA Metro St. Louis current programming space for our Women's Resource Center services was redesigned and furnished in 1993 for housing, teens and administrative staff. In 2017, a flood of one of our facilities caused services and staff for sexual assault and domestic violence to relocate to current location. The facility currently has housing services, sexual assault and domestic violence, drop-in center, hot line, counseling, case management and administrative offices, that are relocated to temporary space due to limited space for programming. The agency will continue its commitment to providing exceptional client services, enhanced performance and engagement with collaborative community impact. We created and are executing a new, focused strategic plan over the next three years.

YWCA Metro St. Louis currently has 47 employees and serves over 7,000 clients a year. We expect to grow to 20 employees in the next two years. Within the last two

years, staff members and clients have noted that aspects of our space layout interfere with meeting needs of clients and doing their best work.

- First, and perhaps most pressing, is having staff structurally unable to provide adequate client case management, counseling and support group services.
- Collaboration is becoming more and more important to our work, for a variety of design reasons; most of the staff has little or no unscheduled interaction, even with their own work groups.
- Overall, YWCA does not have enough meeting or client meeting space.
- Research shows that smaller meeting spaces with white boards generate creativity, and our experience is that such spaces support efficient, effective joint thinking and positive interactions, whether it is for client groups or staff. We have one space like this for current employees.
- About 89% of our space is dedicated to housing services and apartment living with minimal or adequate space for counseling, case management and providing hot-line support to the community. Staff is currently located on two sides of the building that provide emergency crisis services and hotline support.

YWCA Metro St. Louis

YWCA Metro St. Louis is dedicated to eliminating racism and empowering women and promoting peace, justice, freedom and dignity for all.

YWCA has been a vital part of the St. Louis community for more than 115 years. YWCA Metro St. Louis was formed to provide safe housing for rural women who journeyed to St. Louis to find employment at the 1904 World's Fair. In 1911, the Phyllis Wheatley branch opened to provide similar services to African-American women. YWCA Metro St. Louis exists today for much the same reason those long-merged branches did: to help women live free from inequity in a safe, healthy environment where they and their families can reach their fullest potential.

YWCA Metro St. Louis is services provide Safety, Security and Stability.

Description of Required Services

YWCA is committed to ensuring that equal opportunity is provided to minority, woman owned enterprises, and that its partners have active programs for ensuring diversity in their workforce and sensitivity to the issues of race and gender. No person shall be denied or subjected to discrimination on account of any services or activities made possible by or resulting from agreement from this RFP on the grounds of sex, sexual orientation, race, color, creed, national origin, age, marital or veteran status or the presence of any sensory, martial or veteran status or the presence of any material provision or physical handicap. Any violation of this provision shall be considered a

violation of a material provision of this procurement and shall be grounds for cancellation, termination or suspension in whole or in part of any related agreement by YWCA Metro St. Louis. The respondents shall at all times in the proposal and contract process comply with all applicable state and federal anti-discrimination laws, rules, regulations and requirements thereof.

Project Services:

Phase 1: Space needs assessment should consider YWCA's current and anticipated programming and staff mix, space utilization, furniture and office needs, storage and workroom needs.

- Facilitate a series of space and, programmatic validation meetings with agency staff from various areas.
- Determine the most favorable balance between shared work areas, private workstations and private offices, as well as conference rooms and formal and information meeting space. The assessment should consider space design to accommodate anticipated incremental growth.
- Provide evaluation of all existing electrical systems to include mechanical, electrical, plumbing, fire protection and fire alarm systems.

Phase 2: Develop drawings, plans and specifications necessary for construction space planning and furniture.

- Analyze the benefits and limitations of redesigning/alternate layout of space.
- Develop designs and drawings, specifications and plans (including cost estimates and timelines) consistent with applicable federal/state/local code requirements and YWCA needs.
- Ensure the necessary approvals and permits for designs are obtained when applicable.

Please provide any other recommendations or information that should be considered by YWCA Metro St. Louis.

For a full list and detail of Scope of Service, please see Exhibit immediately following RFP.

Proposal Requirements

At the sole discretion of YWCA Metro St. Louis, a proposal may be eliminated from consideration if, among other things, it fails to contain each of the following provisions or fails to provide a justification satisfactory to YWCA Metro St. Louis for excluding any of the following provisions:

1. **Description of Firm:** include company structure, years active, number of employees, average project load, and platform of services; team overview to include primary contact assigned to project and their biographies; and notice of any potential conflicts of interest, either by individual team members and company.

MBE/WBE Participation: It is YWCA Metro St. Louis goal to promote MBE/WBE participation in this project. Describe plans that would be utilized to promote and/or provide such participation and indicate your proposed percentage of participation for this project. In addition, provide the names of minority organizations your company intends to involve on your team for this particular project.

2. **Related Experience:** Provide YWCA with a listing of similar architectural and space planning services described in this RFP. Specifically, the list must include three examples of projects in which the prospective firm/company was responsible for the oversight of architectural and space planning projects. The listing should include:

- Title of the project
- Name of the entity
- Brief description of the project
- Name and telephone number of the entity's contracting officer

By furnishing this information, the prospective firm gives permission to YWCA to contact these entities regarding the Prospective Firm's past performance. YWCA will plan to tour at least one of the sites identified.

3. **Methodology:** The proposal shall include a description of the Prospective Firm's overall approach to providing the services described in the proposal requirements. Additionally, the proposal must include a specific project approach that includes the following:
 - A statement describing relevant experience in architectural and space planning that demonstrates the ability to accomplish the Scope of Services described in this RFP.

- Specific steps the Prospective Firm will take in order to provide the services for each of the phases described in the Scope of Services.
 - The specific approach to be used in completing each phase; a proposed time schedule for the completion of each phase; specific methods to be used for completing each phase and planned resources allocated to each phase, including sub-contractors if used to complete each phase.
 - The approach to be used to monitor timelines, performance and cost.
4. **Cost:** The proposal shall include a quotation of charges, including the personnel used in the project, the total hourly rate charged for each class of personnel, the estimated number of hours that each class of personnel will charge, and any other costs for equipment, software or supplies. The proposal should include a separate cost component for each phase. These cost components must project the total number of hours to produce the deliverables.

The charges must be provided as hourly rates and should be applicable throughout the contract period.

The proposal must detail any other charges that would be charged to YWCA Metro St. Louis and include them. If the Proposed Firm requires travel, the rates for travel-related expenses shall not exceed the rates established for YWCA employees.

YWCA Metro St. Louis will pay only for hours actually worked at the rates submitted and for actual expenses incurred.

Other Contents of Proposal

The Prospective Firm may include any relevant information and pertinent exhibits in the proposal. Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Emphasis should be on conformance to the instructions and responsiveness to the requirements described herein and on completeness and clarity of content.

Proposal Review and Evaluation

YWCA Metro St. Louis will consider all of the following criteria in evaluating the proposals:

Technical Aspects of Proposal:

- Quality of approach and methodology
- Clarity and succinctness of proposal

Organizational Capabilities:

- Demonstrated ability to successfully manage projects of similar scale
- Qualifications and experience of management and lead staff to be assigned to the project
- Related organizational experience

Cost:

- Cost by phase and overall cost of the project
- Describe the exact formula used to determine its compensation and billing practices
- Identification of any other remuneration the firm may receive directly or indirectly for providing the services described herein

Submission Requirements

Process Timeline:

Posting of Request for Proposal:	January 7, 2020
Mandatory Building Walk Through:	January 14, 2020
Date for Questions:	January 17, 2020
Date for Responses:	January 24, 2020
Deadline for Proposal Submission:	January 31, 2020
Anticipated Decision Date:	February 14, 2020

Design Schedule:

Expected Award Notification – Week of February 17, 2020 (Subject to change)

Note:

1. Start of construction subject to extend of abatement scope, permits and completion.
2. Design schedule subject to change based on number of established design/approval Owner meetings, coordination and permit approvals by AHJ (Authorities Having Jurisdiction).
3. All design scope shall include full compliance with all adopted building codes pursuant to approved zoning designation.
4. Provide recommendations for meeting or delivering design schedule ahead of 120/days of construction documents (provide labor, staffing plan).

	Start of Phase	Duration of Design
Pre-Design-Programming	3.1.20	15/Days
Schematic Design	3.15.20	15/Days
Design Development	4.1.20	15/Days
Construction Documentation	5.1.20	45/Days
Bidding/Negotiations/Contracts	6.15.20	30/Days
Construction Contract Administration	7.15.20	150/Days/5 months
Abatement/Demolition	To be determined pursuant to Phase 1 Assessment results	

Please note YWCA Metro St. Louis reserves the right to schedule and conduct team interviews if needed.

YWCA Metro St. Louis must receive electronic responses to this request for proposal no later than 5:00 p.m., Central Time, on January 31, 2020 at the following email address:

Eulonda Nevels
 Chief Administrative Officer
enevels@ywcastlouis.org

Inquiries

Requests for additional information and/or questions and requests for clarification may be sent, via email to Eulonda Nevels at enevels@ywcastlouis.org. All such communications must be received by 5:00pm on January 17, 2020.

YWCA Metro St. Louis and the selected vendor will enter into a contract, describing the terms and conditions of the services to be performed, including vendor compensation.

All submitted proposals become the sole and exclusive property of YWCA Metro St. Louis.

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EXHIBIT – SCOPE OF SERVICE Professional Design Services

	YWCA Metro St. Louis	Date:	January 7, 2019
	1155 Olivette Executive Parkway		
	St. Louis, MO 63132		

This exhibit is included by reference within the *Request for Proposal (RFP)* for the project identified. This document contains project specific information which the design team should consider when responding to this RFP.

REQUIRED PROFESSIONAL DISCIPLINES

	Provided by Architect of Record	Provided by Owner	Provided by Constructor	This checklist identifies those professional disciplines which believes will be required for the project. These disciplines are those which in general require a professional seal for approval by authorities having jurisdiction.	
				Professional Discipline:	Comments/Notes/Description:
Required Professional Discipline(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Architect	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structural Engineer	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mechanical Engineer – Design Build	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electrical Engineer – Design Build	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Plumbing Engineer – Design Build	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fire Protection Engineer – Design Build	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscape Architect	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Civil Engineer	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surveyor	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Engineer	

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			Environmental Engineer
			Other:

AREAS OF EXPERTISE

	Provided by Architect of Record	Provided by Owner	Provided by Constructor	Professional Discipline:	Comments/Notes/Description:
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interior Design
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Equipment Planning	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Furniture Layout/Design	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Signage/Wayfinding	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EED Accredited Professional	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LEED/enhanced Commissioning	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Standard Commissioning	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Strategic Facility Planning	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accessibility	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acoustical Engineering	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking and Transportation	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Code	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Enclosure	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vertical Transportation (elevator)	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hardware	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Security	EOR for system design and AOR for coordination/hardware
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lighting Design	EOR for selection and design and AOR for coordination/ceiling
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low-voltage electric design	

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GENERAL REQUIREMENTS

SCHEDULE	
<input checked="" type="checkbox"/>	Develop, maintain and publish Design Schedule outlined by phase of design through Bidding and Negotiation Phase
<input checked="" type="checkbox"/>	Project Design Schedule to reference milestones, deliverables, reviews, and any critical schedule items
<input checked="" type="checkbox"/>	Project Design Schedule to indicate number and sequence of meetings and include general goals for each meeting, preliminary list of attendees, meeting goals, etc.
<input checked="" type="checkbox"/>	Publish schedule updates at every schedule change occurrence
<input type="checkbox"/>	Other:
MEETINGS	
<input checked="" type="checkbox"/>	Direct all design phase meetings through the conclusion of the Bidding and Negotiation Phase
<input checked="" type="checkbox"/>	Prepare and distribute meeting agendas at least 24 hours prior to start of meeting
<input checked="" type="checkbox"/>	Document all relevant conversations, decisions, handouts, assignments (including duration for completing actions), and general meeting information including date, time, location, attendees, etc.
<input checked="" type="checkbox"/>	Publish Meeting Minutes within 3 business days after date of meeting
<input checked="" type="checkbox"/>	Attend CM-managed construction meetings as necessary
<input type="checkbox"/>	Other:
PROJECT COORDINATION	
<input checked="" type="checkbox"/>	Initiate and facilitate all necessary meetings, submittals, reviews and permits with all authorities having jurisdiction (AHJ) including but not limited to city, state and local governing authorities
<input type="checkbox"/>	Provide supporting information and documentation to Owner for inclusion in the Project, and refer to and evaluate project development at the completion of each phase to validate project scope
<input checked="" type="checkbox"/>	Manage and coordinate design with all consultants, including Owner retained consultants, as appropriate to project's design, phase, scope and budget
<input checked="" type="checkbox"/>	Coordinate project development with stakeholders, owner-contracted consultants and Construction Manager as appropriate to project's design, phase, scope and budget
<input checked="" type="checkbox"/>	Field verify full extent of area impacted by the Work and modify Owner-provided drawing information (backgrounds) as necessary to match actual existing conditions
<input checked="" type="checkbox"/>	Revise documents as necessary to incorporate value engineering and Owner reviews
<input checked="" type="checkbox"/>	Document square footage of designed square footage and compare to approved Space Program.
<input checked="" type="checkbox"/>	Coordinate design and temporary completion and occupancy for early operations space to be accepted in March 2020.

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MISCELLANEOUS	
<input checked="" type="checkbox"/>	Prepare drawings with acceptable 3-dimension modeling software program(s)
<input checked="" type="checkbox"/>	As-built drawings will be required to be converted to 2D AutoCad compatible files
<input checked="" type="checkbox"/>	Owner reviews will occur at the completion of each phase and on occasion at intermediate intervals depending on project scope, complexity, etc.
<input checked="" type="checkbox"/>	Other: The Architect of Record is responsible for construction budget and estimate alignment at Architect's risk of re-design. The Construction Budget and milestone estimates will be provided by a Construction Manager. The Architect of Record will be included in all estimate reviews and estimates will incorporate cost issues identified by the Architect of Record and will include reasonable design and bid contingencies appropriate for the level of design information at the time the estimate is submitted.
<input checked="" type="checkbox"/>	Other: The Architect of Record will be located at their office for production. Team meetings are anticipated to be held At the Owner's Office.

DELIVERABLE REQUIREMENTS

PLANNING PHASE DELIVERABLES			
AOR	EOR		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Design Schedule – Issued at project kick-off meeting	Schedule to include a meeting outline which will establish anticipated meeting dates (coordinated with block scheduling) meeting agenda, required attendees, review periods and major milestones
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Analysis	Facility Assessment Utilization and Volume Study Key Room Projections
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Program	Functional Program Space Program
<input type="checkbox"/>	<input type="checkbox"/>	Diagram	Adjacency Diagram(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Circulation Analysis	Interior Circulation Analysis Exterior Circulation Analysis - when site work occurs and as necessary
<input type="checkbox"/>	<input type="checkbox"/>	PMP Exhibit	Basis-of-Design/Statement of Conditions Signage Basis-of-Design Furniture and Artwork Basis-of-Design
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning and Zoning Requirements	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project Contact List	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural Engineering Deliverables	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing Conditions Verification	In-field verified dimensions/drawings, photographs, and other field notes as necessary
<input type="checkbox"/>	<input type="checkbox"/>	Other:	

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SCHEMATIC DESIGN PHASE DELIVERABLES			
AOR	EOR		
<input checked="" type="checkbox"/>		Design Schedule – Issued at project kick-off meeting	Schedule to include a meeting outline which will establish anticipated meeting dates (coordinated with block scheduling) meeting agenda, required attendees, review periods and major milestones
		Exterior Design Review Set - Issued prior to phase completion for owner review and selection	
		MEP/FP Design Review Set - Issued prior to phase completion for owner review and selection	
<input checked="" type="checkbox"/>		Drawings to depict the major spaces and delineate the extent and scope of work. Provide illustrated/rendered images as directed	Preliminary Site Plan 1"=50' min (when site work is required) Preliminary Demolition Plan(s) 1/8" scale min (when demolition is required) Preliminary Floor Plan(s) Interior Finish Plan(s) 1/8" scale min Preliminary Enlarged Floor Plans of key rooms 1/4" scale min Preliminary Life Safety Plan(s) and Phasing Plan(s) 1/8" scale min Exterior Elevation(s) as selected from the Exterior Design Review (when occurs) Preliminary MEP/FP Space Plan
<input checked="" type="checkbox"/>		SD Project Manual (8-1/2" x 11")	Cover Sheet Project Summary to include general project description, Interior narrative, and Exterior narrative (when applicable) Project Contact List Drawings Index with matrix for all phase submissions Preliminary Code Analysis Outline specification/Table of contents identifying probable sections required and providing brief description for major building materials and components (when known) Preliminary Furniture and Equipment Responsibility Matrix
<input checked="" type="checkbox"/>		Schematic Cost Opinion	Based on anticipated construction cost per square foot
		LEED documentation	As required for LEED projects
<input checked="" type="checkbox"/>		Structural Engineering Deliverables	
<input checked="" type="checkbox"/>		Existing Conditions Verification Assessment of all Major Building Systems	In-field verified dimensions/drawings, photographs, and other field notes as necessary, existing conditions, code requirements
		Other:	

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DESIGN DEVELOPMENT PHASE DELIVERABLES			
AOR	EOR		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Design Schedule – Updated and Issued at start of phase	Updated schedule to include a meeting outline which will establish anticipated meeting dates (coordinated with block scheduling) meeting agenda, required attendees, review periods and major milestones
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drawings	Code Analysis Site Plan(s) 1"=50' min (when site work is required) Demolition Plan(s) 1/8" scale min (when demolition is required) Floor Plan(s), Reflected Ceiling Plan(s) 1/8" scale min Enlarged Floor Plan(s) 1/4" scale min, as necessary Preliminary Life Safety Plan(s), Phasing Plan(s) 1/8" scale min Interior Finish Plan(s) 1/8" scale min as needed Furniture with Equipment Plan(s) incl. tags and legend 1/8" scale Wall Section(s), Building Section(s) (as necessary) Exterior Elevation(s) as selected from the Exterior Design Review Interior Elevations 1/4" scale min Casework Details – depicting primary conditions of casework, 1/2" scale min.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Illustrated Drawings to depict the major spaces and delineate the extent and scope of work	Site Plan(s) 1"=50' min (when site work is required) Floor Plan(s) 1/8" scale min Interior Finish Plan(s) 1/8" scale min Exterior Elevation(s) as selected from the Exterior Design Review (when occurs)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DD Project Manual (8-1/2" x 11")	Cover Sheet Project Summary to include general project description, Interior narrative, and Exterior narrative (when applicable) Project Contact List Drawings Index with matrix for all phase submissions Code Analysis Technical specifications for interior finish items and for all primary core and shell materials when applicable (roofing, masonry, storefront, doors, elevators, etc.) Schedules - Interior Finish Schedule, Door Schedule Preliminary Furniture and Equipment Responsibility matrix
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cost Opinion	Based on anticipated construction cost per square foot
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interior material control samples	Interior Finishes –coordinated with finish schedule
<input type="checkbox"/>	<input type="checkbox"/>	Product data (cut) sheets	Light fixtures, Plumbing fixtures, MEP/FP data sheets
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing Conditions Verification	In-field verified dimensions/drawings, photographs, and other field notes as necessary Photographic documentation incorporated in the drawing set depicting MEP/FP tie-in points, cross connects, constructability challenges, clash coordination

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	<input type="checkbox"/>	Structural Engineering Deliverables	Drawings and specifications as identified as required to enable program components to be executed. Specific requirements will be identified as the project requirements are developed in greater detail.
<input type="checkbox"/>	<input type="checkbox"/>	Other:	

CONSTRUCTION DOCUMENT PHASE DELIVERABLES

AOR	EOR		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Design Schedule – Updated and Issued at start of phase	Updated schedule to include a meeting outline - establish anticipated meeting dates meeting agenda, required attendees, review periods and major milestones
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drawings	Code Analysis Site Plan(s) 1"=50' min (when site work is required) Demolition Plan(s) 1/8" scale min (when demolition is required) Floor Plan(s), Reflected Ceiling Plan(s) 1/8" scale min Enlarged Floor Plan(s) 1/4" scale min, as necessary Preliminary Life Safety Plan(s), Phasing Plan(s) 1/8" scale min Interior Finish Plan(s) 1/8" scale min as needed Furniture with Equipment Plan(s) incl. tags and legend 1/8" scale Wall Section(s), Building Section(s) (as necessary) Exterior Elevation(s) as selected from the Exterior Design Review Interior Elevations 1/4" scale min Casework Details – depicting primary conditions of casework, 1/2" scale min.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Illustrated Drawings to depict the major spaces and delineate the extent and scope of work	Color coded floor plans depicting areas of disturbance and phasing
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Project Manual (8-1/2" x 11") Prepared utilizing Master Format 2004	Cover Sheet, Table of Contents, Project Contact List Drawings Index Project Summary to include general project description and Interior narrative Front end documents (Owner assisted) Technical specifications as required to describe Tenant Improvement materials, systems and components for the project
<input type="checkbox"/>	<input type="checkbox"/>	Cost Opinion	Based on anticipated construction cost per square foot
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exterior material samples	When applicable and depicting major visible building elements
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interior material samples	Finish board and/or binder – materials
<input type="checkbox"/>	<input type="checkbox"/>	Product data (cut) sheets	Light fixtures, Plumbing fixtures, Equipment MEP/FP shop drawings and submittals
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural Engineering Deliverables	Drawings and specifications as identified as required to enable program components to be executed. Specific requirements will be identified as the project requirements are developed in greater detail.

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<input type="checkbox"/>	<input type="checkbox"/>	Existing Conditions Verification	In-field verified dimensions/drawings, photographs, and other field notes as necessary Photographic documentation incorporated in the drawing set depicting constructability challenges, clash coordination
<input type="checkbox"/>	<input type="checkbox"/>	Other:	

BIDDING AND NEGOTIATION PHASE DELIVERABLES

AOR	EOR		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Documents	Response to Request(s) for Information (RFI) Supplemental Instructions – as necessary Addendum(s) – as necessary Change Order(s) – as necessary
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reports	Substitution evaluation analysis (when applicable) Bid evaluation analysis (when applicable)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural Engineering Documents	Response to Request(s) for Information (RFI) Supplemental Instructions – as necessary Addendum(s) – as necessary Change Order(s) – as necessary
<input type="checkbox"/>	<input type="checkbox"/>	Other:	

CONTRACT ADMINISTRATION PHASE DELIVERABLES

AOR	EOR		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Documents	Response to Request(s) for Information (RFI) Supplemental Instructions – as necessary Change Order – as necessary
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submittals	Shop Drawing review Mock-up review Coordinate submittal review with disciplines when applicable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reports	Field observation report
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural Engineering	Response to Request(s) for Information (RFI) Supplemental Instructions – as necessary Change Order – as necessary
<input type="checkbox"/>	<input type="checkbox"/>	Other: Commissioning	Attendance and support of Commissioning Process

POST OCCUPANCY PHASE DELIVERABLES

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AOR	EOR		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Record Drawings	As-built drawings based on Contractor provided "red-lined" drawings
<input type="checkbox"/>	<input type="checkbox"/>	Manuals (1 electronic file and 4 printed sets)	Installation, Operation, Maintenance, Service, Overhaul, Parts Manuals Current Software
<input type="checkbox"/>	<input type="checkbox"/>	Lien Waivers	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural Engineering	
<input type="checkbox"/>	<input type="checkbox"/>	Other Services:	

1. End of EXHIBIT – SCOPE OF SERVICE