Concept Design, Schematic Design, Design Development Milestone Requirements, as referenced per Section 2

Concept Design Deliverables. As referenced in Section 2.2.1.3, the Design-Builder shall be required to deliver the following as part of the Concept Design submission to the Department:

	CONCEPT DESIGN DELIVERABLES: Use this checklist as a coversheet for the submission from the Design-Builder
	Historic resources survey and Historic Planning Office coordination for Archeology Requirements.
	A minimum of three (3) conceptual floor plans and site plans incorporating the requirements of the DPR Specifications and site plan showing proposed location of any building additions.
	Hazardous materials survey of affected spaces. It is understood that the Design-Builder and/or its design component shall be required to engage the services of industrial hygienist that is acceptable to the Department to perform such survey.
	Education specifications update and verification; and an overall Plan-to-Program comparison.
	Summary of agency review meetings as needed, including but not limited to: Office of Planning ("OP"), Commission of Fine Arts ("CFA"), Historic Preservation Office ("HPO"), and National Capital Planning Commission ("NCPC"), Department of Energy and Environment (DOEE) District Department of Transportation, Department of Buildings
	Zoning Analysis.
	Cost Estimate for each concept option with Subcontractor input on major trades.
	Value Engineering analysis and detailed recommendation for Project savings (even if the Project is not over budget).
	Net Zero Energy Report that includes all recommended strategies applicable to achieving a Net Zero Energy ready building and a preliminary energy model.

	Quality Control Plan. Initial plan, at a minimum, should include introduction to the design-build team along with org. chart showing hierarchal arrangement and duties/responsibilities, a focus on the design phase QC efforts detailing ongoing, regular inter disciplinary coordination, and affirmation of DGS QC Master Program.
	Existing conditions civil survey.

Schematic Design Deliverables. As referenced in Section 2.2.2.1, the Design-Builder shall be required to undertake the following tasks during this phase:

a. Further develop plans and incorporate design changes.
b. Prepare necessary presentation materials (renderings) to communicate design and obtain approval of design direction.
c. Participate in meetings with DPR Staff.
d. Conduct DOEE, DOB, DDOT and DC Water Preliminary Design Review meetings as needed.
e. Engage in no fewer than three (3) community feedback sessions during this phase.
f. Coordination and of identification of Public Art locations that will be constructed and installed as part of the construction phases.
g. Continued coordination with Public Utility Companies: PEPCO and Washington Gas, as well as Verizon, should be conducted this shall include submitted load letters for new or upgraded services.
h. Continued coordination with HPO and CFA.
i. Report and schedule the process for obtaining any zoning approvals, if necessary.
j. Identification of long lead materials and creation of bid packages to allow early release of materials if required by the Project Schedule.
k. The schematic design submittal shall generally follow the deliverables:

The Design Builder shall be required to deliver the following as part of the Schematic Design submission to the Department:

	SCHEMATIC DESIGN DELIVERABLES: Use this checklist as a coversheet for the submission from the Design-Builder
	Digital site and floor plans (including adjacencies, room locations, site planning, stormwater management);
	Preliminary building elevations and sections;
	Preliminary selection of building materials;
	Conceptual renderings produced for approval of design direction;
	Plan-to-Program comparison;

	Preliminary WELL and LEED Scorecards (if required);
	Design narrative;
	A preliminary description of proposed building system upgrades (i.e. HVAC, roofs, windows, kitchen equipment, low voltage/IT/AV etc.). With regard to any proposed building system upgrade, the package shall include a narrative description of the proposed system and an estimated line item cost;
	Cost estimate with Subcontractor input on major trades;
	Project savings (even if the project is not over budget);
	Preliminary furniture design;
	3D rendering images as needed, include (4) four at a minimum;
	Net Zero Energy Report that includes all recommended strategies applicable to achieving a Net Zero Energy ready building and an energy model evaluation;
	Quality Control Plan. Expanded plan reflecting design decisions that have been made and establishing of document control, change tracking and management procedures.
	Include summary of potential public space improvements per DDOT public space standards or as needed for each concept.
	Summary of agency review meetings as needed, including but not limited to: Office of Planning ("OP"), Commission of Fine Arts ("CFA"), Historic Preservation Office ("HPO"), and National Capital Planning Commission ("NCPC"), Department of Energy and Environment (DOEE) District Department of Transportation, Department of Buildings

Design Development Deliverables. As referenced in Section 2.2.2.4, the Design-Builder shall be required to undertake the following tasks during this phase:

a. Detailed and dimensioned plans, wall sections, building section, and schedules;
b. Draft specifications for materials, systems, equipment;
c. Complete code compliance analysis and drawing;
d. Space-by-space equipment layouts for key spaces. As part of the design development phase, the Design-Builder and/or the Design-Builder's architect and any design consultants shall confer with representatives from DPR and the Department regarding these layouts to confirm that they are acceptable to DPR;
e. A final lay-out for FF&E;

f. An interior finishes schedule;
g. Preliminary designs for all building system upgrades, including low voltage/AV/IT. With regard to HVAC systems, the submission should include: (i) a detailed description of the proposed mechanical systems; (ii) their general layout, including 'Single-Line Diagrams' (aka 'Riser Diagrams'); and (iii) any required load calculations. The HVAC design solution would also include preliminary layouts of other major components of the HVAC system, including the type and location of energy recovery units (ERUs), variable air volume ("VAV") boxes, condensing units, and any related system appurtenances;
h. Updated LEED scorecard;
i. Present the design to CFA,OP, HPO, and other regulatory agencies as required;
j. Register the project with the U.S. Green Building Council ("USGBC") to obtain LEED certification and pay all registration fees;
k. Register the Project with ILFI or U.S. Green Buildings for Net Zero Certification
l. Register the Project with International Well Building Institute ("IWBI") for WELL Gold Certification
m. Participate in community meetings as required by DGS/DPR;
n. Coordinate with the DC HPO and other agencies, commissions, groups, etc. as required to assess and determine historic and/or archeological significance and requirements. Attend meetings and hearings if necessary;
o. Respond in writing to all DGS/DPR comments on plans;
p. Prepare a presentation and provide a minimum of three (3) presentation boards for each community meeting and present/display onsite. Presentation boards shall be in full color and include at least four (4) 3-D renderings; Presentations shall also include a digital slide presentation;
q. Coordinate final utility plans as required;
r. Act as scribe for all design-related meetings. Distribute meeting minutes to all attendees;
s. Baseline Schedule bi-weekly update in the format set forth in the RFP; and
t. Prepare and submit one (1) electronic copy in PDF of Design Development Documents including detailed specifications, Cost Estimate and schedule to the District staff for review and approval (60% plan review). Components to include, but are not limited to:

The Design Builder shall be required to deliver the following as part of the Schematic Design submission to the Department:

	DESIGN DEVELOPMNET DELIVERABLES: Use this checklist as a coversheet for the submission from the Design-Builder
	Site plans, paving layouts, traffic circulation, lighting, signage and utilities
	Floor plans, Structural, Civil, Architectural, MEP, Fire Protection and landscaping
	Exterior elevations, rendering and color palette
	Building sections and façade details
	Interior elevations, casework and millwork elevations as required

	Playground equipment, if applicable
	Stormwater management
	Food service or other equipment as required
	LEED Information as appropriate
	WELL Score Card
	Final Draft of the "Percent for Art" Public Art Package to be used as the scope for the Artists' RFP
	Cost Estimate
	Value Engineering Analysis and Detailed Recommendation for project savings (even if the Project is not over budget)
	Net Zero Energy Report that includes all recommended strategies applicable to achieving a Net Zero Energy ready building.
	Quality Control Plan. Plan should be customized to the project and meet the requirements stipulated in Section 2.8. Project specific information must be included to produce testing & inspection log, definable features of work [DFOW] tracker, mock-up and submittal schedules. Appendices should include forms/templates proposed for use [ex. wall-ceiling close-in] by GC to ensure conforming construction.
	Maintenance and Operations Plan
	Submittal Registry
	Final design and specifications, with minimum of two options for basis-of-design for each, of the FF&E for GMP pricing
	Calculation of embodied carbon emitted from the production, transportation, and installation of main structural materials including concrete, masonry, and structural steel

As part of the Design Development submission the Design-Builder shall submit a Maintenance and Operations Plan, which, at a minimum, shall include the following:

i. Standard Operating Procedures (SOP) for all building systems, including, but not limited to, electrical, mechanical, roof, green roof, geothermal, solar, plumbing, security, outdoor fields, irrigation, landscaping and lighting;
ii. List of equipment that must be kept on-site to maintain all building systems;

iii. List of chemicals that must be kept on-site to maintain all building systems, including storage requirements;
iv. Certifications and licenses either required or recommended to maintain all building systems;
v. Confined space procedures and personal protective equipment that must be used;
vi. Permits and regular inspections that are required to operate the equipment;
vii. List of hardware, software and software licenses that must be purchased and maintained;
viii. Recurring trainings on building systems and safety that are necessary to maintain the building; and
ix. The estimated initial and monthly costs for the successful maintenance and operations of the facility.