

REQUEST FOR PROPOSALS



Architecture & Engineering Design Team for the Burlingame Childcare Center Project # 2021-239

CITY OF ASPEN, COLORADO



City of Aspen
130 South Galena Street
Aspen, CO 81611
(970) 920-5000
www.cityofaspen.com

Date Issued: **October 22, 2021**

Proposals Due: December 14, 2021, 2:00PM MDT



REQUEST FOR PROPOSALS

Sealed proposals will be received at the City of Aspen Purchasing office, through the Bidnet Direct website (www.bidnetdirect.com) until 2:00pm (MDT), December 14, 2021, at which time the proposals will be opened and reviewed, for the following City of Aspen project: **2021-239 Architecture & Engineering Design Team for the Burlingame Childcare Center.**

The City of Aspen (“City”) is in the initial steps of a design process on city owned property within the Burlingame Ranch subdivision to develop a childcare center (“Project”). This Request for Proposals (“RFP”) seeks proposals for Architecture & Engineering (“A&E”) design team services in developing the Project.

As currently conceived, the Project includes but may not be limited to development of a childcare center with some on-site housing. Design considerations include program development and sensitivities related to density, height and massing along with additional characteristics such as landscape, traffic and parking, neighborhood character, noise and air quality, energy efficiency & sustainability.

There will be a mandatory, virtual pre-bid conference at 10AM (MST) on Tuesday, November 16, 2021. Complete RFP documents are available to download at www.bidnetdirect.com. Candidates must be registered to view the bid packages. There is no fee to register. Call 1-800-835-4603 if you need assistance registering. Proposals must be submitted by uploading to the Bidnet Direct website.

The City reserves the right to reject any or all Proposals or accept what is, in its judgment, the Proposal which is in the City's best interest. The City further reserves the right, in the best interests of the City, to accept a late submittal or to waive any technical defects or irregularities in any and all Proposals submitted.

Pursuant to the Colorado Open Records Act, C.R.S. Section 24-72-200.1 (CORA), any and all of the documents that are submitted to the City of Aspen may be deemed public records subject to examination and inspection by third parties. The City of Aspen reserves the right, at its sole discretion, to release for inspection or copying any document, plan, specification, proposal or other writing submitted pursuant to this request. Candidates should identify any portion of their proposals which they consider confidential.

Discussion may be conducted with responsible Offerors who submit Proposals determined to be reasonably susceptible to be selected for award for purpose of clarification to assure full understanding of, and responsiveness to the solicitation requirements.

In addition to price, the evaluation criteria set forth in the RFP shall be considered in judging which Proposal is in the best interests of the City.

City of Aspen
130 South Galena Street
Aspen, CO 81611



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1.0 Introduction

The purpose of this Request for Proposals (RFP) document is to solicit complete architectural design services proposals from qualified firms or teams for the Burlingame Day Care Center project.

1.1 Invitation to Proposers

Sealed proposals will be received at the City of Aspen Purchasing office, through the Bidnet Direct website (www.bidnetdirect.com) until **2:00pm (MDT), Tuesday, December 14, 2021**, at which time the proposals will be opened and reviewed, for the following City of Aspen project:

BURLINGAME CHILDCARE CENTER

To allow the City of Aspen (Owner) to fully understand your firm or team's intended approach to the project, carefully prepare a response based on the information required in this Request for Proposals.

1.2 Project Summary

The City of Aspen desires to develop a mixed-use project on vacant property it owns within the Burlingame Subdivision/Planned Development. The programming for the site will include development of a childcare center with appropriate indoor and outdoor spaces, well designed multi-modal circulation for the site as well as some on-site housing intended for employees of the childcare center.

The initial contract award for this RFP will include only Part 1 as categorized below and described in Section 3.0 Scope of Services. Additional portions of scope are anticipated to be added as additional services as the project moves forward.

Part 1: Conceptual/Schematic Design	(initial contract award)
Part 2: Support for the Land Use Application and review process	(future add services)
Part 3: Design Development	(future add services)
Part 4: Approval Documents recordation support	(future add services)
Part 5: Construction Documents	(future add services)
Part 6: Support for the Building Permit Application Process	(future add services)
Part 7: Construction Administration	(future add services)
Part 8: Project Closeout and Warranty Support	(future add services)

1.3 Project Approach

Design and construct a project that fits the current character of the neighborhood and greater Aspen community, is sustainable and energy efficient (potentially Net Zero), allows for the building to be constructed in a timely manner, and proactively encourages multimodal access while minimizing potential vehicular impacts to the site and greater neighborhood.

1.3.A Objectives. Proposers shall include on their team firms or individuals qualified and licensed in the State of Colorado, and significantly familiar with City of Aspen building codes, amendments, and processes, to provide professional design or consulting services in the following disciplines:

- The design of childcare facilities



- Interior design for finishes
- HVAC and mechanical engineering
- Construction cost estimation
- Mountain design experience
- Structural engineering
- Green communities standards and CORE guidelines
- Parking/traffic consulting
- Financial operational assessment
- Project scheduling

1.3.B Collaborative Project Delivery. The City will pursue a collaborative project development team. The early formation of the group provides an open and collaborative process involving input from all parties – designers understand the ramifications of decisions when they are made, decisions are not made solely on a first-cost basis, time value design (estimated budgeting) allows for cost feedback and early total project cost commitments. The values we are looking for on this team are as follows:

- Mutual respect and trust
- Mutual benefit and reward
- Collaborative innovation and decision making
- Early involvement of key participants
- Early goal definition
- Comprehensive Planning
- Open communication
- Appropriate technology
- Organization and leadership

The collaborative project team will consist of the following:

- City of Aspen staff
- Architect/engineer design team
- General contractor will be brought on board at appropriate time
- Owners' representative will be brought on board at appropriate time by the city
- Commissioning agent

1.3.C Anticipated Schedule. A tentatively proposed project schedule is as follows:

- Anticipated finalization of contract award: February 8, 2021
- Conceptual Design: 6 weeks
- Schematic Design: 6 weeks
- Design Development/Land Use Process: 14 weeks if a One Step or 9 months if Major PD Amendment
- Final Design CD: 12 weeks
- Permits submission and review 36 weeks
- Construction & Closeout: 10 months

2.0 Project Description

2.1 Project Summary

The City of Aspen wishes to develop a mixed-use project on vacant property it owns within the Burlingame Subdivision/Planned Development. The programming for the site will include development of a childcare center with appropriate indoor and outdoor spaces, well designed multi-modal circulation for the site as well as some on-site housing intended for employees. **The initial contract award for this RFP will include only Part 1 as categorized below in Section 3.0.** Additional portions of scope are anticipated to be added as additional services as the project moves forward.

2.2 Project Site

The subject site is described as Park Parcel C within the Burlingame Subdivision/PD and contains 37,502 sq. ft. of area that has street frontage along Harmony Road and Paepcke Road, the former being the primary road into and out of the subdivision, the latter currently a dirt road that will be improved as part of the construction being undertaken for Phase 3 of Burlingame. Adjacent to this parcel are two lots approved for single-family or duplex residential development, Lot 3 (4,542 sq. ft.) and Lot 4 (4,486 sq. ft.), all three totaling 46,530 sq. ft. of area that may be considered for development as part of the overall site plan.



Figure 1: Vicinity Map



Figure 2: Site Detail

2.3 Programming Expectations

The city would like to develop the site with a day care facility meeting the following minimum requirements, as well as include a limited number of affordable housing units on the site.

2.3.A Childcare program. The childcare center is to include Licensing Rules – 7.702.6 equipment, and 7,702.71 building site. The facility shall include indoor space for at least 7 classrooms, each at least 600 sq.ft., reception, office, adult and child bathrooms, kitchen, laundry, storage, teacher break space, space for nursing mothers, parking and parent drop off space. In light of the pandemic, HVAC systems and air quality should be thoughtfully addressed in any design.

The facility:

- must have secure access.
- must have ADA access.



- infant and toddler rooms must have grade level access. No child under first grade can be cared for in areas above or below the main floor of exit, unless allowed by the building code and approved by the local fire department.
- diapering areas must provide privacy and supervision, must be located on hard surface flooring.
- food preparation must be prepared in the kitchen, or each classroom must have a separate sink for food preparation.
- provide toilet facilities for adults that must be separate from children's facilities. Toilet rooms for children must be separate from rooms used for other purposes.
- does not need to provide toilet facilities for children under 2 years but must be provided for children over 2 years. Toilet rooms for toddlers must be located within the toddler classroom.
- must provide diapering facilities within reach of a hand washing sink.
- windows should be able to be darkened – but no cords.
- must provide one exit from each room directly to the exterior of the building or to a common hallway – it may not go through another classroom to get to the hallway.
- must have an automatic fire alarm system to warn occupants and to facilitate fire drills.

2.3.B. Outdoor space.

- Fall zone material under any equipment that is over 18 inches tall, maximum height allowed is 6 feet for children ages 2.5 to 6, and 3 feet tall for children under 2.5 years.
- Playground space must have at least 75 sq. ft. per child using the play area at one time, at least 1,500 sq.ft.
- Playground fences must be at least 4.5 feet tall, playground needs to be easily supervised.
- Playground space for infants and toddlers must be separate from a preschool playground. And must be at least 400 sq.ft.
- Playgrounds must have at least 2 surfaces.
- Playground must have at least 150 sq.ft. of shaded area.

2.3.C Site circulation.

- The site plan needs to accommodate parent drop off and pick up, ideally one way with pullout spots. Multi-modal access is to be included in the design for walking and biking to the site in addition to vehicular access.
- Appropriate levels (and code compliant) off-street parking to be provided on-site.
- Emergency vehicle access needs to be incorporate din the design.

2.3.D Permitting requirements. Besides the typical building permit application and review process, where multiple departments and districts, such as the Aspen Fire district review the application, the construction documents are required to be reviewed by the state childcare licensing department.

2.3.E Housing Component. The housing component is proposed to consist of 4 dwellings, meeting the minimum unit size standards of the APCHA Regulations (based on bedroom count) and meeting city off-street parking requirements. These units are initially envisioned to be part of the childcare building, but the design team should develop a site plan that is well thought out and emphasizes the livability and enjoyability of the units that are in close proximity to one's workplace. Aspenites enjoy an active lifestyle and a great environment, so storage considerations and outdoor living opportunities are a must with any design.



2.4 Technical Studies

In addition to traffic and parking concerns that have been raised, the site contains steep slopes and a drainage basin that require consideration. A Level 2 Traffic Impact Analysis (TIA) will be required as part of the land use application submission. Additional information on the requirements of the TIA can be found at <https://www.cityofaspen.com/DocumentCenter/View/2208/TIA-Guidelines>.

3.0 Scope of Services

3.1 Part 1: Conceptual/Schematic Design

The Part 1 Conceptual/Schematic Design scope is meant to first test out a minimum of two initial conceptual designs: one with housing and one without and otherwise propose a design that can accommodate the outlined programming. Once a design path is chosen, the goal is to prepare sufficient schematic design documentation to support the land use entitlements application and process. The proposal should include advancement of the technical studies needed to support the SD level of design completion.

A component of Part 1 should be the engagement of the residents of the subdivision where the childcare center is proposed, engagement with the broader community, as well as with specific stakeholders. Coordination with the city's communications department to build upon outreach that has started is necessary. At a minimum, the team should expect to coordinate one neighborhood meeting to discuss and receive feedback on the conceptual designs. A broader community meeting to discuss the same topic and disseminate information, as well as a work session with city council should be anticipated but will be finalized with the communications department.

3.2 Part 2: Support for the Land Use Application and review process

In preparing the land use application, the Part 2 scope described here is meant to fill the detail gap to the extent needed to fulfill the requirements as described in the Aspen Municipal Code to submit a land use application. This is for the purpose of preparing the application for submittal and for supporting the development review and approval process. It is anticipated, at this point, that a city staff person will lead the development of the application and be the application lead in the review process.

It is anticipated that the SD deliverables will fall somewhat short of sufficient detail for the land use application. Filling the detail gap in this manner is proposed for time efficiency, rather than running through an entire DD process to reach the level of detail needed to submit the initial land use application.

During the land use review process, architect will lead the A&E design team to coordinate responses to questions and comments from one meeting to the next throughout the review process, through completion. Depending upon the quality, completeness, level of regulatory compliance and community uptake of the application submitted, this process can require numerous iterations to reach completion.

Assume the following Public Meetings to Support the Land Use Entitlements Process:

- Assume 3 Public Meetings with City Council
- Assume 4 Public Meetings with the Planning and Zoning Commission

Assume each public meeting shall consist of one 3-hour in-person meeting. Include preparation for presentation and staff as appropriate.



Please review the requirements in code chapter 26.445, Planned Development, and estimate the level of effort needed to fill the gap as described and to produce exhibits as needed for the land use application. Also estimate the time needed to support the land use review process. These deliverables will be in addition to typical SD deliverables and should be customized for the application.

3.3 Part 3: Design Development

It is anticipated that the DD process should begin immediately after the land use application is accepted by the City of Aspen Community Development Department.

The Part 3 Design Development scope consists of typical AIA DD Scope of Work as per Article 3 of the attached contract. An additional presentation to Aspen City Council will be necessary during this part of the process to continue to seek approval as the designs are advanced and as more information about the project is made available. Weekly project team meetings and additional follow-up meetings to support the DD process should also be anticipated.

3.4 Part 4: Approval Documents- recordation support

After the project has been approved by the required boards and commissions, it will be necessary to begin Part 4 and produce the documentation to memorialize the site-specific approval. Such documentation typically requires production and recording of the approved site and landscape plan, representative architectural drawings, as well as initial engineering which will memorialize the approved project.

3.5 Part 5: Construction Documents

The Part 5 Construction Documents scope consists of typical AIA CD Scope of Work and Bidding and Negotiation Services as per Article 3 of the attached contract.

3.6 Part 6: Support for the Building Permit Application Process

Preparation of CD documentation should be aimed specifically at satisfying the building permit application process and should include production of ALL BUILDING PERMIT APPLICATION MATERIALS required for building permit application submittal. Information about the building permit application requirements and process are available at the City of Aspen website.

The architect shall perform the building permit application submittal process through the required regulatory application process. Architect shall work toward final acceptance of all building permit application materials by such regulatory department staff.

During the regulatory review process, architect will lead the A&E design team to coordinate responses to regulatory questions and comments throughout the regulatory review process, through completion and issuance of building permits. Depending upon the quality, completeness and level of regulatory compliance of the application materials submitted, this process can require numerous iterations to reach completion.

3.7 Part 7: Construction Administration

Weekly project team meetings and additional follow-up meetings to support the design effort should be anticipated. The Part 7 CA scope consists of typical AIA CA Scope of Work and Bidding and Negotiation Services as per Article 3 of the attached contract.



3.8 Part 8: Project Closeout and Warranty Support

The Part 8 Project Completion scope consists of typical AIA CA Scope of Work and Bidding and Negotiation Services as per Article 3 of the attached contract, however it is anticipated that a 2-year warranty period will be necessary and that support for ongoing warranty issues will be required throughout the warranty process. Project team meetings would only occur occasionally and would be scheduled in an ad hoc manner during this time.

4.0 RFP Process

Sealed proposals will be received at the City of Aspen Purchasing office, through the Bidnet Direct website (www.bidnetdirect.com) until 2:00pm (MDT), December 14, 2021, at which time the proposals will be opened and reviewed, for the following City of Aspen project: **2021-239 Architecture & Engineering Design Team for the Burlingame Childcare Center.**

The selection process will consist of proposal evaluations by the selection committee, and Proposers will be notified of further process thereafter. In addition to price, the evaluation criteria set forth below may be considered in judging which Proposal is in the best interests of the City.

4.1 Questions

Candidates should post pertinent questions on the Bidnet Direct website, www.bidnetdirect.com, no later than **December 1, 2021**. Answers will be posted online for all Candidates to review. It is the Candidate's responsibility to check the website for Q&As, addendums, RFP Clarifications, and other important information.

A mandatory, virtual pre-bid meeting is required. Use the following link to join the pre-bid conference call on Tuesday, November 16, 2021, at 10:00 am (MST).

<https://global.gotomeeting.com/join/738591653>

You can also dial in using your phone.

United States: +1 (571) 317-3112, Access Code: 738-591-653

4.2 RFP Schedule

At this time, the following process and timeline is anticipated. The City reserves the right to modify the process or timeline:

RFP Issued	October 22, 2021
Pre-Bid Conference	November 16, 2021, 10:00AM
RFP Questions Close	November 30, 2021
Proposals Due	December 14, 2021, 2:00PM
Intent of Award by	mid- January 2022

4.3 Proposal Submission and Format

Electronic submission is to be uploaded on the Bidnet Direct website, www.bidnetdirect.com. The electronic submission must be compiled into a single PDF document plus the unprotected Excel workbook of hourly rates,



hours and fees. Please reduce file size to the extent possible. The name of the documents must contain the City project number and firm's name. Proposals are due by: **2:00pm (MDT), December 14, 2021.**

4.4 Evaluation Criteria

The City of Aspen reserves the right to select the proposer that it deems, in its sole discretion, to have presented a proposal that is in the best interests of the City of Aspen. In addition to price, the evaluation criteria and weightings listed below may be considered in judging which Proposal is in the best interests of the City of Aspen and are subject to change by the selection committee based on the best interests of the City of Aspen:

- 30% Response to section 5.1 Lead Firm and Team Qualifications
- 30% Response to section 5.2 Relevant Project Experience
- 10% Response to section 5.3 Additional Expertise Sought
- 30% Response to section 5.4 Proposed Hours and Fees, Schedule, Contract, Insurance

5.0 Proposal Requirements

5.1 Qualifications

Firms/teams responding to this RFP must show organizational and financial capability on similar projects.

5.1.A Overview of the Firm/Team. Please provide the following items:

- 1) Please provide your firm's qualifications via AIA Document B305, Architect's Qualification Statement.
- 2) Please provide a description of your firm's financial history including:
 - Whether your organization is in the process of filing or has filed bankruptcy within the last five years.
 - A letter from your firm's financial institution noting your firm's financial stability.

5.1.B Relevant Team Experience. Please provide a list of projects relevant to the program described in this RFP and include the following information:

- Size and dollar value of each project.
- Contact person and phone number for the Owner and Contractor, or other relevant references for each.
- Relevant project experience focused on similar recent municipal and historical structure projects.
- Emphasis on projects located in a mountainous setting, specifically projects in Aspen and/or Pitkin County.
- Familiarity and experience with sustainable design (including LEED certification and Net Zero design).
- Detailed outline of project scope as well as your firm's specific scope of services provided.
- Identify if your firm was the Design Architect or Architect of Record for each of the relevant projects listed.

5.1.C Design Capabilities. Please describe in detail the firm/team's overall design capabilities as they relate to each phase of the process.

5.1.D In-House Personnel Dedicated to the Project. Present the qualifications of the in-house design team leader and the design team members as follows:

- Proposed role and decision-making capabilities for this project.
- Current resume.
- List of projects completed by this individual including specific scope of work.
- Owner and General Contractor contact person and phone number for each project listed.
- Key qualifications that make this individual an ideal fit for this project.



- Number of hours per week this individual will be dedicated to this project during the design phase (you may refer to section 5.2.C).
- Number of hours per week this individual will be dedicated to this project during the construction phase (you may refer to section 5.2.C).

5.1.E Consultants/Engineers. Please list all proposed consultants & engineers referenced in the fee worksheet. Summarize the work the firm will contribute to the project and how each consultant/engineer is a value add to this specific project. For each consultant/engineer, include the following information:

- Firm Name
- Address
- Contact Name, Phone Number & Email Address
- Firm's Website Address

5.2 Proposal Elements

5.2.A Acknowledgement of Scope of Services.

- 1) Please summarize/verify your understanding of the scope of services requested in this RFP as well as described in the contract.
- 2) Describe how your firm/team will approach and execute each section of the scope of services and describe how your firm/team can add value to the services requested to create a successful project.
- 3) Please also describe what elements of efficiency your firm/team will bring to the project approach in order to help the City of Aspen best utilize funds and make suggestions in each area of the approach on what your firm will do to ensure that the intended outcomes of the project methodology are reached.

5.2.B Fee Worksheet.

- 1) Fees: Please complete the included fee worksheet. In doing so, please submit lump sum fees to provide the services requested by phase as categorized in the fee worksheet.
- 2) Reimbursables: Clearly identify all categories of reimbursable expenses, their proposed percentage of markup, and anticipated cost. Use comments as needed.

The Owner expects to include the reimbursable amount proposed in the final design contract as a top-set to be billed against. Candidates are to assume detailed backup of reimbursable costs will be required with each invoice.

5.2.C Detailed Schedule.

- 1) Prepare a detailed suggested schedule, based on the design process, that will meet the constraints described in section 1.3.C. and describe the level of effort of each individual or role throughout each phase of the schedule and how, in each phase, your firm/team will integrate with the team.
- 2) Please illustrate the billing rates associated with each individual or role and the amount of effort by each so that it will be clear how the overall pricing in the fee worksheet has been built up to reach the total for the proposal.

5.2.D Design Process Coordination / Quality Control. Describe how your firm/team will coordinate work during each phase of the schedule and what your firm/team will do to ensure quality. Include the amount of travel and frequency of on and off-site meetings and conference calls suggested for the project.



5.2.E Additional Requirements. In addition to the scope of services described in this RFP and the services described in the attached contract, be sure that the proposal also addresses the following:

- 1) The City of Aspen requires that the selected firm/teamwork as part of the Design team to develop an efficient, sustainable design that exists in harmony with its surrounding environment and shall meet the functional and constructability requirements of a properly completed project.
- 2) The design team is expected to support the construction cost estimating effort as needed with the General Contractor, Owner's Agent and Commissioning Agent throughout the design process.
- 3) During each phase of the design process, the design team will be responsible for presenting the project design to City of Aspen stakeholder groups and Aspen City Council. The intent of these stakeholder sessions will be to provide updates and to receive (and to incorporate to the extent possible within the City's goals and objectives) feedback about the project's design. Specify in your proposal what level of sketches, renderings, graphics or modeling your proposal includes at each phase and describe how each will be sufficient for presentation at each phase.
- 4) The design team will be responsible, along with the Contractor at Risk and Owner's Agent, for presenting documentation that supports the Contractor's GMP bid for the project to Aspen City Council.
- 5) Your firm should assume general responsibility for all aspects of sustainable design.
- 6) The selected firm will be required to execute and perform work subject to the attached AIA B132 form of agreement between the Owner and Architect and the AIA A201- 2007 General Conditions. Please make the necessary arrangements with your legal and insurance teams to accommodate this request. The contract documents included provide a working framework for the overall project approach and should be considered part of the scope of work required by this RFP.

All contents of proposals received are in the public domain and all material is likely to be published in recommendations of award etc. If ANY information contained within your proposal is deemed sensitive or confidential, please indicate this clearly and CoA will strive to retain this Confidentiality.

5.3 Proposal Format

Preferred electronic format is a single .pdf of your firm's complete response. The fee schedule is to uploaded as a separate document.

So that the selection committee may most easily reference sections and pages of the proposal, please number all pages and provide tab sheets to separate sections and provide an index or table of contents.

Proposals submitted in response to this solicitation are irrevocable for 60 days following the due date of the proposals. This period may be extended by written agreement between Respondent and the City of Aspen.

6.0 Owner's Language

6.1 Interests of the City of Aspen

The City of Aspen reserves the right to reject any or all Proposals or accept what is, in its sole judgment, the Proposal which is in the City's best interest. The City further reserves the right, in the best interests of the City, to modify this RFP process as it sees fit or waive any technical defects or irregularities in any and all Proposals submitted.



The successful Respondent is prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the owner.

6.2 Insurance Requirements

Refer to the attached AIA B132 form of agreement between the Owner and Architect and the AIA A201- 2007 General Conditions contract attachments for insurance requirements.

7.0 Exhibits

7.1 Contracts

AIA B101 Agreement between the Owner and Architect
AIA A201- 2007 General Conditions.
B305 - Qualifications Statement