

# **OZARKS TECHNICAL COMMUNITY COLLEGE**

## **Request for Qualifications Comprehensive Campus Master Plan**

**September 22, 2016**

**Ozarks Technical Community College  
1001 E. Chestnut Expressway  
Springfield, MO 65802  
(417) 447-4806**

## TABLE OF CONTENTS

1. Request for Qualifications
2. Attachment A Scope of Service
3. Attachment B Firm Data Forms – AIA B305
4. Attachment C Non-Collusion Affidavit

**REQUEST FOR QUALIFICATIONS  
FOR  
COMPREHENSIVE CAMPUS MASTER PLAN**

**1. GENERAL INFORMATION:**

Ozarks Technical Community College (“OTC” or “Agency”) is soliciting qualified firms to provide Comprehensive Campus Master Planning Services for the OTC Springfield Campus and to develop design standards for cohesive integration and implementation for each of the College’s extended Campuses and Centers. In compliance with Missouri State Statutes RSMO Section 8.285 through 8.291 contracts for services shall be negotiated on the basis of demonstrated competence and qualifications.

**2. IMPORTANT DATES FOR THE RFQ:**

- |                                                     |                            |
|-----------------------------------------------------|----------------------------|
| a. Issue Date                                       | September 22, 2016         |
| b. Request and Questions for Clarification Deadline | October 7, 2016            |
| c. Submittal Deadline                               | 2:00 p.m. October 25, 2016 |

Prospective respondents may request clarification to this RFQ only by submitting a written request via email to [hillh@otc.edu](mailto:hillh@otc.edu). All questions must be received in writing no later than 4:00 p.m., **October 7, 2016**. A list of the questions asked and the answers will be posted on the OTC website <http://ww2.otc.edu/adminservices/architect/> and made available for review by all potential applicants by October 14, 2016. This formal, advertised RFQ indicates the time by which the submittals must be received as being on or before 2:00 p.m. **October 25, 2016**. Any submittals received after the submittal deadline will not be accepted and will be returned unopened. Postmarks will not be accepted as document delivery.

**3. PURPOSE:**

OTC desires to update and expand its Campus Master Plan with the professional assistance of a qualified Firm (Consultant). The existing plan was last completed in 2010. The Selected Firm will be expected to provide a comprehensive campus master plan to serve as a framework in guiding physical growth and change in support of the college’s academic mission. The Master Plan will serve as a reference for all physical improvements to ensure that every project undertaken by the college contributes to the overall campus vision.

The master plan should take into account the College's Mission Statement, Core Values, Strategic Plan, and Facilities Condition Assessments. The master plan shall include the development of the following key guiding plans: Academic Plan, Financial Plan, Student Life Plan, Parking Plan, Landscape Plan, Space Assessment and Utilization Plan, Short Term and Long Term Implementation Plans. The master plan shall also include efforts toward sustainable energy conservation, "green" building design, and updated ADA requirements.

Through this RFQ, the Agency is soliciting submittals for the purpose of selecting a firm(s) with experience in comprehensive master planning services.

Submittals: Submit one (1) bound original and one (1) one electronic media copy of the proposal to:

Ozarks Technical Community College  
933 E. Central Avenue  
Springfield, MO 65802  
Attn: Harlan Hill, College Architect

#### **4. SCOPE OF SERVICES:**

See Scope of Services, Attachment A, except as modified in writing by a Project Agreement to suit particular project needs where additional or less are deemed appropriate by Consultant and Owner's representative.

#### **5. STATEMENT REQUIREMENTS:**

- a. Statement of Qualifications shall be signed by an authorized representative of the firm. By submitting a Statement, the respondent certifies that all information provided in response to this RFQ is true and accurate. **Failure to provide all required information by this RFQ will ultimately result in rejection of any Statement.**
- b. Statements should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities for satisfying the requirements of the RFQ, including professional licenses and authority of the firm to do business in the State of Missouri.
- c. One (1) bound original copy and one (1) electronic media copy of the proposals for which the firm's work to be considered shall be submitted to the Agency.
- d. Any information thought to be relevant to the selection criteria, but not specifically applicable to the enumerated requirements, shall be provided as an appendix to the proposal.
- e. The following is a list of the required submittal documents:
  - A. Statement of Qualifications.
  - B. Non-Collusion Affidavit.
  - C. Current Certificate of Professional Liability Insurance.
  - D. Narrative response addressing Evaluation Criteria listed in 6A 1 through 12.
- f. The following document or an equivalent appropriate for the submitting discipline must be used by the Firm responding to the RFQ: AIA B305, Architect's Qualification Statement

## **6. EVALUATION AND AWARD OF CONTRACTS:**

A. Evaluation Criteria: OTC will consider Proposals only from firms or organizations that, in OTC's sole judgment, have demonstrated the capability and willingness to provide the services contemplated by this RFQ.

Selection of the Firm(s) to provide master planning services will be made from data submitted in statements validated and evaluated using the following criteria and pursuant to Missouri State Statutes in Section 8.289 of Chapter 8 State Buildings and Lands.

1. Expertise, experience, and qualifications of the firm's primary designer in each relative discipline for providing the services in Section 4, Scope of Services.
2. Expertise, experience and qualifications of any special consultants proposed for providing the services described in Section 4, Scope of Services.
3. Geographic location of the firm's office where work will be performed in relation to the project location(s).
4. Current project work load, plan to complete the work and ability to complete the work in a timely manner.
5. Expertise and past experience of the firm in providing similar services of size, scope and features as those requested for OTC.
6. Qualifications and experience of the firm's project manager to be assigned to a particular project.
7. Firm's recent (past 5 years) experience/history in providing professional services within an established "Not-to-Exceed" budget.
8. Firm's experience in providing services in conformance to Missouri State Statutes and procedures, governing Codes, Standards, Accessibility and Building Efficiency.
9. Size of the firm relative to the size of the project(s).
10. Financial responsibility as evidenced by the Firm's carrying of Professional Liability Insurance.
11. Firm's experience in providing services for State and Collegiate entities.
12. Experience and utilization of BIM technology with emphasis in REVIT.

Generally, the selection committee will consider the firm's overall suitability to provide the required services, including comments and/or recommendation of the firm's previous clients.

The Selection Committee may select according to their best judgment one (1) or more than one firm to establish initial negotiations, based on and from the qualified collection of respondents' RFQ files.

In the event that more than one firm is selected for consideration, the following selection process will be established to confirm the final selection of a firm to provide requested services.

**B. Selection Process:**

1. Shortlisting – A maximum total of 100 points are possible in scoring each proposal for the shortlist evaluation. The Selection Committee will evaluate the proposals and may conduct interviews with firms applying for selection.

The evaluation criteria to be used by the Selection Committee for the proposal shortlist and the corresponding point values for each criteria are as follows:

- a. Specialized design and technical competence of the business, regarding the type of services required – 25 points.
- b. Capacity and capability of the business to perform the work, including any specialized services, within the time limitations – 15 points
- c. Past record of performance on contracts with government agencies and private industry with respect to such factors as control of costs, quality of work, and ability to meet schedules – 15 points
- d. Proximity to or familiarity with the area in which the project is located – 10 points
- e. The amount of design work that will be produced by a business within the State and local economic impact area – 10 points
- f. Evidence of understanding the scope of work, the site, and existing conditions – 25 points

**C. Interview:**

Approximately 100 points are possible in scoring each interview for the RFQ. The Selection Committee will provide at the pre-interview meeting a list of questions relevant to the project. These questions shall be addressed by the firms at the interview. Each question will carry equal point value. The interview will allow time for a question and answer session in response to the prepared questions.

**D. Contract Process:**

The Agency will engage in individual discussion and interviews with Proposers deemed fully qualified, responsible and suitable on the basis of initial responses. At the conclusion of the interviews and on the basis of evaluation factors set forth in Section 6 and the information provided and developed in the selection process, the Agency will rank, in the order of preference, the Proposers whose qualifications and proposed services are deemed most meritorious. Based on this ranking Contract negotiations will be conducted commensurate to the scope and complexity for services required. If a contract satisfactory and advantageous to the Agency can be negotiated at a fee considered fair and reasonable, the award shall be made for that Proposer. Otherwise, negotiations with the other Proposers will be conducted until such contract can be negotiated at a fair and reasonable fee.

## **7. FEES:**

The fee for requested services may be negotiated as a fixed fee, or, where appropriate, on a time and materials basis with a “Not-to-Exceed” amount considering the Scope of Services required, the estimated service hours required for each level/discipline and the hourly rates for the various skill levels required for the work.

## **8. TERMS AND CONDITIONS:**

### Withdrawal of RFQ:

Submittals may be withdrawn before and after the RFQ submittal deadline by submitting a written request to the Contact Person. Re-submittal before the RFQ submittal deadline can be made, however, they may not be re-submitted after the deadline.

### RFQ Costs:

All costs incurred in the preparation and presentation of the RFQ shall be completely absorbed by the responding party to the RFQ. All documents submitted as part of the RFQ will become the property of OTC. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.

### Affidavit:

All submittals must include an executed Non-Collusion Affidavit on the form furnished in the RFQ packet.

## **9. ATTACHMENTS:**

Attachment A Scope of Services

Attachment B Example AIA B305

Responding proposers shall submit on original AIA documents.

All costs shall be absorbed by the responding party to the RFQ

Attachment C Non-Collusion Affidavit

### OTC Contacts:

The designated individual responsible for coordination of the RFQ is Harlan Hill, College Architect. Any questions relating to this RFQ should be directed to Mr. Hill at (417) 447-4810, email address [hillh@otc.edu](mailto:hillh@otc.edu).

## ATTACHMENT A

### SCOPE OF SERVICES

The selected Firm(s) shall furnish all expertise, labor and resources, in providing complete services necessary for individual contracts issued. The following generally summarizes the type and scope of services that the Firm(s) may be required to perform:

#### 1. Basic Services & Deliverables

The following Services and Deliverables will be required of the Consultant, except as modified in writing by a Project Agreement to suit particular project needs where additional or less are deemed appropriate by Consultant and Owner's representative:

##### A. General Requirements

1. Examine Owner-provided information and data, other programmatic information, and the existing Campus site in terms of: Project requirements, functions and priorities; site and existing facility conditions, opportunities and constraints; space requirements and constraints; utilities services and constraints; zoning and other applicable regulations; expandability; access; parking; massing; construction feasibility and phasing; and other factors Consultant or Owner consider relevant to the Master Plan development.
2. Provide comprehensive master planning services including but not limited to the following: Conduct meetings with key administrators and stakeholders to obtain input and opinions from a cross-section of individuals on the future growth and development of the College. Plan, manage and conduct public meetings, charrettes and other outreach methods deemed appropriate for consensus building in the planning process. Develop recommended goals, objectives and strategies for implementation of various elements in the updated master plan. Fully develop all necessary programmatic information; solidify Project design objectives and criteria; confirm staffing plans, numbers and positions of personnel; confirm space requirements and relationships; compare requested space to similar projects and space standards; diagram space relationships by using massing diagrams, flow diagrams, bubble diagrams and other graphical methods; identify special equipment and systems, site and off-site requirements, security zones, and other factors Consultant or Owner consider relevant to the Project.
3. Prepare a draft document of the master plan and presentation for Owner's review, comment and acceptance.
4. Based on Owner's comments to the draft master plan, prepare a Final Master Plan that includes a Proposed Implementation Schedule and a Conceptual Budget for phased development. Develop Budget by applying unit costs and other standard cost data to space and facilities requirements. Include all foreseeable Project costs including design, construction, utilities connections, off-site improvements, permits, fees, furniture and moveable and installed equipment. Incorporate Owner's estimates for costs of land, rights-of-way, special studies and other costs that are identified as Owner's responsibility.

## **B. Long Term Vision and Planning Principles**

1. Formulate and establish a guiding vision for the master plan and articulate that vision through a set of specific guiding principles that addresses a vibrant on-campus community.
2. Create strong connections to the surrounding neighborhood and city context establishing and defining pedestrian friendly access to and through campus.
3. Promote alternative transportation methods.
4. Create a strong connection to City assets such as the nearby Greenway Trail and Silver Springs Park.
5. Ensure universal design and access for all aspects of the campus physical environment.
6. Define principals for a campus that models sustainability.

## **C. Framework and Land Use**

1. Strengthen connectivity to the city, region, and surrounding neighborhoods.
2. Establish organizing framework creating a sense of campus, development of a quad, efficient circulation of vehicles, services, pedestrians minimizing conflicts.
3. Design and implementation of effective wayfinding system.
4. Strengthen identity and branding of landmark buildings.
5. Organize and strengthen zones of land use. Create a distinct and definable edge character to the external community yet connected and permeable.
6. Define an academic core creating linkages to all other campus use zones.
7. Establish semi-public uses as anchor points of the campus presenting attractive and welcoming identity to the community.
8. Create unifying open spaces to provide gathering and recreational areas contributing and supporting a positive student experience.

#### **D. Design Plan**

1. Incorporate defining elements establishing a quad as heart of campus creating memorable iconic spaces.
2. Define front of campus along Chestnut Expressway corridor infilling edge with proposed future building construction sites with key elements governing the location and form of future buildings. Establish architectural design principles to promote enhanced, identifiable, distinctive and unifying building forms.
3. Redefine on campus circulation spines incorporating courtyards, gateways, and defined entrance points connecting existing and new facilities to the campus core and improving wayfinding systems.
4. Identify future building types and sites, and establish well distributed parking zones based on growth projections and space needs. Ensure that the location of massing new buildings shape the larger campus context.
5. Formulate design standards for adherence to build-to lines defining limits of new construction, height limits, daylighting, natural ventilation, architectural character, creation of enhanced pedestrian activity, slow moving traffic, opportunities for sidewalk nodes of interest and outdoor areas, arcades, portals, inviting entrance points promoting special events through support for outdoor café, food trucks, vendors and student celebrations.

#### **E. Landscaping and Open Space**

1. Strengthen and integrate connections to area parks, greenway trails and biking trails.
2. Integrated stormwater management system reducing quantity of run off through rain gardens, bio swales, permeable pavements, vegetated open channels.
3. Study and establish ecological zones as they relate to the branch of Jordan Creek that flows through and along the western boundary of campus providing habitat, drought tolerance and natural stormwater recharge.
4. Landscape and site design guidelines for plantings, landscape borders, median planting, street trees, sidewalks, paving, site furnishings, lighting, and signage resulting in a network of a contiguous system of natural areas, greenways, quad, and courtyards that constitute the landscape setting within which buildings and other campus functions are sited.

## **F. Campus Circulation**

1. Design of a campus circulation system with emphasis on the pedestrian and neighborhood affiliates who commute to campus by walking. Improve pedestrian amenities and connections to the surrounding neighborhoods. Integrate linkages with bicycle, vehicular and public transportation connections.
2. Integrate dedicated bicycle paths separated from pedestrian ways. Study feasibility of providing secure bicycle facilities and improvements to attract bicycle commuters and reduce traffic impacts on campus and in the surrounding neighborhoods.
3. Provide for a balanced development and distribution of surface parking and parking structures minimizing parking spillover into the adjacent neighborhoods and streets.
4. Explore shared parking opportunities, off campus parking and shuttle program to maximize efficiency of on-campus parking while minimizing negative impacts of automobile trips to and from campus.
5. Establish design guidelines for implementation of universal access to and throughout campus for the physically challenged. Address visual and auditory wayfinding systems providing recognizable landmarks and identifying sounds associated with specific areas and functions.
6. Define an efficient service access route for outside deliveries and internal support functions.

## **G. Infrastructure**

1. Evaluate existing utility systems.
2. Build upon and enhance current Campus Safety and Security measures.
3. Promote sustainable design.
4. Conduct studies and propose changes.
5. Conduct feasibility studies evaluating the establishment of a Central Plant.

## **H. Implementation**

1. Develop a phasing and conceptual cost plan each for 1 to 5 years, 6-10 years, and 11 to 15 years.
2. Establish a parking phasing summary.
3. Identify early action projects.
4. Include recommendations for funding sources and approaches.

## **I. Deliverables**

1. Documentation of Master Planning process
  - a. Executive summary and recommendations
  - b. Site development plan

- c. Implementation strategy
  - d. Existing conditions survey
  - e. Space utilization study
  - f. Academic Plan
  - g. Student Life Plan
  - h. Building development plan
  - i. Design guidelines and standards
  - j. Financial Estimate and Plan
  - k. Rendering of campus by stages of development
  - l. Schematic illustration of proposed development
  - m. Sustainable Energy and Design Plan
  - n. ADA compliance study and implementation plan
- 2. Documentation of specific studies
    - a. Space utilization study
    - b. Existing Conditions survey
    - c. Utility/infrastructure study
    - d. Parking study
    - e. Design Guidelines and Standards Manual
    - f. Feasibility Study/Adaptive Reuse of Existing Buildings/ADA Compliance Evaluation
    - g. Landscape Study

#### **J. Printing & Reproduction**

Consultant shall pay for all printing and reproduction needed in the performance of its Services, except copies of the deliverable documents specified in Part I Deliverables which shall be billed to the Owner as a reimbursable expense.

#### **K. Meetings**

Conduct meetings with college administration, deans, department chairs faculty, staff, students, community leadership, community members and others as appropriate to discuss broad concepts for the development of the Master Plan. Meet periodically with the Master Plan Committee and Sub-committee to develop broad concepts for incorporation into the master plan, to review concepts, and to make recommendations. Make presentations to various campus groups and committees for dissemination of information and to obtain feedback. Collaborate with OTC Communication and Media departments to publicize and to receive web-based feedback from stakeholders at large.

#### **L. Additional Services**

Additional Services and Associated Deliverables may be authorized in a Project Agreement and, insofar as they cause the firm extra expense, shall be compensated solely at the hourly rates per the Consultant's Hourly Rate Schedule. The Consultant or its sub-consultants shall not proceed with Additional Services work prior to receiving written authorization from the Owner. Doing so will be at their own risk. The Owner, at its sole discretion, may reject any or all subsequent requests for compensation for unauthorized Additional Services work.

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**Architect's Qualification Statement**

DATE:

SUBMITTED TO: Ozarks Technical Community College

ADDRESS:

1001 E. Chestnut Expressway  
Springfield, MO 65802

NAME OF PROJECT: *(If applicable)*

To be determined "EXAMPLE" document

**§ 1 BASIC INFORMATION**

§ 1.1 Architect: *(Firm name and legal status)*

To be determined

§ 1.2 Business address:

To be determined

To be determined

§ 1.3 Telephone number:

§ 1.4 Person to contact:

§ 1.5 Type of organization: *(Check one)*

- Individual or Sole Proprietorship  
 Professional Corporation/Association  
 Corporation

- Partnership  
 Joint Venture\*  
 Other\*

*\*If Joint Venture or Other, provide details.*

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## Attachment B

### § 2 GENERAL STATEMENT OF QUALIFICATIONS

### § 3 GENERAL INFORMATION

*(This information may be provided via the Architect's brochure, which may be attached and listed in Article 8.)*

#### § 3.1 Names of principals:

#### § 3.2 Professional history:

#### § 3.3 Registration status:

#### § 3.4 Professional affiliations:

#### § 3.5 Key personnel:

#### § 3.6 Total number of staff:

#### § 3.7 Number of registered Architects:

#### § 3.8 Honors and awards:

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2

## Attachment B

§ 3.9 Professional and civic involvement:

**§ 4 RELATED PROFESSIONAL SERVICES**  
*(List proposed consultants, if applicable.)*

§ 4.1 Structural:

§ 4.2 Mechanical:

§ 4.3 Electrical:

§ 4.4 Interior design:

§ 4.5 Others:

**§ 5 PROJECTS**  
*(Projects for which personnel of this firm had responsible charge while associated with other firms are indicated by an asterisk.)*

§ 5.1 The following projects are representative of the Architect's recent work. A brief description of each project is attached.

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3

## Attachment B

§ 5.2 Other representative projects with dates of completion:

§ 6 REFERENCES

§ 7 STATEMENT OF POTENTIAL CONFLICTS OF INTEREST

§ 8 ADDITIONAL INFORMATION  
*(If attachments are provided, list them here.)*

ARCHITECT:

By:

I hereby certify that, as of the above date, the information provided in this Architect's Qualification Statement is true and sufficiently complete so as not to be misleading.

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Printed name and title)*

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4

Attachment B

ARCHITECT:

PROJECT:

Size:

Cost:

Owner:

Owner Contact:

Completion Date:

Contractor/Construction Manager:

Brief Description:

EXAMPLE ONLY

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5

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Brief Description:

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7

## Attachment B

ARCHITECT:

PROJECT:

Size:

Cost:

Owner:

Owner Contact:

Completion Date:

Contractor/Construction Manager:

Brief Description:

EXAMPLE ONLY

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8

