

**EXHIBIT A**

**PROJECT DESCRIPTION AND SPECIFICS**

**Description of Project**

UWF Project No.:  
 UWF Project Name:  
 Location / Address:  
 Program:

**2.1.3 Autodesk AutoCAD Version:** The latest UWF approved version of Autodesk AutoCAD architectural software is AutoCAD Architecture 2009 (Revit).

*If applicable -*

**2.1.4 B.I.M. Requirement:** Requirement for Professional to use Building Information Modeling (B.I.M.) 3-dimensional software for presentation meetings with User Committee and Facilities Staff is hereby deleted. At its option, after review of quote, Owner may require that B.I.M. be utilized at specific phases of the design. The Professional will use B.I.M. 3-dimensional software for presentation meetings with the User Committee and Facilities Staff. Utilization of B.I.M. software shall be considered an Add Service.

**2.6.1 Phased Construction:** *if applicable*

**2.8.5. Minimum Site Visits Required:** Professional shall visit the site the minimum number of times of X per week.

**2.8.18. LEED Certification.** The LEED Certification level is established at \_\_\_\_\_ level.

**3.1.3 Additional Services Mark-Up:** Professional may request a mark-up not to exceed six (6) percent for coordination of sub-consultants not on the original Project Team for additional services.

**5.1.3. Construction Cost:** The Construction Cost for this Project shall not exceed \$ \_\_\_\_\_.

**6.1 Electronic Copies:** Electronic copies for bidding, construction, and other requirements prior to the end of the project to be in .pdf format. Final documents submitted at the end of the project to be in CAD.

**EXHIBIT B**  
**PROJECT DESIGN SCHEDULE**

PP #	PHASE	START	END
2.2	(PD) Pre-Design PD Review		
2.3	(CSD) Concept Schematic Design CSD Review and CM Cost Estimate		
2.4	(ASD) Advanced Schematic Design and Life-Cycle Cost Analysis ASD Review and CM Cost Estimate		
2.5	(DD) Design Development Phase and Cost Report DD Review and CM Cost Estimate		
2.6	60% Construction Documents and Cost Report 60% CDs Review and CM Cost Estimate		
2.6.1	90% CDs Early bid package 90% Site CDs Review and CM Site GMP		
2.6.3	100% Construction Documents and Cost Report 100% CDs Review (incl. State Fire Marshall) and CM GMP		
2.7.3	(CCD) Corrected/Conformance Document Set  Bidding and Buyout  Construction		
2.8.19	(SC) Substantial Completion Deliverables		
2.9.1	(FC) Final Completion Deliverables		
2.9.2	(PO) Post Occupancy Inspection & Report		

## EXHIBIT C

### SCHEDULE OF SERVICES AND CONSULTANTS

#### BASIC SERVICES

(THIS SCHEDULE LISTS SERVICES INCLUDED IN THE LUMP SUM FEE INITIALLY BASED ON THE FPC DESIGN SERVICES FEE CURVE AND INCLUDED IN THE TOTAL FEES AND SCHEDULE OF PAYMENTS AS SET FORTH ON THE EXHIBIT G)

		SERVICES	CONSULTANTS
Yes	No	Architectural Design	
Yes	No	Civil Engineering	
Yes	No	Landscape Architecture	
Yes	No	Structural Engineering	
Yes	No	Mechanical Engineering	
Yes	No	Electrical Engineering	
Yes	No	Plumbing Engineering	
Yes	No	Fire Protection Eng. (incl. hydraulic calcs.)	
Yes	No	BICSI Communications Distribution Designer	
Yes	No	Cost Estimating & Report (Cost Opinion)	
Yes	No	Renderings/Models/Animations	

(THIS SCHEDULE LISTS OTHER SERVICES TO BE INCLUDED IN THE TOTAL FEES AND SCHEDULE OF PAYMENTS AS SET FORTH IN EXHIBIT G)

		SERVICES	CONSULTANTS
Yes	No	Telecommunications Design	
Yes	No	Audio-Visual Systems Integration & Design	
Yes	No	Topographical Survey	
Yes	No	Geotechnical Survey	
Yes	No	Radon Survey	
Yes	No	Measured Drawings of Existing Facility	
Yes	No	Threshold Inspection	
Yes	No	Detailed Cost Estimating	
Yes	No	Historic Research & Explorative Testing	
Yes	No	Hazardous Materials Survey / Work Plan	
Yes	No	Life-Cycle Cost Analysis	
Yes	No	Energy Model	
Yes	No	Acoustics Consultation	
Yes	No	Furniture Design and Selection	
Yes	No	Fast-Track Design (early site package)	
Yes	No	Additional Design Team Site Visits	
Yes	No	HVAC Commissioning	
Yes	No	IEQ/IAQ Commissioning	
Yes	No	Building Envelope Commissioning (incl. roof)	
Yes	No	Programming, Site Selection, Benchmarking	
Yes	No	Lab and Cleanroom Design	
Yes	No	Process Engineering and "Fit-Out"	
Yes	No	Vibration Analysis	
Yes	No	Electromagnetic Interference (EMI) and Radio Frequency Interference (RFI) Analysis	
Yes	No	Cleanroom Certification	
Yes	No	Validation	

**EXHIBIT D**

**ADDITIONAL APPLICABLE GUIDELINES AND PROVISIONS**

**2.1.2 Additional Applicable Standards and Guidelines:**

University of West Florida Building Design and Construction Standards

University of West Florida Telecommunications Standards

State of Florida Department of Management Services Professional Services Guide  
Division of Building Construction and Facilities Management (November 2005)

**EXHIBIT E**  
**REQUIREMENTS FOR SUBMITTALS TO OWNER**

PHASE	FULL SIZE		HALF SIZE		Project Specific Requirements
		S & S		S & S	
2.2 Pre-Design Phase (PD) Revised Facilities Program	3				Plus electronic copy on CD
2.3 Concept Schematic Design (CSD)	2		2		
2.3.1 CSD Construction Cost Estimate					3 copies
2.4 Advanced Schematic Design (ASD)	2		2		Plus 2 site plans w/footprint and tree removal plan
2.4.1 ASD Construction Cost Estimate					3 copies
2.4.2 Life Cycle Cost Analysis					
2.1.4 UF Committees Presentation - Schematic Review					Site plan w/footprint, tree removal plan, parking impact – electronic and/or mounted full-size
2.5 Design Development Phase (DD)	2		2		Plus 2 site plans; 1 landscape set; exterior lighting plan (w/photometrics)
2.5.1 DD Construction Cost Report					3 copies
2.1.4 UF Committees Presentation - DD Review					Site plan w/footprint, parking & jobsite management plan; 3D model; landscape plan; elevations and other renderings – electronic and/or mounted full-size
2.6 60% Construction Documents (CD)	2		2		
2.6.1 60% CDs Construction Cost Report					3 copies
90% Site CDs) [if applicable]	2	2	3		2 fullsize S&S plans to EH&S no SFM submittal requirement
2.6 90% Construction Documents)	2		2		
2.6.1 100% CDs Construction Cost Report		6	1		6 fullsize S&S plans to EH&S (two for SFM) 5 S&S sets of specs to EH&S (one for SFM)
2.7.3 Corrected/Conformance Document Set					
Addendums, Supplemental Instructions, RFIs	4	*			* only if completely new sheets issued
2.8.17 Record drawings & specifications (As-Builts)	1				Original “red lined” set and corrected AutoCAD files on recorded CD or DVD.

**EXHIBIT F**

**ADDITIONAL SERVICES RATES**

<b>Architect</b>	
Principal Architects	\$
Associate Principal	\$
Project Manager	\$
Sr. Architect. Staff	\$
Arch. Staff/CAD Tech.	\$
Clerical Support	\$

<b>Engineer</b>	
Principal Engineers	\$
Registered Engineers	\$
Engineer / RCDD Des.	\$
Intern Engineers	\$
CAD Technician	\$
Clerical Support	\$

<b>A/V – Acoustical</b>	
Acoustical Designer	\$
A/V Designer	\$
CAD Tech. 1	\$
CAD Tech. 2	\$

**EXHIBIT G**  
**SCHEDULE OF PAYMENTS**

PHASE	FEE % <sup>1</sup>	FEE
2.2 Programming		\$
Measured Drawings of Existing Facility		\$
2.3 (CSD) Concept Schematic Design	%	\$
2.4 (ASD) Advanced Schematic Design	%	\$
2.4.2 Life Cycle Analysis and Report (included in LEED fees)		
2.5 (DD) Design Development Phase	%	\$
2.6 50% Construction Documents	%	\$
2.6 90% CDs Construction Documents	%	\$
2.6 (100% CD) 100% Construction Documents	%	\$
2.7 (B/N) Bidding or Negotiation Phase <sup>2</sup>	%	\$
2.7.3 (CCD) Corrected/Conformance Document Set		
2.8 (CA) Construction Phase Administration of the Construction Contract <sup>3</sup>	%	\$
2.8.19 (SC) Substantial Completion Deliverables		
2.9.1 (FC) Final Completion Deliverables		
LEED Certification Support		\$
2.9.2 (PO) Post Occupancy Inspection & Report		
10.1 Not-To-Exceed Allowance for Reimbursable Expenses		\$
10.1.1 Not-To-Exceed Allowance for Travel		
<b>TOTAL FEES (LUMP SUM)</b>	<b>100 %</b>	<b>\$</b>

1. Fee % indicates proportion of lump sum portion of Total Fees.
2. Bidding/Negotiation Phase fees will be paid in increments based on actual bid packages. These bid packages will be developed after the Project has progressed, and the payment schedule for Bidding/Negotiation Phase fees will be determined at that time.
3. Construction Administration Phase payments to be paid in monthly increments in proportion to payments made to Professional.

**NOT-TO-EXCEED ALLOWANCES – REIMBURSABLE EXPENSES**

Not-To-Exceed Allowance for Reimbursable Printing and Postage will include a total amount for each of the following:

(PD)	\$ _____
(CSD)	\$ _____
(ASD)	\$ _____
(DD)	\$ _____
(CD)	\$ _____
(BN)	\$ _____
(CA)	\$ _____

**EXHIBIT H**  
**ALLOCATION OF FEES**

PHASE	PRINCIPAL				
2.2	Programming				
	Measured Drawings of Existing Facility				
2.3	<b>(CSD)</b> Concept Schematic Design				
2.4	<b>(ASD)</b> Advanced Schematic Design				
2.4.2	Life Cycle Analysis and Report (included in LEED fees)				
2.5	<b>(DD)</b> Design Development Phase				
2.6	<b>(CD-50%)</b> Construction Documents				
2.6	<b>(CD-90%)</b> Construction Documents				
2.6	<b>(CD-100%)</b> Construction Documents				
2.7	<b>(CM)</b> Construction Manager Cost Proposal Reviews				
2.7.3	<b>(CCD)</b> Corrected/Conformance Document Set				
2.9.1	<b>(FC)</b> Final Completion Deliverables				
2.9.2	<b>(PO)</b> Post Occupancy Inspection & Report				
	LEED Certification Support				
	Enhanced LEED Commissioning through Design and Construction				
	Civil Engineering Design				
	Surveying				
	Geotechnical Investigation (for potential addition)				
	Telecommunications Design				
	Audio-Visual Communications Design				
	As-Built documents on AutoCAD for Owner				
10.1	Not-To-Exceed Allowance for Reimbursable Expenses				
	Not-To-Exceed Allowance for Travel				
	<b>TOTAL FEES (LUMP SUM)</b>				

Allocation of Fees: Allocation of Professional Fees, including each member of the consulting team, will be identified by basic and additional service phases. Changes in the contract amount will require the Professional to attach a modified fee distribution with the proposed modification.



**EXHIBIT I**

**MINIMUM INSURANCE REQUIREMENTS**

**Consulting and Professional Services**  
**Minimum Insurance Coverage and Requirements**

The Professional shall obtain and maintain the minimum insurance coverage set forth below. By requiring such minimum insurance, the University of West Florida (UWF) shall not be deemed or construed to have assessed the risk that may be applicable to the Professional. The Professional shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. The Professional is not relieved of any liability or other obligations assumed or pursuant to the Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

**COVERAGES**

**1. Commercial General Liability–ISO CG 001 Form or equivalent. Coverage to include:**

Premises and Operations  
 Personal/Advertising Injury  
 Products/Completed Operations  
 Broad Form Property Damage  
 Independent Contractors

**2. Automobile Liability including all:**

Any Auto  
 Owned Auto  
 Non-owned Auto  
 Hired Auto  
 Personal Injury Protection (when applicable)

**3. Workers' Compensation**

Statutory Benefits (Coverage A)  
 Employers Liability (Coverage B)

**4. Umbrella Liability**

Applicable to Commercial General Liability and Automobile Liability. Coverage should be as broad as primary.

**5. Professional Liability** –The Professional shall maintain Errors and Omissions Liability covering negligent acts, errors and/or omissions, including design errors of the Professional for damage sustained by reason of or in the course of operations under this contract. The policy/coverage shall be amended to include the following:

- Amendment of any Contractual Liability Exclusion to state that the exclusion does not apply to any liability of others which you assume under a written contract provided such liability is caused by your wrongful acts.
- Claims alleging improper supervision of sub-consultants
- Representative Insured Wording amended to include past principals/employees
- Deletion of any exclusions pertaining to design/build liability
- Cancellation Clause shall provide 30 days notice prior to Cancellation to UWF
- Policy is to be the primary basis; if other professional coverage is carried, an endorsement is to be issued acknowledging that there is excess coverage above this policy. The declaration page

shall show the other policy is intended to function as excess, and shall be shown on the declarations page of this policy

- Notice Provision for Claims to be added stating that it is agreed that knowledge of an act, error, or omission by an agent or employee of the insured, shall not in itself constitute knowledge by the insured, unless an officer, owner, partner, or principal of the insured shall have received such notice.

**LIMITS REQUIRED**

The Professional shall carry the following limits of liability as required below: Dollar amounts may change in accordance with the event or project.

<b>Commercial General Liability</b>	
General Aggregate	\$ 2,000,000
Products/Completed Operations Aggregate	\$ 2,000,000
Each Occurrence Limit	\$ 1,000,000
Personal/Advertising Injury	\$ 1,000,000
Fire Damage (Any One Fire)	\$ 50,000
Medical Payments (Any One Person)	\$ 5,000
<b>Automobile Liability</b>	
Bodily Injury/Property Damage (Each Accident)	\$ 1,000,000
Personal Injury Protection	Statutory
<b>Workers' Compensation</b>	
Coverage A (Workers' Compensation)	Statutory
Coverage B (Employers Liability)	\$100,000 \$500,000 \$100,000
<b>Umbrella Liability</b>	
Each Occurrence Limit	\$ 1,000,000
General Aggregate Limit	\$ 1,000,000
Products/Completed Operations Aggregate	\$ 1,000,000
<b>Professional Liability</b>	
Each Claim	\$1,000,000
Annual Policy Aggregate	\$2,000,000
<b>Pollution Liability (when applicable)</b>	
Per Claim	\$100,000
Annual Policy Aggregate	\$100,000

**ADDITIONAL REQUIREMENTS**

The Professional shall meet the following requirements:

1. Be licensed or approved to do business within the State of Florida.
2. Insurer possesses a minimum A.M. Best's Insurance Guide rating of no less than "B+".
3. Unless otherwise approved by the University, all insurance coverage must be written on an occurrence basis with the exception of professional liability and pollution liability (if applicable).
4. With the exception of Professional Liability, Workers Compensation and Pollution Liability (if applicable) all policies must name the State of Florida, Florida Board of Governors, University of West Florida Board of Trustees, and The University of West Florida, its officers, employees, agents, and volunteers as "Additional Insured". (ISO Form CG 2010, 1997 Edition or equivalent).
5. Include an Additional Insured Endorsement form as the "Additional Insured" on Commercial General Liability, Automobile Liability, Umbrella/Excess Liability, Environmental Liability and other as specified by the contract.
6. Be on a primary basis, non-contributory with any other insurance coverage and/or self-insurance carried by UWF.
7. Include a Waiver of Subrogation Clause that clearly states that the insurer paying any claim arising by reason of any operations under the contract will not seek reimbursement from UWF.
8. Include a Separation of Insured Clause (Cross Liability) for all liability policies.
9. University prefers thirty (30) days advance written notice prior to policy non-renewal, cancellation or materially change or alteration. Renewal certificates and endorsements are to be provided to UWF at least 30 days prior to expiration.
10. Insurance certificates and written endorsement **must** be provided directly by the insurance agency or carrier.
11. Professional shall provide uninterrupted professional liability coverage for three years after substantial completion of any project.
12. Professional is responsible for ensuring that any sub-consultants maintain equivalent insurance coverage. Owner agrees that sub-consultants may maintain professional liability aggregate limit of \$1,000,000.