 DeKalb County School District	DeKalb County Board of Education Operations Division Sam A. Moss Service Center 1780 Montreal Road Tucker, GA 30084-6705
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REQUEST FOR QUALIFICATIONS (RFQu) No. 25-752-003
for
PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR
Bus Maintenance, Parking and Charging Facilities

Project: **BUS MAINTENANCE, PARKING AND CHARGING FACILITIES**

DCSD Project Nos.: **Various**

Owner: **DeKalb County Board of Education (the “Board”)**

Solicitation Timeline Summary (Subject to Change)

EVENT	DATE(S)	TIME	LOCATION
Solicitation Opens	October 10, 2024		http://dekalbschoolsga.ionwave.net
Virtual Mandatory Pre-Submittal Conference	October 22, 2024	10:00 AM	Via TEAMS
Optional Site Visit	Upon Request	TBD	TBD
Final Questions Due	October 30, 2024	2:00 PM	dcsd-op-bidquestion@dekalbschoolsga.org
Final Addendum	November 6, 2024	2:00 PM	http://www.dekalbschoolsga.ionwave.net
Statement of Qualifications Due Date & Time	November 14, 2024	2:00 PM	http://dekalbschoolsga.ionwave.net
Public Acknowledgement	November 18, 2024	5:00 PM	http://dekalbschoolsga.ionwave.net
Selection Committee Evaluation	November 18-21, 2024		
Shortlist Finalist Notified (If Interviews are Conducted)	N/A		Public Notice of Short List will be posted to the DCSD website by close of business
Anticipated Interviews Conducted (If Requested)	N/A		
Anticipated Board Review and Approval	February 2025		
Anticipated Notice of Award	February 2025		
Anticipated Notice to Proceed	February 2025		

Request for Qualifications

PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR BUS MAINTENANCE, PARKING AND CHARGING FACILITIES

Qualifications will be received electronically on the DeKalb County School District website at <https://dekalbschoolsga.ionwave.net> for **ARCHITECTURAL AND ENGINEERING SERVICES FOR BUS MAINTENANCE, PARKING AND CHARGING FACILITIES** until 2:00 p.m. EST, Thursday, November 14, 2024. Qualifications received after the specified time will not be considered. All potential respondents must register as a vendor at <http://dekalbschoolsga.ionwave.net>. **NOTE:** A virtual mandatory pre-submittal conference will be held on **Tuesday, October 22, 2024, 10:00 a.m., EST**, via TEAMS. Attendees must provide the following information by **5:00 p.m., EST on Monday, October 21, 2024:**

1. Individual Name and Title
2. Company Name
3. Telephone Number
4. Email Address

This information must be sent to dcsd-op-solicitation@dekalbschoolsga.org. A meeting link will be sent to all registered attendees no later than **9:30 a.m., EST on Tuesday, October 22, 2024.**

This document shall serve to provide interested parties with specific information as to the Procedures for Selection of Professional Architectural and Engineering Services for the DeKalb County School District.

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Attachment A	A/E Checklist and Certification
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Attachment B3	Entity Certificate
Attachment C1	Design Fee Form - East DeKalb Campus, 5855 Memorial Drive
Attachment C2	Design Fee Form - former Hooper Alexander Elementary School site, 3414 Memorial Drive
Attachment C3	Design Fee Form - former Briarcliff High School site, 2415 N. Druid Hills Rd, NE
Attachment D	Offeror’s and Individuals’ Affidavit of Non collusion
Attachment E	Conflict of Interest Disclosure Affidavit
Attachment F	Consent to Release Information
Attachment G	Immigration and Security Certification
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Appendices (separate file from RFQu)

Appendix B	Design Review-Minimum Submittal Requirements (SCL >\$2M)
Appendix D	DCSD Design Guidelines for Facility Construction
Appendix E1	Aerial Image – East DeKalb Campus, 5855 Memorial Drive
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Exhibits (separate file from RFQu)

REQUEST FOR QUALIFICATIONS
PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR
Bus Maintenance, Parking and Charging Facilities

BACKGROUND

As the third largest school district in Georgia, the DeKalb County School District (DCSD) has more than 14,000 full-time employees and serves over 93,000 students throughout DeKalb County. DCSD has approximately 138 schools and centers, including 77 elementary, 19 middle schools and 22 high schools; 8 start-up charter schools, 13 specialized centers, 6 administrative centers and 5 athletic stadiums. Most facilities were constructed in the 1950's and 1960's. Almost all facilities have had some form of renovation, repair, or addition over the years.

1.0 PURPOSE

The purpose of this RFQu is to solicit proposals from qualified Architectural/Engineering firms to provide professional design services. This solicitation is specifically for the design of an **Electric Bus Charging Facility** for 25 electric buses at an existing bus parking site; a **Bus Maintenance, Parking, and Charging Facility** for 25 electric buses on an undeveloped site; and a **Bus Maintenance and Parking Facility** for 80-120 diesel and propane buses on an undeveloped site. **The design of this scope will be completed in two phases as described below.** Additionally, the project may include the study of, recommendations for, and design of maintenance and parking facilities at the Sam Moss Service Center, Administrative and Instructional Complex, Panthersville facility, Doraville facility, East DeKalb facility, and/or a future parking site. Final documents will become the property of DCSD.

The Scope of Work for this project includes full design and construction contract administration services for Phase 1 as noted below. Fees for the Scope of Work for Phase 2 will be negotiated with the selected firm once Phase 2 commences. Phase 1 will be for an Electric Bus Charging Facility for 25 electric buses at the East DeKalb Campus bus parking facility located at 5855 Memorial Drive, Stone Mountain, GA 30083, and for an Electric Bus Charging Facility for 25 electric buses at the former Hooper Alexander Elementary School site, 3414 Memorial Drive, Decatur GA, 30032. Phase 2 will be for the full design and construction contract administration services for the remainder of the scope of work as identified below for the former Hooper Alexander Elementary School site and for the Bus Maintenance and Parking Facility to be located at the former Briarcliff High School site, 2415 N. Druid Hills Rd, NE. As noted above, additional sites may be added to the project scope at a later date.

The anticipated construction delivery method for this project is CM at Risk. The selected Architect/Engineer shall provide professional services for the project as described below in Section 2 of this RFQu.

The anticipated schedule for this work is: Phase 1 construction completion by December 30, 2025 and Phase 2 construction completion by August 30, 2026.

Phase 1

The Stated Cost Limitation (SCL) and estimated construction budget for **Electric Bus Charging Facility** for 25 electric buses at East Dekalb Campus, 5855 Memorial Drive, is **\$3,792,000.00**. DCSD has determined that the maximum fee the Architect will receive for this project scope will be **\$227,500.00**. This fee is all inclusive and incorporates all engineering disciplines (including civil) and reimbursable expenses for this project.

The Stated Cost Limitation (SCL) and estimated construction budget for Phase 1 of the **Bus Maintenance, Parking, and Charging Facility** for 25 electric buses at the former Hooper Alexander Elementary School site, 3414 Memorial Drive, is

\$7,134,000.00. DCSD has determined that the maximum fee the Architect will receive for this project scope will be **\$428,000.00.** This fee is all inclusive and incorporates all engineering disciplines (including civil) and reimbursable expenses for this project.

Phase 2

The design fees for the Scope of Work for Phase 2 will be negotiated with the selected firm based on the estimated construction budget for the remainder of the scope of work as identified below for the former Hooper Alexander Elementary School site and for the Bus Maintenance and Parking Facility to be located at the former Briarcliff High School site.

1.0 PROJECT DESCRIPTION

Bus Facility #1

The **Electric Bus Charging Facility** for 25 electric buses is to be located at the existing asphalt-paved bus parking area in the front of the 14.6-acre site of the East DeKalb Campus located at 5855 Memorial Drive, Stone Mountain, GA 30083. At a minimum, the project should meet the **DCSD Design Guidelines for Facility Construction**, (Appendix D).

Bus Facility #2

The **Bus Maintenance, Parking, and Charging Facility** for 25 electric buses is to be located on the 8.1-acre site of the former Hooper Alexander Elementary School located at 3414 Memorial Drive, Decatur GA, 30032. All original structures and hard surfaces have been removed and the site is vacant. At a minimum, the project should meet the **DCSD Design Guidelines for Facility Construction**, (Appendix D)>

Bus Facility #3

The **Bus Maintenance and Parking Facility** for 80-120 diesel and propane buses is to be located on the 17.6-acre site of the former Briarcliff High School located at 2415 N. Druid Hills Rd, NE, Atlanta GA, 30329. All original structures and hard surfaces have been removed and the site is vacant. At a minimum, the project should meet the **DCSD Design Guidelines for Facility Construction**, (Appendix D).

Future Studies/Additional Work

The District may wish the consultant to provide studies, recommendations, and design services for work at additional DCSD transportation and maintenance facilities. Those facilities include the Sam Moss Service Center, Administrative and Instructional Complex, Panthersville facility, Doraville facility, East DeKalb facility, and/or a future site. The full scope for future work, if any, will be determined during the design process, and additional compensation shall be negotiated at that time based on the requested scope.

2.0 GENERAL SCOPE OF WORK

The anticipated scope of this project is to include, but is not limited to, the design and construction contract administration services for the following:

Bus Facility #1

East Dekalb Campus, 5855 Memorial Drive:

Phase 1

- 25 electric bus charging stations. Charging station manufacturer, type (level 2, level 3) and quantity of each will be determined during schematic design based on the buses to be parked at this facility.
- Reorganization/redesign of the bus parking lot
- Resurfacing/recoating of the bus parking lot
- Restriping of the bus parking lot

- Coordination with Georgia Power Make Ready Infrastructure Program power delivery system.

Bus Facility #2

Former Hooper Alexander Elementary School site, 3414 Memorial Drive:

Scope for Phase 1

- Asphalt pavement for parking 25 electric buses, bus driver vehicles, and a minimum of seven (7) staff vehicles. The total number of buses to be parked on the site will be dependent on what the site will allow including the necessary entry/exit drives; drive aisle; electric infrastructure equipment and charging stations; bus driver and staff parking; etc. A minimum of 25 electric buses is required.
- 25 electric bus charging stations. Charging station manufacturer, type (level 2, level 3) and quantity of each will be determined during schematic design based on the buses to be parked at this facility.
- Bus driver vehicle parking should be a 1:1 ratio with the number of buses on the site.
- Coordination with Georgia Power Make Ready Infrastructure Program power delivery system.

Scope for Phase 2

- Asphalt pavement for parking as many additional buses as the site will allow, along with bus driver vehicle parking
- Maintenance building with two (2) mechanic bays with bus lifts
- Five (5) supervisor offices with a small breakroom and restroom facilities for office staff
- Breakroom and restrooms to accommodate the number of buses/drivers the site will allow
- Classroom/large meeting room to accommodate 80 staff
- "NAPA" Parts Office (400-sf minimum) with distribution desk/window
- "Fast Path" lane for quick repairs
- Hand bus wash facility with oil-water separator for buses adjacent to the maintenance building

Bus Facility #3

Former Briarcliff High School site, 2415 N. Druid Hills Rd, NE:

Phase 2

- Asphalt pavement for parking diesel and propane buses, bus driver vehicles, and a minimum of ten (10) staff vehicles. The total number of buses to be parked on the site will be dependent on what the site will allow including the necessary drive aisle; bus driver and staff parking; etc. A minimum of 80-120 buses is preferred.
- Bus driver vehicle parking should be a 1:1 ratio with the number of buses on the site
- "Fast Path" lane for quick repairs
- Drive through bus wash facility with oil-water separator
- Maintenance building with four (4) mechanic bays with bus lifts
- Six (6) supervisor offices with a small breakroom and restroom facilities for office staff
- Breakroom and restrooms to accommodate the number of buses/drivers the site will allow
- Classroom/large meeting room to accommodate 80 staff
- "NAPA" Parts Office (400-sf minimum) with distribution desk/window
- 18,000-gallon propane tank

This is not intended to be an all-inclusive list of the scope of work. The selected Architect/Engineer shall confirm and obtain DCSD approval of full scope of work prior to the start of design.

DCSD may elect to participate in the Georgia Power Make Ready Program. With this program, Georgia Power owns the behind the meter electrical infrastructure up to the charger/power module. Georgia Power will design and install the infrastructure system leaving only the charger acquisition, bolt down of the chargers, space painting,

branding, stenciling, and wheel stops or bollards as DCSD's responsibility. DCSD is also responsible for the warranty and/or maintenance of the charging devices. Please provide two quotes: One for full design service of the charging system and one assuming the District participates in the Georgia Power Make Ready program and Georgia Power is responsible for the design and infrastructure up to the charger and/or power module.

A formal Notice to Proceed (NTP) shall be provided by the Owner or its designated representative prior to proceeding with each design milestone. The Architect/Engineer will be responsible for confirming the need for these elements and for making recommendations if an element is deemed unnecessary or if a more pressing element is discovered.

For more details on what is expected of the Architect, see the General Services section below.

2.1 General Services

The following generally highlights the services that the Architect and its subconsultants will be required to perform:

A. Design Services

1. The design fee should be based on the scope identified above. The design fee may be negotiated and adjusted based on the Construction Budget, and any additional scope identified by the District, that is negotiated and agreed upon by the District and the Architect during the Schematic Design phase.
2. The selected respondent whose selection was based on qualifications will negotiate with the District on fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, negotiations will proceed with other qualified respondents until a mutually agreed contract can be negotiated.
3. Prior to starting Schematic Design, the Architect will perform a preliminary consultation with the Owner including, but not limited to, reviewing the Owner's policies, concepts, objectives, design criteria, schedule, budget, and operational needs for these projects. The Architect will submit within 10 days of the Notice to Proceed (NTP), a written report with their proposed recommendations, solutions to problems, etc.
4. The Architect will prepare and submit a Design Schedule that fits within the parameters of Appendix G: Owner's Master Schedule.
5. The Architect will prepare and submit Schematic Design documents per the requirements of Appendix B: Design Review- Minimum Submittal Requirements and the Architect's Detailed Design Schedule.
6. The Architect will prepare and submit a construction estimate based on the Schematic Design documents. A Construction Budget will be negotiated based on the Schematic Design documents and the Schematic Design estimate.
7. Once Schematic Design documents are reviewed and approved and a Construction Budget is agreed upon by the District and the Architect, and upon written direction to proceed, the Architect will proceed with the Design Development phase.
8. The Architect will prepare and submit Design Development documents per the requirements of Appendix B: Design Review- Minimum Submittal Requirements and the Architect's Detailed Design Schedule.
9. The Architect will prepare and submit a construction estimate based on the Design Development documents. **If the estimate shows a cost more than 5% greater than the negotiated Construction Budget, the Architect must redesign the project to be below the Construction Budget at no**

additional cost to the owner. The Architect will also be required to develop a recovery schedule to complete the design in the original timeframe.

10. Once Design Development documents are reviewed and approved, and upon written direction to proceed, the Architect will proceed with the 30% Construction Document phase per Appendix B: Design Review- Minimum Submittal Requirements and the Architect's Detailed Design Schedule.
11. The process used for the Schematic Design and Design Development phases, as outlined in items #5 – 10 above, will be performed for the 30%, 80% and 100% CD Phases.
12. The Architect will submit to DCSD and the Project Manager reports, drawings, specifications, and estimates for review according to the chart below:

	Reports	Drawings	Specifications	Estimates
Preliminary Consultation	✓			
Schematic Design	✓	✓	✓	✓
Design Development Phase	✓	✓	✓	✓
Construction Documents – 30%	✓	✓	✓	✓
Construction Documents – 80%	✓	✓	✓	✓
Construction Documents – 100%	✓	✓	✓	
Others as required	✓	✓	✓	✓

13. The Architect will visit the sites. All areas of the existing facility will be made available to the Architect, and it is expected that the Architect will study these areas to fully understand any and all accessible existing conditions. The Architect shall investigate and document any limitations to be resolved during the design process.
14. Coordination with DCSD's Technology Department is critical during the Design Phase. DCSD's Technology Department will design the Technology components and the Architect/Engineer will incorporate this design into the contract documents. The DCSD Technology Department will be responsible for the installation of the IT equipment, cabling, and wiring. The General Contractor (GC) will be responsible for the supporting infrastructure (conduit, boxes, etc.).
15. Provide complete construction contract documents with professional seals and signatures in accordance with the requirements of the Georgia Department of Education Facilities Services Unit.
16. Assure that the construction contract documents are in conformance with generally accepted architectural and engineering practices and comply fully with all applicable DCSD and GaDOE criteria, along with all federal, state, and local codes and laws.
17. Provide full and complete specifications including Division 1- General Conditions, reflecting current DCSD and GaDOE requirements. Specify materials and equipment that are readily available, to avoid delivery concerns during construction.
18. Provide phasing plans, as appropriate, for construction. Include submission to and approval by DCSD and the Fire Marshal for the phased exiting of the facility if required.
19. Provide design for on-site swing space (modular) as appropriate for the improvement activities, i.e. phasing.

20. Provide design drawings and specifications for demolition of areas, as appropriate.
21. Provide design drawings and specifications for security system (cameras, alarm, card access, motion detectors, recording devices, etc.), and MIS conduit/raceways, as needed. Equipment and cabling design and installation will be provided by approved DCSD vendors, as appropriate.
22. Coordinate entrance design with and obtain approval from the agencies having jurisdiction as appropriate.
23. Coordinate and design all utility connections (gas, electrical, plumbing, sewer) with local utility provider and obtain necessary approvals. Deposits will be paid for by the district. The Architect will coordinate this effort.
24. Represent DeKalb County School District by presenting necessary oral and/or graphic presentations to state and county agencies, or any other group having interest in the projects per the direction of DCSD.
25. Complete all forms and documents in formats required by GaDOE and any other state or county agency.
26. Each design phase submittal must include a detailed cost estimate confirming the cost of the design is below the Construction Budget agreed upon in the Schematic Design phase. **If the estimate shows a cost more than 5% greater than the Construction Budget, the Architect must redesign the project to be below the Construction Budget at no additional cost to the owner. The Architect will also be required to develop a recovery schedule to complete the design in the original timeframe.**
27. DCSD has adopted and implemented Kahua's Project Management Information System (PMIS) software as the District's project management software. All Contractors with a project's construction value exceeding \$1 million will be required to use Kahua for that project, and the Architect of Record will have to be versed in Kahua in order to review and comment on the contractor's schedule. For construction contracts with values under \$1 million, the Architect will be responsible for posting all project documents from the GC into Kahua.
28. The Architect shall also comply with all activities and terms as outlined in the Standard Form of Contract for Architectural Services (State Capital Outlay Projects) between the DeKalb County Board of Education and the Architect. (See Appendix H).
29. Provide the selected GC with three (3) copies of the construction contract documents (specifications and drawings) at the Preconstruction Conference.
30. The Architect will develop the list of required shop drawings, product data, samples, etc. and issue it to the selected GC. The selected GC will take the list and incorporate it into their project construction schedule.
31. The Architect is responsible for providing and submitting all permit packages to the proper authorities. The Architect is responsible for pursuing the issuance of the permits until the permit is ready to be issued to the contractor or until the contractor receives a Notice to Proceed (NTP). Once the NTP is received, the Architect will hold a formal meeting to transfer the permit responsibilities to the contractor. The Architect is still responsible for assisting the contractor and for responding to any questions or issues documented by the permitting authorities.
32. The Architect will update DCSD's state inventory plans at the end of construction.
33. The Architect will perform Contact Administration for these projects.

34. The Architect will provide FF&E services for this project as outlined in the Standard Form of Contract for Architectural Services.

B. Kahua Project Management Information System Software

DCSD has adopted and implemented Kahua's Project Management Information System (PMIS) software as the District's project management software. DCSD will issue one license to the successful Architect and expects the Architect to participate in the management of these projects within the Kahua guidelines. This management will be performed in conjunction with DCSD and the Program Manager, if applicable. This includes but is not limited to:

1. General

- All project documentation shall be made available to DCSD in a format compatible with industry standards and able to be uploaded and stored electronically in the District's PMIS software.
- All invoicing – architect's, contractor's, vendors', etc. will be recorded in the District's PMIS software.

2. Schematic Design and Design Development Phases

- All drawings will be posted in Kahua as one package for each phase (one file for SD and one file for DD)
- The detailed estimate will be posted in Kahua for each phase
- All reports will be posted individually in Kahua
- All project documentation (meeting minutes, photographs, etc.) will be posted in Kahua

3. Construction Document Submittals (30%, 80%, 100%)

- All drawings for the 30% and 80% CD submittals will be posted in Kahua as one package
- The detailed estimate will be posted in Kahua for the 30% and 80% submittals
- All reports will be posted individually in Kahua
- All project documentation (meeting minutes, photographs, etc.) will be posted in Kahua
- A detailed estimate is not required at 100% drawings
- Each individual drawing will be posted to Kahua (as individual files) at the 100% document submittal

4. Contract Administration

- RFIs, Submittals, and Shop Drawings will be documented in Kahua
- Samples (color boards, brick, etc.) will be processed outside of Kahua, but will be tracked by a transmittal inside Kahua
- Invoices will be recorded in Kahua

3.0 REQUIREMENTS

3.1 Firms must meet the following requirements:

3.1.1 Requirements of the Request for Qualifications (RFQu).

3.1.2 It is preferable that the Firm has experience providing A/E services for K-12 public school programs.

3.1.3 Firm must be authorized to do business in the State of Georgia and must possess professional service registrations in accordance with applicable statutes, regulations, and rules.

- 3.1.4 Firms must be knowledgeable of the requirements of Georgia Code.
- 3.1.5 Firms must be able to demonstrate financial strength appropriate to the scale of Project to be managed.
- 3.1.6 Statements of Qualifications must be submitted electronically to the School District on or before the time and date indicated in the RFQu.
- 3.1.7 Statements of Qualifications should be limited to not more than 30 electronic pages. Submissions in excess of 30 electronic pages will not be disqualified; however, clarity, conciseness, and brevity of this document will be part of the evaluation criteria.
- 3.1.8 Statements of Qualification which have not been received by the DeKalb County School District on or before the scheduled receipt time as set forth in the RFQu will not be considered.
- 3.1.9 The selected firm and its sub consultants will be required to meet the insurance requirements of DCSD.
- 3.1.10 Costs of participating in the selection process, including presentations to the Selection Committee, are solely those of the firm; DCSD will assume no responsibility for any costs.
- 3.1.11 DCSD reserves the right to waive informalities and to terminate the selection process.

4.0 STATEMENT OF QUALIFICATIONS

Required Information and Format

Statements of Qualifications must provide the required information in the following order and format:

- 4.1 Letter of introduction and interest signed by an officer or partner of the responding firm. Letter shall include specific reason(s) why firm would be the best choice for the project listed. Letter shall include name of entity submitting, contact name, phone number, e-mail address, fax number and address of firm submitting.

- 4.2 Table of Contents

- 4.3 Compliance Information

This is a compliance section and carries no evaluation points. Firms must meet minimum criteria as specified to receive further consideration. Submittals shall include the following:

- 4.3.1 The Firm must be properly certified by the Georgia Secretary of State to do business in Georgia at the time of submission.
 - 4.3.1.1 State the legal name of the entity submitting and if Firm submitting is a corporation, joint venture, or partnership. Note: It is understood that if selected for this project the stated entity name will be used in all legal contracting documents derived from this selection.
 - 4.3.1.2 Provide a copy of certification for proper incorporation or registration from Georgia Secretary of State. In the alternative, joint ventures and partnerships should provide a copy of their joint venture or partnership agreement and certification from the Georgia Secretary of State establishing that each joint venture partner or partner is authorized to do business in Georgia.
- 4.3.2 The Firm must be properly registered, licensed, and certified at the time of submission:

- 4.3.2.1 Firms and sub consultants must be properly licensed. Provide copy of current Georgia Professional Registration for Architect/Engineer.
- 4.3.2.2 If Firm is a joint venture, provide copy of the joint venture agreement and either:
 - a. Copy of current Georgia Professional Registration of the joint venture; or
 - b. A copy of the current Georgia Professional Registration of one of the joint venture partners.
- 4.3.3 The Firm must have been in continuous business for a minimum of five years. Note: If Firm is a joint venture, at least one of the companies comprising the joint venture or partnership must have been in continuous business for a minimum of five years.
 - 4.3.3.1 State number of years in business. **If the Firm is a joint venture, state both the number of years that the joint venture has been in business, as well as the number of years that each joint venture partners has been in business.**
 - 4.3.3.2 State the location, address, and telephone number of Firm's offices. If the Firm is a joint venture or partnership, identify the location, address, and telephone number of the principal place of business of the joint venture or partnership designated with the Georgia Division of Corporations.
 - 4.3.3.3 Submit the names of owners, officers or principals in charge.
- 4.3.4 The Firm must identify any existing or potential conflicts of interest and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this selection. "Conflict" or "conflict of interest" means a situation in which regard for a private interest tends to lead to disregard of a public duty or interest.
 - 4.3.4.1 If any conflicts of interest issues are identified, provide a detailed plan of action on how any existing or potential conflicts of interest will be mitigated in the case your firm is recommended for this project. DCSD at its sole discretion shall determine the adequacy of the plan and whether the conflict will disqualify the firm from consideration for the RFQu. If DCSD determines that the firm will be disqualified due to the conflict, the firm's proposal will not be evaluated or considered by the Selection Committee.
- 4.3.5 The Firm must demonstrate they have the necessary financial resources to complete the project and show their history of working proactively to avoid litigation with Owners.
 - 4.3.5.1 Financial Statement: The Firm's financial capability is to be expressed in the financial statement (audited financial current within the past twelve months, such as a balance sheet and statement of operations) and should indicate the resources and the necessary working capital to assure financial stability through the completion of the project. A certified audit is preferred; however, the Firm's most recent tax return and balance sheet will be accepted. If the Firm is a joint venture or partnership all firms comprising the submitting entity will be required to submit the previously requested documentation.
 - 4.3.5.2 Insurance Capacity: Firms must provide evidence that they have all insurance coverage's as specified in A/E contract included with this RFQu (See Appendix H).
 - 4.3.5.3 Litigation: Submit all litigation of any kind involving firm, its officers, or directors with a

project owner where the total amount in controversy exceeds \$100,000.00 within the last five years. If the firm is a joint venture or partnership submit litigation involving all firms comprising the submitting entity. State the court and location of the litigation.

- 4.3.5.4 Insurance Claims: Submit all Errors & Omissions and/or Professional Liability claims filed against the firms' policy in the last two years for the proposal submittal date. The information should include amount and nature of the claim(s).

5.0 INITIAL SCREENING CRITERIA

- 5.1 Individual Review: Proposal Evaluation Committee ("PEC") members shall use the Proposal Evaluation Form (Exhibit A) for the RFQu to document their review and evaluation of each Proposal in accordance with the criteria listed below, within their respective areas of experience and knowledge.

5.1.1 Successful Related Architectural Experience (30 points):

Major consideration will be given to the successful completion of previous projects comparable in design, scope, and complexity. This will include evaluating the firm's performance and quality of work on previous projects.

- 5.1.1.1 List the projects which best illustrate the experience of the firm which utilized the current staff which is being assigned to this Project. (List no more than 10 projects and do not list projects which were not completed by your firm or completed more than ten years ago). Include the following for each project:

- a. Name and location of the project.
- b. The nature of the firm's responsibility on the project.
- c. Project owner's representative name, address, telephone, and facsimile number.
- d. Project user's representative name, address and telephone number.
- e. Date project construction was completed.
- f. Size of project (construction gross square feet).
- g. Cost of project (construction cost).
- h. Work for which firm's staff was responsible.
- i. Present status of the project.
- j. Firm's key professionals involved on the project and who of that staff would be assigned to the Project covered by this RFQu.

5.1.2 Proposed Project Staff and their Functions (30 points):

The quality, experience and quantity of staff and their functions will be evaluated by the Committee. The Committee will also evaluate the firm's capabilities to provide service.

- 5.1.2.1 Organization Chart: Develop an organization chart as it relates to the Project indicating key personnel, their relationship, and **all consultants** to be used on this project.
- 5.1.2.2 The firm shall name the actual staff to be assigned to this Project, describe their ability, and experience, and indicate the function of each within their organization and their proposed role on this Project. **It is the intent that the proposed staff shall be assigned to this Project unless otherwise approved by Owner. The staff shall be present at the time of interview.**
- 5.1.2.3 Give brief resumes of key persons to be assigned to the Project including, but not limited to, the following:

- a. Name and title.
- b. Job assignment for other projects.
- c. How many years with this firm. For sub-consultants, list prior projects your firm has worked with sub-consultant.
- d. How many years with other firms.
- e. Experience including types of projects, size of projects (dollar value and square footage of project), and specific project involvement.
- f. Education.
- g. Active registrations (if any).
- h. If submitting as a joint venture or partnership, include the assigned staff for the joint venture or partnership and indicate which of the joint ventures or partners employs the staff member.

5.1.3 Workload (15 points):

As part of the evaluation criteria, the Committee will review the firms and their sub-consultants current workload. If the submitting firm is a joint venture, the Committee will review the current workload of each of the firms comprising the submitting entity. A maximum of ten points will be awarded based on an evaluation of the firm's total workload and capacity to perform the work.

- 5.1.3.1 Firms and their sub-consultant(s) shall provide a list of outstanding projects, client names, status of completion, anticipated completion date, and dollars committed on open project workload. Furthermore, if the submitting firm is a joint venture, they shall also include projects for each firm comprising the joint venture.

Definition of sub-consultant as it relates to this selection process: An individual and/or firm contracted or to be contracted by the submitting entity to provide services related to or part of those which this will be required as part of this selection process.

5.1.4 Equitable Distribution (10 points):

In an effort to consider the equitable distribution of work, the Committee shall evaluate data showing dollar amounts of contracts and projects awarded by DCSD to the submitting firm(s). In the case of submittals received by joint ventures the contracts and projects awarded to each of the firms comprising the joint venture will be included in the calculation of the projects currently under contract and those awarded by DCSD. Furthermore, this calculation will include all contracts and projects awarded to the submitting firm either as a joint venture or as a separate entity, whereby the submitting firm(s) was one of the entities included in the award and contract. The chart below will be used to award a maximum of 10 points based on the combined dollar amount of projects currently under contract, as well as those awarded by DCSD, but not yet under contract. For those projects already under contract, the contract amount will reflect the dollar amount of the contract value, not including amendments. The projects taken into account in the calculation will be those awarded by the Owner within two (2) years prior to this solicitation opening. For projects recommended but not yet awarded, the contract value will reflect the estimated fee based on the budget listed within the RFQu for which the firm was selected. This single score will be allocated to each firm by the Selection Process Facilitator and added to the cumulative score the committee members.

Contract Value Awarded/ Recommended by DCSD	Point Value
Up to \$100,000	10 points
\$100,001 to \$500,000	8 points
\$500,001 to \$1,000,000	6 points
\$1,000,000 to \$2,000,000	4 points
Greater than \$2,000,000	0 points

5.1.5 DESIGN FEE (0 POINTS):

Design fee is **NOT** included in the Selection Criteria.

5.1.5.1 Indicate your proposed Design Fee for the Services and Work as required by the Proposal Documents and the Owner’s Agreement. Use Owner’s Design Fee Form (Attachment C) included in this Request for Qualifications.

5.1.5.2 Indicate any breakdown of the proposed Design Fee as required by the attached form.

5.1.5.3 Acknowledge receipt of addendum, if any.

5.1.5.4 All blanks shall be filled in and shall be filled in by typewriter or manually and legibly, in ink. Interlineations, alterations, and erasures must be initialed by the signer of the Proposal.

5.1.6 References (15 points):

The Firm must demonstrate a positive relationship with prior clients on similar projects.

5.1.6.1 The firm shall submit a minimum of three (3) written recommendations from previous owners and discuss their strategy to provide a positive working relationship with DCSD. This strategy must include actual examples of how the firm has demonstrated their cooperation with other Owners. DCSD reserves the option of contacting any of the references provided to confirm information provided.

5.1.6.2 DCSD staff will provide input on a firm’s past work performance, this information includes but is not limited to the number of warranty requests and responsiveness,

contract and process compliance, and information from the DCSD contractor evaluation process if available.

5.2 Group Review. The PEC members shall meet and discuss the Proposals. The goal of this review is to allow each PEC member the opportunity to fully discuss the Proposals and to identify any information in the proposals deemed by the PEC member to be significant to the evaluation. At the conclusion of this meeting, each PEC member shall render his or her final scores for each proposal and submit his or her Proposal Evaluation Form to the Selection Process Facilitator.

5.2.1 The Selection Process Facilitator shall combine the evaluation scores submitted by all PEC members and shall determine the five (5) highest scoring firms (unless otherwise determined) based on the total evaluation scores received. In the event of a tied score for fifth place, all such tied firms shall be included in the short list.

5.2.2 Short List Recommendation. The Selection Process Facilitator shall forward the PEC's short list recommendation to the Chief Operating Officer ("the COO"). The COO, in his or her sole discretion, can either accept the short list recommendation or reject the short list recommendation. If the COO accepts the recommendation, the selection process proceeds as noted below. If the COO rejects the short list recommendation, he or she, in his or her sole discretion, can proceed in any of the following methods: directing the Selection Process Facilitator to recommence the selection process at whatever stage the COO deems appropriate (including the Individual Review stage or the Group Review stage); pursuing the project by any other alternative method permitted under Georgia law; or abandoning the project all together. If the COO elects to pursue the project by an alternative method or abandon the project, DCSD shall provide public notice of this decision.

5.2.3 Notice of Short List. Once the PEC's short list recommendation has been accepted by the COO, the Selection Process Facilitator will notify all submitting firms of whether or not they appear on the short list and shall provide public notice of the short-listed firms.

5.2.4 The short-listed firms shall then be invited for interviews before the PEC, which will be scheduled within three (3) business days of notification.

6.0 INTERVIEWS AND PRESENTATION

6.1 At the time of its scheduled interview, each short-listed firm shall provide additional information about its firm and operations as may be required by DCSD. This additional information shall include, but is not limited to, the following:

6.1.2 Overall Approach, Methodology, & Knowledge of the Site (30 points):

6.1.2.1 The firm shall provide information regarding its knowledge of local codes and ordinances, as an indication of its ability to deliver quality workmanship in an effective and timely manner.

6.1.2.2 The firm shall demonstrate verbally and graphically its plan for performing the Architectural/Engineering Services, documenting the services to be provided and showing the interrelationship of all parties.

6.1.2.3 The firm shall present their quality assurance program. The program shall illustrate how they will assure professional quality, technical accuracy, and coordination of all services require under their contract.

6.1.3 Project Team (25 points):

The firm shall express the general and specific project related experience and capability of in-house staff and sub consultants and their functions as it relates to this project.

6.1.3.1 Organization Chart: Develop an organization chart as it relates to the Project indicating key personnel and their relationship. **It shall be understood that it is the intent of the District to insist that those key personnel indicated as the project team in this RFQu response actually executes the Project.**

6.1.3.2 If a joint venture, or prime subcontractor arrangement of two (or more) firms, indicate how the work shall be distributed between the associated firms. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities and accountability.

6.1.4 Cost Control (25 points):

6.1.4.1 Describe how you develop cost estimates, and how they are updated, providing specific examples of successful recommendations implemented and cost containment strategies utilized to maintain project budgets without sacrificing quality. Describe and explain the benefits to the Owner.

6.1.5 Project Scheduling (20 points):

6.1.5.1 As part of the project approach, the firm shall propose a process for scheduling multiple projects and effectively managing and executing the work in the optimum time. Provide a sample schedule and describe any major milestones for achieving the schedule and any other recommendations that may directly impact the schedule.

6.1.5.2 The firm shall describe any representative current projects and the projected versus the actual schedule for each.

6.2 Interview

6.2.1 The short-listed firms shall be invited for interviews before the PEC. At the time of its scheduled interview, each short-listed firm shall provide additional information about its firm and operations as may be required by DCSD. This additional information shall be identified in the RFQu.

6.2.2 The PEC shall schedule a separate interview for each short-listed firm. As part of its interview, and at the Selection Process Facilitator's discretion, each firm shall make a short oral presentation.

6.2.3 After the PEC has interviewed all the short-listed firms, the PEC shall reconvene for the PEC members to discuss the interviews and review each presentation. At the end of this discussion, PEC members shall use the Presentation Evaluation Forms to record their evaluation of each short-listed firm, and then submit the Presentation Evaluation Forms to the Selection Process Facilitator.

6.2.4 The Selection Process Facilitator shall combine the evaluation scores submitted by all PEC members and determine the PEC's ranking of the short-listed firms based upon the total scores assigned to each firm for the presentation stage. If the ranking results in a tied score for the number one or number two ranked firms, additional information shall be requested from the tied firms and presented to the committee. The committee will score the firms based on the responses to the additional information.

- 6.3 Submittal of recommended highest ranked firm. The Selection Process Facilitator shall submit the highest ranked firm recommended by the PEC to the COO for approval. The COO, in his or her sole discretion, shall either accept the results of the PEC's ranking recommendation and forward it to the Board of Education for approval or reject the results of the ranking recommendation. If the COO accepts the ranking recommendation, the approval process continues as noted below. If the COO rejects the results of the ranking recommendation, he or she, in his or her sole discretion, shall proceed with any of the following methods: directing the PEC Selection Process Facilitator to recommence the selection and ranking process at whatever stage the COO deems appropriate (including the Individual Review stage, the Group Review stage, or the Interview process); pursuing the project by any other alternative method permitted under Georgia law; or abandoning the project all together. If the COO elects to pursue the project through an alternative method or abandon the project all together, DCSD shall provide public notice of that decision.

Upon the COO's approval of the PEC's recommendation, an agenda item shall be prepared and put on the next available agenda for the Board of Education review and approval.

7.0 SELECTION PROCESS:

- 7.1 The Proposal Evaluation Committee ("PEC") shall be established by the COO. The COO, or his designee, shall approve the members of the PEC, to include the following:
- 7.1.1 At least three (3) DCSD staff persons with expertise in facilities design, construction, operation, and/or maintenance, property, surveying and environmental, as recommended by the Chief Operating Officer from their respective divisions, for the purpose of evaluating and scoring only those elements of the responses that relate to facilities design, construction, operation, and maintenance proposals, and on an as needed basis, those that include property, surveying and environmental.
 - 7.1.2 At least one (1) member of the SPLOST CIP staff with expertise in facilities design, construction, operation, and/or maintenance, property, surveying and environmental, as recommended by the Chief Operating Officer, for the purpose of evaluating and scoring only those elements of the responses that relate to facilities design, construction, operation, and maintenance proposals.
 - 7.1.3 Such other staff person(s) as deemed appropriate by the COO, or his designee, in order to ensure that the PEC includes persons with experience and knowledge in the contractual services being sought, for the purpose of evaluating and scoring only those elements of the responses that relate to the person(s)' area of experience and knowledge.
 - 7.1.4 Membership of the PEC may include representation from other public or private entities or others deemed appropriate as recommended by the Chief Operating Officer. The recommendation may be based on project complexity, project cost and staff capacity.
 - 7.1.5 All voting members of the PEC are required to comply with the provisions of Board Policy DJE and the provisions of the Code of Ethics for Public Officers and Employees. No member shall solicit or knowingly accept any gift, gratuity, loan, special discount, entertainment, transportation, lodging, meals, favor or promise of future employment, based upon any understanding that the vote, official action, or judgment of the member would be influenced thereby.

- 7.2 The Chief Operating Officer, or his designee, shall select a Procurement representative who shall serve as the Selection Process Facilitator to monitor the selection process, ensure compliance with all applicable procedural requirements, limiting discussion which facilitates the procurement process, the facts of the procurement and documentation on file, and will always maintain objectivity.

- 7.3 The Selection Process Facilitator shall be responsible for ensuring that each member is provided information on the project, directs discussion as necessary and determines when the committee may need to vote on any compliance related issues.
- 7.4 The final rankings as approved by the Board of Education will rank all proposers from highest to lowest scores based on the selection criteria described in the RFQu.

8.0 SCHEDULE

- 8.1 **Virtual Pre-submittal conference attendance (mandatory).** It is the firm's responsibility to become fully informed as to the nature and extent of the services required. The virtual pre-submittal conference will be held at **10:00 A.M., EST Tuesday, October 22, 2024**, via TEAMS. The RFQu will be reviewed, and questions will be addressed.
- 8.2 Statements of Qualifications must be received electronically at the DeKalb County School District website <https://dekalbschoolsga.ionwave.net> not later than date and time set forth in the "Advertisement for RFQu for Professional Architectural and Engineering Services for Bus Maintenance, Parking and Charging Facilities Based on evaluations of Statements of Qualifications, a maximum of five firms may be interviewed, at times and location to be determined at a later time. The order of presentation will be determined at DCSD's sole discretion, and the firms so notified.
- 8.3 The dates and times identified in this RFQu are subject to change. All changes will be posted to the DeKalb County School District solicitation website via addendum as it becomes available for all phases of this project.

9.0 GENERAL INSTRUCTIONS

- 9.1 Firms are required to register as a supplier using the IONWAVE portal and obtain a username and password.
- 9.2 The response shall contain manual signature of an authorized representative of the responding firm.
- 9.3 Responses received after the receipt time noted in the RFQu will not be accepted.
- 9.4 Firms responding to the RFQu shall be available for presentations and interviews to the DCSD PEC Selection Committee.
- 9.5 The contents of the proposal of a successful firm may become part of its contractual obligations.
- 9.6 Excluding items 5.1.4 and 5.2, Proposals shall respond to each item noted in sections 4.0 and 5.0 in the order noted. Identify responses with the same paragraph notation as contained in this RFQu.
- 9.7 Submittals shall be typed. All corrections made by the proposer prior to the opening shall be initialed and dated by the proposer. No changes or corrections will be allowed after proposals have been unsealed.
- 9.8 Questions: Any questions concerning the RFQu should be submitted electronically via email to the Senior Procurement Manager at dcsd-op-bidquestion@dekalbschoolsga.org. **Questions submitted to any other email address will not be considered.** The deadline for receipt of vendor questions is **Wednesday, October 30, 2024 at 2:00 p.m. EST.** Questions received after the deadline time will not be considered. Questions received by the deadline time will be answered in writing and posted to the DCSD solicitation website <http://dekalbschoolsga.ionwave.net> no later than **Wednesday,**

November 6, 2024 by 2:00 p.m. EST. No response other than written by the Senior Procurement Manager, will be binding upon DCSD. All supplemental instructions will be in the form of written Addenda to the RFQu.

- 9.9 Selection committee members, school board members and school board personnel are not to be contacted prior to the Board of Education's decision to approve or reject the final recommendation presented to it by the Chief Operating Officer. **At the discretion of DCSD, failure to comply with this requirement will be grounds for disqualification.**
- 9.10 Specifically, this **NO-CONTACT PERIOD** shall commence on the initial date of the advertisement for Request for Qualifications and continue through and include the date the DeKalb County Board of Education makes its determination to approve or reject the final recommendations.
- 9.11 The assigned contact persons for this RFQu are Belinda Quillet, Senior Procurement Manager and Tijauna Naylor-Smith, Procurement Manager. Mrs. Quillet can be reached at (678) 676-1373 or by email at dcsd-op-bidquestion@dekalbschoolsga.org. Dr. Naylor-Smith can be reached at (678) 676-1313 or by email at tijauna_naylor_smith@dekalbschoolsga.org. Prospective Respondents must limit their contact regarding this RFQu to the assigned contact persons.
- 9.12 Failure to meet any of these requirements may disqualify your firm from consideration.

10.0 TERMS AND CONDITIONS:

- 10.1. DCSD reserves the right to accept or reject any or all proposals in the best interest of DCSD. DeKalb County School District reserves the right to waive any formalities in the selection process.
- 10.2 It is mutually understood and agreed that the nature, amount, and frequency of the Services shall be determined solely by Owner and that Owner does not represent or guarantee unto firm that any specific amount of services will be requested or required of firm pursuant to this RFQu.
- 10.3 Proposals which do not comply with these instructions or that do not include the requested data may not be considered.
- 10.4 The successful firm shall not discriminate against any person in accordance with Federal, State or Local law.
- 10.5 It is the sole responsibility of the submitting firm to ensure proposals are received on or before the time and date required, and in the format stated.
- 10.6 By submission of a response to this RFQu, the Respondent certifies that he/she and his/her employees shall not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of controlled substance or drugs during the performance of the contract.
- 10.7 By submission of a response to this RFQu, the Respondent certifies that he/she and his/her employees shall not use tobacco products on DCSD property at any time during the performance of this contract.
- 10.8 Respondents shall fully certify that they, as individuals or as officials of a business entity, have not entered into any agreement, participated in collusion, or otherwise taken any action in restraint of free and competitive responses to this RFQu. Further, Respondents guarantee that their response is not made in conjunction with or on behalf of another party and that they have not been directly or indirectly induced in any manner or taken any action to result in a restriction of trade or in an unfair advantage.

- 10.9 By responding to this RFQu, the offeror certifies that the proposing company and/or its principals have not been suspended, excluded, disqualified, debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in any transaction by any Federal or State department or agency and that the bidder complies with all applicable orders, rules and regulations related thereto. Further, by responding to this RFQu, the offeror certifies that all lower tier participating individuals and/or company(s) and all respective principals of lower tier participants have not been suspended, excluded, disqualified, debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in any transaction by any Federal or State department or agency and that the bidder complies with all applicable orders, rules and regulations related thereto.
- 10.10 DeKalb County School District, Georgia, does not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law.
- 10.11 By making a submission, it is understood and agreed that the submitting entity consents to DCSD contacting any parties referenced in the entities response including, but not limited to, all project owners and references herein.
- 10.12 Submitters acknowledge and agree that the contracting entity will be the Firm name identified in the response to 4.3.1.1.
- 10.13 Appendix H is the most current version of the DCSD Standard Form of Contract for Architectural Services. By submitting a response to this RFQu, submitters acknowledge and agree that they have reviewed the contract and have no objection to it. All responders should thoroughly review the documents prior to submitting a proposal. Any proposed revisions to the terms or language of these documents must be submitted in writing during the question-and-answer period of the solicitation. All requests must be submitted in writing prior to the close of the final questions. Requests for revisions will be reviewed and approved or rejected by legal and legal rulings are final. If submitted or proposed thereafter, such proposed revisions to the terms or language of these documents shall not be considered by the Owner and the Architect/Engineer submittal shall be rejected. No alterations can be made in the contract after award by DCSD.

11.0 PROTEST PROCESS:

Any person who is adversely affected by a decision of the DeKalb County School District concerning this procurement, shall adhere to the following Protest Procedures:

- 11.1 **Protests.** A bidder may file a written protest challenging DCSD's compliance with applicable procurement procedures subject to the bidder's compliance with the provisions outlined below. Any such written protest will be resolved in accordance with these provisions.
- 11.2 **Types of Challenges.** Any bidder interested in and capable of responding to a competitive solicitation may file a protest with respect to the competitive solicitation process including, but not limited to, a challenge to specifications or any events or facts arising during the solicitation process. Any bidder submitting a timely bid/proposal in response to a competitive solicitation may file a protest with respect to DCSD's intended or actual contract award including, but not limited to, events or facts arising during the evaluation and/or negotiation process.
- 11.3 **Form of Protest.** At a minimum, the written protest must include the following:
- a. the name and address of the protestor;

- b. appropriate identification of the solicitation;
- c. a statement of reasons for the protest;
- d. supporting exhibits, evidence, or documents to substantiate any claims unless not available within the filing time (in which case the offeror must proceed to file the protest during the filing period identified below but state the expected availability of the material); and
- e. the desired remedy.

DCSD, at its discretion, may deem issues not raised in the initial protest as waived with prejudice by the protesting offeror.

- 11.4 **Filing Protests.** A protest is considered to be properly filed when it is in writing, signed by a company officer authorized to sign contracts on behalf of the offeror, and is received by the Design and Construction Department. The protest may be sent by any of the following means:

MAIL: Attention: Mr. Erick Hofstetter
Chief Operating Officer
DeKalb County School District
Sam A. Moss Service Center
1780 Montreal Road
Tucker, Georgia 30084
Email: erick_hofstetter@dekalbschoolsga.org

- 11.5 **Type of Protests.** A challenge to the competitive solicitation process must be filed within two (2) business days prior to the closing date and time of the solicitation as identified on the RFQu.

A challenge to an intended or actual contract award must be filed within ten (10) calendar days of the date the Notice of Intent to Award (NOIA) is posted by DCSD. In the event DCSD does not post a NOIA, the protest must be filed within ten (10) calendar days of the date the Notice of Award (NOA) is posted.

If a protest is not filed by the applicable deadline, such failure shall be deemed as a waiver with prejudice of any grounds the bidder may have for protest.

- 11.6 **Stay of Procurement During Protest Review.** When a protest challenging the competitive solicitation process has been timely filed at least two (2) business days prior to the closing date and time, the solicitation shall not close until a final decision resolving the protest has been issued, unless the Facilities Management Department makes a written determination that the closing of the solicitation without delay is necessary to protect the interests of DCSD.

When a protest challenging an intended contract award has been timely filed, DCSD shall not proceed to actual contract award unless the Design and Construction Department makes a written determination that the issuance of a contract or performance of the contract without delay is necessary to protect the interests of DCSD. If it is determined that it is necessary to proceed with contract performance without delay, the bidder/offeror with this contingent contract may proceed with performance and receive payment for work performed in strict accordance with the terms of the contract. The provisions of this paragraph are not applicable to a protest pertaining to events or facts arising during the solicitation process.

- 11.7 **Protest Resolution.** The Facilities Management Department shall review and issue a written decision on the protest within seven (7) business days. This decision shall be deemed final. Available remedies for sustained protests are as follows:

- If a protest is sustained prior to the closing date and time of the solicitation, available remedies may include, but are not limited to, the following: modification of the solicitation document including, but not limited to, specifications and terms and conditions; extension of the solicitation closing date and time (as appropriate); and cancellation of the solicitation.

- If a protest of the intended/actual contract award is sustained available remedies may include but are not limited to, the following: revision or cancellation of the NOIA/NOA, re-evaluation and re-award, or re-solicitation with appropriate changes to the new solicitation.

11.8 **Costs.** In no event shall a bidder be entitled to recover any costs incurred in connection with the solicitation or protest process, including, but not limited to, the costs of preparing a bid/proposal, the costs of participating in the protest process, or any attorney fees.

NOTICE
FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES

DeKalb County Board of Education announces that Professional Architectural and Engineering Services are required for the project listed below.

PROJECT AND NUMBER: Bus Maintenance, Parking and Charging Facilities
RFQu No. 25-752-003

SERVICES TO BE PROVIDED: Professional Architectural and Engineering Design Services for
Bus Maintenance, Parking and Charging Facilities

VIRTUAL PRE-SUBMITTAL MEETING: **October 22, 2024, 10:00 a.m. EST, via TEAMS**
Attendees must provide the following information by **Monday, October 21, 2024, 5:00 p.m. EST:**

1. Individual Name and Title
2. Company Name
3. Telephone Number
4. Email Address

Information must be sent to dcsd-op-solicitation@dekalbschoolsga.org
A meeting link will be sent to all registered attendees.
Attendance is mandatory.

DCSD CONTACT: Angela Arlene-Myrick Procurement Manager
Procurement Manager

SUBMIT QUALIFICATIONS TO: <http://dekalbschoolsga.ionwave.net>

QUALIFICATIONS DUE DATE AND TIME: **November 14, 2:00 p.m. EST**

Requirements: Interested firms are required to comply with all requirements of the Request for Qualification (RFQu). A copy of the RFQu and all clarifications issued shall be obtained from the DeKalb County School District web site <http://dekalbschoolsga.ionwave.net>. Furthermore, all Notices concerning this solicitation and award shall be posted to the aforementioned web site. These Notices shall include but are not limited to short list meeting dates and times, presentation meeting dates and times, intended decision and decision information.

End of RFQu Document Consisting of 24 Pages

(See Attachments and Appendices Package)

ATTACHMENT A: ARCHITECT/ENGINEER CHECKLIST AND CERTIFICATION

The undersigned, hereby acknowledges having received **Request for Qualifications (RFQu) No. 25-752-003** for Project No. N/A **Professional A/E Services for Bus Maintenance, Parking and Charging Facilities** containing a full set of documents:

IMPORTANT NOTICE: The omission of any of the required items listed below shall cause the bid submission to be declared non-responsive and to be rejected.

Owner's Standard Forms:		Include with Proposal	Check Box to Confirm Inclusion
Attachment A	Architect/Engineer Checklist and Certification (2 pages)	YES	<input type="checkbox"/>
Attachment B1	Corporate Certificate (1 page)	B1 or B2 or B3 as applicable	<input type="checkbox"/>
Attachment B2	Partnership Certificate (1 page)		<input type="checkbox"/>
Attachment B3	Entity Certificate (1 page)		<input type="checkbox"/>
Attachment C1	Design Fee Form – East Dekalb Campus (5 pages)	YES	<input type="checkbox"/>
Attachment C2	Design Fee Form -- Former Hooper Alexander Elementary School Site (5 pages)	YES	<input type="checkbox"/>
Attachment D	Offeror's and Individuals' Affidavit of Noncollusion (2 pages)	YES	<input type="checkbox"/>
Attachment E	Conflict of Interest Disclosure Affidavit (2 pages)	YES	<input type="checkbox"/>
Attachment F	Consent to Release Information (1 page)	YES	<input type="checkbox"/>
Attachment G	Immigration and Security Certification (2 pages)	YES	<input type="checkbox"/>
Attachment H	No Submittal Response Form (1 page)	N/A	<input type="checkbox"/>
Other Requirements:		Include with Proposal	Check Box to Confirm Inclusion
Copy of Business License and Certificates		YES	<input type="checkbox"/>
Certificate of Insurance		YES	<input type="checkbox"/>

Indicate **Addenda(s) Nos.** _____ received (**none unless indicated here**). The Architect/Engineer is responsible for reading and understanding all sections of this RFQu and affirms that the Architect/Engineer shall be bound by all of the terms and conditions contained in this RFQu.

Further, the undersigned, being duly sworn, states on oath that no disclosures of ownership have been withheld from the Board, that the information provided herein is current, and Architect/Engineer and its officers and employees have not entered into any agreement with any other Architect/Engineer or prospective Architect/Engineer or with any other person, firm or corporation relating to any prices or other terms named in this RFQu or any other RFQu, nor has it entered into any agreement or arrangement under which a person, firm or corporation is to refrain from responding to this RFQu.

Name of Architect/Engineer: _____

Signature: _____ Printed Name: _____

Title: _____ Date: _____

Sworn to and subscribed before me this ___ day of _____, 2____.

Notary Public: _____ My commission expires: __/__/__.

(SEAL)

THE DEKALB COUNTY SCHOOL DISTRICT RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE INFORMALITIES.

ATTACHMENT B1: CORPORATE CERTIFICATE

STATE OF _____
COUNTY OF _____

I, _____, certify that I am the Secretary of the corporation named as offeror in the foregoing proposal; that _____ who signed said proposal on behalf of the offeror was then _____ of said corporation; that said proposal was duly signed for and in behalf of said corporation by authority of its Board of Directors, and is within the scope of its corporate powers; and that said corporation is organized under the laws of the State of _____.

[signature]

[typed name]

Subscribed and sworn to
before me this ____ day of
_____, 2____.

(SEAL)

Notary Public

My Commission Expires:
___/___/___

ATTACHMENT B2: PARTNERSHIP CERTIFICATE

STATE OF _____
COUNTY OF _____

On this _____ day of _____, 20_____, personally appeared _____, who executed the above proposal, and being first duly sworn, deposes and says that he or she is a general partner in the firm of _____ and that said firm consists of himself or herself and _____ and that he or she executed the foregoing proposal on behalf of said firm for the uses and purposes stated therein, and that no one except the above named members of the firm have any financial interest whatsoever in said proposed contract.

[Affiant's Signature]

Partner _____ Partner

Partner _____ Partner

Subscribed and sworn to
before me this ___ day of
_____, 2____.

(seal)

Notary Public

My Commission Expires:
___/___/___

NOTE: If only one partner signs, a Power of Attorney executed by all other partners authorizing him or her to act in the name of the partnership must be attached; otherwise, all partners must sign.

ATTACHMENT B3: ENTITY CERTIFICATE

STATE OF _____

COUNTY OF _____

I, _____, certify that I am the Secretary of the entity named as offeror in the foregoing proposal; that _____ who signed said proposal in behalf of the offeror was then _____ of said entity; that said proposal was duly signed for and on behalf of said entity by due authority, and is within the scope of its legal powers; and that said entity is a _____ organized under the laws of the State of _____.

[signature]

[typed name]

Subscribed and sworn to
before me this ____ day of
_____, 2____.

(SEAL)

Notary Public

My Commission Expires:
___/___/___



ATTACHMENT C1: DESIGN FEE PROPOSAL FORM

Project Name **A/E Services for Bus Maintenance, Parking and Charging Facilities** RFQu No.: **25-752-003**
Project No: **N/A**
RFQu Due Date **November 14, 2024**

DeKalb County Board of Education
Sam A. Moss Service Center
1780 Montreal Road
Tucker, Georgia 30084

Board of Education:

In compliance with DCSD’s Request for Qualifications, the undersigned Architect,

[legal name of Architect]

[address of Architect]

[telephone number of Architect]

[email address of Architect]

having carefully examined the site of the Project and the Owner’s Criteria, and having carefully examined the proposed Standard Form of Contract for Architectural Services (State Capital Outlay Projects) between the DeKalb County Board of Education and the Architect; (Appendix I and the Owner’s standard forms and other documents included in the Request for Qualifications and any Addenda thereto for **an Electric Bus Charging Facility at East Dekalb Campus** proposes and agrees, if this proposal is accepted, to enter into a contract with the Owner in the exact form provided in the Request for Qualifications and to perform the Design Services and Work in conformance with the Contract Documents, in the time stated therein, for the Contract Price set forth below, and submits the following proposed compensations and fees and other matters set forth below:

- a. DCSD has determined that the **maximum** stipulated fee the Architect will receive for this project scope will be **\$227,500.00**. This fee is **all inclusive** and incorporates all reimbursable expenses for this project.
- b. The Proposed Design Fee will **NOT** be considered for the Selection Criteria.
- c. Below provide your proposed breakdown of the stated fee per the requirements of the Agreement and the Design Review- Minimal Submittal Requirements (Appendix B) with the milestones provided for Bus Maintenance, Parking and Charging Facilities

A. Preliminary Consultation/Examination Report	\$ _____
B. Schematic Design Phase	\$ _____
• Provide three (3) potential schemes	
• Provide schematic design drawings per Appendix B	
• Provide project specifications per Appendix B	
• Provide cost estimate per Appendix B	
• Space and functional program Appendix B	
• Life cycle analysis	
• Other items identified in Appendix B	
C. Design Development Phase	\$ _____
• Provide design development drawings per Appendix B	
• Provide project specifications per Appendix B	
• Provide detailed cost estimate per Appendix B	
• Geotechnical & surveys per Appendix B	
• Final life cycle analysis	
• Submittal to GaDOE	
• Other items identified in Appendix B	
D. Construction Document Phase:	
30% Complete CD phase	\$ _____
• 30% complete drawings	
• Detailed project manual	
• Detailed cost estimate	
80% Complete CD Phase	\$ _____
• Construction documents per Appendix B	
• Detailed project manual	
• Detailed cost estimate	
• Fire Marshal review	
• Submittal to GaDOE	
100% Complete CD Phase	\$ _____
• Construction documents per Appendix B	
• Detailed project manual	
• Submittal for permitting	
• Fire Marshal review	
• Submittal to GaDOE	
E. Sub-Consultants	\$ <u>Included in Fee</u>
F. FF&E Services	\$ <u>N/A</u>
G. Reimbursable Expenses	\$ <u>Included in Fee</u>
H. Construction Administration Fee (Minimum of 15% of Fee Required)	\$ _____
TOTAL LUMP SUM	\$ <u>227,500.00</u>

- d. The hourly rates as required in Section 11.2. of the Agreement (Appendix I) in the following manner are indicated below. (These hourly rates will be added to the contract for this project):

Title/Position	Hourly Rate
Principal:	\$_____ per hour
Director:	\$_____ per hour
Project Architect:	\$_____ per hour
Project Manager:	\$_____ per hour
Project Coordinator:	\$_____ per hour
Interior Designer:	\$_____ per hour
Project Captain:	\$_____ per hour
Technical Staff:	\$_____ per hour
Contract Administrator:	\$_____ per hour
Clerical:	\$_____ per hour
Estimator:	\$_____ per hour
Scheduler:	\$_____ per hour
Designer:	\$_____ per hour
CADD:	\$_____ per hour
Civil Engineer	\$_____ per hour
Junior Civil Engineer	\$_____ per hour
Structural Engineer	\$_____ per hour
Junior Structural Engineer	\$_____ per hour
Mechanical Engineer	\$_____ per hour
Junior Mechanical Engineer	\$_____ per hour
Electrical Engineer	\$_____ per hour
Junior Electrical Engineer	\$_____ per hour
Fire Protection Engineer	\$_____ per hour
Junior Fire Protection Engineer	\$_____ per hour
FF&E Coordinator	\$_____ per hour
Others as appropriate	\$_____ per hour

- e. The undersigned Architect hereby acknowledges receipt of the following Addenda:
[insert the number and date of each Addendum; if none, insert "None"]
- _____
- f. The Architect understands that the Owner reserves the right to reject any or all Proposals, and to waive any technicalities or informalities.
- g. The Architect agrees that this Proposal may not be withdrawn for a period of one hundred and twenty (120) calendar days after the date and time fixed for receiving said Proposals.
- h. The undersigned Architect agrees that if it is notified in writing by mail, telegraph, facsimile or hand-delivery of the acceptance of this Proposal, via Notice of Award or otherwise, within one hundred and twenty (120) calendar days after the date and time fixed for receiving said Proposals, the undersigned Architect will execute, within three (3) business days of the date of the notice, a contract for the Design Services and the Work in accordance with the Request for Qualifications in the exact form provided therein for the Contract Price as agreed upon by the Owner and Architect.
- i. The undersigned Architect agrees to commence the Design Services under the Owner's form of contract after its receipt of a written Notice to Proceed from the Owner.

By submission of the Proposal, Architect represents and warrants that:

- (1) Architect has read and understands the Proposal Documents and the Proposal is made in accordance therewith;
- (2) Architect has read and understands the bidding or proposal documents or contract documents for other portions of the Project, if any, being bid or offered concurrently or presently under construction, to the extent that such documentation relates to the Design Services or the Work for which the Proposal is submitted;
- (3) Architect has visited, examined and inspected the site of the Project, obtained first-hand knowledge of existing conditions, the conformation of the ground, the character, quality and quantity of the products needed preliminary to and during the prosecution of the Work, the general and local conditions and all other matters which can in any way affect the Work to be done under the Contract, and become thoroughly familiar with all conditions under which the Work is to be performed and has correlated all the Architect's personal observations and any other facts or conditions that are known to or reasonably knowable by the Architect with the requirements of the Proposal Documents, including without limitation the proposed Contract Documents;
- (4) the Proposal is based upon furnishing all of the Design Services and the Work, and other things required by the Proposal Documents; and
- (5) all facts stated in the Proposal are true and correct.

By submission of this Proposal, the Architect certifies that this Proposal has been derived independently, without consultation, communication or agreement as to any matter relating to this Proposal with any other Architect or with any competitor. The Architect hereby certifies that this Proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same Project and is in all respects fair and without collusion or fraud. The Architect agrees to abide by all conditions of the Request for Proposal.

Respectfully submitted,

[typed name of Architect]

By: _____ [seal]
[signature]

[typed name and title]

[address of Architect]

(_____) _____
[business telephone number]

[date of execution]

[If the Architect is a joint venture, utilize the following page of this proposal form for signatures.]

(For Joint Venture Proposals)

By submission of this Proposal, the Architect certifies that this Proposal has been derived independently, without consultation, communication or agreement as to any matter relating to this Proposal with any other Architect or with any competitor. The Architect hereby certifies that this Proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same Project and is in all respects fair and without collusion or fraud. The Architect agrees to abide by all conditions of the Request for Proposal.

Respectfully submitted _____,
[typed name of Joint Venture]

By: _____
[typed name of Joint Venture partner]

By: _____ [seal]
[signature]

[typed name and title]

[address of Joint Venture partner]

(_____) _____
[business telephone number]

[date of execution]

By: _____
[typed name of Joint Venture partner]

By: _____ [seal]
[signature]

[typed name and title]

[address of Joint Venture partner]

(_____) _____
[business telephone number]

[date of execution]



ATTACHMENT C2: DESIGN FEE PROPOSAL FORM

Project Name **A/E Services for Bus Maintenance, Parking and Charging Facilities** RFQu No.: **25-752-003**
Project No: **N/A**
RFQu Due Date **November 14, 2024**

DeKalb County Board of Education
Sam A. Moss Service Center
1780 Montreal Road
Tucker, Georgia 30084

Board of Education:

In compliance with DCSD's Request for Qualifications, the undersigned Architect,

[legal name of Architect]

[address of Architect]

[telephone number of Architect]

[email address of Architect]

having carefully examined the site of the Project and the Owner's Criteria, and having carefully examined the proposed Standard Form of Contract for Architectural Services (State Capital Outlay Projects) between the DeKalb County Board of Education and the Architect; (Appendix I and the Owner's standard forms and other documents included in the Request for Qualifications and any Addenda thereto for **a Bus Parking and Charging Facility at the Former Hooper Alexander Elementary School**) proposes and agrees, if this proposal is accepted, to enter into a contract with the Owner in the exact form provided in the Request for Qualifications and to perform the Design Services and Work in conformance with the Contract Documents, in the time stated therein, for the Contract Price set forth below, and submits the following proposed compensations and fees and other matters set forth below:

- a. DCSD has determined that the **maximum** stipulated fee the Architect will receive for this project scope will be **\$428,000.00**. This fee is **all inclusive** and incorporates all reimbursable expenses for this project.
- b. The Proposed Design Fee will **NOT** be considered for the Selection Criteria.
- c. Below provide your proposed breakdown of the stated fee per the requirements of the Agreement and the Design Review- Minimal Submittal Requirements (Appendix B) with the milestones provided for Bus Maintenance, Parking and Charging Facilities

A. Preliminary Consultation/Examination Report	\$ _____
B. Schematic Design Phase	\$ _____
• Provide three (3) potential schemes	
• Provide schematic design drawings per Appendix B	
• Provide project specifications per Appendix B	
• Provide cost estimate per Appendix B	
• Space and functional program Appendix B	
• Life cycle analysis	
• Other items identified in Appendix B	
C. Design Development Phase	\$ _____
• Provide design development drawings per Appendix B	
• Provide project specifications per Appendix B	
• Provide detailed cost estimate per Appendix B	
• Geotechnical & surveys per Appendix B	
• Final life cycle analysis	
• Submittal to GaDOE	
• Other items identified in Appendix B	
D. Construction Document Phase:	
30% Complete CD phase	\$ _____
• 30% complete drawings	
• Detailed project manual	
• Detailed cost estimate	
80% Complete CD Phase	\$ _____
• Construction documents per Appendix B	
• Detailed project manual	
• Detailed cost estimate	
• Fire Marshal review	
• Submittal to GaDOE	
100% Complete CD Phase	\$ _____
• Construction documents per Appendix B	
• Detailed project manual	
• Submittal for permitting	
• Fire Marshal review	
• Submittal to GaDOE	
E. Sub-Consultants	\$ <u>Included in Fee</u>
F. FF&E Services	\$ <u>N/A</u>
G. Reimbursable Expenses	\$ <u>Included in Fee</u>
H. Construction Administration Fee (Minimum of 15% of Fee Required)	\$ _____
TOTAL LUMP SUM	\$ <u>428,000.00</u>

- d. The hourly rates as required in Section 11.2. of the Agreement (Appendix I) in the following manner are indicated below. (These hourly rates will be added to the contract for this project):

Title/Position	Hourly Rate
Principal:	\$_____ per hour
Director:	\$_____ per hour
Project Architect:	\$_____ per hour
Project Manager:	\$_____ per hour
Project Coordinator:	\$_____ per hour
Interior Designer:	\$_____ per hour
Project Captain:	\$_____ per hour
Technical Staff:	\$_____ per hour
Contract Administrator:	\$_____ per hour
Clerical:	\$_____ per hour
Estimator:	\$_____ per hour
Scheduler:	\$_____ per hour
Designer:	\$_____ per hour
CADD:	\$_____ per hour
Civil Engineer	\$_____ per hour
Junior Civil Engineer	\$_____ per hour
Structural Engineer	\$_____ per hour
Junior Structural Engineer	\$_____ per hour
Mechanical Engineer	\$_____ per hour
Junior Mechanical Engineer	\$_____ per hour
Electrical Engineer	\$_____ per hour
Junior Electrical Engineer	\$_____ per hour
Fire Protection Engineer	\$_____ per hour
Junior Fire Protection Engineer	\$_____ per hour
FF&E Coordinator	\$_____ per hour
Others as appropriate	\$_____ per hour

- e. The undersigned Architect hereby acknowledges receipt of the following Addenda:
 [insert the number and date of each Addendum; if none, insert "None"]
- _____
- f. The Architect understands that the Owner reserves the right to reject any or all Proposals, and to waive any technicalities or informalities.
- g. The Architect agrees that this Proposal may not be withdrawn for a period of one hundred and twenty (120) calendar days after the date and time fixed for receiving said Proposals.
- h. The undersigned Architect agrees that if it is notified in writing by mail, telegraph, facsimile or hand-delivery of the acceptance of this Proposal, via Notice of Award or otherwise, within one hundred and twenty (120) calendar days after the date and time fixed for receiving said Proposals, the undersigned Architect will execute, within three (3) business days of the date of the notice, a contract for the Design Services and the Work in accordance with the Request for Qualifications in the exact form provided therein for the Contract Price as agreed upon by the Owner and Architect.
- i. The undersigned Architect agrees to commence the Design Services under the Owner's form of contract after its receipt of a written Notice to Proceed from the Owner.

By submission of the Proposal, Architect represents and warrants that:

- (1) Architect has read and understands the Proposal Documents and the Proposal is made in accordance therewith;
- (2) Architect has read and understands the bidding or proposal documents or contract documents for other portions of the Project, if any, being bid or offered concurrently or presently under construction, to the extent that such documentation relates to the Design Services or the Work for which the Proposal is submitted;
- (3) Architect has visited, examined and inspected the site of the Project, obtained first-hand knowledge of existing conditions, the conformation of the ground, the character, quality and quantity of the products needed preliminary to and during the prosecution of the Work, the general and local conditions and all other matters which can in any way affect the Work to be done under the Contract, and become thoroughly familiar with all conditions under which the Work is to be performed and has correlated all the Architect's personal observations and any other facts or conditions that are known to or reasonably knowable by the Architect with the requirements of the Proposal Documents, including without limitation the proposed Contract Documents;
- (4) the Proposal is based upon furnishing all of the Design Services and the Work, and other things required by the Proposal Documents; and
- (5) all facts stated in the Proposal are true and correct.

By submission of this Proposal, the Architect certifies that this Proposal has been derived independently, without consultation, communication or agreement as to any matter relating to this Proposal with any other Architect or with any competitor. The Architect hereby certifies that this Proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same Project and is in all respects fair and without collusion or fraud. The Architect agrees to abide by all conditions of the Request for Proposal.

Respectfully submitted,

[typed name of Architect]

By: _____ [seal]
[signature]

[typed name and title]

[address of Architect]

(_____) _____
[business telephone number]

[date of execution]

[If the Architect is a joint venture, utilize the following page of this proposal form for signatures.]

(For Joint Venture Proposals)

By submission of this Proposal, the Architect certifies that this Proposal has been derived independently, without consultation, communication or agreement as to any matter relating to this Proposal with any other Architect or with any competitor. The Architect hereby certifies that this Proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same Project and is in all respects fair and without collusion or fraud. The Architect agrees to abide by all conditions of the Request for Proposal.

Respectfully submitted _____,
[typed name of Joint Venture]

By: _____
[typed name of Joint Venture partner]

By: _____ [seal]
[signature]

[typed name and title]

[address of Joint Venture partner]

(_____) _____
[business telephone number]

[date of execution]

By: _____
[typed name of Joint Venture partner]

By: _____ [seal]
[signature]

[typed name and title]

[address of Joint Venture partner]

(_____) _____
[business telephone number]

[date of execution]

ATTACHMENT D: OFFEROR’S and INDIVIDUALS’ AFFIDAVIT OF NONCOLLUSION

(This affidavit to be executed in accordance with O.C.G.A. § 36-91-21(e))

STATE OF _____

COUNTY OF _____

COMES NOW, _____ (“Offeror”),
[Name of Offeror]

appearing by and through _____, its _____
[insert name of individual with authority to bind Offeror] *[title]*

(averring both individually and in his or her representative capacity on behalf of Offeror) (the “Individual and Representative Affiant”), and

[in these blanks insert the names of all those required to give the oath under O.C.G.A. § 36-91-21(e)]

(collectively, the “Individual Affiants”), and each of the Individual And Representative Affiant and the Individual Affiants, after first being duly sworn, deposes and says that:

1. He, she or it, as applicable, has not directly or indirectly violated subsection (d) of the Official Code of Georgia Annotated Section 36-91-21, which subsection provides as follows:

(d) Whenever a public works construction contract for any governmental entity subject to the requirements of this chapter is to be let out by competitive sealed bid or proposal, no person, by himself or herself or otherwise, shall prevent or attempt to prevent competition in such bidding or proposals by any means whatever. No person who desires to procure such work for himself or herself or for another shall prevent or endeavor to prevent anyone from making a bid or proposal therefor by any means whatever, nor shall such person so desiring the work cause or induce another to withdraw a bid or proposal for the work.

2. If the Offeror is a partnership, then the Individual and Representative Affiant, together with the Individual Affiants, constitute all of the partners and any officer, agent or other person who may have represented or acted for them in bidding or proposing for or procuring the contract for the DeKalb County Board of Education A/E Services for Bus Maintenance, Parking, and Charging Facilities (the “Project”).

3. If the Offeror is a corporation or other entity, then the Individual And Representative Affiant, together with the Individual Affiants, constitute all officers, agents, or other persons who may have acted for or represented the corporation or other entity in bidding for or procuring the contract for the Project.

Further, the Individual And Representative Affiant and the Individual Affiants sayeth not.

This _____ day of _____, 2____

[insert name of Offeror]

and

[insert name of Individual And Representative Affiant]

By: _____, both individually and on behalf of Offeror as its
[signature]

[insert title]

Individual Affiants' signatures and names:

x _____
Name:

x _____
Name:

x _____
Name:

x _____
Name:

x _____
Name:

x _____
Name:

x _____
Name:

x _____
Name:

x _____
Name:

x _____
Name:

x _____
Name:

x _____
Name:

Sworn to and subscribed before me this ____ day of _____, 2____.

Notary Public: _____ My commission expires: __/__/__.

(SEAL)

ATTACHMENT E: CONFLICT OF INTEREST DISCLOSURE AFFIDAVIT

I HEREBY CERTIFY, UNDER OATH, that

1. I (*Printed Name*), _____ am the (*Title*)
_____ and I am the duly authorized
representative of the firm of (*Firm Name*) _____
_____ (the “Firm”) for purposes of this
Affidavit, whose address is (*Firm Address*) _____
_____, and I possess the legal authority to make this Affidavit on
behalf of myself and the Firm, as follows:

2. The following employee(s), officer(s) or agent(s) of the Firm (collectively, “Firm Representative”) is/are related, by blood or marriage, to an employee, agent or Board Member of the DeKalb County Board of Education (collectively, “Owner Representative”), as indicated below:

<u>Firm Representative</u>	<u>Owner Representative</u>	<u>Relation</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Except as listed below under “EXCEPTIONS”, neither the Firm nor any Firm Representative have any conflicts of interest, whether real or potential, due to kinship, ownership, other clients, other contracts, interests, or otherwise concerning the DeKalb County Board of Education, the Project, or any Owner Representative:

EXCEPTIONS (*fully disclose and completely explain*)

[Continued on Next Page]

4. This disclosure is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid, proposal or qualification statement for the same contract or project and is in all respects without collusion or fraud.

Wherefore, the foregoing disclosure is fully complete and true, and may be relied upon by the DeKalb County Board of Education:

Signature: _____

Printed Name: _____

Firm Name: _____

Date: _____

Sworn to and described before me this _____ day of _____

Personally known: _____

OR Produced Identification: _____

Type of Identification: _____

Notary Public – State of _____

My Commission Expires _____

Affix Notary Seal Here:

ATTACHMENT F: CONSENT TO RELEASE INFORMATION

The undersigned, having submitted a competitive sealed Proposal to the DeKalb County Board of Education in respect of a local government entity public works construction project (or being a partner in a joint venture that has submitted such proposal), hereby authorizes any person or entity having in its possession, custody or control any information regarding the undersigned to fully disclose and make available such information to the DeKalb County Board of Education, its agents, attorneys and other representatives.

This ___ day of _____, 2____.

[Printed name of person or entity consenting to release of information]

By: _____

Printed name: _____

Printed Title: _____

ATTACHMENT G: IMMIGRATION AND SECURITY CERTIFICATION

If you are providing service, performing work, or delivering goods to the DeKalb County Board of Education/DeKalb County School District including, but not limited to schools, warehouses and central offices, the applicable Georgia Security and Immigration Compliance documents found here must be completed, signed, notarized, and submitted with your bid/proposal. Failure to provide this document with your bid/proposal will result in the disqualification of the bid/proposal.

1) Offeror/Bidder shall at all times comply with the Georgia Security and Immigration Compliance Act, as amended, O.C.G.A. § 13-10-90 et. seq.

2) In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. § 13-10-90 et. seq. (collectively the "Act"), the Offeror **MUST INITIAL** the statement applicable to Offeror below:

(a) _____ **(Initial here)**: Offeror declares under penalties of perjury that, Offeror has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; is authorized to use and uses the federal authorization program under the federal work authorization user identification number issued on the date of authorization below; will continue to use the authorization program throughout the contract period; Offeror further warrants and agrees Offeror shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq. **[Offerors who initial (a) must attach and return a signed, notarized Contractor Affidavit and Agreement with the Contract if awarded];**

or

(b) _____ **(Initial here)**: Offeror/Bidder warrants that he/she does not employ any other persons, and he/she does not intend to hire any employees or to perform the Contract. **[Offerors/Bidders who initial (b) must attach and return a signed, notarized Affidavit of Exception with the Contract if awarded];**

or

(c) _____ **(Initial here)** Offeror/Bidder is an individual who is licensed pursuant to Title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for services to be rendered by such individual and thus does not have to provide an affidavit.

— 3) _____ **(Initial here)** Offeror/Bidder will not employ or contract with any subcontractor in connection with a covered contract unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides Offeror/Bidder with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.

4) _____ **(Initial here)** Offeror/Bidder agrees that, if Offeror/Bidder employs or contracts with any

sub-contractor in connection with the covered contract under the Act and DOL Rules 300-10-1-.01, et seq that Offeror/Bidder will secure from each sub-contractor at the time of the contract the sub-contractor's name and address, the employee-number applicable to the sub-contractor, the date the authorization to use the federal work authorization program was granted to sub-contractor; the subcontractor's attestation of the subcontractor's compliance with the Act and Georgia Department of Labor Rule 300-10-1-.01, et seq.; and the subcontractor's agreement not to contract with sub-subcontractors unless the sub-subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.

- 5) _____ (**Initial here**) Offeror/Bidder agrees to provide the DeKalb County School District with all affidavits of compliance as required by O.C.G.A. § 13-10-90 *et seq.* and Georgia Department of Labor Rules 300-10-1-.01, et seq within five (5) business days of receipt.

_____	_____
Signature	Date
_____	_____
EEV/Basic Pilot Program User Identification Number	Date of Authorization

Firm Name: _____

Street/Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email Address: _____

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20____

Notary Public

My Commission Expires: _____

ATTACHMENT H: NO SUBMITTAL RESPONSE FORM

RFQu Number: **25-752-003**

DCSD Project No.: **N/A**

Title: **Professional A/E Services for Bus Maintenance, Parking and Charging Facilities**

If your company will not be submitting a proposal in response to this Request for Qualifications, please complete this form and return or email, prior to the RFQu due date established within to:

DeKalb County Board of Education (the "Board")
Attention: Procurement Manager
Email: angela.arlene-myrick@dekalbschoolsga.org

This information will assist Procurement Services in the preparation of future RFQu's.

Company Name: _____

Contact: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Please check reason for a "no submittal."

- _____ Specifications 'too tight,' geared toward one brand or manufacturer (explain below)
- _____ Insufficient time to respond
- _____ Specifications unclear (explain below)
- _____ We do not offer this service or an equivalent
- _____ Our schedule does not permit us to perform
- _____ Unable to meet specifications
- _____ Unable to meet bond requirements
- _____ Unable to hold prices respondent throughout the term of the contract period
- _____ Unable to meet insurance requirements
- _____ Other _____

Explanation: _____

If submitting this form, **only** this form needs to be returned.

Appendix B - Design Review– Minimum Submittal Requirements

(Stated Cost Limitation Value > \$2M)

Preliminary Consultation

The purpose of the Preliminary Consultation is to confirm the existing conditions and requirements and to develop a plan for the work.

1. Review Scope as provided within the RFQu
2. Review Facility Assessment Report
3. Review As-built Documentation/Building Space Survey
4. Code Review
5. Utilities Review
6. Program/Planning Work Sessions
7. Preliminary Presentation
8. Final Submission

Schematic Design - Minimum Submittal Requirements:

The purpose of the Schematic Design is to confirm that the design solution meets the client's functional needs as defined in the Program for the project. Reviewers focus on site use, layout, adjacency requirements, room sizes, and similar issues.

1. Site plans showing:
 - a) Adjacent building structures
 - b) Easements and infrastructure/utilities
 - c) Topographical features and existing plantings
 - d) Vehicular and pedestrian site access and flow
 - e) Landscape/ hardscape plan
 - f) Grading plan
 - g) Draft of storm meter management plan (as needed)
 - h) Preliminary site logistics plan
 - i) Tree protection plan
2. Floor plans showing:
 - a) Double line room layouts with door swings
 - b) Public, private and service circulation
 - c) Vertical circulation through the facility
 - d) Program room numbers and corresponding program areas on the plans special features
 - e) Wall ratings and types
3. Elevations:
 - a) Identify major elements for facility character

Appendix B - Design Review– Minimum Submittal Requirements

(Stated Cost Limitation Value > \$2M)

- b) Graphical identification of proposed materials with shades and shadows to illustrate depth and volume as well as the contextual relationships to the Owner's site as appropriate.
- 4. Cost information showing:
 - a) Preliminary cost comparisons between schemes, if applicable
 - b) Cost of special features or phasing premiums
- 5. A statement of probable construction cost. At a minimum, the cost estimate must address the systems shown below. A breakdown into sub-component systems is encouraged but not required. Each component or sub-component must identify the unit, unit cost, cost per square foot, and the percentage of the total construction cost:
 - a) General conditions, profit and overhead
 - b) Site work
 - c) Foundations
 - d) Superstructures
 - e) Exterior closures
 - f) Roofing
 - g) Interior construction and finishes
 - h) Conveying
 - i) Special construction
 - j) Fire protection
 - k) Plumbing
 - l) HVAC
 - m) Electrical
 - n) Controls
 - o) Communications and security
- 6. Specifications and Other Information:
 - a) Include the proposed table of contents
 - b) Provide an outline specification or narrative indicating materials, types of construction, proposed mechanical systems, plumbing systems, fire protection, security systems, and proposed electrical and life cycle analysis investigations
- 7. A written narrative of the energy and life cycle analysis investigation.
- 8. An updated project schedule
- 9. Any special phasing or sequencing
- 10. Any testing / analysis
- 11. Any LEED or sustainable design considerations
- 12. An updated Space and Functional Program specifically identifying any modifications.
- 13. Life Cycle Cost Analysis.

Appendix B - Design Review– Minimum Submittal Requirements

(Stated Cost Limitation Value > \$2M)

Design Development - Minimum Submittal Requirements

In the Design Development Phase, reviewers are looking at methods of construction, materials, building support systems, and choice of products. Design Development requirements are in addition to Schematic Design Requirements.

1. All comments from the Schematic Design Review Process must be incorporated into the Design Development design review submittal or a written narrative explaining in detail why specific comments were not incorporated must be included.
2. Civil Discipline
 - a) Site Grading and Drainage Plan: Show developed drainage concepts, include existing and new contours, drainage structures (numbered for general reference), and spot grade elevations.
 - b) Site Utilities Plan: Indicate the plan relationships of existing and proposed utilities. Vertical relationship of the utilities will be noted by plan notations and profiles. Site plan including grading and site utilities, utility connection points, and a storm water management design.
 - c) Planting Plan: Illustrate the center points at desired spacing of major plantings. A key will explain the proposed form and design characteristics of the plants (large shade tree, flowering ornamental tree, low evergreen shrub, etc.). An existing tree to remain will have an “o” for its center point. A proposed tree will have an “x” for its center point or appropriate legend indicators.
 - d) Design Details: Show the design or detailing to be used in the site development. These details will clarify the relationship of vertical and horizontal surfaces, steps, walls, and pavements, etc., including edge conditions at adjacent surfaces.
3. Architectural Discipline
 - a) Site Layout and Materials Plan: Illustrate the design forms and materials to be used. Major dimensions will be indicated. All appearance-related design issues should be addressed, resolved, and shown. LEED and sustainable design and construction should be considered.
 - b) Dimensioned floor plans indicating structural bay sizes and overall building dimensions. Floor Plan should show dimensions of major elements and final partition locations, including all openings.
 - c) Exterior and core wall sections showing final dimensional relationships, materials, and component relationships.
 - d) Floor Plan showing all fixed and loose equipment
 - e) Large-scale plans and sections
 - f) Room finish schedule identifying all finishes.
 - g) Interior and exterior finish and color schedule (exposed finished mechanical and electrical items will be clearly addressed)
 - h) Building sections.
 - i) Door and hardware schedule showing door, frame, and fire ratings, if any.
 - j) Window schedule showing types and sizes.
 - k) Preliminary development of details.
 - l) Reflected ceiling plan including ceiling grid, light fixtures, and all devices that penetrate or are mounted upon finished ceiling.
 - m) Interior movable furniture, office equipment, demountable partitions and system furniture, layouts for all departments and floors, including proposed building signage system.
 - n) Gross and net area calculations by department to determine compliance with Program of Requirements.
 - o) A thorough outline technical specification, including selected acceptable manufacturers.

Appendix B - Design Review– Minimum Submittal Requirements

(Stated Cost Limitation Value > \$2M)

4. Structural Discipline
 - a) Foundation drawings.
 - b) Floor plan with all structural members located and sized.
 - c) Footing, beam, column, and connection schedules.
 - d) Final floor elevations.
5. Plumbing and Mechanical Disciplines
 - a) Heating and cooling load calculations for each individual space, including cooling requirements for heat loads generated by office equipment, personal computers, etc.
 - b) Mechanical equipment schedule indicating size and capacity.
 - c) Plumbing Fixtures Schedule.
 - d) Floor plans showing mechanical equipment and plumbing fixtures. All equipment and fixtures should be shown and located.
 - e) Floor plans that show main ductwork distribution, branch ductwork, and plumbing piping. All ductwork and piping should be located and sized to coordinate with structural framing system.
 - f) All ceiling-mounted devices should be located.
 - g) Legend showing all symbols used on drawings.
6. Electrical Disciplines
 - a) Floor plans locating all power-consuming equipment with a description of the equipment load characteristics.
 - b) Estimate total electric load, confirm Design Manual required excess capacity.
 - c) Floor plans showing all major electrical equipment (switchgear, distribution panels, emergency generator, transfer switches, UPS system, etc.), which will be dimensioned and drawn to scale.
 - d) Site plan showing preliminary site lighting design with pole and fixture type designations.
 - e) Floor plans showing lighting layout, power, telecommunications, and office automation devices and switches with preliminary circuiting.
 - f) Estimate interior electrical loads for systems furniture, receptacles, lighting, food service equipment and any other special use areas, etc.
 - g) Preliminary Distribution Panel Schedules.
7. Cost Information Showing:
 - a) Relocation costs (temporary and permanent)
 - b) Contingencies
 - c) Temporary services
 - d) Confirm scope and budget
 - e) Proposed V/E items
8. Other Deliverables
 - a) Schedule of Spaces: Provide a comparative schedule of spaces arranged in tabular form, listing the building's various spaces and showing the original square footage allotted in the approved Program for each space. Any deviations from the approved Space and Functional Program, involving square footage or otherwise, must be clearly indicated.
 - b) Survey and geotechnical information are required as part of the Design Development Documents.

Appendix B - Design Review– Minimum Submittal Requirements

(Stated Cost Limitation Value > \$2M)

- c) Project Specification Manual complete with all Division 01: “General Requirements” sections and technical sections. General Requirements sections unique to the project, such as including temporary facilities and Supplementary Conditions, must be fully developed. With each technical specification section, for each product or material specified, include a photocopy of a cut sheet of the basis of design components and at least two acceptable components specified.
- d) Final Life Cycle Cost Analysis.
- e) Detailed Cost Estimate building on the estimate previously developed in Schematic Design
- f) Information provided outside the initial scope of services and based on subsequent written authorization must be clearly noted.
- g) Final site logistics plan showing access, laydown area, traffic re-routing, pedestrian access and flow, fencing, construction parking, etc.

30% Construction Document – Minimal Submittal Requirements

30% Percent Completed Construction Documents deliverables are to include, at a minimum, all Design Development information plus the following:

1. All comments from the Design Development review process must be incorporated into the 30% Construction Document design review submittal or a written narrative explaining in detail why specific comments were not incorporated must be included.
2. Cover Sheet(s)
 - a) Name and address of Owner, Architect, Project Number
 - b) Vicinity map
 - c) Location map
 - d) Index to all drawings
3. Site Plan
 - e) Abbreviation and symbol glossary
 - f) A certified plot plan (sealed by a licensed land surveyor)
 - g) A grading plan 1'-0" or 2'-0" increments with appropriate sections
 - h) Sediment control and storm water management plans and profiles
 - i) Local governing utility standards included in all utility details
 - j) Standard details must be modified to suit project conditions. All non-applicable information must be deleted.
 - k) Existing and proposed electrical, gas, sewer, water, storm drainage, telephone and TV cable utilities must be identified.
 - l) Utility designs must show plan, profile, and all fittings and details required by code and local government standards.
4. Landscape
 - a) An overall site plan showing plantings, irrigation and drainage system, site lighting, and all site development features
5. Architectural
 - a) A basic floor plan of the entire facility showing minimal detail with a grid or column reference system showing overall building layout dimensions, core spaces, Owner-numbered or named rooms, room square footage, floor opening penetrations, etc. Fire ratings of all partitions, fire doors, etc., should be clearly denoted.
 - b) A dimensioned floor plan locating all interior partitions and exterior wall partitions from the grid or column reference system. Floor plan should include room workstation designations, interior and exterior door and window designations.

Appendix B - Design Review– Minimum Submittal Requirements

(Stated Cost Limitation Value > \$2M)

- c) Room wall elevations for all non-typical walls.
 - d) Casework floor plan complete with schedule, details, and elevations.
 - e) Interior and exterior window, door and frame schedule, complete with elevations and details for all head, jamb, and sill conditions.
 - f) Interior and exterior finish and color schedule (exposed finished mechanical and electrical items will be clearly addressed).
 - g) Details to illustrate transitions between finish materials and construction types. Major building sections in at least two directions. A sufficient number of details to clearly indicate the method of construction for all building components and include, but not be limited to: walls, floors, roofing assemblies, waterproofing systems, insulating systems, interior and exterior finishes, architectural details, interior stairs and elevators.
 - h) Final locations of major equipment must be shown on the floor plan with associated floor loadings being shown on the structural drawings.
 - i) Partition-type schedule and section details for all interior, exterior, and floor wall conditions.
 - j) Roof plan showing all roofing material, roof drains, overflows, access hatches, roof walk pads, roof drainage slopes and elevations, scuppers, skylights, and mechanical and plumbing penetrations. Details must be provided for all edge, parapet, and flashing conditions.
 - k) All exterior building elevations showing finish materials, exterior door and window openings and designations, lights, louvers, grilles, signage, speakers, and other devices.
 - l) All structural members included in, or enclosed by the architectural details must be closely coordinated and the size verified by the structural engineer. Details must indicate the framing and furring method wherever appropriate.
 - m) A reflected ceiling plan showing all grid, access doors, drapery tracks, light fixtures, grills, diffusers, sprinkler heads, security devices, fire alarm devices, intercom system, exit devices and acoustic treatment. Ceiling heights and type should be indicated on the reflected ceiling plan.
 - n) All mechanical/electrical elements included in or enclosed by the architectural details must be closely coordinated and the size verified by the design engineer. Details must indicate the framing and furring method wherever appropriate.
 - o) Code Analysis Information such as: fire resistance plans and building code construction type and occupancy information
6. Structural
- a) A dimensioned foundation plan showing and locating in plan and in elevation all footing, foundations, foundation piers, caissons, grade beams, reinforcement with all layouts for masonry, and anchor bolts.
 - b) A dimensioned floor plan for each floor, showing all beams, beam sizes, duct and piping penetrations, construction joints, expansion joints, edge conditions, imbedded anchors and frames thickened slabs, recessed slabs stair penetrations, elevator shafts, floor loading, top of structure elevation and reinforcement.
 - c) Footing, column, grade beam, caissons, piers, reinforcement, and beam schedules.
 - d) Dimensioned to scale details showing all conditions, connections, and structural sizes.
 - e) Shear walls clearly shown on plan and schedule if symbol code is used.
 - f) Abbreviation and symbol glossary.
 - g) Fastener/connection schedule.
 - h) Elevations of all footings, elevations to top of all beams, columns, recesses, and floors.
 - i) Roof beam plan, elevator hoist beams.
7. Mechanical

Appendix B - Design Review– Minimum Submittal Requirements

(Stated Cost Limitation Value > \$2M)

- a) Abbreviation and symbol glossary.
 - b) Mechanical equipment schedule.
 - c) Exterior louver schedule, as coordinated with architectural louvers.
 - d) Floor plans indicating ductwork with sizes, ductwork mechanical devices, beams for floor above with ductwork penetrations.
 - e) HVAC plan showing final location of all ceiling-mounted mechanical devices, which include but are not limited to: diffusers, return air grilles, and thermostats.
 - f) Floor plans should indicate housekeeping pads and weight of concentrated loads.
8. Plumbing
- a) Fixture/connection schedule
 - b) Abbreviations/symbol glossary
 - c) Floor plans indicating domestic hot and cold water, storm, waste, vent, and gas piping plans, including all valves, unions, fixtures, pipe sizes, and riser diagrams, etc.
 - d) Areas of concentrated plumbing equipment (hot water heaters, circulating pumps, etc.) must be enlarged from the basic floor plan to not less than ¼-inch = 1'-0" detail in both plan and section views.
9. Electrical
- a) Lighting fixture schedule finalized
 - b) Lighting control schedule, switches, emergency lighting
 - c) Power riser diagram for interior lighting systems
 - d) Abbreviations and symbol glossary
 - e) Panel schedules with panel locations shown on the floor plan started
 - f) Fan/motor control schedule/diagram
 - g) Power riser diagram and main distribution panel layout in large enough scale so each run can be clearly seen.
 - h) Floor plan indicating wire management wiring for power, receptacles, voice, video and data communications, including circuiting and connections to systems furniture, etc. started
 - i) Separate plans for power, voice, and data must be provided
 - j) HVAC plan indicating above-ceiling wiring and circuits for lighting/electrical switches, security, fire alarm, emergency exit lighting and intercom controls, etc. started
 - k) Main service entrance connection diagram as verified and coordinated with the governing power utility; locations of services entrances and transformers must be verified with the Architect
10. Statement of Probable Construction Cost
- a) The cost information reported at the conclusion of the 30% Completed Construction Document Stage must be based upon supportive cost information from the updated detailed cost estimate prepared from the Design Development Documents Stage. The detailed estimate must account for the refined information of quantity or product information adjustments required in the development of the details to construct the design and incorporate the Constructability Review comments.
11. Quality Assurance/Quality Control Coordination
- a) All drawing submittal packages are expected to be thoroughly reviewed and coordinated between disciplines utilizing a structured review process in an attempt to minimize changes during construction due to the errors and omissions of the design team. If, during construction, excessive changes due to errors and omissions of the design team are required, the Owner reserves the right to seek reparation for said changes.

Appendix B - Design Review– Minimum Submittal Requirements

(Stated Cost Limitation Value > \$2M)

80% Complete Construction Documents - Minimum Submittal Requirements

80% Percent Completed Construction Documents deliverables are to include, at a minimum, all 30% Submittal information plus the following:

1. All comments from the 30% Construction Document Review Process must be incorporated into the 80% Construction Document design review submittal or a written narrative explaining in detail why specific comments were not incorporated.
2. Civil
 - a) All civil documents should be 100% complete.
3. Landscape
 - a) Details and sections of all site development features, sidewalks, curbs, paving stones, bollards, ramps, exterior stairs, lawn areas showing seeding methods, etc.
 - b) All landscape conditions should be thoroughly detailed.
 - c) A symbol glossary
 - d) Planting schedule
 - e) Seeding schedule
 - f) Modify standard details to suit project conditions and delete all non-applicable information
4. Architectural
 - a) Interior signage locations must be shown on the floor plan complete with details and schedules.
 - b) Casework floor plan complete with schedule, details, and elevations
 - c) Interior and exterior window, door and frame schedule, complete with elevations and details for all head, jamb, and sill conditions
 - d) Completion of all wall sections, enlarged toilet plans, enlarged floor plans, wall elevations, finish/color floor plans, finish/color boards (both interior and exterior)
 - e) Completion of FF&E plans, and vertical circulation plans and sections
 - f) Completion of all final roofing and waterproofing details
5. Mechanical
 - a) Floor plan indicating the sprinkler and standpipe riser systems, including all required pumps and control devices.
 - b) Fire damper schedule and location of dampers on each floor.
 - c) Ductwork sound attenuation schedule.
 - d) Vibration isolation schedule.
 - e) Terminal control box schedule with electrical and air volume requirements.
 - f) Chilled water, condenser, refrigerant, fuel oil, steam and gas riser piping floor plans and riser diagrams, and schematics, including pipe sizes. Piping schematics must be in large enough scale to clearly indicate all control devices, valves, unions, and miscellaneous appurtenances.
 - g) Areas of concentrated mechanical equipment must be enlarged from the basic floor plan to not less than ¼-inch = 1'-0", illustrating detailed ductwork and equipment within the mechanical room in both plan and section views; coil access and filter access are to be shown to scale as verification of clearance.
 - h) Access doors – both wall and ceiling, must be called out at each applicable location as coordinated with the architectural drawings (rated where applicable).

Appendix B - Design Review– Minimum Submittal Requirements

(Stated Cost Limitation Value > \$2M)

- i) Duct/piping penetrations of all walls, floors, roofs, beams, columns, and foundations must be coordinated with and verified by the structural engineer. Code complying fire-stopping must be detailed for penetrations through fire-rated assemblies.
 - j) Locate on the floor plans all controls system equipment and provide a panel and device schedule, indicator and panel graphics complete with sequence of operation and control system program diagram.
6. Plumbing
- a) Piping and insulation jacket dimensions are to be coordinated with architectural finishes and casework; all exposed piping is to be verified with the Architect.
 - b) Plan drawing of all water and sanitary branch piping for installation of interior equipment and fixtures.
 - c) Typical piping riser schematics for all gravity flow piping systems.
 - d) Access panels, doors, and provisions in both walls and ceilings are to be shown on floor plans for all valves, cleanouts, and caps, etc.
 - e) Connections to existing and new building utilities must be clearly shown. Requirements of governing utilities must be determined and clearly detailed and shown. Connection details and elevations must be checked and coordinated with applicable civil drawings.
 - f) Design details
 - g) Piping penetrations of all walls, floors, roofs, beams, columns, and foundations must be coordinated with and verified by the structural engineer. Code complying fire-stopping must be detailed for penetrations through fire-rated assemblies.
7. Electrical
- a) Lighting fixture schedule completed
 - b) Lighting control schedule, switches, emergency lighting completed
 - c) Panel schedules with panel locations shown on the floor plan completed
 - d) Floor plan showing location of all fire alarm device/panel schedule, indicator graphics, riser diagram including activated hardware and pull stations. Confirm activated hardware with hardware schedule.
 - e) Floor plan showing location of all intercom devices, panel schedule and location, and program riser diagram.
 - f) Floor plan showing location of all security devices, panel schedule and locations, and riser diagram.
 - g) Floor plan showing location of all intercom and TV outlets and devices.
 - h) Telephone board schedule and riser diagram coordinated to equipment size requirements and connection provisions with the governing telephone utility and Owner requirements.
 - i) TV terminal/splitter and riser diagram coordinated as to equipment size requirements and connection provisions to antenna and cable TV system.
 - j) Floor plan indicating wire management wiring for power, receptacles, voice, video and data communications, including circuiting and connections to systems furniture, etc. completed
 - k) Floor plan indicating power connections to all mechanical equipment.
 - l) Power and lighting plans indicating above-ceiling wiring and circuits for lighting/electrical switches, security, fire alarm, emergency exit lighting and intercom controls, etc. completed
 - m) Areas of concentrated electrical equipment, and electric vault rooms in particular, must be enlarged from the basic floor plan to not less than ¼-inch = 1'-0" and must be shown in plan and elevation.
 - n) Sheet notes must be applicable to each sheet. Standard notes and details must be modified to specific conditions.

Appendix B - Design Review– Minimum Submittal Requirements

(Stated Cost Limitation Value > \$2M)

- o) Access to systems must be verified. Doors, panels or other provisions must be called out in all wall and ceiling locations for junction boxes, controls, or any other device requiring access.
 - p) Raceway penetrations of all walls, floors, roofs, beams, columns, and foundations must be coordinated with and verified by the structural engineer. Code complying fire-stopping must be detailed for penetrations through fire-rated assemblies.
 - q) A dimensioned floor plan showing wire management system with openings located for voice data, video and electrical and outlet locations. This is more typically done by the electrical engineer
8. Statement of Probable Construction Cost
- a) The cost information reported at the conclusion of the 80% Completed Construction Document Stage must be based upon supportive cost information from the updated detailed cost estimate prepared from the 30% Completed Documents Stage. The detailed estimate must account for the refined information of quantity or product information adjustments required in the development of the details to construct the design and incorporate the Constructability Review comments.
9. Quality Assurance/Quality Control Coordination
- a) All drawing submittal packages are expected to be thoroughly reviewed and coordinated between disciplines utilizing a structured review process in an attempt to minimize changes during construction due to the errors and omissions of the design team. If, during construction, excessive changes due to errors and omissions of the design team are required, the Owner reserves the right to seek reparation for said changes.
10. Other Deliverables
- a) Commissioning final plan
 - b) Updated project schedule

100% Complete Construction Documents - Minimum Submittal Requirements

- 1. Submittal for 100% complete documents will be the same as the 80% submittal requirements with all appropriate 80% review comments from the Owner incorporated within the drawings and specifications.
- 2. All comments from the 80% Construction Document Review Process must be incorporated into the 100% Construction Document design review submittal or a written narrative explaining in detail why specific comments were not incorporated.

Review, Comment and Approval Submissions to DCSD:

- 1. Schematic Design Phase (Preliminary Design Submittal for GaDOE)
- 2. Design Development Phase
- 3. 30% Construction Documents Phase (Check Set Submittal for GaDOE)
- 4. 80% Construction Documents Phase
- 5. 100% Construction Documents Phase (Final Submittal for GaDOE)

Building Permit

- 1. Submit for Building Permit
- 2. Submit for L.D. Permit
- 3. Incorporate Permit Review Comments

Appendix B - Design Review– Minimum Submittal Requirements

(Stated Cost Limitation Value > \$2M)

Bid Negotiations

1. Bid Period
2. Pre-Bid Conference
3. Negotiations & Award
4. Begin Construction

Phasing (as appropriate)

(List Phasing as appropriate)



Design Guidelines for Facility Construction

VERSION 2018.04.04

Department of Design and Construction
Operations Division

Sam Moss Service Center
1780 Montreal Road
Tucker, GA 30084



These Design Guideline requirements reflect DeKalb County School District's (DCSD) experience in building and operating schools. They are provided to assist Design Professionals in preparing contract documents for new schools, additions, and renovation projects. The aim is to balance the need for instructional functionality with aesthetics, accessibility, operability, sustainability, and security so that all students, staff, and community members feel welcome and safe.

The Design Guideline requirements are organized in sixteen (16) divisions similar to the Master Format industry standard specification divisions. Technical specifications for each DCSD project shall be prepared by and be the legal responsibility of the Design Professional of Record. This document serves as a guideline to the project designer of minimum performance standards and expectations the District has for school construction. They are not intended to be complete technical specifications. The Design Professional shall be responsible for incorporating these requirements into the appropriate contract documents. Any deviation from these guidelines must be approved in writing by DCSD staff.

All requirements noted shall be assumed to apply to every school type, unless specifically noted. DCSD or its designee shall be solely responsible for establishing and maintaining the DeKalb County School District Design Guidelines.

Design Professionals shall coordinate use of these Design Guideline requirements with related documents and regulations, including, but not limited to:

- Georgia Department of Education (GaDOE) Architectural Review Documents: GaDOE requires that Construction Documents for DCSD projects comply with GaDOE standards and be submitted for formal review. These standards and review requirements are posted on the GADOE Facilities Services Resources website: <http://www.GaDOE.org/Finance-and-Business-Operations/Facilities-Services/Pages/Facilities-Services-Resources.aspx>. Drawing submittals require coordination with the current GADOE "Curriculum and Space Needs" form for each project. These forms will be provided by GADOE through the DCSD Program Manager.
- Georgia Department of Education (GDOE) Grants Administration Documents: At projects where GADOE will provide funding, additional documentation is required. These documents are also posted on the GADOE Facilities Services Resources website.

The following DeKalb County School District (DCSD) guiding documents are posted on the DCSD website (www.dekalbschoolsga.org):

- Local Five-Year Facilities Plan
- DeKalb County School District (DCSD) Educational Specifications: Educational Specifications provide descriptions of typical programmed spaces for each of the three main types of schools: Elementary, Middle and High. These Design Guidelines describes construction requirements applicable to all types of schools.

DIVISION 1 – GENERAL

01.01 Facility Planning

1. **Grades to be Housed:** Typical new schools in the DeKalb County School District shall be designed to house the following grade levels:
 - a. Elementary: Kindergarten (K), First (1st), Second (2nd), Third (3rd), Fourth (4th) and Fifth (5th) grades.
 - b. Middle: Sixth (6th), Seventh (7th) and Eighth (8th) Grades.
 - c. High: Ninth (9th), Tenth (10th), Eleventh (11th) and Twelfth (12th) Grades.
2. **Building Capacity:** The District’s Planning Department will determine the Full Time Equivalent (FTE) Capacity for new schools in the DeKalb County School District.
3. **Building Core:** The “core” consists of ancillary spaces that support the classroom instructional spaces. These include the Cafeteria, Kitchen and Media Center. The GADOE has issued rules setting forth minimum floor areas for such spaces, based upon FTE. Thus, provision for expansion must begin with planning for a “core” large enough to support the largest practical FTE contemplated for a given site. Typical new schools in the DeKalb County School District shall be designed with the following core capacity:
 - a. Elementary Future FTE: plan for minimum 40% increase
 - b. Middle Future FTE: plan for minimum 30% increase
 - c. High Future FTE: plan for minimum 25% increase
4. **Future Expansion:** Any new design for DCSD facilities should be configured with future growth in mind, to allow for expansion with a minimum amount of alteration of the original structure or site. For new buildings or major additions, indicate area for future expansion on the architectural site plan.

01.02 Room Numbers

DeKalb County School District requires incorporation of a single room numbering system for all drawings, schedules and signage installed on the building, including: All architectural submittal drawings

1. GADOE Inventory Drawings
2. Door and Finish Schedules
3. HVAC Equipment, Automated Temperature Controls and Energy Systems
4. Signage on the building

To achieve this, the Architect shall develop a logical building and room numbering system at the Schematic Planning stage. The sequence of room numbers shall be assigned based on ease of locating rooms in the completed building. In order to direct students, staff and visitors, the sequence shall start at the Main Entrance and progress in a logical sequence throughout the building. Random numbering of rooms is not acceptable.

Room numbers shall be all numeric as required for GADOE Inventory. Major room numbers at multi-story buildings shall be 4 digits starting with the floor level, and progress around the building in sequence (Room number 1211 indicates 1st floor, 2nd wing or Corridor, 11th room). Small spaces within major rooms or suites shall be identified with the major room number plus numeric suffix (# 1211.1).

Where possible use whole thousands for wings or corridors (1200) and use postal odd-even progressive numbers down corridors (odd on right (1211), even on left (1212). All spaces must be numbered including corridors, stairs, elevators, and service rooms. Stairs, elevator and service rooms may be numbered as a suffix of the corridor leading to them. One story buildings shall be similar, but may use 3 digits when identification of the story is not needed. Room numbers at additions shall extend existing Inventory Drawing numbers without repeats.

Architect shall present building and room numbering system to DCSD for review and approval before incorporating them into the construction documents. After room numbers are approved they shall not be casually altered without specific approval of DCSD Facilities Services Department. See Division 10 - Room Signage.

01.03 GADOE Inventory Drawings

For all new buildings and additions, the Architect shall prepare Inventory Drawings. These documents are required by the GADOE for the Local Facility Plan, and are used by DCSD for convenient reference. Inventory Drawing standards include:

Deliver the Inventory Drawings to DCSD, formatted and saved in AutoCAD 2010.

The following layer list should be used:

S. Name	O.	Fr.	L.	Color	Linetype	Lineweight	Plot S.	P.	N.	Description
0				white	CONTIN.	Default	Color_1			
BUILDING SECTIONS				yellow	PHANT.	Default	Color_2			
DOE RM#				red	CONTIN.	Default	Color_3			
DOORS				green	CONTIN.	Default	Color_3			
EXTERIOR WALLS				blue	CONTIN.	0.90 mm	Color_5			
INTERIOR WALLS				magenta	CONTIN.	Default	Color_6			
NO PLOT				white	CONTIN.	Default	Color_7			
POSTED RM#_SPACE NAME				blue	CONTIN.	Default	Color_5			
SQ FT				green	CONTIN.	Default	Color_3			
TITLEBLOCK				blue	CONTIN.	Default	Color_5			
WINDOWS				cyan	CONTIN.	Default	Color_4			

1. Building walls shall be drawn in a simplified 2-D drawing format using Auto CAD and show only the net exposed surface of walls. (i.e., no hatching or interior chases)
2. Show windows as a single Cyan Line without spandrels or sills.
3. Show doors and swing as single lines similar to walls without thresholds or heads.
4. Eliminate unnecessary detail features which may interfere with the readability of text at the prescribed sheet size.
5. Identify all spaces, including corridors, stairs, elevators, and service rooms, with room name, room number and net area.
6. Standard sheet size = 11" x 17" without border
7. Do not use more than one sheet per floor level.

8. All text must be readable without magnification when printed on 11" x 17 sheet. Use following Fonts and colors to better distinguish room identification:

Font styles:

Georgia

Stylus BT

ROOM TAG LEGEND

POSTED ROOM NUMBER

ROOM/SPACE NAME

DOE SPACE NUMBER

DOE SPACE TYPE

SQUARE FOOTAGE

9. Net Room Areas shall be calculated based on the inside face of walls.
10. Gross building areas shall be calculated to the exterior surface of exterior walls. Do not include overhangs.
11. Provide separate area calculations for mechanical mezzanines and canopies.
12. Text shall be individually positioned for each space for best readability.
13. Additions shall be identified with a yellow phantom line border and a title box showing GADOE Building Number, Year when first occupied, and Gross Area.
14. Refer to typical existing Inventory Drawings for required Schedules, Tables and overall Format.

01.04 Fire Evacuation Plans

For all new buildings and additions, the Design Professional shall prepare evacuation plans in accordance with DeKalb County Fire Marshal regulations. Upon construction completion, these plans will be mounted on interior walls throughout the facility to direct building occupants to exits.

1. For phased projects, intermediate evacuation plans are required for each phase.
2. Plans shall show simplified floor plan in black, with exit routes in red, on white background.
3. Deliver the Fire Evacuation Plans to DCSD in .pdf format at 11" X 17".
4. To properly mount the plans, the Design professional shall specify a protective acrylic frame, and locate mounting locations for contractor to install.

01.05 Proprietary Specifications

1. Technical Specifications shall generally be performance-based and include a minimum of 3 acceptable manufacturers actively bidding in Georgia. These shall be reviewed by DCSD or its designee in order to confirm acceptability.
2. It is the desire of DeKalb County School District to utilize proprietary specifications for items for which there are less than three acceptable manufacturers or for items for which new purchases must be of the same manufacturer as existing to achieve system wide compatibility and economical use of funds in the maintenance of the systems. The current list of approved items is in the appendix to this document.
3. The DCSD designee will furnish a letter of justification for each project, which must be submitted with final documents to the Georgia Department of Education. The Design Professional shall verify that the latest and most current document is used in Contract Documents.

01.06 Applicable Codes and Building Standards

The Design Professional is responsible for ensuring that all designs for DCSD projects comply with all applicable building codes. We depend on the expertise of our design professionals to support and protect our community.

ADA and DCSD

1. All new school construction for DCSD must be designed and constructed in full compliance with all requirements of the current edition Americans with Disabilities Act (ADA) and the Georgia Accessibility Code. For major additions and renovations, areas of non-compliance throughout the entire existing building should be assessed by the design professional, even if outside the scope of work. A brief synopsis of this information, along with proposed future solutions, should be included in the designer's preliminary report.
2. For remodeling, enlarging a toilet stall for ADA-compliance will often result in fewer fixtures available at the school, which has adverse effects. Any proposed reduction to the overall number of water closets, urinals, or lavatories must be approved early in the project in writing by the DCSD Design Manager.
3. Frequently overlooked items related to ADA compliance include:
 - At least one bench in each locker room shall provide back support
 - All electric water coolers (not just those in corridors) or other items that project from the wall must be recessed or otherwise protected for compliance.
 - Provide contrast nosings at all stair treads.
 - The number of accessible parking spaces to be provided is determined by the aggregate total of all spaces provided on the school site.
 - Renovations to an existing restroom shall include proper location of all toilet accessories.
 - Provide stable, accessible route (concrete walkway preferred) to all play areas and play equipment.

01.07 Acoustic Standards

The Design Professional shall be responsible for incorporating appropriate acoustic design measures into the Construction Documents. Follow GADOE guidelines and current industry standards such as ASHRAE and ANSI Standard S12.60 guidelines regarding acoustic design of classrooms. Building areas requiring special acoustic attention include but are not limited to stage area, auditorium, gymnasium, cafeteria and music areas.

Design considerations include:

- Sound quality: controlling excessive reverberation, eliminating or minimizing echoes, and shaping rooms to create uniform sound field in audience areas.

- Minimizing impact of equipment noise and vibration when locating mechanical equipment: Maximum noise emissions of equipment shall be specified. To avoid vibration transfer, provide adequate isolation of all equipment with moving parts from the building structure.
- Addressing noise intrusion from plumbing and impact noise from lockers, basketball backboards, etc. into acoustically sensitive rooms.
- Speech privacy shall be provided at offices, conference rooms and speech therapy rooms.
- Provide sound attenuation in corridors (“Commons”) in student queuing areas leading to Cafeteria and Gymnasium entrances.

01.07 Close-out Process

Close-out procedures shall be incorporated into the project from the start of design. The Design Professional shall coordinate with the Capital Improvements Program team to establish expectations regarding documentation.

1. Provide Operation and Maintenance Manual Notebooks for all systems and equipment no later than (30) days prior to Project Substantial Completion Date.
2. Provide keys, valve schedules, attic stock materials, instruction confirmations and as-built drawings no later than the Project Substantial Completion Date. Deliver keys directly to Owner.
3. Provide all required warranties, inspection reports, governing certificates and other remaining required items within thirty (30) days following the project Substantial Completion Date. Provide all warranties in a separate 3-ring binder with warranties organized by CSI designation.
4. Provide itemized list of Kitchen equipment with brand, model and serial number for each piece along with cost.
5. Technical Specifications shall address requirements for training sessions for owner orientation and instruction for all building equipment and systems. Minimally, these shall include:
 - a. Providing a training schedule spreadsheet for distribution to Owner at least one week before training.
 - b. Providing a video record of all trainings for future reference.

01.08 DCSD: An Environmentally Conscious School System

DeKalb County School Board Policy EBL adopted in 2008, defines the District’s goal to “establish and maintain an environmentally conscious school system.” This policy is available for viewing on our website, www.dekalbschoolsga.org. It is the District’s policy to promote healthy and sustainable educational environments through the design, construction, operations, and maintenance of its facilities. Architects, engineers, and contractors should review, discuss, and work with the District to establish the goals in this respect for each project at the beginning of the design and construction phase.

DeKalb County School District recognizes the environmental impact of its buildings and the importance of green design and green building practices. Architects and engineers are encouraged to incorporate energy performance in the design process and design energy efficient buildings to achieve high performance buildings that will lower the schools overall operating and maintenance costs.

02.01 Site Design: Circulation

1. For new facilities and major renovations, the Design Professional shall develop a master plan which provides for the programmed needs defined by DeKalb County School District including considerations for future expansion to the core capacity. In addition, classroom areas should be configured so as to allow for expansion with a minimum amount of alteration of the original structure or site.
2. For additions to existing facilities, the Design Professional shall provide DCSD with an overall as-built site plan showing entire extent of site, including all existing and new structures, paving, and site improvements.
3. Every school site shall be designed with a minimum of two (2) vehicular entrances in and out, preferably from two separate streets.
4. Site traffic circulation shall be designed with separate car and bus traffic routes that should not conflict. Layout shall not require driving service vehicles through parking lots to access the service areas; provide direct access to service area from bus loop or other main site circulation driveway.
5. Provide walkway access from adjacent streets, parking, bus loading and sports facilities. Walkways at high traffic areas shall be sized and located to avoid trampling of adjacent lawns and landscaping especially at building entrances and at heavily traveled routes to play areas.
6. Provide gates or bollards to restrict vehicular access onto entrance and other major walkways. Review specific requirements for traffic gates with DCSD. Consider gates at drives leading to athletic areas, bus parking, marching band practice areas and entrances.
7. Future Portable Classrooms:
 - a. For new buildings, site design shall include pre-planned level areas for the future location of portable classroom units, in the following minimum quantities:

i. Elementary:	12 classrooms
ii. Middle:	12 classrooms
iii. High:	24 classrooms
 - b. Design of the site shall identify area(s) for placement of portable classroom units without impacting parking, play fields and other required amenities. Portable areas shall be adjacent to classroom wings if site constraints and conditions permit. Coordinate portable location with future building expansion areas to avoid relocation of portables when the building is expanded. Building service utilities (electricity, gas, water) shall not be located under the footprint of future portable locations. Avoid locating site drainage lines and inlet structures under and within portable building sites. A fire hydrant must be located within 400' of all portable classroom building sites.
 - c. Portables should be located as close to the school building as permitted by code. Architect shall verify separation requirements with the permitting authority and with DCSD Facility Services Department during the preliminary design phase of each school. Portables are typically located a minimum of 17' apart, face to face, to accommodate required stairs, ramps and sidewalks.
 - d. DCSD uses several different sizes/configurations of portable classrooms. All portable classrooms must be accessible, per ADA requirements. Portables are built to a Type V-B construction classification and are designed and approved for educational occupancy.
 - e. Soil bearing capacity in the portable area shall be 3,000 psf minimum.

- f. The building electrical service shall be sized to accommodate the additional portable loads. A “spare” breaker shall be installed to power a future distribution panel near the portable site(s) to provide electrical service to the portables. Conduits of sufficient size, as required to serve the remote future portable classroom distribution panel, shall be installed from the main electrical distribution panel and capped until needed. Intercom, security and other systems shall be expandable for the number of additional portable classrooms noted above.
8. Auto Parking and Student Drop-off / Pick-up
 - a. The total number of automobile parking spaces provided shall be the number required by local zoning code, or the following, whichever is greater:
 - i. Elementary = 2 parking spaces per Instructional Unit
 - ii. Middle = 3 parking spaces per Instructional Unit
 - iii. High = 6.6 parking spaces per Instructional Unit. Where space permits, provide an area without intermediate curbs within the paved parking area for marching band practice, approximately the size of a football field.
 - b. Appropriate number of accessible parking spaces will be provided, in accordance with ADA requirements and the Georgia Accessibility Code. Consider placement of a portion of the required number of accessible (HC) parking spaces directly adjacent to main entrance building, so that users do not have to traverse traffic lanes to enter building.
 - c. Clearly define crosswalks (painted and/or raised) from parking areas to all building entrances.
 - d. Provide a designated separate automobile drive and drop-off / pick-up area with appropriate stacking space for waiting cars. Consider using speed humps at automobile drives to reduce speeding. Review location of proposed speed humps which may impact bus traffic with DCSD Director of Transportation.
 9. School Bus Parking, Drives and Loading / Unloading Areas
 - a. For all new schools, provide covered main bus loading area and covered handicapped-accessible special education bus loading adjacent to appropriate building entrance. Consider locating special education bus loading area as close to special education classrooms as practicable. Access to and from the Special Education bus area shall be approximately level without extensive ramps or lifts.
 - b. Provide curbside bus loading-unloading adjacent to High School Stadiums with appropriate turning radius and grades. Paint auto parking overlay at bus staging area for additional activity parking.
 - c. Bus parking, covered loading-unloading areas, and driveway layout shall be reviewed and approved by DCSD Executive Director of Transportation, to ensure appropriate turn radii and grades for bus drives.
 10. Loading Docks
 - a. For new schools and / or major kitchen renovations at Elementary and Middle Schools, provide 6” curb loading areas adjacent to Kitchen and General Storage / Receiving area with 36” curb cut and ramp to grade.
 - b. For new schools and / or major kitchen renovations at High Schools, provide standard height raised loading dock at adjacent to Kitchen and General Storage / Receiving area.
 - c. See Division 16 for delivery doorbell requirements at receiving areas.

02.02 Sitework Details

1. Paving and Surfacing
 - a. Heavy-duty asphalt paving shall be used in all parking and driveway areas. Lighter duty pavement may be considered for automobile parking areas that are well isolated from bus or truck traffic.
 - b. Asphalt and graded aggregate base thicknesses shall be standardized and so illustrated in paving cross-sections, detailed in civil engineering design drawings. Final asphalt top shall be in place before bus run through.
 - c. Surfacing at Playgrounds shall be rubber mulch.
2. Site Signage (Road, Parking, and Drive Entrance)
 - a. Appropriate metal signage shall be included in the contract per code and local requirements. The position of parking and traffic signage shall be included in the site design and Construction Documents. Provide way-finding signage for major facilities such as visitor parking, building entrance, parent and bus drop-offs, stadium, ball fields, etc. Identify restrictions on use of parking spaces such as handicapped, staff, visitors, students, etc. Provide signage clearance from curbs to prevent bus "tail swing" from damaging signposts. Similar clearance needs to be maintained for bus canopy posts. Mount signage on building walls and columns where possible.
 - b. Provide space at entrances for standard building identification sign furnished and installed by DCSD.
 - c. Coordinate signage design with DCSD Executive Director of Transportation.
3. Marquee Sign
 - a. For all new schools, the DCSD standard marquee sign, an electronic screen on a masonry base, will be provided. DCSD graphic standards shall be used, and DCSD logo shall be included along with school logo. See appendix.
 - b. Appropriate location for shall be determined by Design Professional and indicated on site plan. General contractor shall provide power and data from building to sign.
4. Trash Compactor
 - a. Trash Compactor basis of design shall be Marathon Equipment Ramjet, Model # RJ-250SC-30, with the following minimum specifications:
 - i. Power Unit (electrical): Operating Power Available: 3 PHASE/460
 - ii. Plumbing: Connection on both sides
 - iii. Capacity: 30 cubic yards
 - iv. Overall Size, approximate dimensions: Length: 256 "(21'-4"); Height: 104"(8'-8"); Width: 98" (8' - 2")
 - v. Features: Remote on 13' cord, pressure gauge on 15' cord, guides and stops, double door doghouse, fullness package, and auto start.
 - b. Compactor/container shall have the capability of being transported from site to site.
 - c. Review space required for dumpsters and compactors with DCSD Facilities Services Department.
5. Fences and Gates
 - a. Unless otherwise specifically approved by DCSD, all permanent fences and gates shall be black vinyl coated chain link construction. Typical fencing shall be 11 Gauge core wire and 9 gauge finish thickness. Provide appropriate black vinyl coated post and gates, installed in accordance with Chain Link Fabrication Manufacturers Association criteria.

- b. General site fencing shall be 6'-0" high with appropriately located gates. Storm retention areas shall be fenced with the same material per local requirements.
- c. Gates shall be provided at school driveways to limit access during certain time periods.
- d. Perimeter and other fencing shall be installed as needed to provide safety and security of the students, teachers and staff. Exact location of fencing will be determined on-site by DCSD in order to preserve natural areas and undisturbed buffers.
- e. Fencing and wind screens at sports fields shall be of the height and locations described in the relevant sections of these guidelines. Fences shall be black vinyl coated chain link construction of appropriate gauge and mesh for the height required with appropriate black vinyl coated post and gates, installed in accordance with Chain Link Fabrication Manufacturers Association criteria. Wind Screens shall be forest green.
- f. Provide security fencing around any exterior equipment that is installed at ground level. (I.e. Freezer/Cooler, condensing units, generators, etc.)

02.03 Landscaping Notes

1. Trees/Plants/Ground Cover

- a. In general, use low maintenance ground cover; minimize grass/sod. Landscape designer is encouraged to look at alternatives and use the most practical application for each area. Use mulch around buildings. Provide raised curb or other devices to restrict washing of mulch onto adjacent paved walks and drives. Low maintenance ground covers may be used in low-traffic areas and on slopes as appropriate.
- b. Pine straw mulch for adequate coverage, no more than 4" deep, shall be provided at all new tree and shrub plantings.
- c. New landscaping shall be maintained by the Contractor for no less than 60 days, prior to a request for inspection and acceptance by DCSD.
- d. Comply with tree ordinances and provide additional buffers as may be directed by the municipality or jurisdiction. Review proposed new shrubs and trees with DCSD Facilities Services Department.

2. Lawns and Grasses

- a. All general areas to be grassed shall be hydro-seeded with Common Bermuda or Fescue depending on the planting season. Wood fiber mulch shall be included when hydro-seeding slopes greater than 3:1. Lawns and grass shall be watered and maintained for a period of no less than 60 days, prior to a request for inspection and acceptance by DCSD. Lawns and grass shall be fully established and receive a minimum of 2 cuts prior to inspection.
- b. Provide adequate seedbed preparation – 4" tilled topsoil or amended organic soil.
- c. Specify rock hounding in two directions to pick up stones greater than 1.5" diameter.
- d. Areas to be planted with sod vs. seed need to be identified on the drawings. Typically, all areas close to the building or inside a perimeter drive should be sod.
- e. Consider the use of "Terra-mat" or sod on excessive slopes.
- f. Architect/Engineer shall consult with DCSD Facilities Services to obtain approval for proposed Lawn specifications prior to issuing final Drawings.

3. Landscaping Irrigation System for Planting

- a. Landscape plantings shall be designed and installed to eliminate the need for landscape planting irrigation. DCSD allows irrigation for playing fields only.
- b. See Division 15 MECHANICAL, Plumbing Fixtures, for Exterior Hose Bib requirements.

02.04 Site Design Notes for School Athletic Facilities

1. Landscaping Irrigation System
 - a. Commercial grade sprinkler irrigation system with 120 V, automatic operation shall be provided for the grass playing and practice fields at Middle and High Schools only. Do not provide irrigation at Elementary School play fields.
 - b. Architect/Engineer shall consult with DCSD Facilities Services and obtain approval for proposed irrigation system prior to issuing final drawings.
2. Stadium Notes
 - a. All major renovations to stadiums shall include a synthetic turf, rubber infill system. Base system will include single letter logo at midfield; school name in one end zone and mascot name in the other; single letter color; and striping and markings for football (white), soccer (yellow) – reference marks only the six yard end boxes; men’s and women’s lacrosse (red) – reference marks only.
 - i. Acceptable manufacturers are Sprint Turf, Sports Turf, and Matrix Turf.
 - b. All major renovations to stadium track and field shall have layouts in accordance with competition standards of the Georgia High School Association and the national Federation of State High School Associations. Each field shall include the following:
 - c. Where possible, field orientation should be with long dimension along north/south axis.
 - d. Provide areas for field events including paved areas for pole vault, high jump, long jump with sand pit.
 - e. Polyurethane surfacing system running track (8 Lanes).
 - f. Provide concrete pads for shot put and discus field events.
 - g. See Division 11 EQUIPMENT for Athletic Equipment
3. High school Track and Field : All major renovations to high school track and field shall have layouts in accordance with competition standards of the Georgia High School Association and the national Federation of State High School Associations.
 - a. Track shall be a polyurethane surfacing system similar to Sports Track 300 or Beynon Sports Surfaces, BSS-300. The elastomeric polyurethane shall be red in color with line striping and event markings in accordance with current National Federation of State High School Associations standards and guidelines. Provide minimum of 6 track lanes; 8 where space permits.
4. Middle School Track and Field : Middle school track and field areas shall be constructed to appropriate grading and grassing standards but are not required to meet competition standards of the Georgia High School Association and the national Federation of State High School Associations. Each track and field shall include the following:
 - a. Irrigated grass field inside running track.
 - b. Slope field to area drains at corners.
 - c. Asphalt running track with painted lanes.
 - i. 400 meter track with 6 lanes where space permits.
 - ii. 300 meter track with 5 lanes where space is limited.
 - d. Paved H/C access from building.
 - e. Paved areas for high jump and long jump with sand pit.
 - f. See Division11 EQUIPMENT for Athletic Equipment.

5. High School Baseball Field: High School baseball Fields shall have layout in accordance with competition standards of the Georgia High School Association and the national Federation of State High School Associations. Field shall include the following:
 - a. Orientation with home plate at southwest and second base at northeast.
 - b. Field size: 330' long at R / L foul lines x 380' deep at center of outfield, where space permits.
 - c. Outfield and diamond of natural grass turf with irrigation system
 - d. Warning track
 - e. Infield playing surface with 80% sand, 20% clay
 - f. Pitching mound raised 10" with pitching rubber
 - i. Weather proof water spigot within ground box behind pitcher's mound.
 - ii. 110-volt electrical duplex outlet within weatherproof in ground box behind pitcher's mound.
 - g. Fencing 10' high ; backstop located 60' behind home plate - height as required for safety
 - h. Two concrete block dugouts
 - i. Two bullpens (one at each side, inside fence)
 - j. One batting cage with 110V electrical outlets for pitching machine (outside fence)
 - k. Scoreboard located between center and left field; See Division 11 EQUIPMENT for Scoreboard.
 - l. Two sets of bleachers, 5 rows high, 10' deep x 21' long, anchored to concrete pads; See Division 13 SPECIAL CONSTRUCTION for Portable Bleachers.
 - m. Field Lighting; See Division 16 ELECTRICAL for Sports Field Lighting.
 - n. Shared Baseball / Softball Concession / Restrooms / Storage; See Division11 EQUIPMENT for Concession Equipment.

6. Middle School Baseball Field: Middle school baseball field areas shall be constructed to appropriate grading and grassing standards but are not required to meet competition standards of the Georgia High School Association and the national Federation of State High School Associations. Each field shall include the following:
 - a. Orientation with home plate at southwest and second base at northeast.
 - b. Field size: 330' long at R / L foul lines x 380' deep at center of outfield, where space permits.
 - c. Grass outfield with irrigation system
 - d. Appropriate drainage towards outfield
 - e. Skinned earth between bases
 - f. Infield playing surface with 80% sand, 20% clay
 - g. Pitching mound raised 10" with pitching rubber
 - h. Fencing 10' high; backstop located 60' behind home plate - height as required for safety
 - i. One set of bleachers, 5 rows high, 10' deep x 21' long, anchored to concrete pads; See Division 13 SPECIAL CONSTRUCTION for Portable Bleachers.

7. High School Softball Field: High School softball Field shall be designed in accordance with competition standards of the Georgia High School Association and the national Federation of State High School Associations. Field shall include the following:
 - a. Orientation with home plate at southwest and second base at northeast.
 - b. Field size: 200' long at R / L foul lines x 200' deep at center of outfield

- c. Outfield of natural grass turf with irrigation system
 - d. Warning track
 - e. Infield playing surface with 80% sand, 20% clay
 - f. Pitching mound level with infield with pitching rubber
 - i. Water spigot within weather proof in ground box behind pitcher's mound.
 - ii. 110-volt electrical duplex outlet within weather proof in ground box behind pitcher's mound.
 - g.
 - h. Fencing 10' high; backstop located 25' behind home plate- height as required for safety
 - i. Double first base
 - j. Two concrete block dugouts
 - k. Two bullpens (One at each side, inside fence)
 - l. One batting cage with 110V electrical outlets for pitching machine (Outside fence)
 - m. Scoreboard located between center and left field; See Division 11 EQUIPMENT for Scoreboard
 - n. Two sets of bleachers, 5 rows high, 10' deep x 21' long, anchored to concrete pads; See Division 13 SPECIAL CONSTRUCTION for Portable Bleachers
 - o. Field Lighting See Division 16 ELECTRICAL for Sports Field Lighting
 - p. Shared Baseball / Softball Concession / Restrooms / Storage; See Division 11 EQUIPMENT for Concession Equipment
8. Middle School Softball Field: Middle school softball field shall be constructed to appropriate grading and grassing standards but are not required to meet competition standards of the Georgia High School Association and the national Federation of State High School Associations. Field shall include the following:
- a. Orientation with home plate at south-southwest and second base at north-northeast
 - b. Field size: 200' long at R / L foul lines x 200' deep at center of outfield
 - c. Grass infield and outfield with irrigation system
 - d. Appropriate drainage towards outfield
 - e. Skinned earth between bases
 - f. Pitching mound level with infield
 - g. Fencing, 8' high; backstop located 25' behind home plate, 20' high
9. High School Practice Field: High school practice field is intended for physical education instruction and used for multiple sports. It shall be constructed to appropriate grading and grassing standards but is not required to meet competition standards of the Georgia High School Association and the national Federation of State High School Associations. Practice field shall include the following:
- a. Orientation with long dimension north and south
 - b. 78 yards wide x 120 yards long
 - c. Grass turf with irrigation system
 - d. Provide netting where necessary to prevent damage from balls entering adjacent areas.
 - e. Fixed Football goalpost and movable soccer goals. See Division 11 EQUIPMENT for goalpost and goals.
10. Middle School Practice Field: Middle school practice field is intended for physical education instruction and used for multiple sports. If site allows, it shall be constructed to appropriate

grading and grassing standards but is not required to meet competition standards of the Georgia High School Association and the national Federation of State High School Associations. Practice field shall include the following:

- a. Orientation with long dimension north and south
 - b. 78 yards wide x 120 yards long
 - c. Grass turf with irrigation system
 - d. Provide netting where necessary to prevent damage from balls entering adjacent areas.
 - e. Fixed Football goalpost and movable soccer goals; See Division 11 EQUIPMENT for goalpost and goals.
11. Elementary School Multi-purpose Field: Elementary School multi-purpose field is intended for informal outdoor activities and elementary level sports. It shall be constructed to appropriate grading and grassing standards. The multi-purpose field shall include the following:
- a. Approximately 2 acres adjacent to the gym if site configuration will allow.
 - b. Well drained grass turf without irrigation system. Ensure that building and site drainage and/or detention systems do not impact the play area.
12. High / Middle School Tennis Courts: For new facilities, provide a minimum of two (2) tennis courts at each middle school and a minimum of four (4) at each high school. Tennis courts shall have layouts in accordance with competition standards of the Georgia High School Association and the national Federation of State High School Associations.
- a. Contrasting light and dark green surface between court and remaining play area
 - b. Regulation size with orientation with baselines of courts perpendicular to north-south axis.
 - c. Fencing 10' high, 20' from baseline, 12' from sidelines
 - d. Windscreens except at bleachers
 - e. 110v duplex electrical outlet at each end of the bank of courts.
 - f. At high schools, provide one set of bleachers anchored to a concrete pad at west end of courts. See Division 13 SPECIAL CONSTRUCTION for Portable Bleachers.

DIVISION 3 CONCRETE

03.01 Concrete Walkways

Sidewalks and plazas shall be concrete.

03.02 Compactor / Dumpster Pads

For new buildings and major renovations to kitchens, concrete pads shall be placed in the service area to accommodate one compactor for garbage and one dumpster for recycling. At new High Schools, these pads can be incorporated into the concrete area at the loading dock. Drains must be provided, and shall be designed in compliance with all applicable codes. Provide heavy duty reinforced concrete slab that extends a minimum of 40' in front of the dumpster pad to resist wear from garbage trucks turning their wheels to maneuver for dumpster pick up.

Dumpster and compactor areas shall be visually shielded, in a manner compatible with the architectural design of the building.

Dumpster and compactor areas shall be easily accessible by sidewalk so that custodial carts can be used to transport trash to the dumpster. The top of the dumpster shall be accessible, in a location adjacent to

a loading area or dock so that trash can be thrown into the top of the dumpster. Where the dumpster is not adjacent to a loading dock, a ramp to the back or sides of the dumpsters shall be provided.

03.300 Cast-in-Place Concrete

At DCSD stadiums, any work done to refurbish stadium seating, rest rooms, parking access, concession area, etc. shall be ADA compliant. Consideration should be given to providing accessible viewing areas in multiple locations (“Home” and “Visitor”) of stadium seating.

Stadium Seating: Existing structure for stadium bench seating is concrete. For major stadium renovations, existing conditions shall be fully assessed and analyzed by a structural engineer with expertise in concrete prior to design of refurbishment of stadium.

03.350 Concrete Finishes

Special attention should be given to proper curing and finishing of any slabs to receive flooring. Follow flooring manufacturer’s requirements regarding flatness and moisture parameters.

DIVISION 4 MASONRY

04100 Mortar and Grout

Only one mortar color should be used on the exterior masonry at each new school.

04210 Brick Masonry

Brick veneer shall be used as the exterior building material of choice for all DCSD projects.

For new construction, changes in brick types, sizes, color, texture and orientation shall be kept to a minimum. Color(s) shall be recommended by the Design Professional and must be approved by DCSD Design and Construction.

For additions and alterations to existing brick exterior walls, care must be taken to properly blend old and new construction. In most cases, matching of existing brick is impossible. Include instructions to contractor to salvage old brick for patching that may be required. Designers are encouraged to use obviously contrasting materials where new construction joins existing. Make changes to veneer at inside corners wherever possible.

As a natural material, brick can have a considerable variegation of colors. When installing, alternate bricks from multiple packs to ensure proper color blending and avoid “pooling” of color.

04220 Concrete Unit Masonry

Concrete unit masonry is preferred for the interior wall material for new construction. Bull-nosed block shall be used for all outside corners, above the first course. Split-faced block shall not be used unless specifically requested by the DCSD.

Concrete unit masonry partitions are required at the following locations, unless specifically approved by DCSD Design and Construction:

1. Corridors and other high traffic areas
2. Gymnasium, Auditorium, Stage, Cafeteria and Kitchen

3. Main Mechanical and Electrical Rooms
4. Hall restrooms and other high abuse areas
5. Locker Rooms
6. Mechanical and electrical closets

Concrete unit masonry partitions can be used for Vaults and the adjacent Office used for bookkeeping (Extend to roof or cap with concrete slab.) Rated gypsum board partitions may be used in lieu of CMU at Vault and adjacent office area.)

DIVISION 5 METALS

05120 Structural Steel

Structural steel framing systems shall generally be used for new school construction and additions, in lieu of load-bearing masonry construction.

05500 Metal Fabrications

05500 2.3 Steel Ladders OR 05510 Aluminum Ladders

All areas of all roofs should be easily accessible to maintenance staff with permanently installed stairs and/or ladders, designed for interior access when practical. These access points must be protected from access by students. Exterior access must be caged / locked to prevent theft.

1. Prefinished aluminum preferred over painted steel.
2. Interior ladders provided for roof or mezzanine access shall be a ship's type ladder.
3. Vertical or exterior ladders from the ground are not acceptable for required access to the roof. Limit the use of vertical fixed ladders to small areas projecting above the main roof.
4. Ladders and stairs shall be equipped with appropriate guard and handrails.

05500 2.4 Steel Railings OR 05521 Aluminum Railings

1. For ease of maintenance, factory finishes on all metal handrails, posts, pickets, and guardrails are preferred over painted finishes. At a minimum, provide factory-finished handrails (clear aluminum is ideal).
2. Gates at guard rails between Interior track and bleachers in high school gyms shall be self-storing.

DIVISION 6 WOOD, PLASTICS, AND COMPOSITES

6.01 Plastic Laminate

1. General use counter tops shall be plastic laminate material. One-piece countertops with integral coved backsplash, bull nosed edges and minimal number of seams shall be specified. Color(s) to be selected by the Design Professional and approved by DeKalb County School District. Consider
2. Basis of design is Wilsonart.

6.02 Casework: Custom casework shall only be used where manufactured casework will not serve the intended use. Plastic laminate shall be used as appropriate. Do not specify wood or laminate casework or shelving in janitor's closets.

DIVISION 7 THERMAL & MOISTURE PROTECTION

07110 Waterproofing and Damp-proofing

1. Appropriate waterproofing, damp-proofing and vapor retarders shall be specified by the Design Professional.
2. Avoid parapet wall penetrations.

07210 Insulation and Fireproofing

Appropriate insulation and fireproofing shall be specified by the Design Professional to provide a safe, energy efficient, comfortable building, and to meet building codes.

Enclose space under first level of all stairs to prevent misuse of space for storage or misconduct.

07520 Membrane Roofing

Modified bitumen, "cool roof" roofing shall be used for low slope roofs. The use of parapets should be minimized. Insulation value shall be minimum R-19.

07612 Pre-formed Metal Roofing

Metal roofing shall be used on high-slope roofs. Steel is preferred, aluminum is acceptable.

07620 Flashing

1. Follow manufacturer's recommendations when specifying through wall flashing and installation accessories.
2. Use copper, stainless or rubberized asphaltic flashing with an adhesive backing for through wall flashings at sills, beams and lintels. Avoid PVC products unless they are specifically recommended by their manufacturers for through wall flashing applications.
3. Metal flashing products may be laminated with other materials such as asphalt or waterproof papers to reduce galvanic corrosion where necessary.
4. Specify manufactured mortar nets over the horizontal run of through wall flashing to catch mortar dropping and allow water to filtrate easily downward through the net material to the flashings and out the weeps.
5. Provide weeps immediately upon the horizontal leg of the through wall flashing at the exterior wall construction element at sills, beams and lintels.

07710 Manufactured Roof Specialties

Internal roof drains should be avoided where possible. Concealed gutters will not be allowed. External gutters shall be used where possible. Use PVC or cast iron downspouts in areas subject to abuse. If exposed, protective boots shall be used to prevent downspout conductors from damage. Downspout transition fittings shall be seamless or welded fittings.

07720 Roof Hatch

Appropriately located roof hatches shall be provided as needed for access to low slope roof areas.

08.01 Doors

1. Door Size Notes
 - a. Unless otherwise specified, new doors shall be 36" wide.
 - b. Pairs of 36" doors with removable mullions shall be provided at service entrances, throughout major circulation corridors and for access into large rooms such as the Cafeteria, Stage, Gym and Media Center in order to facilitate delivery of bulky objects.
 - c. Single 42" doors shall be provided at Kitchens from the delivery corridor, for access to Bulk Storage Room, Serving Area and Cafeteria. Single 42" doors shall be provided for access into Music Practice and Storage Rooms to facilitate movement of large instruments. Single 42" doors shall be provided for access to all areas with laundry equipment. Consider the use of single 42" doors to provide access into Special Education Suite (Classrooms and Adaptive Toilet), facilitating movement of wheelchairs.
 - d. Overhead roll-up doors shall be provided as appropriate for access to Shops, Stage Scenery Areas, Mechanical Rooms and Storage Rooms to facilitate movement of bulky objects. Lock must be accessible from both sides.
 - e. Unless otherwise specified, door height at new construction shall be 80" minimum. Door height at renovations shall match existing. Height of doors and frames shall be selected for best value and efficiency.
 - f. Removable mullions shall be non-keyed type. Vertical rods shall not be used.
2. Door Stiles and Rails: All aluminum, hollow metal and wood doors shall be constructed with 6" stiles, 8" top rails and 10" bottom rails. Doors pairs with exit devices shall have center non-keyed, removable mullions.
3. Door Materials
 - a. Wood doors shall be specified for general interior use. No plastic shall be used.
 - b. Metal doors shall be used on the exterior and interior of the building where appropriate for greater security.
 - c. Provide heavy duty door and hardware at Vaults and Record Rooms.
4. Door Lights
 - a. Provide factory installed small vertical door lights at typical doors to classrooms and other frequently used doors. Larger door lights and hollow metal sidelights should be used at the following:
 - i. Administration
 - ii. Counseling
 - iii. Media Center
 - iv. Gymnasium
 - v. Cafeteria
 - vi. Teacher Work Room
 - b. Provide an observation light at the Kitchen delivery door constructed of security glass designed to resist break-ins.

08.410 Aluminum Curtain wall and Storefront Systems

- a. Aluminum storefront systems shall be used at primary entrances to the building. Hollow metal frames shall be used for entrance doors.

- b. In lieu of painted hollow metal frames, consider prefinished aluminum storefront systems for interior window walls.
- 5. Rollup Grilles and Shutters
 - a. If used between Serving Lines and Cafeteria:
 - i. Provide electrically operated roll-up grilles in lieu of solid roll-up doors to allow for air circulation.
 - ii. Locate key operated control on Serving Line side.
 - iii. Do NOT provide supplemental latches or dead-bolts. Grilles shall be secured by the weight of the grille.
 - b. Consider use of security grilles across corridors to separate building into zones, limiting access to certain parts of the building after hours. If used:
 - i. Provide electrically operated roll-up grilles at corridor separation zones. These shall be in addition to emergency smoke doors that may be required by code.
 - ii. Locate key operated control on both sides. Provide security latch operated by key, accessible from both sides.
 - c. Where required by Educational Specifications, provide manual operated solid roll-up shutters with security latch operated by turn knob on room side.
- 6. Hardware
 - a. Appropriate finish hardware shall be specified by the Design Professional for review and approval by DeKalb County School District. Provide lever handles throughout in accordance with ADA.
 - b. See APPENDIX to Design Guidelines – Door Hardware.
- 7. Windows
 - a. Architects are encouraged to incorporate windows for natural lighting into as many building spaces as practical. Architect shall provide a cost-benefit analysis of cost savings provided by proposed window lighting compared to their impact on HVAC installation and operating cost.
 - b. All exterior window frames shall be aluminum. Steel window frames are not acceptable at exterior walls. Current DCSD standards do not allow for operable windows.
 - c. Minimum Requirements:
 - i. Elementary: Windows are required at all general instruction classrooms.
 - ii. Middle: Windows are desired at all general instruction classrooms when feasible.
 - iii. High: Windows are required at all general instruction classrooms adjoining exterior walls.
 - iv. Interior window frames shall be aluminum storefront or hollow metal and shall be provided at offices where supervision of adjacent areas is required. Do not provide interior windows at Locker Rooms.
 - v. Provide interior window(s) in the Kitchen Manager’s Office to allow observation of workers in the Kitchen and vendors during deliveries.
- 8. Glazing: General exterior glazing shall be insulated, double thickness. Provide tempered / laminated glass as required by code. Avoid use of wire glass. Use tinted glass for sun control in lieu of blinds at large and inaccessible windows at Clerestories, Lobbies, Corridors, Media Centers, Cafeterias, Gymnasiums and similar spaces.

DIVISION 9 FINISHES

09.250 Gypsum Board Systems

Gypsum Board wall systems are acceptable for interior partitions at light duty spaces such as admin areas, and may be considered for partitions between classrooms and labs. Use of concrete masonry unit walls is preferred whenever possible.

1. Exposed layers at walls shall be abuse resistant type. Use fire code type material as required by code.
2. Bull nose corner beads shall be used at typical outside corners. Corner guards, in lieu of bull nose corners, may be used at the Administrative and Guidance areas.
3. Do not use gypsum board wall systems in any wet or damp locations.
4. At firewalls, rated gypsum board may be used above concrete unit masonry walls starting at 10'-0" above finish floor where the wall will not be susceptible to vandalism or abuse.
5. Fiberglass reinforced (FRP) panels are unacceptable for use in DCSD projects without express consent from Design and Construction.

09.850 Acoustical Systems

1. Sound batts shall be used to reduce the sound transmission of the wall system as needed. Acoustical separation shall meet requirements of

Resilient Tile Flooring

Typical floor finish, except where specialized finishes are called for, shall be Vinyl Composition Tile (VCT). Size of VCT shall be 12" x 12" x minimum 1/8". Basis of design is Excelon, Imperial Series by Armstrong. Color and patterns shall be specified by the Design Professional and approved by DeKalb County School District. Colors shall be manufacturer's standard colors, chosen with ease of maintenance in mind. Solid color floor tile shall be used for accent areas only. Consider use of flexible terrazzo tile similar to "Fritztile" in corridors, lobbies, and high traffic areas. To add aesthetic interest to the building, the Design Professional is encouraged to use patterns and color, especially in corridors and lobbies.

Coordinate the sequence for cleaning and waxing VCT floors with DCSD Coordinator of Environmental Services and Coordinator of Warehouse. Schedule cleaning and waxing of VCT floors at Corridors, Cafeteria and other designated areas after furniture is delivered. Base shall be 4" black or very dark color rubber cove base. Provide matching-color transition strips adjacent to other floor materials.

Carpet

At locations where the Educational Specifications call for carpet, tiles are preferred over roll goods, particularly in high traffic areas. Specify electrostatic backing to eliminate curling of carpet tiles at the edges.

Standard of quality, construction and appearance for carpet tiles is based on "Diffuse" and "Disperse" by Shaw Industries.

Standard of quality, construction and appearance for broadloom carpet is based "Expose" or "Blog" by Shaw Industries.

Standard of quality, construction and appearance for walk-off mat is based on Crayon 01957 Vinyl Cushion Tufted Textile (VCTT) by Tandus Flooring.

Wood Athletic Flooring

High School and Middle School Gym flooring shall be solid maple wood strip athletic flooring system. Minimum thickness shall be 7/8", No.2 or better grade maple.

The flooring system shall be specifically made for athletic flooring applications.

Flooring shall include multi-purpose court markings and custom designed school logo approved by DCSD.

Provide recessed supports for three volleyball nets at all middle and high school gyms.

Provide event floor covering at wood floors which are also used for auditorium and other assembly functions.

Flooring for new auditorium stages, dance rooms, and drama rooms shall be wooden sprung floors.

Synthetic Athletic Flooring

Synthetic athletic flooring shall be installed in all new Elementary School Gyms. Product shall be equal to Mondosport I by Mondo USA or SportGrain Plus by Connor Sports Flooring.

Indoor Track Athletic Flooring

Indoor track flooring shall be polyurethane flooring over Rubberized Base with continuous striping for three lanes.

Basis of design: Robbins Sports Surfaces - Pulastic - 2000

Weight Room Athletic Flooring

Weight Room Athletic Flooring shall be recycled rubber material formed into tiles, 24" x 24" x min. 3/8" with interlocking tabs, free-laid without adhesive.

Basis of design: Mondo Highjolt

Quarry Tile

Dark Red Quarry Tile with deep charcoal gray grout shall be used at Kitchen, Walk-in Cooler & Freezer, Dry Storage, Serving Courts, Custodial wet areas. Grout joints shall not be sealed in kitchen floors.

Ceramic Tile

At rest rooms, unglazed Ceramic tile is acceptable for use as flooring. Glazed ceramic tile, minimum 5/8" high on all restroom walls, is preferred for use as wainscot material. To add aesthetic interest, consider accent patterns or strips. Color shall be selected by Design Professional and approved by DeKalb County School District. Colors of tile and grout shall be selected with ease of maintenance and long term appearance in mind. Grout must be sealed.

Terrazzo

For new construction, terrazzo may be considered for high traffic areas such as corridors and lobbies. Consideration must be given to slip prevention at all entrances.

Sealed Concrete

Sealed Concrete flooring is acceptable at service areas such as storage, mechanical and electrical rooms. Decorative stained concrete shall not be used in occupied areas.

Suspended Ceilings

Unless noted otherwise, 2' x 2' ceiling grids with 2' x 2' x 5/8" suspended acoustical ceiling tiles shall be used for all general use areas of the building. Standard ceiling tile shall be square edge, non-directional, fissured design, 5/8".

Basis of design: Cortega 770 by Armstrong.

Basis of design for ceiling tile in wet areas shall be Ceramaguard 607 by Armstrong.

Cafeteria – hard, washable tile needs to be installed around high HVAC vents in cafeterias, similar material to that used in the kitchen

Suspension System throughout shall be 15/16” exposed tee aluminum system. Basis of design: Prelude XL by Armstrong.

Ceiling system furnished shall include all industry-standard accessories required for installation.

Exposed structure and ductwork may be considered in art labs, stages, and drama rooms.

When determining ceiling heights, consider maintenance of lighting and finishes. Maximum height must be within reach of ladders or lifts readily available to DCSD maintenance staff.

Non-accessible Ceilings

Use “hard” – painted gypsum board - ceilings in student restrooms and locker rooms. Ceiling access panels need to be installed to access valves, smoke detectors, etc. Minimum size shall be 24” x 24” if personnel access is required (i.e. more than hand access to reach a valve).

Sound Attenuation Blanket

Sound attenuation blankets may be used above suspended ceilings in order to obtain acceptable sound transmission levels. See Acoustical Standards in Division 1 of these Design Guidelines.

Exterior Painting

Exterior painting shall be in accordance with the manufacturer’s recommendations for the paint used and the material being painted. Color shall be selected by Design Professional and approved by DeKalb County School District. In general, materials with factory applied paint, coatings, or integral color should be specified in order to reduce maintenance costs.

Basis of Design: Duron “Weather Shield” one coat, flat White paint for exterior painting.

Interior Painting

Interior painting shall be in accordance with the manufacturer’s recommendations for the paint used and the material being painted. Semi-gloss shall be used unless otherwise approved. Color shall be selected by Design Professional and approved by DeKalb County School District. In general, materials with factory applied paint, coatings, or integral color should be specified in order to reduce maintenance costs.

Basis of Design: Pittsburgh Pure Performance Interior walls – color: Antique (Porter Paints) Zero VOC – semi gloss. Interior metal doors and frames - Advantage Hi Gloss Exterior (Porter Advantage 900 High Gloss) Low VOC.

DIVISION 10 SPECIALTIES

10100 Visual Display Boards

Display of student work is integral to 21st Century School Design. Flexible systems for hanging art and academic work should be integrated into classrooms, entrance, and corridors. Visual Display boards and related accessories shall be included in the Construction Contract. See Educational Specifications for location, quantity and size.

1. Marker boards shall be factory laminated 3-ply construction with porcelain enameled low-gloss face sheet, 3/8” particle board core and aluminum sheet backing, with factory-applied

aluminum trim. Basis of Design: Claridge Products and Equipment, Inc.; Series 1 LCS marker board.

- A. Provide aluminum frame with chalk tray and 1" map rail with accessory clips for flags and maps.
 - B. Provide appropriate special screened graphics at math and music rooms.
 - C. Provide manual sliding marker boards at science labs.
2. Tack boards shall be 1/4" thick, plastic-impregnated cork sheet, natural cork color, factory laminated to 3/4" thick particle board backing, with factory applied aluminum trim. Basis of Design: Claridge Products and Equipment, Inc.; Series 1 Cork Bulletin Board.

10165 Toilet Partitions

Consideration of privacy and sightlines is important to rest room design. Toilets and urinals shall not be visible from the corridor through an open doorway. This includes reflection of toilets and urinals in mirrors. Toilet partitions and urinal screens shall be provided at multi-person restrooms in all new and renovated restrooms at all grade levels.

1. Partitions and screens shall be solid plastic, high density polyethylene. Basis of Design: Scranton products. Partition color to be selected from manufacturer's standard colors.
2. Continuous hinges shall be used at all stall doors.
3. Stall doors shall utilize a gap-free interlocking door-stile configuration so that there are no sight lines into the toilet stall.
4. Partitions shall be floor mounted and overhead braced. Avoid cross braces which children could climb on or swing from.
5. Hardware shall be heavy duty extruded aluminum or stainless steel.
6. Wall brackets for partitions and screens shall be extruded aluminum, continuous "double T" type.
7. Floor mounted and overhead braced screens shall be provided between urinals.
8. Masonry partitions shall not be used.

10350 Flagpole

For new schools, provide 30' high, ground set aluminum tapered flagpole, with an external halyard, in a prominent location at the front of the building.

10400 Identifying Devices

Appropriate way finding and room identification signage shall be provided, including Braille information in accordance with the ADA. All graphics should comply with the DeKalb. Consideration should be given to providing graphics to ease navigation around the building. Engaging colors, wall graphics, floor patterns are encouraged.

1. Provide easy to read directional signage at Lobbies, Corridors, Stairways, Elevators and other special components to aid students, staff, and visitors in navigating the building.
2. Typical Classrooms, Labs and Multi-purpose rooms shall be identified by room number only, for future flexibility in use. Room numbering must comply with those listed in the Georgia DOE's records.
3. Permanent special purpose rooms and suites (Administration, Counseling, Media Center, Gymnasiums, Cafeteria, Staff Dining, Kitchen, Restrooms, Electrical, Mechanical, Custodial, IDF, etc.) should be identified by name and number, but not individual rooms within suites that may be subject to re-assignment.
4. Cafeteria Serving Lines shall be identified with easy to read graphics as well as functional room number for identification. Submit graphics to Executive Director of School Nutrition for review and approval.

10500 Metal Lockers

1. Corridor Lockers

For new buildings and major additions at middle and high schools, provide metal double tier lockers in the corridors for student use. Basis of design: List Industries, Inc.

1. Provide number of lockers equal to 110% of the "Design" FTE plus corridor space to increase the number of lockers to the "core" capacity.
2. Each locker shall be approximately 12" wide x 12" deep x 36" high x double tier (72" total unit height)
3. Lockers shall be equipped with Multi-point automatically locking spring bolt and built-in key-controlled, three-number dialing combination lock with changes made automatic with a control key. Provide A.D.A. compliant keys locks on 1% of all lockers ordered. Provide master locks.
4. Utilize welded construction with 16 gauge bodies, 14 gauge doors with stiffeners and 18 gauge backs.
5. Door shall have piano hinges, fastened with screws, not welded.
6. Doors and frame (body) of lockers shall be painted one color.
7. Locker colors may alternate or be different in different parts of the building.
8. Specify manufacturers standard paint colors unless use of custom colors is requested and specifically approved by DCSD.
9. Utilize a painted metal "Z" base in lieu of raised concrete (or other material), eliminating the need for resilient base finish.
10. Extend VCT floor finish below lockers to allow for their future removal.
11. Enclose the ends of a bank of lockers with masonry wing walls; enclose tops with gypsum board walls.
12. Provide attic stock of additional doors of each color specified for future replacement.

2. Theater Dressing Room Lockers

New theater dressing rooms in high school auditorium areas. Each locker shall be approximately 12" wide x 12" deep x 36" high x double tier (72" total unit height) similar to Student Corridor Lockers.

3. Staff Lockers

1. Custodial Staff Lockers
Each locker shall be approximately 12" wide x 15" deep x 72" high single tier. Locker Construction shall be similar to Student Corridor Lockers.
2. Kitchen Staff Lockers
Each locker shall be approximately 12" wide x 12" deep x 36" high x double tier (72" total unit height) similar to Student Corridor Lockers.

4. Athletic Lockers

- a. Sides and intermediate partitions shall be expanded metal for ventilation.
- b. Lockers shall be equipped with Multi-point automatically locking spring bolt and pad-lock lug.
- c. Provide three-number dialing combination pad-locks with a master key for 110% of lockers in five tier units.
- d. Utilize welded construction with 16 (13) gauge bodies, 14 (16) gauge doors with stiffeners and 18 gauge backs.
- e. Doors shall have piano hinges, fastened with screws, not welded.
- f. Doors and frame (body) of lockers shall be painted one color selected from manufacturers standard paint colors.
- g. Provide additional doors as attic stock for future replacement.
- h. Provide appropriate number of laminated maple locker room benches. At least one bench shall have an attached back support OR be located against a wall, per ADA requirements.
- i. Physical Education Lockers
Provide six-tier and double-tier lockers for new and renovated middle and high schools PE Locker Rooms in the quantities indicated in the DCSD Educational Specifications.
 1. Lockers in six-tier units shall each be approximately 12" wide x 12" deep x 12" high (72" total unit height).
 2. Lockers in double tier units shall each be 12" wide x 12" deep x 36" high (72" total unit height).
- j. Team Lockers
Provide single-tier lockers at each of the Boys and Girls Team Locker Rooms at new or renovated high schools. Coordinate quantity with Principal and Athletic Staff at each school. Lockers shall be 15" wide x 18" deep x 72" high.
- k. Football Lockers
Provide athletic style metal lockers at Football Team Room. Lockers shall be 18" wide x 22" deep x 72" high open front with combination seat and foot locker and 12" Security box.
- l. PE Staff Lockers
Locker Construction shall be similar to Student Corridor Lockers with built-in combination locks. Provide master locks. Provide the following size lockers:
 1. Middle School PE Staff: single tier lockers 12" wide x 15" deep x 72" high at each Male and Female PE Staff Area.

2. High School PE Staff: single tier lockers 15" wide x 21" deep x 72" high at each Male and Female PE Staff Area

10522 Fire Extinguishers

Provide fire extinguishers in sizes and locations as required by code. Provide recessed extinguisher cabinets with door alarms in all locations that are accessible to students.

FOR FURTHER REVIEW: DCSD Safety Specialist

10530 Prefabricated Canopies

Appropriate aluminum canopies shall be provided at bus and auto drop-off areas, as well as cafeteria loading areas as needed. Ideally, pedestrian canopies should provide continuous protection from the weather, from the building exit to curb, extending over vehicles so that students can load in safely. Buses and delivery vehicles provide special challenges to design – the canopies need to provide maximum coverage while maintaining clearance for vehicles. Height requirements, "tail swing" clearances, and maneuvering space for bus and truck traffic shall be carefully considered.

1. Drainage needs to be controlled and piped as necessary to prevent flow across sidewalks.
2. Include lighting under canopies to provide adequate illumination for evening activities and security.

FOR FURTHER REVIEW: DCSD Executive Director of Transportation.

10675 Metal Storage Shelving

Provide adjustable industrial heavy duty metal shelving in all Storage and Custodial Rooms in the quantities indicated in the DCSD Educational Specifications. Wood or laminate shelving shall not be used. Typical shelving units shall be 36" wide x 85" high x depth appropriate for the intended use (12", 18" or 24"). Shelves for book storage shall be 12" deep. Provide 7 shelves per unit (including base and top) to allow approximately 12" clear vertically per shelf.

10800 Toilet Accessories

1. Provide surface mounted, heavy duty stainless steel commercial quality restroom and bath accessories.
2. Coordinate toilet paper, paper towel, and soap dispenser requirements with DCSD Environmental Services.
3. Safety glass mirrors: provide one long mirror per restroom, and one lavatory mirror per lavatory.
4. Electric hand dryers can only be used in administrators and teacher's restrooms – not student restrooms. Architect shall specify type of Hand Dryers subject to review and approved by DCSD Facility Services before issuing Project Manual.
5. The following accessories will be Owner-Furnished, Contractor-Installed:
 - 1) Soap Dispenser: Gojo Model FMX-12. Locate soap dispensers adjacent to lavatories.

DIVISION 11 EQUIPMENT

11110 Commercial Equipment

Provide a heavy duty commercial grade appliance suited to this application where the project scope includes a washer/dryer for athletic uniforms.

11310 Residential Appliances

11410 Food Storage Equipment

11512 Library Stack Systems

11531 Laboratory Fume Hood

11662 Gymnasium Equipment

11665 Gymnasium Dividers

11400 Food Service Equipment

Efficient, safe, and sanitary kitchens are of paramount importance to the District's students and staff. Designers are encouraged to consult early and often with representatives of the School Nutrition Department.

1. Kitchen Equipment shall be incorporated into the Scope of Work for all new school projects.
2. The Design Professional shall be responsible for employing a qualified professional Kitchen Designer to develop appropriate Kitchen Design and Construction Documents.
3. Drawings, Specifications, and equipment descriptions shall be submitted to DeKalb County School Nutrition Department and DCSD Plant Services for review and approval.
4. All new kitchens shall have all natural gas equipment. Gas-powered appliances shall have electronic ignition only. Standing pilots are not acceptable.
5. Walk-in freezer and cooler units shall have digital temperature controls and electronically commutated motors (ECM). Outside units shall have scroll compressor with ECM condenser fan motor.
6. See Appendix XXX for list of Basis of Design manufacturers and models. This list is subject to change: please verify equipment with School Nutrition Department for each project.

11470 Darkroom Equipment

1. Light blocking, revolving door for primary pedestrian access is preferred, in addition to a secondary pedestrian door with light-tight gasketing to allow service and ADA access to the area.
2. Ventilation equipment needs to be designed to handle vapor emissions of the darkroom chemicals.

3. Enlarger stations shall be provided, with at least one designed for ADA accessibility. Specifications shall be submitted to DCSD Visual Art Coordinator and Facility Services for review and approval.

11511 Book Theft Protection Equipment

At corridor exit(s) from the Media Center, provide a complete book theft detection system with alarm, Radio Frequency Identification (RFID) tags, and RFID detuners/deactivators, to assist in preventing unauthorized removal of a library's materials. Basis of Design: Strata EX system by Checkpoint, distributed by 3M.

1. Must meet ADA requirements (36" corridor width), with flexible mounting options (direct mount or base plate)
2. Include integrated audio and visual alarms to alert staff when an item containing a secured tag is detected.
3. Include integrated digital display to monitor alarm counts, ingoing and outgoing patron traffic, and diagnostics.
4. Provide option of real-time access to statistics and aggregated customized reports.
5. Include configurable alarm settings based on direction of travel (in/out).
6. Include capacity to provide self-checkout stations, security gates, and automated check-in.
7. Include "3M Digital Library Assistant", a handheld device that reads RFID tags on books and other materials. RFID readers to be located at the circulation desk and self-service kiosk.
8. Include pop-up alarm notification.

11515 Kilns

Provide kiln in dedicated room with proper fire separation and ventilation system, per all applicable codes.

11521 Projection Screens

1. Basis of design shall be Da-Lite Screen Co. Inc.'s "Cosmopolitan Electrol".
2. Provide motorized screens at new auditorium and cafetorium stages.
 - a. Provide additional drop header to set bottom of screen 2'-0" above stage floor.
 - b. Screen shall be mounted immediately in front of the stage curtain.
 - c. Screen shall be designed for rear projection system.
3. Provide motorized screen at new and renovated Media Centers.
 - a. Screens shall be recessed in the ceiling suspended from structure above only if ceiling is low enough and daylighting is controlled enough for optimal viewing. Mount on wall or provide portable screen if visibility is compromised by ceiling mount.

11610 Theater and Stage Equipment

For new high school construction, the Design Professional is encouraged to employ the services of a qualified professional Stage Equipment Designer to develop appropriate Design and Construction Documents for Auditorium, Drama Labs and other performance studios.

Provide lighting, sound systems, curtains, stage monitors, projectors and other equipment appropriate for the specific program.

Provide a Catwalk at High School Auditoriums for access to front overhead stage lighting above audience seating. Drop lighting access is unacceptable.

Drawings and Specifications shall be submitted to DeKalb County School District Drama Coordinator and Facilities Services for review and approval.

See Division 16 ELECTRICAL - Theatrical Lighting Systems

See DIVISION 15 for further details.

11660 Athletic Equipment

The Design Professional shall be responsible for developing appropriate Design and Construction Documents for Middle and High School Athletic Equipment subject to review and approval by DCSD Coordinator of Health and PE and by the Supervisor of Interscholastic Athletic Programs.

Provide a heavy duty commercial grade appliance suited to this application where the project scope includes a washer/dryer for athletic uniforms.

Exterior Equipment:

Basis of design, Gill Athletics

1. Football Goalpost: # F305, 8' off-set, 23'-4" between 20' uprights.
2. Track and Field Equipment at High School Stadiums:
 - a. Long Jump / Triple Jump, # 441TS Take-Off Board System
 - b. Pole Vault Box: #500, # 503 Lid (steel)
 - c. Shot Put Circle Toe Board: #360
 - d. Discus Circle: #367
3. Soccer Goal: # 477100, Portable Aluminum Soccer Goal with tie downs and wheels for portability.
4. Basketball:
 - a. Goals: Heavy-duty, fixed type with nylon net.
 - b. Backboard: Heavy-duty rectangular steel.
 - c. Minimum 4-1/2" diameter steel pipe with 5'-0" gooseneck extension.

11662 Gymnasium Equipment

Basketball Equipment

1. Goal Type: Electrically operated retractable, overhead supported single center post with sway bracing, forward folding type for main court and cross courts.
2. Superstructure: Manufacturer's standard design for attachment to building structure with precision die-formed fittings.
3. Hoist operations: Manufacturer's one HP (minimum) electric winch; self-locking worm-gear type, capable of holding backstop at any position when raising or lowering. Control by wall mounted key switch.

4. Safety Lock: Manufacturer's safety lock, inertia sensitive lock type, capable of locking backstop in any position at any time in storage or during raising or lowering cycle due to sudden surge in speed – typical for all backstops.
5. Finish on exposed metal components: Manufacturer's powder coat finish. Color selected by Architect from Manufacturer's standard colors and approved by DCSD Design and Construction Department.
6. Backboards: Rectangular design, ½" thickness tempered glass panel in gasketed extruded aluminum frame with bolt-on padding along bottom edge and up sides 10' minimum; fired vitreous enamel markings conforming to official requirements. 42" high by 72" wide.
7. Basketball Goals: steel rod rim welded to mounting bracket with enamel finish and nylon netting. Provide breakaway type goals for main court backstops. All goals shall be designed to absorb shock loads due to slam dunking or hanging on the rim.

Wrestling Equipment

Provide wrestling mats with storage system.

Volleyball and Badminton Equipment

1. Nets with removable support posts shall be provided.
2. Gym Floor sleeves for Volleyball and Badminton post:
 - a. Sleeve diameter: 3-1/2" inside diameter.
 - b. Cover plate: Chrome plated cover assembly with swivel type hinge and removable key.
 - c. Installation: Cast into concrete footing and floor slab for flush mounting with wood floor system.

Gymnasium wall and column protection

1. Bonded foam filled over OSB backing board with fire retardant liner and vinyl coated nylon cover.
2. Panel thickness: Minimum 2 inches.
3. Wall panel size: 2'-0" wide by 6'-0" high.
4. Column pad size: Custom fabricated to fit around columns; height to match wall panels. For elementary school gymnasiums, provide continuous protection at full circumference of room.
5. Color: As selected by the Architect from Manufacturer's standard colors and approved by DCSD Facilities Services Department.

11664 Scoreboards

Provide complete Scoreboard systems (Basis of design: Electro-Mech Scoreboard Company) at the following locations:

1. High School Main Gym: Provide 2, Model #2770
2. Middle School Gym: Provide 2, Model #2330
3. High School Stadium: Provide 1, Model #3585
4. High School Baseball: Provide 1, Model #1580
5. High School Softball: Provide 1, Model #1580

11681 Playground Equipment

Basis of Design: Kid Builders System by Little Tikes Commercial, Play Power Farmington, Inc.,

1. All new play structures shall provide accessibility to users with differing physical abilities. Where possible, this shall include ramps to provide wheelchair access to some upper platforms. Play Equipment installer shall be approved by the equipment manufacturer.

2. Play equipment will be provided in two separate structures – “pods”, to provide a variety of experiences and to allow different classes to play.
 - a. Play “Pod”: This unit focuses on imaginative active play and student interaction.
 - b. Athletic “Pod”: This unit focuses on developing upper-body strength and personal fitness.
3. Adequate numbers of play events shall be provided to support the number of students per school.
4. Playground surfacing shall be rubber mulch, with modular plastic curbs. Consider rubberized unitary surfacing should budget allow.

11810 Facility Maintenance Equipment

1. A separate space for floor equipment recharging station/garage shall be provided to keep self-propelled and other custodial equipment from obstructing mechanical rooms. The designated area shall be equipped with electrical service sized to meet the demands of the recharging equipment. Any appropriate fire separation and ventilation shall be provided.
2. Commercial duty, residential sized washer and dryer are needed in each building to wash custodial mop heads, dust mops and cleaning cloths.

Concession Equipment

1. Concession facilities shall be provided at the following locations as identified in the Educational Specifications:
 - a. Middle School Gym
 - b. High School Main Gym
 - c. High School Auditorium
 - d. High School Stadium
 - e. High School Baseball / Softball area
2. Concessions facilities shall include the following utilities and equipment.
 - a. Lockable Serving Room with adjacent Lockable Bulk Storage Room.
 - b. Standard overhead florescent lighting.
 - c. Ventilation fan with thermostatic control.
 - d. Heat at exterior locations to protect pipes from freezing.
 - e. Counter with serving window.
 - f. Lockable base and wall storage cabinets.
 - g. Double sink with hot and cold running water.
 - h. Ice machine with 75 pound capacity furnished and installed as part of the construction contract. Drain pipe shall not be located in pathway.
 - i. Floor drain, located near ice machine.
 - j. 200 amp electrical service to support 110V/220V outlets for appliances furnished by others. Appliances shall be limited to refrigerator, microwave oven, drink cooler, hot dog machine, hot dog warmer, popcorn machine and other light duty appliances. Heavy duty appliances such as cooking ranges and fryers which require hoods and fire protection equipment are specifically prohibited.

DIVISION 12 FURNISHINGS

12.01 Sun Control

1. Provide blinds at typical classroom and lab exterior windows. Interior blinds shall be 1" aluminum horizontal slats. Basis of design shall be Levolor Riviera.
2. Interior windows, provided as described in the Educational Specifications for supervision purposes, shall not have blinds except where specifically approved by DCSD.
3. Cordless blinds shall be provided in pre-K, kindergarten, and special education classrooms.
4. Sun control at large windows and clerestories must be addressed. At high and inaccessible windows at Clearstories, Lobbies, Corridors, Media Centers, Cafeterias, Gymnasiums and similar spaces. In media centers and cafeterias, sun light must be modulated to prevent glare, and to darken the rooms for video/projection presentations. Tinted glass may be used for sun control in lieu of blinds

12.02 Manufactured Casework

1. Manufactured Casework includes but is not limited to:
 - a. Classroom and office vertical storage cabinets, base cabinets with counter tops and wall cabinets.
 - b. Miscellaneous specialty cabinets and shelving, such as storage for props in stage and drama areas.
2. Construction:
 - a. Cabinet bodies shall be standard high pressure plastic laminate finish over industrial grade particle board.
 - b. Cabinet backs shall be minimum ¼" commercial standard CS-251 tempered hardboard or minimum 3/8" high performance 47 lb. density particle board.
 - c. Cabinet sub-base shall be of a separate and continuous ladder-type platform design, leveled and floor mounted prior to cabinet body placement. Material shall be exterior grade plywood. No cabinet sides to floor will be allowed. Base front shall be finished with 4" high black extruded rubber cove base with pre-molded corners to match room base.
 - d. Countertops shall be 1" deeper than base cabinet and 1-1/2" thick with high pressure plastic laminate finish.
 - e. Countertops for computers shall be 30" deep and be equipped w/ grommets and wire management below.
 - f. Countertops without sinks shall have particle board core and water resistive adhesive.
 - g. Countertop with sinks shall be constructed with calibrated plywood and non-soluble glue to thickness indicated.
 - h. Counter backsplash shall match countertop construction.
 - i. Drawer fronts and hinged doors shall be overlay style with higher pressure laminate exterior and interior liner and matching 3mm PVC edging.
 - j. Shelving behind doors shall be high pressure plastic laminate on particle board core with matching 3mm PVC edging. Shelves behind doors up to 27" wide shall be ¾" thick and 1" thick if over 27" wide up to 36" wide. Open shelving shall be 1" thick. No shelving shall exceed 36" unsupported width.

- k. Shelving shall be adjustable and supported by side panels with concealed fasteners capable of supporting the specified content.
3. Hardware:
 - a. Hinges shall be adjustable 5-knuckle, institutional grade, and 2-3/4" overlay type with hospital tip. Anchor hinges with engineered screws (no wood screws)
 - b. Hinges shall be stainless steel with satin finish
 - c. Pulls for drawers and swing doors shall be ADA compliant one piece semi-recessed molded contour finger pulls
 - d. Catches shall be nylon roller or friction type.
 - e. Drawer slides shall be heavy duty, side mounted type, equipped with heavy duty ball bearing nylon wheels and automatic positive stops.
 - f. Locks shall be half mortise design with only round cylinder exposed, five tumbler cylinder, keyed separately with master key: satin finish.
 - g. Shelf clips shall be heavy duty design to hold shelf in place.
 4. Accessories: Provide accessories appropriate to the cabinet's function.
 5. Warranty: Provide manufacturer's standard 5-year warranty against defects in material and workmanship.
 6. Basis of Design Product: LSI Casework, Line L44.

12.03 Science Casework and Laboratory Equipment

1. Basis of design shall be Kewaunee Scientific Corporation, Signature Series.
2. Provide modular laboratory casework, including tops, ledges, filler panels, knee space panels, supporting structures and miscellaneous items of equipment as specified or scheduled.
Casework shall minimally include:
 - a. Demonstration tables
 - b. Student tables
 - c. Storage cabinets
3. Science Casework and related furniture shall be of oak construction. Base cabinets and case units shall be lipped style construction having drawer heads and hinged doors with radius edges, overlapping cabinet and case openings on all edges. Face frame construction cabinets or cases are not acceptable.
4. Cabinets shall be constructed with flush interiors having no offsets, to maximize drawer and cupboard space and for ease of maintenance.
5. Cabinets shall be assembled using blind mortised and tenoned (or rabbeted) joints, glued and screwed together in accordance with best cabinet maker methods. Pinned or doweled construction is not acceptable. All exposed joints shall be closely fitted and tight, showing no open joints.
6. All exposed corners shall be rounded.
7. Counter and table tops shall be 1" thick, chemical resistant, solid monolithic molded modified epoxy resins with surface coating; black color.
8. Hardware shall be stainless steel with satin finish.
9. Provide manufacturer's standard 5-year warranty against defects in material and workmanship.
10. Equipment shall typically include:
 - a. Peg boards
 - b. Lockable storage for hazardous materials

- c. Safety eyewash stations. Station must have floor drain.
- d. Fume hoods, equipped with worktop, base cabinet and specified accessories.
- e. Utility service outlet accessory fittings, electrical receptacles and switches shall be listed in the Specifications, equipment schedules or shown on Drawings as mounted on the laboratory furniture.
- f. Laboratory sinks, cup sinks or drains troughs, overflows, and sink outlets with integral tailpieces.

12.04 Darkroom Casework

Provide darkroom enlarger stations with drawer dividers to provide light safe drawers. Darkroom enlarger station countertops and table tops shall be 1" thick, chemical resistant, solid monolithic molded modified epoxy resins with surface coating; black color.

12.05 Music Casework

Casework shall be designed for appropriate storage of music instruments, stands, sheet music and teaching aids. Casework shall be constructed of industrial grade particle board with plastic laminate finish selected from manufacturer's standard finishes. Musical instrument storage cabinets and racks shall be specifically designed and engineered for the storage and protection of the instruments stored, shall meet specified minimum performance standards, shall be chip and abrasion resistant under normal usage, and shall protect instruments from damage under normal school use. Each individual compartment shall have a welded steel grill door with non-binding, 180 degree, five knuckle safety tip hinges and a one-piece finger pull / padlock hasp with integral door stop feature and no moving parts. Hardware finish shall be white epoxy powder coat. Provide manufacturer's standard 5-year warranty against defects in material and workmanship.

Basis of Design Product: LSI Corporation of America, Inc. 8200 Series or Musical Instrument Storage System by TMI Systems Design Corporation.

12.06 Library Shelving and Casework

Layout shall be presented to the Director of Media Services with a detailed analysis of sight lines for security control. Obtain written approval before coordinating related electrical and data outlets.

(media center furnishings currently being updated.)

12.07 Floor Mats and Frames

For new schools and renovations to existing main entries, incorporate flooring designed to increase safety and decrease dirt infiltration. Consider floor grilles in recessed frames, walk-off mats, and/or heavy-duty carpeting in the vestibule and entrance lobby. As schools often want an entrance mat with their school logo, consider including with contract, so that it can be properly incorporated into overall design.

12.08 Auditorium Seating

1. Basis-of-Design Product: Hussey Seating Company; Quattro Chair System

2. Seating shall be fixed upholstered multiple seating with self-raising seat mechanisms. All seating components shall be provided by a single manufacturer. Seating Layout shall be designed with standards spaced laterally in rows so that end standards are in alignment from first to last row, regardless of whether aisles converge or are of constant width, and so that sightlines are optimized. Seating with integral lighting shall not be used. Provide appropriate accommodations for wheelchairs in accordance with ADA.

12.09 Telescoping Bleachers

1. Provide telescoping bleachers at middle and high school Gymnasiums.
2. The bleacher system shall consist of motor operated, multi-tiered, closed deck seating rows operating on the telescoping principal, and stacking vertically in minimal floor area when not in use.
3. The structural system shall be engineered to withstand all applicable design loads associated with the intended use.
4. Provide non-marring rubber tire wheels designed for wood or synthetic floors and sized appropriately for the specific bleacher.
5. Provide self-storing railings at all exposed bank ends and elevated sections.
6. Coordinate Bleacher layout with ADA requirements for wheelchair seating.
7. Decking and steps shall be plywood.
8. Provide vinyl curtains where necessary to restrict access below bleachers.
9. Motor Operation:
 - a. Provide integral automatic electro-mechanical propulsion system engineered specifically for the requirements of the bleacher system.
 - b. All wiring within the seating bank, as well as all service wiring to the units shall be provided, including remote control panel or pendent control.
 - c. Motors shall be three phase and accessible from the front of the bleachers.
 - d. Controls: Start, stop, forward and reverse in a single control unit together with appropriate safety limiting features.
10. Provide manufacturer's standard 5-year warranty against defects in material and workmanship.
11. Basis of Design: Hussey Seating Company; Model MAXAM, Model MXM 26 Series.

12.10 Site Furnishings

1. Provide a bike rack at all new schools.
2. Designers are encouraged to design inviting outdoor spaces for the students and the community. Consider integrating the design of benches, trash receptacles, and outdoor tables with the overall design of the project.

DIVISION 13 SPECIAL CONSTRUCTION

13341 Exterior Bleachers

1. Provide aluminum bleachers at high school baseball fields, softball fields and tennis courts complete with bench seats, and all related appurtenances, fittings and accessories. Attach bleachers to a concrete slab extending to walkway system.
 - a. 5 rows high, 10' deep x 21' long
 - b. 42" central aisle with steps
 - c. Appropriate guardrails
 - d. Access ramps and space(s) for wheelchair shall be provided, per ADA.
 - e. Basis of design: Dant Clayton Alum-A-Stand.

DIVISION 14 CONVEYING SYSTEMS

14210 Electric Traction Elevator

Provide passenger elevator(s) as needed to comply with A.D.A. requirements.

Elevators should be of practical size with basic, easily maintained finishes.

Elevators in school settings are often (mis)used to carry freight, causing frequent break-downs and expensive maintenance, so a heavier-duty model is desired.

Doors should be sized to accommodate a stretcher in the event of an emergency.

1. Basis of Design: KONE EcoSpace. Manufacturers that require proprietary tools for maintenance are not acceptable.
2. Provide key controlled access, cab telephone, and tie-in to fire alarm system.
3. All controls shall be open access, non-proprietary controls.
4. Provide a gearless traction elevator with machine room-less application.
5. Provide the appropriate number of elevators with a minimum rated capacity of 3,500 lbs., with manufacturer's recommended speed for the particular installation.
6. Main power supply shall be 208, three-Phase, with a separate equipment grounding conductor.
7. Car lighting power supply shall be 120 Volts, single-phase, 15 Amp, 60 Hz.
8. Machine room-less controller(s) shall be located adjacent to the hoist-way at the top landing in a controller space.
9. Machine and Governor
 - a. The machine shall be AC, gearless, mounted at the top of the hoist-way.
 - b. Provide a tension type generator.
 - c. In the hoist way, provide an emergency stop watch in the pit and terminal stopping switches.
 - d. In addition, components shall include buffers, car and counter weight, positioning system, guiderails and attachments, coated steel belts, steel governor rope, and hoist-way entrances.
10. Car Components
 - a. Include car frame, steel cab, emergency car lighting, emergency pulsating lighting, fan, handrails, threshold, emergency exit contact, roller guides, platform, and certificate frame.
 - b. Finishes for the car front and car door shall be stainless steel.
 - c. Provide an aluminum egg crate suspended ceiling.
 - d. Submit interior cab finishes to the DeKalb County School District for written approval.
11. Signal Devices and Fixtures
 - a. A car operating panel shall be provided which contains all push buttons, key switches, and message indicators for elevator operation.
 - b. The emergency call button shall be connected to a bell that serves as an emergency signal.
 - c. Provide buttons with raised numbers and Braille markings, to comply with ADA.
 - d. The help button shall initiate two way communications between the car and a location inside the building and switching over to another location if the call goes unanswered.
 - e. Provide hall fixtures with necessary push buttons and key switches for operations.
 - f. Provide elevator car position indicator, car lantern, and chime.

14420 Wheelchair Lifts

New building design should not include mechanical solutions, other than enclosed elevators, for ADA accessibility. Vertical platform lifts can be considered for renovations only, if ramps or other ADA acceptable devices are impractical. Inclined stair lifts shall not be used.

1. Basis of design: Garaventa
2. Provide a vertical platform lift with a minimum rated load capacity of 750 lb., a travel speed of 9 fpm, lifting height as required by the design condition, and a minimum platform size of 37" X 51" with a non-skid surface.
3. Capacity of the motor shall be not less than 3/4 horse power with instant reversing motor.
4. Colors selection(s) shall be submitted to DCSD.
5. Control switches shall be provided at accessible locations on the upper and lower elevations.
6. Install a runway enclosure to prevent obstructions from entering the underside of the platform lift, when the lift is above the lowest elevation. If it is not practical to install a runway enclosure, the platform lift shall be equipped with an obstruction panel that will stop the downward travel if an obstruction is encountered.
7. Provide an illuminated emergency stop alarm switch to signal for assistance in the event of an emergency.
8. Provide 42" high gates with a combination mechanical lock and positive opening electric contact at the upper and lower levels. Platform panels must be 42" in height.

DIVISION 15 MECHANICAL

Kitchen Hood

1. Double shell design consisting of an inner exhaust canopy with minimum 86% supply air ratio, constructed of heavy gauge stainless steel exterior.
2. Hood shall be installed per NFPA 96, with 96" clearance from floor to bottom edge of hood.
3. Hood shall have fire suppression ("Ansul") system, wired to the main fire alarm panel, installed in cabinet on end of hood. Complete electrical and gas shut-offs shall be located at hood. pe and Fittings

Piping and Drains

1. All mechanical piping and equipment supports exposed to the elements shall be primed, painted, and clearly labeled to mark their service.
2. Victaulic piping shall be Schedule 40 only, and must be installed by factory-trained installers. Couplings shall have rubber stops.
3. All gas piping used in kitchen shall be hard black piping. Flexible connections are acceptable on drops; however, no quick disconnects shall be used.
4. Vent stacks shall be located sufficiently far away from air intakes of HVAC equipment to prevent drawing odors back into the building.

5. To prevent sewer gas odors from being pulled into roof top units a 25' separation shall be maintained between sewer vents and HVAC fresh air intakes.
6. Domestic Water pipe shall be Type L copper with lead-free joints, chrome plated brass or copper where exposed.
7. Domestic water supply lines from street main / meter to the building shall be copper with progress fittings (preferred) or Schedule 80 ductile cast iron (no PVC) with thrust blocks and tracer wire.
8. No saddle tees shall be permitted.
9. Provide T fitting at water supply to Custodial Sinks, Kitchen dish machines, and pot sinks for installation of sanitizing chemicals.
10. Drain and vent pipes from middle and high school science labs to acid dilution tanks shall be acid resistant polypropylene or CPVC. All other drain pipes shall be cast or ductile iron to resist mechanical cleaning.
11. In all science lab prep rooms, water taps and electrical service shall be installed for distilled / ionized water production equipment.
12. A grate with a funnel to prevent splashing shall be provided at floor drains that receive discharge water from sinks that require an air gap, such as food handling sink in the kitchen.
13. Provide barrier to rodent infiltration where pipes penetrate from the exterior.
14. Provide pressure reducing valve (PRV) in boiler room.

Reduced Pressure Zone Assemblies

Reduced Pressure Zone assemblies for back-flow prevention shall be installed as required by code for all new facilities and major renovations. Pressure reducing valve and backflow preventer shall be located in the main meter vault.

Design Professionals please note: even if a project's scope of work does not involve plumbing, the DeKalb County code officials may require upgrading existing facilities to meet this requirement in order to obtain a Building Permit or Certificate of Occupancy for any work done at the facility.

Grease Interceptors

For all new or renovated kitchens, grease interceptors shall be installed on the exterior of the building in a readily-accessible location. Design professional must coordinate with DeKalb County Watershed Management's Fats, Oils and Grease (FOG) Management program.

Traps

1. All traps must be located for ease in access for maintenance. Do not conceal in wall.
2. Trap primers shall be solenoid type, with direct digital control by the energy management system. Do NOT use pressure drop primers. PROPRIETARY Standard of Design: ASCO RedHat Solenoid Valve 24volt /60 Hz coil, 8210G094.

Plumbing Fixtures

2234.015	American Standard	"Madera" Elongated Flush Valve Toilet
3043.001	American Standard	"Madera" 17" ht. Elongated Flush Valve Toilet
C106C	Comfort Seats (JSC)	Commercial Elongated Open Front Toilet Seat
6541.511	American Standard	Allbrook Urinal (Waterless urinals shall not be used)
111 XL	Sloan	Regal Flushometer - toilet
186 XL	Sloan	Regal Flushometer –urinal

V-500-AA	Sloan	3/4" x 15" Vacuum Breaker (Retrofit urinals)
0355.012	American Standard	"Lucerne" Wall-hung Lavatory
629203C	Watts	Grid Drains
B-0871 T & S	Cast Brass Centerset	4" Faucet (Low flow aerators) (ADA compliant: use on all lavs)
102 E-Z	Lav Guard 2	Under Sink Pipe Covers
EZS8	Elkay	Water Cooler – Lt. Granite (Retrofit)
EZSTL8C	Elkay	Bi-level Water Cooler – Lt. Granite (New)

Sinks:

1. Kitchen : Prefer T&S Brass Kitchen faucets.
2. Custodial Sinks: floor type with hot and cold water and hose connection on mixing valve.
3. Wash fountains / stations: Basis of design: Bradley Co.
4. Kitchen hand wash sink shall have touch less, low voltage or foot operated faucet controls. Basis of design: T&S Brass
5. Art Room Sinks: stainless steel, deep and wide without dividers, equipped with gooseneck faucets, equipped with plaster traps. Basis of design for trap: Zurn solid interceptor Z-1181.

Hose Bibs:

1. Interior: Provide a key operated hose bib at each multi stall restroom. Mount on wall below a lavatory.
2. Exterior: Provide freeze-protected hose bibs in key-access wall boxes spaced approximately 200' around the building perimeter. Provide one bib at each outdoor art lab space.
3. Exterior Play Fields: Provide freeze-protected hose bibs in key-access ground boxes adjacent to all play fields.

Water Heaters:

Preferred manufacturers are Rheem and Rudd. Provide hot water at Adult Restrooms, Kitchens, Custodial sinks, Work Room sinks, Gym, "Lab" (Science, Career Tech, and Art) demonstration and clean-up sinks, and all showers. Provide hot water in all clinic areas and at any sinks where adults are providing diapering and/or toileting assistance for special needs students. Provide hot water at student battery restroom closest to cafeteria. Provide anti-scalding devices on all sinks in areas accessible to students. Provide cold water only at any student lavatories and Classroom sinks not listed above.

Water Fountains:

Provide electric water coolers in locations, quantities and design in compliance with all codes. Provide "bubbler" water fountains attached to sinks in duplex restrooms in new kindergarten and first grade elementary school classrooms. Water fountains attached to sinks do NOT count towards Georgia Department of Education minimum drinking fountain requirements.

Fire Protection

1. All new school facilities and additions constructed for DCSD shall be protected with an automatic fire sprinkler system, per currently adopted Life Safety Code, NFPA 13 and Georgia state modifications. Sprinkler system and other fire protection equipment shall be provided in accordance with building codes and local requirements.
2. For additions, consideration should be given to retrofitting a fire suppression system in the existing structure to integrate protection of the entire facility.
3. Coordinate design of sprinkler system with design of built-in furniture and storage units such as music instrument storage units.

4. Install pressure reducing stations as required if main water pressure fluctuates and exceeds fire protection system working pressure.
5. Smoke detector devices need to be installed in a manner that preserves accessibility for maintenance.
6. Require in the specifications for the subcontractor to program systems a minimum of two times in coordination with the Owner's direction. Prior to each programming, the subcontractor is to prepare a draft outline of the program for the Owner's review.
7. Adjacent to riser locations, fire protection designer should provide key plan, showing which lines serve particular part of building. Plan should be mounted in protective frame for quick reference in an emergency.

Heating, Ventilation and Air Conditioning

1. Due to their ever-increasing complexity, it is imperative that building mechanical systems interface correctly to provide safe and efficient operations for the life of the building. All building mechanical and electrical system construction shall be thoroughly checked for proper operation. Full commissioning is recommended.
2. Architect and engineers shall design HVAC system with total life cycle costs in mind, using most practical approach for each project. Submit calculations for sizing HVAC units to DCSD for review and approval. DCSD maintenance staff shall fully approve all mechanical components.
3. HVAC shall be provided in classroom areas by water source heat pumps or self-contained wall mounted units (basis of design: Bard Manufacturing).
4. Water source heat pumps units shall be resettable from temperature sensor or thermostat, not from disconnects.
5. Water source heat pumps shall be extended range type with expansion valves. Cap tubes are not acceptable.
6. Separate packaged units shall provide HVAC at the following spaces:
 - a. Auditorium
 - b. Administrative Offices
 - c. Counseling Offices
 - d. Media Center
 - e. Cafeteria
 - f. Kitchen
 - g. Dry Storage
 - h. Gyms and P.E. Areas, including coach's offices
 - i. Cafeteria manager's office
 - j. Network Server Rooms
 - k. Security Camera End Equipment Room
 - l. Other rooms with temperature sensitive equipment (i.e., telephone equipment, Stadium Press Box)

Areas Requiring Special Considerations for HVAC

1. Locker room air conditioning and ventilation shall be designed to address humidity and odor control.
2. Media Center HVAC:
 - a. Office and work room and conference rooms shall be placed on independently controlled, separate zones.

- b. Active humidity control shall be included in the media center HVAC design. A “moisture miser” or ERU shall be installed in Media Center RTU.
3. All corridor, stair and elevator HVAC units shall have ducted return air, taking care to pressurize space.
4. All computer based electronic equipment that should be located in an air conditioned space. Do not locate telephone, MDF, IDF equipment or security camera head-end racks in Mechanical or Electrical Rooms. Locate telephone equipment in a separate room or in a combination room with MDF, IDF equipment and security camera head-end racks, all of which require similar constant year-round temperature control. Heating and cooling for these rooms must be capable of maintaining ambient temperatures as required, independently of the operation of the main building HVAC systems. Consider designing this system to accommodate additional heat load (30% more than current load) created by equipment that may be added to these rooms in the future.
5. Independently controlled, ductless split cooling systems shall be supplied for main server rooms to provide cooling separate from the building system. Power for this system shall be tied to emergency panel for generator back up.
6. Art Suite Kiln and Dark Room ventilation shall be designed to address the special conditions in these spaces. Where possible, locate these spaces on exterior walls for convenient venting. Art Suite air shall exhaust directly to the exterior and shall not re-circulate into the building return air system. Acceptable manufacturers: Vent-A-Kiln; Barry Blower; ILG

HVAC Ionization

Acceptable manufacturer: Global Plasma Systems

Equipment

Exhaust fans shall be provided per code.

Acceptable manufacturers: Greenheck, Cook, Jennaire, Gaylord, Halton, CaptiveAire

Kitchen Hood shall be a double shell design, constructed of stainless steel, consisting of an inner exhaust canopy with minimum 86% supply air ratio. (See Division 11)

Cooling Towers must include basin heater; open loop tower with heat exchanger, stainless steel. No sand filters are allowed. Heat tape shall be provided on all make-up water lines.

PROPRIETARY manufacturer: Evapco

Water treatment (include 2 year service agreement)

Preferred provider: Superior Water Services, Inc.

All boilers shall be hot water tube type with factory start-up. Three-way mixing valve must be installed on all boiler loops with the actuator supplied by CCI.

Acceptable manufacturers: Ajax; Rite; Apac

Chillers shall be air-cooled, with factory start-up and 5-year service plan included.

PROPRIETARY manufacturer: Carrier Corporation

Water loop pumps shall be installed in a manner that preserves service access.

Acceptable manufacturers: Bell & Gossett, Flo-Fab, Patterson, Taco, Inc. and Armstrong

Dehumidification Units

PROPRIETARY manufacturer: Munters Corporation

Energy recovery units shall be provided.

PROPRIETARY manufacturer: Munters Corporation

Heat Exchanger shall be plate and frame type and must be located in a mechanical room; no exterior installation is allowed.

PROPRIETARY manufacturer: Sondex Inc.

Flow Controls and Balancing Valves for Supply and Return Line Assemblies

Acceptable manufacturers: Flow Design, Inc., Griswold, Bell & Gossett

Automated Temperature Controls and Energy Management System

Proprietary Product: Direct digital control system sole source is STAEFA TALON. Submit listing of control points for approval by DeKalb County School District.

Building automation system controls shall be Web Control by CCI only.

Media Center shall be equipped with humidity sensors.

See DIVISION 16 ELECTRICAL for non-revenue metering connected to building automation system.

Roof-Top Unit Security

All new roof top units (RTU's) shall be protected by a steel cage constructed of vertical and horizontal support bars with expanded metal reinforcements. The preferred manufacturer and product is AC Armor's Commercial Armor, www.acarmor.net. All RTU Security Cages shall consist of the following:

1. Custom solutions to fit each individual roof top unit
2. 1-inch, 14-gauge tube steel framing
3. Fully Mig welded
4. ¾-inch square solid steel stem system
5. #9 expanded metal mesh covering access to copper coils
6. Fully serviceable access panels
7. 1/8-inch threaded tabs
8. 3/8-inch theft resistant bolts with access tool to secure unit
9. 1.25-inch theft resistant bolts to secure 5-inch cross anchors
10. 4-inch square steel base plates at each leg to ensure proper load distribution with ¼-inch thick roofing pads under each base plate
11. There shall be no modification to the roofing system or impact to the roofing warranty
12. Primed and painted for rust prevention

HVAC Security System shall be installed on all new exterior HVAC units. Basis of Design: Warning Watchdog Alarm System.

DIVISION 16 ELECTRICAL

1. **Electrical Panels:** Placement of electrical panels in areas normally accessible to students, particularly corridors, is to be avoided whenever possible. Electrical panels and other devices located at areas normally accessible to students shall have solid front panels without louvers. If ventilation is required by the code, it shall be provided in such a manner as to prevent students from inserting small objects into the electrical panel or device. Such panels or devices shall be located in special purpose locked rooms if possible.
2. **Electrical Service Expandability:** The electrical service for the building and overall site shall be designed to accommodate future loads for building expansion and future portable classrooms. (See DIVISION 1 – Core Capacity and Future Portable Classrooms). A “spare” breaker shall be installed to power a future distribution panel near the portable site(s), to provide electrical service to the portables. Conduits of sufficient size, as required to serve the remote future portable classroom distribution panel shall be installed from the main electrical distribution

panel and capped until needed. Intercom, security and other systems shall be expandable for the number of additional portable classrooms noted above.

3. Conductors and Grounding:

- a. Aluminum wiring shall not be used on the building side of the meter. Plenum-rated low-voltage cabling may be used in lieu of conduit, if cost effective. Provide cable tray or hooks at hallways for low voltage cabling.
- b. Plenum rated cabling shall only be used on the interior of buildings where appropriate and approved by Codes. Only products that are rated and intended for use outdoors shall be used on the exterior of buildings.
- c. Low voltage cable shall be properly suspended throughout with "J" hooks, not allowed to rest on ceiling tile or grid.
- d. Conduit shall be run in a manner that preserves service access to all adjacent equipment.
- e. Provide junction box at center of room with service loop.
- f. Engineered cable management systems such as Reloc are acceptable.

4. Overload Devices for Motor Starters: Motors shall be equipped with a solid state overload protection device with an adjustable trip point rather than thermal overloads. Phase protection devices shall be provided on all HVAC equipment.

5. Power Outlets

- a. Provide at least one 110 volt duplex outlet on each wall and an average of one per eight feet of wall.
- b. Provide at least one 110 volt dedicated duplex outlet for each designated computer outlet. (One 4-plex outlet for each pair of computer outlets)
- c. Provide one 110 volt, 20 AMP GFI duplex outlet adjacent to each sink counter.
- d. Provide special voltage outlets for designated equipment such as large printer/copy machines and other special equipment.
- e. Coordinate power connections of appropriate voltage and phase to all electrical equipment.
- f. Provide master power switch at Science, Computer, Business and Career Technology Education Labs.
- g. Provide power outlets in ceiling for drop down lighting in art lab for still life and figure drawing and for small power tools in Engineering Technology lab.
- h. Provide Darkroom outlets at each enlarger station for enlarger and timers.
- i. Floor outlets: Cover plates of carpeted spaces shall be flush with surrounding floor and match the selected floor materials/color.

6. Light Fixtures

- a. LED fixtures shall be used throughout.
- b. The interior lighting design shall minimize fixture types and incorporate standardized lamp inventory to the extent practicable.
- c. Light levels shall comply with GADOE standards.
- d. General interior lighting shall be provided by recessed 2' x 4' fixtures unless noted otherwise. A safety cable should be attached to the fixture, cover reflector and lens.

- e. Basis of Design for LED 2'x4' Fixture: Columbia Lighting LJT24-40MLG-FSA-EDU.
 - f. Provide acrylic lenses as standard; polycarbonate lens are recommended for low ceilings in corridors, stairs and locker rooms.
 - g. Lighting in gymnasiums, storage areas, mechanical and electrical rooms should have metal cage protection.
 - h. Lighting in damp locations, such as locker rooms and kitchens, should have vapor retardant gasket lenses.
 - i. "No hold," 6 hour mechanical timers shall be used for mechanical space lighting control.
 - j. The use of incandescent fixtures or dimming electronic ballasted fixtures shall be limited to special situations, such as theatrical lighting.
 - k. Typical classrooms, labs, Media Centers, other Instructional spaces and Cafeterias shall be equipped with dimmers or multiple switches in order to control light levels.
 - l. In halls and cafeterias, lighting shall be controlled by key switches (Leviton Key #555000) not toggle switches.
 - m. If project includes new lighting mounted at high ceilings such as in gymnasiums and cafeterias, a mobile scissor lift shall be provided for the school's use, with space provided for storing the lift.
7. **Motion Sensors:** Hallways, classrooms, labs and other instructional spaces shall be equipped with motion sensors that will automatically turn the lights off and place the switches in the off position when a hallway or room is not occupied. Connect motion sensors to HVAC control system. Review characteristics of system and possible additional rooms to be included with DCSD Facility Services for review and approval prior to incorporation into the construction documents.

8. Gym Lighting

- a. Gym lighting fixtures shall be standardized for cost efficiency to the extent possible.
- b. Provide multi-level lighting at all gyms by means of switching, not dimming. High school and middle school gyms shall have multi-level lighting for recreational use and competition use at 60 fc, per athletic association requirements.
- c. Gym lighting fixtures shall have fixture, lens and guard safety chains to prevent these components from falling when damaged by impact.

9. Auditorium Lighting

- a. Stage, Drama and Broadcast Video Labs shall be equipped with performance lighting which shall be incorporated into the Scope of Work for all new school projects. The Design Professional shall be responsible for employing a qualified professional Lighting Designer to develop appropriate Design and Construction Documents. General lighting in auditorium shall not be positioned over seats; consider wall sconces, or ceiling mounted fixtures positioned over aisles. Drawings and Specifications shall be submitted to DeKalb County School District Drama Coordinator and Facilities Services for review and approval.
- b. Scope of work shall include overhead pipe grid, dimmable theatrical light fixtures, wiring and control system.
- c. Provide separate work light system.
- d. High School Auditorium front overhead stage lighting shall be accessible from a catwalk; drop light mounting is unacceptable.

- e. Provide aisle lighting at floor level.
- f. See Division 11 EQUIPMENT- Theatrical/Stage Equipment for Catwalk access for stage lighting.

10. Exit and Emergency Lighting: Provide exit lights and emergency lighting fixtures required by code. Connect all emergency and exit lighting fixtures to the generator. In large areas without exterior windows, such as an auditorium, consider adding a small number of emergency lights on battery back-up, to provide light during generator start-up time. Provide L.E.D. exit lights on emergency circuits in quantities and locations in compliance with all applicable codes.

11. Emergency Electrical System

- a. All new DeKalb County Schools shall be equipped with an automatic emergency electrical generation system. New Generator systems shall be included in major renovation projects at school sites that do not have generators. Any existing generators older than 15 years shall be replaced during major renovation projects.
- b. The system shall include, but shall not be limited to, a natural gas engine and electrical generator with vibration control, automatic engine starting system with batteries, instrument panel, weather-protective housing, enunciator panel, exhaust silencer and accessories. The generator shall be pad-mounted on the exterior of the building, protected by chain link fence.
- c. Minimum Size:
 - i. Elementary schools: 60 KW, 480/277 volts.
 - ii. Middle and High schools: 80 KW, 480/277 volts.
- d. The system shall be adequately sized for and be connected to the following:
 - i. Emergency exit and emergency lighting fixtures (battery pack fixtures shall not be used unless noted otherwise)
 - ii. Minimum of one light fixture in each classroom
 - iii. Fire alarm system
 - iv. Intercom system
 - v. Telephone system
 - vi. Security System including cameras, Intrusion alarm, access control, and door power supplies
 - vii. Main server (MDF) room: All outlets; Air conditioning package unit
 - viii. Walk – in freezer/cooler (usually 208 volt, 3 phase)
 - ix. One outlet in principal’s office to maintain phone and computer
- e. Some of the electronic loads listed above also need to have a small UPS/surge protector to carry the electrical loads from the point of power interruption through start-up of the generator. Specifically, the intercom system, the telephone system switch, and energy management system main panel need to be served in this manner. Normal / Emergency Generator outlets shall be color coded / placarded in accordance with NEC. Acceptable manufacturers: Cummings, Kohler, Generac, Detroit Diesel
- f. Two-year total service warranty contract shall be standard, with three-year extension included.
- g. For generators with KVA loads equal to or greater than 100 KVA, Georgia Power requires the Automatic Transfer Switch (ATS) open transition transfer to have a mechanical interlock; reference Georgia Power’s Distribution Bulletin No. 18 – 23, Section 4.2. The following actions are required:

- h. Documentation
 - i. DCSD Project Manager shall prepare following Georgia Power documents, and secure signature of DCSD Executive Director of Facilities:
 - 1. “Application for Emergency and Standby Generation Installation & Operation”
 - 2. “Statement of Responsibility for Operation of Emergency or Standby Generation on the Georgia Power Company Distribution System”
 - ii. DCSD Project Manager shall forward signed forms to the attention of Georgia Power representative.
 - iii. DCSD Project Manager shall notify Georgia Power when ATS is installed.
 - iv. DCSD Project Manager shall schedule Georgia Power to inspect and photograph the mechanical interlock installation.
 - v. Georgia Power representative shall forward both documents (items 1 and 2) along with photographs, to the DCSD Project Manager.

12. **Exterior Lighting Fixtures:** Safe lighting of our buildings, parking lots, and walkways to protect our building occupants is of paramount importance to DCSD. The designer is responsible for coordinating the overall design of the site lighting. Non-building –mounted lighting for parking areas and drives will be provided by the Georgia Power.

- a. Provide adequate exterior lighting at building parking and walkway areas for security to employees and building. Fixtures shall be energy efficient, vandal resistant, 277 volt metal halide. Building wall packs shall be 250 watt or LED or compact fluorescent; parking lot lights shall be 400 watt. Exterior fixtures shall be controlled by building automation system with local override and photocells.
- b. All exterior lighting shall be controlled by an energy management system with astronomical clock and local override switch.
- c. Divide controls for site lighting into zones that can be operated independently. Submit design for zones to DCSD for review and approval.
- d. Local override shall be momentary contact switch tied to building automation system.
- e. Consider outside lighting at Art Patio for evening events.

13. **Sports Field Lighting:** The Design Professional shall develop complete drawings and specifications to describe sports field lighting similar to those currently installed at existing DeKalb County High Schools. Specifications shall be equal or above GHSA spec lighting manual, available at www.ghsa.net.

- a. Sports lighting shall be provided at the following fields:
 - i. Football / Track Stadium: 360’x 160’
 - ii. Baseball Field: 330’ x 380” x 330’ plus batting cage area
 - iii. Softball Field: 200’ x 200’ x 200’ plus batting cage area
- b. Sports lighting shall provide environmental light control, with the primary goal to not negatively impact the adjacent community with excessive spill light and glare. Design lighting system to provide maximum spill and glare control. The specifications shall require a photometric report from an independent or certified testing lab certifying that the luminous intensity from any one fixture does not exceed the following criteria:
 - i. Football / Track Stadium: 12,000 candelas at 84 degrees above nadir
 - ii. Baseball Field: 12,000 candelas at 83 degrees above nadir

- iii. Softball Field: 12,000 candelas at 83 degrees above nadir
- c. Lighting system shall be designed with life cycle costs in mind. It shall be energy efficient and cost effective to operate. Maximum energy consumption based on 5,000 hour operating cycle:
 - i. Football / Track Stadium: 105.0 kWh or less
 - ii. Baseball Field: 77.0 kWh or less
 - iii. Softball Field: 33.0 kWh or less
- d. The lighting system shall be designed such that the light levels are guaranteed for a period of 25 years. Each manufacturer shall provide, along with bid, a recommended lamp maintenance schedule required to provide guaranteed light levels for 25 years:
 - i. Football / Track Stadium: 50 foot candles
 - ii. Baseball Field (Infield): 50 foot candles
 - iii. Baseball Field (Outfield): 30 foot candles
 - iv. Softball Field (Infield): 50 foot candles
 - v. Softball Field (Outfield): 30 foot candles
- e. The Design Professional shall develop detailed specifications for measuring the uniformity of these basic standards.
- f. Lighting system must be designed to comply with current applicable building codes and minimum 100 mph wind speed. Cross arms shall be designed to withstand minimum 150 mph winds and maintain luminaire aiming alignment. All components shall be designed as a system and shall include, but not be limited to:
- g. Galvanized steel poles with climbing steps and safety harness. Poles shall have pre-cast concrete foundation with concrete backfill or concrete anchor bolt type foundation. Exposed steel shall be a minimum of 18" above grade; direct buried steel poles will not be permitted. Concrete or other single piece poles requiring use of heavy equipment that may damage the site will not be permitted.
- h. All exposed components shall be designed of appropriate corrosion resistant materials.
- i. Die-cast aluminum housing shall be used for luminaire reflector system.
- j. Remote ballast, capacitors, fusing and safety disconnects for luminaries shall be located in an aluminum enclosure on each pole approximately 10' above grade.
- k. Wire harness system shall be designed for trouble-free installation.
- l. System shall include lightning protection.
- m. All components shall be UL listed.
- n. Momentary power interruption illumination system shall be provided to provide coverage during failure of primary system.
- o. Specifications shall describe an appropriate standard for measuring compliance of the installed system and requirements for correcting non-compliance.
- p. Include in the bid one set of replacement lamps rated at 5,000 hours or two sets if rated at 3,000 hours. Also include preventative and spot maintenance (parts and labor) for 25 years. Coordinate details of DeKalb County School District requirements for remote controls and incorporate those requirements into the specifications.

14. **Data Cabling System:** Provide Data Cabling System for computer network and equipment in accordance with the current DCSD Technology Plan. See APPENDIX to Design Guidelines – Data Cabling System.

15. **Telephone Cabling System:** DCSD will provide the telephone switch and individual phones for each required location. Construction contract shall provide telephone cabling and equipment. See APPENDIX to Design Guidelines – Telephone Cabling System.

16. Detection Systems

- a. Security alarm and Security Surveillance Camera Systems will be furnished by DCSD under contracts separate from building contracts for new schools and additions. Coordination between the separate contractors will be required to maintain occupancy schedules.
- b. Designer for Security Surveillance System shall coordinate design of security systems with DCSD Director of Safety / Security.
- c. Front desk design at Elementary Schools shall allow 2 Monitors to be mounted out of view of visitors.
- d. See APPENDIX to Design Guidelines – Security System for general requirements of Security System and the specific Video Surveillance Specification prepared for each project.

17. Master Television Systems

- a. Media centers shall have broadcast capabilities to provide video programming throughout the building.
- b. Provide drops in all spaces except storage mechanical, custodial and kitchen areas. Coordinate Master TV Systems with DCSD MIS.
- c. Cable TV signal shall be provided to the media center distribution center from the local cable TV vendor.
- d. Provide a complete Master Television Cable System for distribution of “In-House” and local “Cable” channels. Provide two sets of audio / video jacks on front panel for direct insertion of customer equipment. The system shall be wired to allow tuning selected “cable” channels through VCRs for recording or distribution throughout the system and direct distribution of cable channels through system demodulators. Receiver / monitors shall be furnished to provide direct monitoring of programs.
- e. A one line drawing of the entire Television System shall be included in the submittal showing the signal levels in dBmV at the input and output of each device at the head end, tap-off, splitters, and room outlets. The model numbers of all components shall be included in the one line drawing. A detailed drawing of the equipment cabinets, their components, special panels and equipment layout must be furnished for approval (no exceptions).
- f. The television Contractor shall be an authorized distributor for the equipment supplied and maintain his own service organization capable of furnishing all warranty service. A letter shall be included in the submittal stating the above is valid.
- g. The system shall be designed for 50 db signal-to-noise ratio and shall provide a signal level of a minimal of +6dbmv and a maximum of +12dbmv at each outlet.
- h. The system shall be designed to allow program originating and distribution from outlets throughout the system by the addition of proper equipment.
- i. The Design Professional shall be responsible for specifying appropriate equipment, testing and certification.
- j. Acceptable manufacturers: Blonder Tongue; Drake / Dracom; Scientific Atlanta; Jerald

18. **Fire Alarm System:** See APPENDIX to Design Guidelines – Fire Alarm System.

19. Intercom System

20. Proprietary PRODUCT: Central Control Center: Rauland Telecenter VoIP System

21. Intercom system shall be incorporated into the Scope of Work for all new school projects, and shall include a master clock to control bells.

22. Provide intercom call-back system with master station in administrative office and call stations in each normally occupied space. Design Professional to submit detailed catalog information to DeKalb County School District for approval.

23. See APPENDIX to Design Guidelines – Intercom System

24. Public Address System

a. Sound systems shall be incorporated into the Scope of Work for all new school projects. Provide public address systems at the following locations:

- i. Cafeterias
- ii. Gymnasiums
- iii. Auditoriums
- iv. Drama Labs
- v. Football Stadiums

b. Architects shall be responsible for employing qualified professionals to design and develop Construction Documents for public address systems. Design of public address systems shall be appropriate for the acoustical conditions and volume of each space.

c. Drawings and Specifications shall be submitted to DCSD Facilities Services Department; the Supervisor of Interscholastic Athletic Programs, and to the Coordinators of Health and PE, Music and Drama for review and approval.

d. Features and functions shall include:

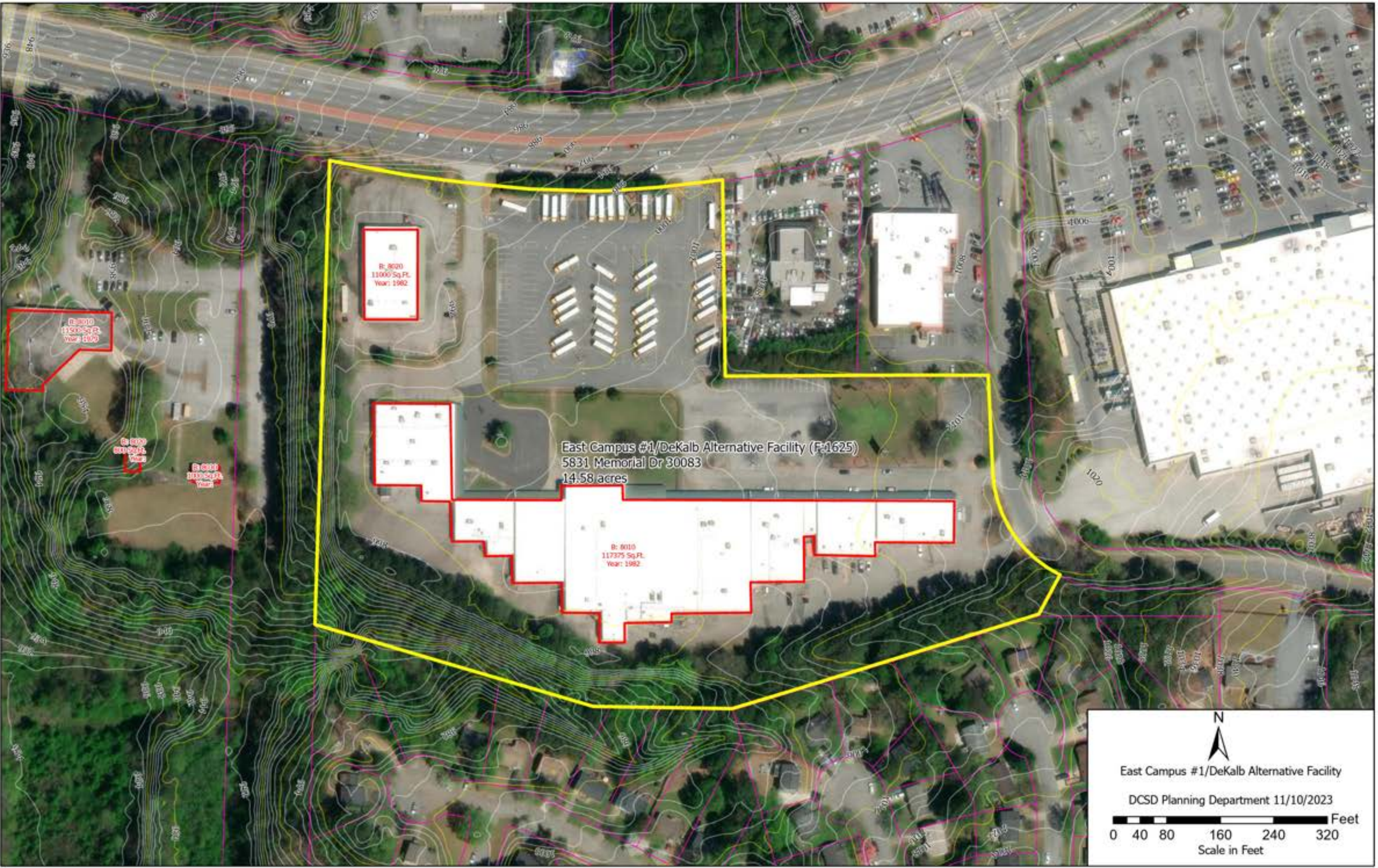
- i. Solid state in-wall type amplifier
- ii. Built-in speakers
- iii. Microphones designed especially for music pickup, recording and excellent speech reproduction
- iv. Remote microphone outlets appropriate for the type of space
- v. Auxiliary input for future program sources
- vi. Input for school wide intercom program and system announcements
- vii. Fire alarm override if required.

25. **Delivery Door Bell:** Provide a door bell system at the exterior delivery door(s) to alert kitchen and/or custodial staff when deliveries have arrived. The appropriate location for the bell will be a function of the service area layout. The Design Professional shall propose and obtain approval for the bell location(s).

26. Clocks

27. Centrally controlled digital clocks and bell system shall be provided in halls, Cafeteria, Media Center, main Office, and Gym.

28. Provide electrical connection in each classroom and other instructional areas for DeKalb County School District provided electrically operated wall mounted clocks where required.



B: 8020
11000 Sq.Ft.
Year: 1982

B: 8010
8500 Sq.Ft.
Year: 1982

B: 8010
8500 Sq.Ft.
Year: 1982

B: 8010
8500 Sq.Ft.
Year: 1982

East Campus #1/DeKalb Alternative Facility (F:1625)
5831 Memorial Dr 30083
14.58 acres

B: 8010
117375 Sq.Ft.
Year: 1982

N

East Campus #1/DeKalb Alternative Facility

DCSD Planning Department 11/10/2023

0 40 80 160 240 320 Feet

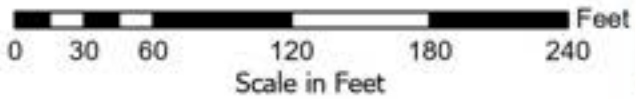
Scale in Feet



Former Hooper Alexander Site (No Facility) (F-1050)
3414 Memorial Dr 30032
8.07 acres



Former Hooper Alexander Site (No Facility)
DCSD Planning Department 11/10/2023



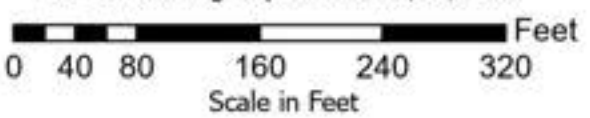


Former Briarcliff High Site (No Facility) (F:0775)
2415 N. Druid Hills Rd, NE 30329
17.58 acres



Former Briarcliff High Site (No Facility)

DCSD Planning Department 11/10/2023



APPENDIX G

AE Services for Bus Maintenance, Parking and Charging Facilities

Bus Maintenance, Parking, and Charging Facilities	Project Design, Review, Permitting							Anticipated Construction Procurement		Anticipated Construction			
	RFQu Opens	Pre-Submittal Conference	Questions Due	Final Addendum	Due Date	Anticipated Board Approval	Anticipated NOA	NTP	End	Start	NTP	Start	End
	10/10/24	10/22/24	10/30/24	11/06/24	11/14/24	02/10/25	02/18/25	03/07/25	05/02/25	11/14/24	04/01/25	04/01/25	06/30/25

APPENDIX H
STANDARD FORM OF CONTRACT
FOR ARCHITECTURAL SERVICES
(STATE CAPITAL OUTLAY PROJECTS)
BETWEEN THE
DEKALB COUNTY BOARD OF EDUCATION
AND THE ARCHITECT

Architect: _____

Architect Address: _____

Project Name: Bus Maintenance, Parking and Charging Facilities

Project Address: Varies Location

Project No.: N/A

Solicitation No.: RFQu No. 25-752-003

Cost Code: _____

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CONTRACT FOR ARCHITECTURAL SERVICES

This contract (the "Contract") is made and entered into by and between the DeKalb County Board of Education (the "Owner") and _____ (the "Architect"). This Contract shall be effective on the date executed by the last party to execute it.

The architectural services required by this Contract are to be rendered for a construction project identified as **Bus Maintenance, Parking and Charging Facilities** (the "Project").

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements stated herein, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Owner and the Architect agree:

ARTICLE 1

REPRESENTATIONS AND WARRANTIES

In order to induce the Owner to execute this Contract and recognizing that Owner is relying thereon, and without limiting or restricting any other representation or warranty set forth elsewhere in this Contract or implied by operation of law, the Architect, by executing this Contract, makes the following express representations to the Owner:

1.1 The Architect is professionally qualified to act as the architect for the Project and is licensed to practice architecture by all public entities having jurisdiction over the Architect and the Project;

1.2 The Architect has and shall maintain all necessary licenses, permits or other authorizations necessary to act as architect for the Project until the Architect's duties hereunder have been fully satisfied;

1.3 The Architect has become familiar with the Project site and the local conditions under which the Project is to be designed, constructed, and operated;

1.4 The Architect shall prepare all documents and things required by this Contract including, but not limited to, all contract plans and specifications, in such a manner that they shall be accurate, coordinated and adequate for construction and shall be in conformity and comply with all applicable law, codes and regulations; and

1.5 The Architect assumes full responsibility to the Owner for the improper acts and omissions of Architect's consultants or others employed or retained by the Architect in connection with the Project.

ARTICLE 2

PRELIMINARY CONSULTATION, EXAMINATION AND REPORT

Prior to the preparation of the Schematic Design as required by Article 3 below, the Architect shall first consult in detail with the Owner, and shall carefully examine any information provided by the Owner concerning the Owner's policies, purposes, concepts, objectives, desires, and design, construction, scheduling, budgetary or operational Project needs, restrictions or requirements, and any other information provided by the Owner concerning the Owner's criteria for the Project (collectively, all of the foregoing information may be referred to as the "Owner's Criteria"). Following such examination, and in no event later than ten (10) calendar days after the effective date of this Contract, the Architect shall prepare and submit to the Owner a written report detailing the Architect's budgetary, operational, or other problems or recommendations which may result from the Owner's Criteria. The written report of the Architect shall also include proposed solutions, if appropriate; addressing each of such identified problems.

ARTICLE 3

PRELIMINARY DESIGN AND PRICE ESTIMATES

3.1 After reviewing with the Owner the written report required by Article 2 above, agreeing upon any proposed solutions to identified problems resulting from the Owner's Criteria, the Architect shall draft and submit to the Owner a "Schematic Design" for the Project per RFQu Appendix H: Owner's Master Schedule. The Schematic Design shall be consistent with the Owner's Criteria, as, and if, modified, and shall include as a minimum the information outlined in RFQu Appendix B: Design Review – Minimum Submittal Requirements. This includes:

- 3.1.1 Schematic Design Drawings
- 3.1.2 Preliminary Outline of Specifications
- 3.1.3 Cost Estimate as described in Article 3.2 below
- 3.1.4 Written description of major components of the Design

3.1.5 Any other documents or things necessary or appropriate to describe and depict the Preliminary Design and the conformity of same with the Owner's Criteria (as, and if, modified as set forth above) for the Project.

3.2 Upon completion of the Schematic Design and as part of the Schematic Design submittal, the Architect shall submit to the Owner in writing, its preliminary estimate for constructing the Project. This estimate may be based on current area, volume or similar conceptual estimating techniques. As the design process progresses through the end of the preparation of the Construction Documents (CD), the Architect shall update and refine the preliminary estimate of the contractor's anticipated price for constructing the Project. At a minimum, the Architect shall submit to the Owner in writing its updated and refined estimate per the requirements outlined in RFQu Appendix B: Design Review – Minimum Submittal Requirements. The Architect shall advise the Owner of any adjustments to previous estimates for constructing the Project. If at any time the Architect's estimate for constructing the Project

exceeds the Owner's Stated Cost Limitation (SCL) by more than 5%, the Architect shall make appropriate revisions to the Design Documents to bring the cost within the SCL. These revisions will be performed by the Architect at no additional cost to the Owner. The Architect will also be responsible for creating a Recovery Schedule to complete the design per the original Design Schedule.

3.3 In preparing estimates of the contractor's anticipated price for constructing the Project, the Architect shall be permitted to include reasonable contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction acceptable to Owner are to be included in the Construction Documents (CD); to make reasonable adjustments in the scope of the Project acceptable to Owner and to include in the Design for Construction alternate bids acceptable to Owner as may be necessary to adjust the estimated contractor's anticipated price for constructing the Project to meet the Owner's budget.

3.4 Upon completion and submittal of the Schematic Design and the Preliminary Estimate, the Owner, the Owner's Representatives, and other parties as deemed necessary will review the documents for general compliance with the Owner's design criteria described in Article 2 of this Contract. The Architect will participate in a Design Review Meeting at the end of the design review period and, once in agreement with the proposed comments/ revisions, will proceed to the 50% Construction Drawings Phase, where he will promptly incorporate the agreed upon comments/ revisions into the Design Documents.

3.5 After reviewing with the Owner the design review comments identified in 3.4 above, and agreeing upon any proposed solutions to identified problems resulting from the review, the Architect shall draft and submit to the Owner a "50% Construction Drawings" submittal for the Project per RFQu Appendix H: Owner's Master Schedule. The 50% Construction Drawings submittal shall be consistent with the Owner's Criteria, as, and if, modified, and shall include as a minimum the information outlined in RFQu Appendix B: Design Review – Minimum Submittal Requirements.: This includes:

3.5.1 50% Construction Drawings

3.5.2 Initial Draft of Specification Manual

3.5.3 Cost Estimate as described in Article 3.2 above

3.5.4 Any other documents or things necessary or appropriate to describe and depict the 50% Construction Drawings Concepts and the conformity of same with the Owner's Criteria (as, and if, modified as set forth above) for the Project.

ARTICLE 4

CONSTRUCTION DOCUMENTS

4.1 Upon written direction from the Owner, after reviewing with the Owner the 50% Construction Drawings Submittal required by Article 3 above, and after incorporating any changes or alterations authorized or directed by the Owner with respect to the 50% Construction Drawings Submittal or with respect to the Owner's Criteria, as, and if, modified, the Architect shall draft and

submit to the Owner the “Construction Documents (CD)” in the phased submittals outlined in RFQu Appendix B: Design Review – Minimum Submittal Requirements and RFQu Appendix H: Owner’s Master Schedule. The Construction Documents shall include plans and specifications which describe with specificity all systems, elements, details, components, materials, equipment, and other information necessary for construction of the Project. In preparing the Construction Documents, including without limitation any changes thereto, the Architect shall, as and when necessary, file and review all plans and specifications with all departments, divisions and offices of the State of Georgia and of DeKalb County having jurisdiction and requiring such filing or review, including without limitation the State of Georgia Department of Education, State of Georgia Environmental Protection Division, DeKalb County Building Department, DeKalb County Development Department and DeKalb County Fire Marshall, and incorporate all required review comments into the plans and specifications. The Construction Documents shall be accurate, coordinated and adequate for construction and shall be in strict conformity, and strictly comply, with all applicable law, codes and regulations, and with all standards, criteria (including the Owner’s Criteria), and memoranda of policy furnished by the Owner. Products, equipment and materials specified for use shall be readily available unless written authorization to the contrary is given by the Owner. The services required of the Architect under this Contract do include, without limitation, an Erosion, Sedimentation and Pollution Control Plan in accordance with the State of Georgia Department of Natural Resources Environmental Protection Division storm water discharge permit, building evacuation plans, site evacuation plans, demolition plans (if demolition is applicable), and any and all other services required by law or otherwise necessary to provide permittable drawings and specifications.

4.2 All plans and specifications shall bear the signature and seal of the Architect. Structural, electrical, and mechanical plans and specifications shall also bear the signature and seal of the respective engineers, licensed in the State of Georgia. Five (5) sets of all plans, sized 30” x 42”, and specifications, properly signed and sealed, shall be furnished to the Owner at every submittal stage. In addition:

4.2.1 Architect shall provide Owner with all final plans on computer disk in AutoCAD version 2000, or scanned onto magnetic media that can be accessed by AutoCAD 2000;

4.2.2 Drawings will be posted on the District’s Project Management software Proliance “Contract Manager System” (CMS) using an Owner supplied license, as follows:

4.2.2.1 Preliminary Consultation and Examination Report – Posted on CMS as a PDF file.

4.2.2.2 Schematic Design Submittal – Drawings posted as one PDF file, specifications posted as one PDF file, additional reports posted as PDF files.

4.2.2.3 Construction Documents – 50% same as 4.2.2.2

4.2.2.4 100% Construction Documents – Each drawing and specification section is to be posted as a separate PDF file.

4.2.3 Architect shall provide Owner with 11” x 17” prints of the final site plan, grading plan, staking plan, and overall floor plan; and

4.2.4 The maximum drawing sheet size shall be 30” x 42”.

4.2.5 If the Project involves construction to an existing school structure, Architect shall create and submit to Owner an evacuation plan for use during construction. If the Project has more than one Phase, Architect shall provide an evacuation plan specific to each Phase of construction. Any such evacuation plan created by the Architect for the Project shall be submitted to and subject to approval by the DeKalb County Fire Marshall. The Architect shall supplement any evacuation plan as required and necessary.

4.3 The Architect is responsible for the calculating in detail of all structural, mechanical, and electrical work including, but not limited to, the furnishing to the Owner of life-cycle-costing and energy consumption analyses for the purpose of ascertaining and verifying (i) adequacy and correctness of equipment specified or shown on the plans and (ii) that the plans and specifications do not violate sound and accepted engineering principles; and

4.3.1 to confirm that there has been ample provision in the entire structural system for expansion and contraction, including but not limited to, building frames, the roof system, gravel stops, gutters, roof expansion joints, metal flashing and metal counterflashing, roof decks, and masonry walls; and

4.3.2 to confirm that there has been ample provision in the mechanical work for expansion and contraction.

4.4 The Architect shall design all buildings in such manner that, if such buildings are constructed in accordance with the construction contract between the Owner and contractor (hereinafter "Construction Contract"), such buildings will be free from leaks.

4.5 The Architect agrees that budgetary limitations are not a justification for breach of sound principles of architectural and engineering design. The Architect shall take no calculated risks in the design of the work. The Architect agrees that in the event it cannot design the work within the Owner's financial limitations without disregarding sound principles of design or in the event the Architect is requested by any person, agency, or public body to make any changes involving quality or quantity of the work, Architect shall give written notice to the Owner and obtain written direction from the Owner before proceeding.

4.6 The Architect acknowledges and agrees that the Owner does not undertake to approve or pass upon matters of design and that the Owner, therefore, assumes no responsibility for design. The Architect acknowledges and agrees that the review of plans and specifications by the Owner is limited to determining whether such documents are generally consistent with the Owner's Criteria, as, and if, modified. The Owner does not undertake to inquire into the adequacy, fitness, suitability, or correctness of engineering or architectural design. The Architect agrees that no review of plans and specifications by the Owner or by any person, body, or agency shall relieve Architect of the responsibility for the adequacy and correctness of architectural and engineering design and for designing the work in accordance with sound and accepted engineering and architectural principles.

4.7 The Architect shall create and provide to Owner a list of the plans, specifications and other documents constituting the 100% Construction Documents (the "Design Document List"). The Architect shall update the Design Document List and provide such updates to the Owner and the contractor as and when Owner authorized addenda, Change Orders, or other Owner authorized revisions to the Design for Construction are issued. The Architect shall ensure that the Design Document List is at all times accurate, complete and current; taking into account all Owner authorized changes to the Construction Contract.

ARTICLE 5

FINAL PRICE ESTIMATE

Contemporaneously with the submission of the 50% Construction Documents, the Architect shall submit to the Owner in writing its final estimate for constructing the Project. The final estimate for constructing the Project shall be prepared and submitted in accordance with the requirements of paragraphs 3.2 and 3.3 above. Once submitted, the final price estimate shall not be increased or decreased by the Architect unless the Construction Documents are changed upon authorization by the Owner. In such event the final price estimate shall be adjusted by the Architect to reflect any increase or decrease in estimated price resulting from the change in Construction Documents.

ARTICLE 6

EXCEEDING AN ESTABLISHED STATED COST LIMITATION

Prior to the Architect starting the Preliminary Design, the Owner may establish and communicate to the Architect a maximum amount for payment to the contractor as the Contract Price for constructing the Project (the "Stated Cost Limitation"). In the event the Architect's final anticipated price estimate as required by Article 5 exceeds the Stated Cost Limitation, or in the event the lowest bid or guaranteed maximum price or negotiated proposal from a qualified contractor exceeds the Stated Cost Limitation, the Owner may require the Architect, at no cost to the Owner, to consult with the Owner and to revise the Design for Construction so as to obtain a bid price or proposal at or below the Stated Cost Limitation. Absent clear and convincing evidence of gross negligence of the Architect in making its final anticipated price estimate or in designing the Project without regard to the Stated Cost Limitation, providing such revisions shall fulfill the Architect's liability to the Owner in connection with the Stated Cost Limitation.

ARTICLE 7

DUTIES, OBLIGATIONS AND RESPONSIBILITIES AFTER DESIGN

7.1 The Architect shall assist the Owner in obtaining bids or proposals and in tabulating bids and assessing the qualifications of bidders.

7.2 During construction of the Project, and at all times relevant thereto, the Architect shall have and perform the following duties, obligations, and responsibilities;

7.2.1 In addition to its duties, obligations and responsibilities set forth in the following paragraphs of this Article 7, the Architect shall have and perform those duties, obligations and responsibilities of the Architect set forth in the Construction Contract. The Architect hereby acknowledges that it has received, reviewed and studied a true and correct unexecuted copy of the form of the Construction Contract and same is herein incorporated by reference. Copies of the Owner's forms of the Construction Contracts are available for review on the Owner's website. Any changes to the form of Construction Contract made by the Owner shall be enforceable under this Contract unless such change is inconsistent with this Contract and the Architect specifically objects to such change, in writing, not later than five (5) days from the Architect's receipt of such change;

7.2.2 The Architect shall, as contemplated herein and in the Construction Contract, but not otherwise, act on behalf, and be the agent, of the Owner throughout construction of the Project. Instructions, directions, and other appropriate communications from the Owner to the contractor shall be given to the contractor by the Architect;

7.2.3 Upon receipt, the Architect shall carefully review and examine the contractor's Schedule of Values, together with any supporting documentation or data which the Owner or the Architect may require from the contractor. The purpose of such review and examination shall be to protect the Owner from an unbalanced Schedule of Values which allocates greater value to certain elements of the work than is indicated by such supporting documentation or data, or than is reasonable under the circumstances. If the Schedule of Values is not found to be appropriate, or if the supporting documentation or data is inadequate, the Schedule of Values shall be returned to the contractor for revision or supporting documentation or data. After making such examination, if the Schedule of Values is found to be appropriate as submitted, or if necessary, as revised, the Architect shall sign the Schedule of Values thereby indicating its informed belief that the Schedule of Values constitutes a reasonable, balanced basis for payment of the Contract Price to the contractor;

7.2.4 The Architect shall inspect the work of the contractor whenever and wherever necessary, including without limitation, within 24 hours of the Owner's request, and shall, at a minimum, inspect work at the Project site no less frequently than once per week. Such inspections shall be performed personally by a principal of the Architect's firm, licensed in the State of Georgia, at least once per month. The Architect shall require its consultants to participate in such inspections and to generate written reports within three (3) business days thereof with respect to their respective disciplines periodically as necessary to protect the Owner. A copy of any such written report shall be provided to Owner within three (3) business days of receipt by Architect. The purpose of such inspections shall be to determine the quality and quantity of the work in comparison with the requirements of the Construction Contract. While performing such inspections, the Architect shall protect the Owner from deficient or defective work, from unexcused delays in the schedule and from requests for payment which could result in overpayment to the contractor. Within three (3) days of each inspection the Architect shall submit a written report of such inspection, together with any appropriate comments or recommendations, to the Owner;

7.2.4.1 In addition to any other inspections required by this Contract, the Architect, through its consultant(s) as applicable, shall timely inspect the installation of the control measures set forth in the Erosion, Sedimentation and Pollution Control Plan in accordance with the State of Georgia Department of Natural Resources Environmental Protection Division storm water discharge permit;

7.2.4.2 In addition to any other inspections required by this Contract, the Architect, through its consultant(s) as applicable, shall timely perform such inspections as are required by the State of Georgia Department of Natural Resources Environmental Protection Division storm water discharge permit;

7.2.4.3 The Architect, through its consultant(s) as applicable, shall perform the duties, obligations and responsibilities of the "design professional" under the State of Georgia Department of Natural Resources Environmental Protection Division storm water discharge permit. As used in the immediately preceding sentence, the term "design professional" shall have

the meaning ascribed to it in the State of Georgia Department of Natural Resources Environmental Protection Division storm water discharge permit;

7.2.4.4 Excepting only the preparation of the Erosion, Sedimentation and Pollution Control Plan referred to in paragraph 4.1, the inspections referred to in paragraphs 7.2.4.1 and 7.2.4.2, and the performance of the duties, obligations and responsibilities of the "design professional" referred to in paragraph 7.2.4.3, the Architect shall ensure that the construction contractor provides, satisfies or otherwise complies with all requirements and conditions of the State of Georgia Department of Natural Resources Environmental Protection Division storm water discharge permit, including, without limitation, all notices, fees, plan implementation, monitoring, sampling, inspections, reports, record keeping, submittals and any other requirements and conditions of the State of Georgia Department of Natural Resources Environmental Protection Division storm water discharge permit;

7.2.5 The Architect shall initially approve periodic and final payments owed to the contractor under the Construction Contract predicated upon inspections of the work as required in paragraph 7.2.4 hereinabove and evaluations of the contractor's rate of progress in light of the remaining Contract Time and shall issue to the Owner Approvals of Payment in such amounts. By issuing an Approval of Payment to the Owner, the Architect reliably informs the Owner that the Architect has made the inspection of the work required by paragraph 7.2.4 above, and that the work for which payment is approved has reached the quantities or percentages of completion shown, or both, that the quality of the contractor's work meets or exceeds the requirements of the Construction Contract, and that under the terms and conditions of the Construction Contract, the Owner is obligated to make payment to the contractor of the amount approved;

7.2.6 The Architect shall promptly provide appropriate interpretations of the Contract Documents as to not delay the critical path of the project schedule and for the proper execution of the work after receiving a written request for information or other written inquiry from the Owner or the Contractor;

7.2.7 The Architect shall reject in writing any work of the contractor which is not in strict compliance with the Construction Contract unless directed by the Owner, in writing, not to do so;

7.2.8 The Architect shall require inspection or re-inspection and testing or retesting of the work in accordance with the provisions of the Construction Contract whenever appropriate;

7.2.9 The Architect shall receive and promptly examine, study, and approve, or otherwise respond to, the contractor's shop drawings and other submittals. Approval by the Architect of the contractor's submittal shall constitute the Architect's representation to the Owner that such submittal is in conformance with the Construction Contract;

7.2.10 The Architect shall receive and promptly examine and promptly consult with and advise the Owner concerning requests for Change Orders from the contractor. Upon request by the Owner, the Architect shall draft Change Orders, whether initiated by the Owner, or by the contractor and approved by the Owner, in accordance with the Construction Contract. No change in the Construction Contract, such as the price, the work, or the time for completion, may be made without the written consent of the Owner

7.2.10.1 The Architect may, with the prior approval of the Owner, authorize or direct minor changes in the work which are consistent with the intent of the Construction Contract and do not involve a change in: the price of the Construction Contract; the time

for construction; the Project scope; aesthetics; visual concepts; or approved design elements. Such minor changes shall be issued by written field order.

7.2.10.2 The Architect shall timely administer and manage all Change Order requests and Change Orders, and shall maintain appropriate records relative to Change Orders, including, without limitation, a log of all Change Order requests and proposals, all actions taken thereon, the dates thereof, the estimated and actual amounts of Change Orders;

7.2.10.3 The Architect shall promptly prepare required drawings, specifications and other supporting data as necessary in connection with minor changes, Change Order requests and Change Orders;

7.2.10.4 The Architect shall review all Change Order requests or proposals submitted, and, within ten (10) days after receipt thereof, or more expeditiously if necessary to avoid delay to the construction schedule, the Architect shall advise Owner in writing as to:

1. the description and nature of the proposed change and by whom the change has been requested;
2. the cause of the proposed change and whether the proposed change is due to error or omission, unforeseen conditions, owner requested change or other cause;
3. the necessity of the proposed change;
4. the purpose of the proposed change;
5. the advantages and disadvantages of the proposed change;
6. the likely cost of the proposed change;
7. the likely effect on the construction schedule of the issuance or non-issuance of the proposed Change Order;
8. all other impacts and problems that may result from the issuance or non-issuance of the proposed Change Order;
9. any reasonable alternatives to the proposed change; and
10. the course of action recommended by the Architect.

7.2.11 The Architect shall require its consultants to participate in inspections of the Project regarding the determination of whether Substantial Completion has been achieved and the determination of whether Final Completion has been achieved, and shall require each consultant to prepare a written listing of those items, if any, yet to be finished, copies of which shall be furnished to the Owner together with the Architect's written listing of items, if any, yet to be finished. Based upon inspections of the Project, the Architect shall certify in writing to the Owner the fact that, and the date upon which, the contractor has achieved Substantial Completion of the Project and the date upon which the contractor has achieved Final Completion of the Project.

If the Project is divided into two or more Phases, each Phase is described in more detail in RFQu Appendix B: Design Review – Minimum Submittal Requirements. In the event the Project is divided into Phases, the Architect shall require its consultants to participate in inspections of each Phase of the Project regarding the determination of whether Substantial Completion has been achieved for such Phase and determination of whether Final Completion for such Phase has been achieved, and shall require each consultant to prepare a written listing of those items, if any, yet to be finished, copies of which shall be furnished to the Owner together with the Architect's written listing of items, if any, yet to be finished. Based upon inspections of the Project, the Architect shall certify in writing to the Owner the fact that, and the date upon which, the contractor has achieved Substantial Completion of each Phase of the Project and the date upon which the contractor has achieved Final Completion of each Phase of the Project.

7.2.12 The Architect shall transmit to the Owner all manuals, operating instructions, as-built plans, warranties, guarantees and other documents and things required by the Construction Contract and submitted by the contractor;

7.2.13 The Architect shall testify in any judicial proceeding concerning the design and construction of the Project when requested in writing by the Owner, and the Architect shall make available to the Owner any personnel or consultants employed or retained by the Architect for the purpose of reviewing, studying, analyzing or investigating any claims, contentions, allegations, or legal actions relating to, or arising out of, the design or construction of the Project;

7.2.14 The Architect shall review any as-built, or record, drawings furnished by the contractor and shall certify to the Owner that same are adequate and complete. The Architect shall update the Final Construction Documents to reflect the as-built or record documents furnished by the contractor. The Architect shall provide the Owner with the updated As-Built Final Construction Documents as per Article 4.2.

7.2.15 The Architect shall be responsible for any errors, omissions, deficiencies, inconsistencies or conflicts in the drawings, specifications or other documents prepared by the Architect or its consultant(s), or both, and in any other work or services performed by the Architect or its consultant(s), or both. The Architect shall, without additional compensation, promptly correct any errors, omissions, deficiencies, inconsistencies or conflicts in the drawings, specifications or other documents prepared by the Architect or its consultant(s), or both, and in any other work or services performed by the Architect or its consultant(s), or both;

7.2.16 It shall be the responsibility of the Architect to utilize its position as Architect to ascertain whether the contractor is performing the Construction Contract in strict compliance with the requirements of the Contract Documents. The Architect promptly shall provide the Owner with written notice in the event that the contractor is not performing the Construction Contract in strict compliance with the requirements of the Contract Documents, with such notice identifying the non-compliant work and recommending a course of action to be taken by the Architect or the Owner, or both; and,

7.2.17 Once site work begins, the Architect shall attend a job site progress meeting at least once every two weeks.

7.3 Prior to the Project being substantially complete, the Architect shall have and perform the following duties, obligations, and responsibilities;

7.3.1 Assemble a furniture bid package and provide copies as needed to the Owner's staff for issuance to vendors. The bid package shall consist of the spreadsheet of all the furniture required for each space, a keyed floor plan labeling the location and quantity of each product, and specifications for each product. The floor plan shall be keyed back to the spreadsheet.

7.3.2 Assist Owner with bid tabulation as needed and coordinate with Owner to ensure timely ordering and delivery of furniture in coordination with the construction schedule.

7.3.3 Assist Owner by tracking the furniture order and periodically providing updates on the status of the order.

7.3.4 Coordinate the furniture delivery with the construction schedule to ensure timely delivery and installation of furniture. Confirm that furniture is installed after all construction activities, including punch list work and ensure the furniture is not damaged by construction activities.

7.3.5 Conduct a Substantial Completion inspection of all furnishings, fixtures and equipment and prepare a punch list. Review project for final acceptance to confirm punch list completion prior to project being turned over the Owner.

7.3.6 During FF&E warranty period the Architect shall review all problems, issues, and/or concerns as they relate to the FF&E phase for one-year duration from Substantial Completion and will follow-up with the vendors, as required, for all remedial actions.

7.3.7 Approve all furniture invoices and submit to Owner for payment.

ARTICLE 8

INDEMNITY

To the fullest extent permitted by law, the Architect shall indemnify and hold harmless the Owner from and against all liability, claims, damage, loss, liens, costs and expenses, including without limitation attorneys' fees and litigation expenses, arising out of, or resulting from, the services of the Architect. In the event the Owner is alleged to be liable on account of alleged acts or omissions, or both, of the Architect, the Architect shall defend such allegations through counsel chosen by the Owner and the Architect shall bear all costs, fees, expenses of such defense, including but not limited to, all attorneys' fees and expenses, court costs, expert witness fees and expenses. The Architect shall not be required to indemnify or hold harmless the Owner against claims for damages, losses, or expenses, including attorneys' fees, caused by or resulting from the negligence of the Owner.

ARTICLE 9

SCHEDULE

Time is of the essence in the performance of this Contract. Within the RFQu and now as an integral part of this Contract, the Architect has been provided a detailed schedule for completing the Contract Documents as provided in Articles 3 and 4 of this Contract (See RFQu Appendix H: Owner’s Master Schedule). The Design Schedule shall constitute the schedule for performance by the Architect of its duties hereunder, and shall not, except for good cause, be exceeded by the Architect. Not less frequently than monthly (unless the parties otherwise agree in writing) Architect shall update the Design Schedule to show actual progress and provide a copy to the Owner. Should Architect, at any time during the course of performing the Contract, have any reason to believe that it will be unable to meet any completion date in accordance with the Design Schedule, it shall immediately notify the Owner in writing. In such notice, the Architect shall state the reason for the delay including the party responsible, if any, and the steps being taken to remedy or minimize the impact of the delay.

ARTICLE 10

PERSONNEL AND CONSULTANTS

10.1 The Architect shall assign only qualified personnel to perform any service concerning the Project. The Architect’s management, design, and construction administration staff assigned to the Project shall have experience in K-12 school design and construction. The Owner shall have the right, but not the obligation, to interview the management, design, and construction administration staff that will be assigned to this Project. At the time of execution of this Contract, the parties anticipate that the following named individuals will perform those functions indicated:

<u>NAME</u>	<u>FUNCTION</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

So long as the individuals named above remain actively employed or retained by the Architect or its consultants, they shall perform the functions indicated next to their names.

10.2 Owner shall have the right, but not the obligation, to review the consultants being considered for this Project prior to the Architect entering into a subcontract with such consultant. Architect shall not enter into a subcontract with an intended consultant with reference to whom Owner objects in writing. Any objection, lack of objection, or consent by Owner shall in no way relieve Architect of any of its duties or warranties under the Contract. Identified below are the

Architect's proposed consultants for the disciplines stated, and such proposed consultants shall not be changed by Architect without the Owner's prior written consent:

Civil: _____
Structural: _____
Mechanical: _____
Plumbing: _____
Electrical: _____
Kitchen Consultant: _____

All consultants retained by the Architect in connection with the services required by this Contract shall be retained at the Architect's sole cost and expense.

Architect shall coordinate with all appropriate and applicable consultants to schedule review sessions with Owner's representatives as identified in RFQu Appendix B: Design Review – Minimum Submittal Requirements and RFQu Appendix H: Owner's Master Schedule. Architect shall ensure that all meeting participants have allotted at least six (6) hours for such review sessions. Upon completion of a review session, the Architect will incorporate the comments agreed to in the Design Review Meeting prior to the next submittal for review.

ARTICLE 11

PAYMENTS

For its assumption and performance of the duties, obligations and responsibilities set forth herein, the Architect shall be paid as follows:

11.1 The Architect shall be paid for those services required by this Contract the sum of One Million Two Hundred Thousand (\$1,200,000), allocated in the following manner:

- | | |
|--|-----------------|
| A. Preliminary Consultation/
Examination Report | \$ _____ |
| B. Schematic Design Phase | \$ _____ |
| • Provide items identified in Appendix B | |
| C. Design Development Phase | \$ _____ |
| • Provide items identified in Appendix B | |

D. Construction Document Phase:

30% complete CD phase \$ _____

- 30% complete drawings
- Detailed project manual
- Detailed cost estimate

80% complete CD phase \$ _____

- Construction documents per Appendix B
- Detailed project manual
- Detailed cost estimate
- Fire Marshall review
- Submittal to GA DOE

100% Complete CD Phase \$ _____

- Construction documents per Appendix B
- Detailed project manual
- Submittal for permitting
- Fire Marshall review
- Submittal to GA DOE

E. Sub-consultants \$ Included in Fee

F. FF&E Services \$ N/A

G. Reimbursable Expenses \$ Included in Fee

**H. Construction Administration Fee
(Minimum of 15% of Fee Required)** \$ _____

**Total Lump Sum Bus Maintenance, Parking and
Charging Facilities** \$ _____

11.2 For additional engineering or consultant services actually, reasonably and properly hired by the Architect to perform any such duties, obligations and responsibilities, the Architect shall be reimbursed for the cost actually, reasonably and properly incurred by the Architect for such services.

(a) For the number of hours actually, reasonably and properly expended by Architect's personnel in the performance of such duties, obligations and responsibilities other than those services required by this Contract, Architect shall be paid at the applicable hourly rate set forth below opposite the title/position of such personnel performing such services:

Title/Position	Hourly Rate
Principal:	\$ _____ per hour
Director:	\$ _____ per hour
Project Architect:	\$ _____ per hour
Project Manager:	\$ _____ per hour
Project Coordinator:	\$ _____ per hour
Interior Designer:	\$ _____ per hour

Project Captain:	\$_____ per hour
Technical Staff:	\$_____ per hour
Contract Administrator:	\$_____ per hour
Clerical:	\$_____ per hour
Estimator:	\$_____ per hour
Scheduler:	\$_____ per hour
Designer:	\$_____ per hour
CADD:	\$_____ per hour
Civil Engineer	\$_____ per hour
Junior Civil Engineer	\$_____ per hour
Structural Engineer	\$_____ per hour
Junior Structural Engineer	\$_____ per hour
Mechanical Engineer	\$_____ per hour
Junior Mechanical Engineer	\$_____ per hour
Electrical Engineer	\$_____ per hour
Junior Electrical Engineer	\$_____ per hour
Fire Protection Engineer	\$_____ per hour
Junior Fire Protection Engineer	\$_____ per hour
FF&E Coordinator	\$_____ per hour
Others as appropriate	\$_____ per hour

11.2.1 For the avoidance of doubt, the services required of the Architect by this Contract do not include, unless otherwise amended to the contrary:

- (a) flood plain study and delineation;
- (b) wetlands study and delineation;
- (c) offsite utility system design;
- (d) domestic and fire water wells, towers or pressure booster systems design;
- (e) civil engineering services, studies, drawings/specifications required for off-site road developments/improvements required by DeKalb County Public Works or Georgia Department of Transportation;
- (f) interior design services other than color selections.

11.3 All expenses of the Architect, including but not limited to transportation, long-distance calls, and the actual cost of copying and postage or other reasonable mode of transmission of plans, specifications, and other Project documents, are included in the amount to be paid to the Architect pursuant to Article 11.1 and all such expenses shall be paid by the Architect without reimbursement from the Owner.

11.4 If the Architect's duties, obligations and responsibilities are materially changed through no fault of the Architect after execution of this Contract, compensation due to the Architect shall be equitably adjusted, either upward or downward;

11.5 As a condition precedent for any payment due under this Article 11, the Architect shall submit monthly to Owner, unless otherwise agreed in writing by the Owner, an invoice requesting payment for services properly rendered and expenses due hereunder. The Architect's

invoice shall describe with reasonable particularity each service rendered, the date thereof, the time expended if such services were rendered pursuant to paragraphs 11.2 or 11.4 hereinabove, and the person(s) rendering such service. The Architect's invoice shall be in such form and content and shall be accompanied by such supporting documentation or data as the Owner may require. If payment is requested for services rendered by the Architect pursuant to paragraph 11.1 hereinabove, the invoice shall additionally reflect the allocations as provided in said paragraph and shall state the percentage of completion as to each such allocation. Each invoice shall bear the signature of the Architect, which signature shall constitute the Architect's representation to the Owner that the services indicated in the invoice have reached the level stated, have been properly and timely performed as required herein, that the expenses included in the invoice have been reasonably incurred in accordance with this Contract, that all obligations of the Architect covered by prior invoices have been paid in full, and that the amount requested is currently due and owing, there being no reason known to the Architect that payment of any portion thereof should be withheld. Submission of the Architect's invoice for final payment shall further constitute the Architect's representation to the Owner that, upon receipt by the Owner of the amount invoiced, all obligations of the Architect to others, including its consultants, incurred in connection with the Project, will be paid in full;

11.6 The Owner may decline to make payment, may withhold funds, and, if necessary, may demand the return of some or all of the amount previously paid to the Architect, to protect the Owner from loss, or risk of loss, because of any one or more of the following: (i) Services that are defective and not remedied by the Architect nor, in the opinion of the Owner, likely to be remedied by the Architect; (ii) claims, or potential claims, of third parties against the Owner or the Owner's property or third party property; (iii) failure by the Architect to pay subconsultants or others in a prompt or proper fashion; (iv) damage to the Owner or to a third-party to whom the Owner is, or may be, liable; or, (v) "premium costs" incurred by the Owner on account of any errors, omissions, deficiencies, inconsistencies or conflicts in the drawings, specifications or other documents prepared by the Architect or its consultant(s) or both. As used in paragraph 11.6(v), the term "premium costs" means costs that would not have been incurred if such drawings, specifications or other documents had been prepared free of any errors, omissions, deficiencies, inconsistencies or conflicts;

11.7 The Owner shall make payment to the Architect of all sums properly invoiced under the provisions of this Article 11 within thirty (30) days of the Owner's receipt of such invoice.

ARTICLE 12

PROJECT RECORDS

All records relating in any manner whatsoever to the Project, or any designated portion thereof, which are in the possession of the Architect or the Architect's consultants, shall be made available to the Owner for inspection and copying upon written request of the Owner. Additionally, said records shall be made available, upon request by the Owner, to any state, federal or other regulatory authorities and any such authority may review, inspect and copy such records. Said records include, but are not limited to, all plans, specifications, submittals, correspondence, minutes, memoranda, tape recordings, videos, or other writings or things which document the Project, its design, and its construction. Said records expressly include those documents reflecting the time expended by the Architect and its personnel in performing the obligations of this Contract and the records of expenses incurred by the Architect in its performance under said Contract. The Architect shall maintain and protect these records for no less than ten (10) years after final completion of the Project, or for any longer period of time as may be required by applicable law or good architectural practice.

ARTICLE 13

DUTIES, OBLIGATIONS AND RESPONSIBILITIES OF THE OWNER

The Owner shall have and perform the following duties, obligations and responsibilities to the Architect:

13.1 The Owner shall provide the Architect with all information requested by Architect and in Owner's possession, including the Owner's Criteria;

13.2 The Owner shall review any documents provided by or through the Architect requiring the Owner's decision, and shall make any required decisions;

13.3 The Owner shall, at its own expense, furnish a legal description and any necessary survey of the real property upon which the Project is situated;

13.4 As may be mandated by law or called for by the Construction Contract, the Owner shall, at its own expense, provide for all required tests, inspections, filings, studies or reports (except for those tests, inspections, filings, studies or reports expressly required of the Architect, its consultants, or both, by this Contract);

13.5 In the event the Owner learns of any failure to comply with the Construction Contract by the contractor, or of any errors, omissions or inconsistencies in the work product of the Architect, and in the further event that the Architect does not have notice of same, the Owner shall inform the Architect;

13.6 The Owner shall afford the Architect access to the Project site and to the work as may be reasonably necessary for the Architect to properly perform its services under this Contract;

13.7 The Owner shall perform its duties set forth in this Article 13 in a timely manner;

13.8 Except for documents requiring the Owner's decision as set forth in paragraph 13.2 above, the Owner's review of any documents prepared by the Architect or its consultants shall be solely for the purpose of determining whether such documents are generally consistent with the Owner's Criteria, as, and if, modified. The review of such documents shall not relieve the Architect of its responsibility for the accuracy, adequacy or coordination of its work product.

ARTICLE 14

APPLICABLE LAW

The law applicable to this Contract is the law of the State of Georgia. Each and every provision required by law to be inserted in this Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein. Architect irrevocably consents to the non-exclusive venue of the courts sitting in the county in which the Project is located regarding any matter arising out of or relating to this Contract.

ARTICLE 15

OWNERSHIP OF THE PRELIMINARY DESIGN AND THE CONSTRUCTION DOCUMENTS

The Preliminary Design and the Construction Documents shall become "Instruments of Service" and include all Drawings, Plans, Specifications, and other documents, including those in electronic form, prepared specifically for this Project by the Architect and its consultants. The Architect and its consultants agree and shall be deemed to have prepared their respective Instruments of Service as architectural works as defined in 17 U.S.C. §§ 102(a)(8) and 201(b), thereby transferring and vesting in the Owner, pursuant to 17 U.S.C. § 201(d), all common law, statutory, and other reserved rights, including copyrights in the Instruments of Service and in the buildings, improvements, and structures constituting the Project. The Instruments of Service shall include the Space Plan and Design Concept, if any.

Upon execution of this Agreement, the Architect expressly grants, assigns, transfers, and otherwise quitclaims to the Owner, its successors, and assigns, pursuant to 17 U.S.C. §201(d), all common law, statutory, and other reserved rights, including copyrights in both the Instruments of Service and in the buildings, improvements, and structures embodying the architectural and engineering works that constitute the Project, provided that the Owner shall comply with all obligations, including prompt payment of all sums, when due, under this Agreement. The Architect shall obtain similar grants, assignments, transfers, and quitclaims from its consultants consistent with this Agreement. The Architect warrants (and shall cause each of the Architect's consultants to warrant also) that this transfer of copyright and other rights is valid against the world.

The Architect hereby grants, assigns, transfers, and otherwise quitclaims to the Owner, without reservation, all copyrights to all Project-related documents, models, computer drawings, and other electronic expressions, photographs, and other expression or Instruments of Service produced by the Architect. However, the Architect will retain all rights to any pre-existing intellectual property or standard construction details or conventions contained in the Instruments of Service.

The Owner hereby grants to the Architect a nonexclusive license to reproduce such documents for purposes relating directly to the Architect's performance of this Project, for the

Architect's archival records, and for the Architect's reproduction of drawings and photographs for the Architect's marketing materials provided that the content of those materials, as to this Project, are approved by the Owner prior to publication. No other Project-related documents may be reproduced for any other purpose without the express written permission of the Owner. The Architect's materials shall not include the Owner's confidential or proprietary information.

ARTICLE 16

SUCCESSORS AND ASSIGNS

The Architect shall not assign its rights hereunder, excepting its right to payment, nor shall it delegate any of its duties hereunder without the written consent of the Owner. Subject to the provisions of the immediately preceding sentence, each party hereto binds itself, its successors, assigns and legal representatives to the other and to the successors, assigns and legal representatives of such other party.

ARTICLE 17

NO THIRD PARTY BENEFICIARIES

Nothing contained herein shall create any relationship, contractual or otherwise, with, or any rights in favor of, any third party.

ARTICLE 18

ERRORS AND OMISSIONS INSURANCE

The Architect shall provide and maintain Professional Liability Insurance at all times this Contract is in effect and for a period of six (6) years after Final Completion of the Project, with a minimum level of coverage as described herein below. Said coverage shall be written by an insurer licensed to do business in the State of Georgia and acceptable to the Owner.

18.1 Within five days after the execution of this Contract the Architect shall file with the Owner and the GaDOE Facility Services Unit a valid Certificate of Insurance showing the Architect is then insured with Professional Liability (Errors and Omissions) Insurance with limits not less than the following:

- a. For Projects with a **Stated Cost Limitation** of more than \$30,000,000:
 - i. For the Architect - \$3,000,000 per claim and \$4,000,000 in aggregate coverage;
 - ii. For the Architect's subconsultant engineers and architects - \$2,000,000 per claim and \$3,000,000 in aggregate coverage; and
 - iii. For other professional subconsultants - \$1,000,000 per claim and \$2,000,000 in aggregate coverage.
- b. For Projects with a **Stated Cost Limitation** of \$20,000,000 up to \$30,000,000:
 - i. For the Architect - \$2,000,000 per claim and \$3,000,000 in aggregate coverage;
 - ii. For the Architect's subconsultant engineers and architects - \$1,000,000

per claim and \$2,000,000 in aggregate coverage; and
iii. For other professional subconsultants - \$1,000,000 per claim and \$1,000,000 in aggregate coverage.

- c. For Projects with a **Stated Cost Limitation** of less than \$20,000,000:
- i. For the Architect - \$1,000,000 per claim and \$1,000,000 in aggregate coverage;
 - ii. For the Architect's subconsultant engineers and architects - \$1,000,000 per claim and \$1,000,000 in aggregate coverage; and
 - iii. For other professional subconsultants - \$1,000,000 per claim and \$1,000,000 in aggregate coverage.

18.2 For such period of time that Professional Liability insurance is required for the Project, as set forth above, the Architect shall provide the Owner with an updated or renewed Certificate of Insurance at least annually, or more frequently if requested by the Owner, showing the required coverage and limits of coverage remain in place.

18.3 The coverage provided herein shall contain an endorsement providing thirty (30) days' notice to the Owner prior to any cancellation of said coverage. Said coverage shall be written by an insurer acceptable to the Owner and shall be in a form acceptable to the Owner.

ARTICLE 19

OTHER INSURANCE

The Architect shall also maintain insurance in accordance with the requirements of Exhibit C attached hereto and incorporated herein by reference.

ARTICLE 20

TERMINATION

20.1 Either party hereto may terminate this Contract upon giving seven (7) days written notice to the other in the event that such other party substantially fails to perform its material obligations set forth herein;

20.2 This Contract may be terminated by the Owner without cause upon seven (7) days written notice to the Architect. In such event, the Owner shall pay the Architect for all services rendered prior to the termination, plus any expenses incurred and unpaid which would otherwise be payable hereunder. In such event, the Architect shall promptly submit to the Owner its invoice for final payment which invoice shall comply with the provisions of Article 11.

ARTICLE 21

COOPERATION WITH PROGRAM MANAGER AND CONSTRUCTION MANAGER

21.1 In the event the Owner gives the Architect written notice that Owner will employ the services of a program manager or construction manager, then the terms of this Article 21 shall apply to the services provided by the Architect.

21.2 In the event the Owner gives the Architect written notice that Owner will employ the services of a construction manager, the term “contractor” as used in this Contract shall mean “construction manager” and the term “Construction Contract” as used in this Contract shall mean “Construction Management Contract”.

21.3 The Architect shall fully cooperate with the Owner’s program manager (“Program Manager”) and, if applicable, the construction manager. Such cooperation shall include, without limitation, providing any requested information to the Program Manager and, if applicable, the construction manager, and advising, meeting with, consulting with, and coordinating with the Program Manager and, if applicable, the construction manager.

21.4 The Architect acknowledges that it has received, reviewed, and studied the contract between the Owner and Program Manager. To the extent that the Program Manager is authorized by its contract with Owner to act as the agent of the Owner, Architect agrees to comply with all directions and instructions given by the Program Manager. To the extent that the Program Manager is authorized and responsible for providing certain services delegated to the Architect hereinabove, the Architect’s role with reference thereto shall be to advise, consult, and cooperate with the Program Manager in its provisions of such services.

21.5 The Architect is not a third-party beneficiary of any agreement by and between Owner and the Program Manager or any construction manager. It is expressly acknowledged and agreed that Architect’s duties to Owner are independent of, and are not diminished by, any duties owed to Owner by the Program Manager or any construction manager.

ARTICLE 22

PROHIBITION AGAINST CONTINGENT FEES

The Architect by execution of this Contract warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this Contract and that he has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for it, any fees, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Contract.

ARTICLE 23

ASBESTOS STATEMENT

The Architect shall sign and deliver to the Owner the Asbestos Statement of Declaration, attached hereto as Exhibit C, or in such other form as may be required by the Georgia Department of Education, at such time as the Owner may require.

ARTICLE 24

MANDATORY ADDENDUM TO THE OWNER/ARCHITECT CONTRACT

Pursuant to the requirements of the Georgia Department of Education, the “Mandatory Addendum to the Owner/Architect Agreement For Projects Funded in Whole or in Part with State Capital Outlay Funds” attached hereto as Exhibit B is hereby incorporated herein and made a part hereof.

ARTICLE 25

ENTIRE AGREEMENT

This Contract constitutes the entire and exclusive agreement between the parties with reference to the Project and supersedes any and all prior communications, discussions, negotiations, understandings, or agreements. This Contract may be amended only by a writing signed by both the Owner and the Architect.

ARTICLE 26

MISCELLANEOUS

26.1 Throughout the performance of its duties under this Contract, the Architect shall comply with, and shall provide all services necessary for the Owner to comply with, all laws applicable to the design of the Project or the administration of the Construction Contract, including without limitation the rules, guidelines, and other requirements of the State of Georgia Environmental Protection Division, the State of Georgia Department of Education and the ordinances and codes of DeKalb County Georgia.

26.2 Unless otherwise expressly provided to the contrary in this Contract, the term "day" shall mean calendar day.

26.3 In addition to, and not in limitation of, the Architect's other obligations under this Contract, the Architect shall, without additional compensation, promptly assist the Owner in resolving any problems arising out of, resulting from or relating to the design of the Project or the materials or equipment specified by the Architect or its consultant(s).

26.4 Any claim, dispute or other matter in question arising out of or related to this Contract shall be subject to mediation as a condition precedent to the institution of legal or equitable proceedings by either party. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation. The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. Request for mediation shall be filed in writing with the other party to this Contract and with the American Arbitration Association. The request may be made concurrently with the filing of a civil action but, in such event, mediation shall proceed in advance of legal or equitable proceedings, which may be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or a court order. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Subject to the express approval of the DeKalb County Board of Education, agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

[SIGNATURES ON NEXT PAGE]

OWNER:

DEKALB COUNTY BOARD OF EDUCATION

By: _____
[Signature]

Mr. Dijon DaCosta Sr, Board Chairperson
[Printed Name, Title]

By: _____
[Signature]

Dr. Devon Q. Horton, Superintendent
[Printed Name, Title]

1701 Mountain Industrial Blvd.
Stone Mountain, Georgia 30083
[Printed Address]

[Date of Execution]

Eric Hofstetter, Chief Operating Officer

ARCHITECT:

[Typed Name]

By: _____
[Signature]

[Printed Name, Title]

[Printed Address]

[Date of Execution]

EXHIBIT "A"

LIST OF PROPOSAL DOCUMENTS FOR THE PROJECT

[Here insert or attach list of document(s) for the Project, included herewith in by reference.]

EXHIBIT "B"

Mandatory Addendum to the Owner/Architect Contract For Projects Funded in Whole or in Part with State Capital Outlay Funds

The Owner may use any form of agreement mutually agreed upon by the Owner and Architect to contract for the Architect's Services for any project funded in whole or in part with State Capital Outlay Funds provided by the Georgia Department of Education ("GaDOE"); provided, however, that this Mandatory Addendum must and shall be incorporated into the Owner and Architect's selected form of agreement on any such State Capital Outlay Funded project. In the event of a conflict or inconsistency between the terms and conditions of the selected form of agreement and this Mandatory Addendum, the terms and conditions of this Mandatory Addendum shall prevail and govern over conflicting or inconsistent terms and conditions of the selected form of agreement. This Mandatory Addendum shall not be modified without prior written consent of the GaDOE. THE GaDOE SHALL NOT RELEASE ANY STATE CAPITAL OUTLAY FUNDS FOR AN APPROVED CAPITAL OUTLAY PROJECT IF THIS MANDATORY ADDENDUM IS NOT MADE A PART OF THE OWNER/ARCHITECT CONTRACT.

1. For purposes of this Mandatory Addendum, notwithstanding terminology used in the Owner/Architect Contract, the following terms are defined to mean:
 - a. "Architect" shall be the architect, engineer, or architect/engineer, whether individually or as a firm or other legal entity, engaged to perform the Architect's Services.
 - b. "Architect's Services" shall be the scope of the Architect's services for the Project set forth in the Contract, including the services and requirements set forth in this Mandatory Addendum.
 - c. "Owner" shall be the Local Board of Education that is engaging the Architect to perform the Architect's Services for the Project.
 - d. "Contract" shall be the form of agreement between the Owner and the Architect, to which this Mandatory Addendum is attached and is a part, and shall set forth the Architect's Services for the Project.
 - e. "Project" shall be the Project for which the Architect's Services are engaged and performed pursuant to the Contract.
 - f. "Program" shall be the Owner's policies, purposes, concepts, goals and objectives, and design, construction, scheduling, budgetary or operational needs, restrictions, or requirements for the Project.
 - g. "Stated Cost Limitation" shall be the maximum amount that the Owner is authorized to spend to construct the Project as determined and established by the Owner.
 - h. "Record Plans and Specifications" shall be the as-built plans and specifications including, but not limited to, actual location of utility lines, and any approved change orders.

2. The Architect agrees not to assign or transfer any interest or rights in the Contract to any person or entity without the advanced written consent of the Owner. The Architect agrees to utilize the design and management team represented to the Owner and agrees that no substitutions, additions, or deletions to this team shall occur without the advanced written consent of the Owner. The Owner agrees to provide a response to the Architect within 14 days of any such request by the Architect.

3. Prior to beginning the "Preliminary Plans and Specifications," the Architect shall first consult in detail with the Owner to determine and understand the Owner's Program. Within 10 days of such consultation, the Architect shall prepare and submit to the Owner a written report detailing and confirming the Architect's understanding of the Owner's Program. The Architect's report must include, but is not limited to, the identification of any design, construction, scheduling, budgetary, operational, or other issues, problems or impediments foreseen by the Architect concerning the Project, the Program, or both. The Architect's report should include proposed solutions or recommendations, for the Owner's consideration, to resolve, eliminate, minimize or mitigate any such issues, problems or impediments. The Architect's report shall also include any applicable educational specifications and GaDOE requirements.

4. The Architect shall obtain written authorization from the Owner before proceeding with each next stage of Architect's Services, including the "Preliminary Plans and Specifications," the "Check Set Plans and Specifications," and the "Final Plans and Specifications," as defined in "Guidelines for Submission of Documents for Review of Planning, Bidding, and Construction of Educational Facilities" (as may be amended from time to time, always using the most recently published edition).

5. The Architect agrees to comply with all applicable federal, state and local laws, codes and ordinances in the design of the Project. The Architect also agrees to comply with all applicable GaDOE rules and guidelines and to make required submittals in a timely manner to GaDOE's Facility Services Unit. The Architect shall respond to GaDOE's Facility Services Unit review report comments in a timely fashion so as to ensure that the review process may proceed orderly, efficiently and does not impede the Project or the Program.

6. The Architect assumes full responsibility to the Owner for the acts and omissions of the Architect and the Architect's consultants, subconsultants and employees in connection with the Contract, the Project and the Program.

7. The Architect agrees to design the Project within the Owner's budgetary limits and consistent with the Owner's Program for the construction of the Project which shall be referred to as the **Stated Cost Limitation**, as follows:

The **Stated Cost Limitation** for the Project shall be \$ _____,
which is composed of:

State Capital Outlay Funds in the amount of \$ _____, and

Required Local Funds in the amount of \$ _____, and

Additional Required Local Funds in the amount of \$ _____.

8. The Architect shall provide reasonably reliable cost estimates to the Owner at the following design stages: (1) Preliminary Plans and Specifications stage, (2) 65% completion stage, and (3) Check Set Plans and Specifications stage (95% completion).

9. In the event the Architect's final project cost estimate (at Check Set Plans and Specifications stage) exceeds the **Stated Cost Limitation** for the Project, the Owner may

require the Architect, at no additional cost to the Owner, to consult with the Owner and to revise the design so as to enable the Owner to obtain a final cost for the Project at or below the **Stated Cost Limitation**. The Architect acknowledges and agrees that the **Stated Cost Limitation** shall not be exceeded except as provided herein; provided, however, the Architect further acknowledges and agrees that budgetary limitations are never a justification for breach, disregard or circumvention of sound principles of architectural and engineering design. Therefore, the Architect shall take no calculated risks in the design of the Project. The Architect agrees that, in the event that the Architect determines that the Project cannot be designed so as to be fully and finally constructed within the **Stated Cost Limitation** and in keeping with sound principles of design, the Architect will give written notice of such determination immediately, and in no event more than seven (7) days after the Architect makes such a determination, to the Owner and to the GaDOE Facilities Services Unit.

10. The **Stated Cost Limitation** may be amended by written mutual agreement signed by the Owner and the Architect at any time after the Contract between the Architect and Owner is executed. Prior to such amendment, the Architect shall provide the Owner with reliable and verifiable evidence through either internal-Architect estimates, third party estimates, materials supplier quotes, or other industry best management practices standards to establish that an increase in the **Stated Cost Limitation** is warranted and justifiable. The Owner reserves the right to request additional supporting documentation substantiating the need to increase the **Stated Cost Limitation**. The Owner reserves and has the right, in its sole discretion, to refuse to increase the **Stated Cost Limitation**.
11. All plans, specifications, design calculations, designs, drawings, or other documents or data produced pursuant to the Contract by the Architect, or the Architect's consultants, subconsultants, or employees shall be the sole property of the Owner regardless of the stage in which the development of the design has progressed, and shall be delivered to the Owner upon request. The Owner shall retain all ownership rights with regard to such plans, specifications, design calculations, designs, drawings, or other documents or data produced pursuant to the Contract.
12. The Architect shall provide and maintain Professional Liability Insurance at all times this Contract is in effect and for a period of six (6) years after execution by the Architect of the "Certificate of Final Completion" indicating final completion of the Project, with a minimum level of coverage as described herein below. Said coverage shall be written by an insurer licensed to do business in the State of Georgia and acceptable to the Owner.

Before the Owner executes the Contract, the Architect shall provide the Owner and the GaDOE Facility Services Unit with a valid Certificate of Insurance showing that the Architect is then insured with Professional Liability (Errors and Omissions) Insurance with limits not less than the following:

- a. For Projects with a **Stated Cost Limitation** of more than \$30,000,000:
 - i. For the Architect - \$3,000,000 per claim and \$4,000,000 in aggregate coverage;
 - ii. For the Architect's subconsultant engineers and architects - \$2,000,000 per claim and \$3,000,000 in aggregate coverage; and
 - iii. For other professional subconsultants - \$1,000,000 per claim and \$2,000,000 in aggregate coverage.

- b. For Projects with a **Stated Cost Limitation** of \$20,000,000 up to \$30,000,000:
 - i. For the Architect - \$2,000,000 per claim and \$3,000,000 in aggregate coverage;
 - ii. For the Architect's subconsultant engineers and architects - \$1,000,000 per claim and \$2,000,000 in aggregate coverage; and
 - iii. For other professional subconsultants - \$1,000,000 per claim and \$1,000,000 in aggregate coverage.
- c. For Projects with a **Stated Cost Limitation** of less than \$20,000,000:
 - i. For the Architect - \$1,000,000 per claim and \$1,000,000 in aggregate coverage;
 - ii. For the Architect's subconsultant engineers and architects - \$1,000,000 per claim and \$1,000,000 in aggregate coverage; and
 - iii. For other professional subconsultants - \$1,000,000 per claim and \$1,000,000 in aggregate coverage.

For such period of time that Professional Liability insurance is required for the Project, as set forth above, the Architect shall provide the Owner with an updated or renewed Certificate of Insurance at least annually, or more frequently if requested by the Owner, showing the required coverage and limits of coverage remain in place.

- 13. The Architect shall carefully inspect the work of the Contractor within 24 hours of the Owner's request, and shall also, **at a minimum, inspect work at the Project site** _____, and in any event, no less frequent than once per month. At least once per month, the inspection shall be performed by an architect or engineer licensed in the State of Georgia. The purpose of such inspections, among other things, shall be to determine the quality and quantity of the work in comparison with the requirements of the contract documents for the Project. In performing such inspections, the Architect shall advise the Owner of: deficient or defective work; real or potential delays in the schedule or the work of the Project; and, requests for payment by the Contractor which could constitute overpayment for work not yet performed or completed. Within three (3) days of each site visit, the Architect shall submit a written report of such site visit which, in addition to the information required by the preceding sentence, shall include and convey any relevant information, comments or recommendations to the Owner.
- 14. The Architect shall provide Owner a set of "Record Plans and Specifications" within thirty (30) days after execution by the Architect of the "Certificate of Substantial Completion." Such "Record Plans and Specifications" shall include any authorized change orders, actual locations of all utility lines, and any other appropriate information. The drawings shall be presented in a Computer Aided Drafting (CAD) format or other format of the Owner's choice, and the specifications shall be presented in a word processing format of the Owner's choice.
- 15. The Contract executed between the Owner and the Architect, to which this Mandatory Addendum is a part, shall include a provision for the termination of the Architect's Services (or be deemed to include this Paragraph 15) giving the Owner the rights of (1) termination of the Architect's Services with cause and (2) termination of the Architect's Services without cause. In the event of termination, the Owner shall pay the Architect for the reasonable value of the Architect's Services performed by the Architect prior to the termination. Payment for the Architect's Services rendered prior to termination shall be

based on statements properly submitted by the Architect to the Owner and supported by time sheets, invoices and such other supporting documentation that the Owner may reasonably require; provided, however, that in no event shall the total payment to the Architect exceed an amount equal to the percentage of completion of the Architect's Services for the Project at the time of termination.

16. The Architect shall be responsible for the timely submittal and completion of all forms required by GaDOE and shall respond to GaDOE comments on submittals within twenty-one (21) days of receipt of GaDOE comments. Such forms may be obtained from the Facilities Services Unit, Georgia Department of Education, 1670 Twin Towers East, 205 Jesse Hill Jr. Drive, SE, Atlanta, Georgia 30334. At the close of the Project, the Architect shall submit an "**Architectural Certification**" form, as provided by the GaDOE, to the Owner. Unless the Architect's services are terminated by the Owner before final completion of the Project, the completion and submittal of this form is required prior to the Owner's release of the final payment to the Architect.
17. All architectural plans and specifications shall bear the signature and seal of the Architect, which shall be licensed to practice in the State of Georgia. Civil, survey, structural, electrical, and mechanical plans and specifications shall bear the signature and seal of the respective engineer, who shall be licensed to practice in the State of Georgia.
18. A fully executed copy of the Contract between the Owner and the Architect, including a completed copy of this Mandatory Addendum, must be filed with the GaDOE Facilities Services Unit.

OWNER

ARCHITECT

Chairperson, Local Board of Education

Firm:

Date: _____

Date: _____

Superintendent, Local Board of Education

Date: _____

EXHIBIT "C"

OTHER INSURANCE

1.1 The Architect shall maintain the following other insurance at all times this Contract is in effect and for a period of six (6) years after Final Completion of the Project. The Architect shall secure the following insurance at his own expense and shall file Certificates of Insurance with the Owner within five (5) days after the execution of this Contract. Insurance will not be acceptable unless written by a Company licensed by the State Insurance Department to do business in Georgia at the time the policy is issued and the company must in addition be acceptable to the Owner.

1.1.1 Workmen's Compensation and Employer's Liability to statutory limits.

1.1.2 Comprehensive Commercial General Liability ("CGL") including Owner's & Contractor's Protective with the following limits;

- (a) General Aggregate: \$2,000,000, which shall apply on a per-project basis;
- (b) Products and Completed Operations Aggregate: \$1,000,000;
- (c) Personal & Advertising Injury: \$1,000,000;
- (d) Each Occurrence: \$1,000,000;
- (e) Fire Damage (Any one fire): \$50,000; and,
- (f) Medical Expense (Any one person): \$5,000.

1.1.3 Automobile Liability (owned, non-owned, hired) with combined single limit of \$2,000,000 annual aggregate, \$1,000,000 per occurrence.

1.1.4 Professional Liability (Errors and Omissions); as per Article 18.

1.1.5 Excess/Umbrella Liability Insurance with limits of at least \$5,000,000 per occurrence and in the aggregate which shall provide excess coverage above all insurance described in this Section 1.1.

1.1.6 The Owner and the Architect waive all rights against (1) each other and any of their subcontractors, subconsultants, agents and employees, each of the other, and (2) the Contractor, the Contractor subcontractors, if any, and any of their subcontractors, sub-contractors, agents and employees, for damages caused by fire or other causes of loss to the extent fully covered by property insurance obtained pursuant to Paragraph (9) above or other property insurance applicable to Work, except such rights as they have to proceeds of such insurance held by the Architect as fiduciary.

1.2 The Owner and DeKalb County School District shall be included as additional insured on the coverages specified in subparagraphs 1.1.2, 1.1.3 and 1.1.5 and shall be indicated as such on certificates of insurance required herein.

1.2.1 With respect to CGL Insurance only, all CGL insurance policies shall contain additional insured endorsements forms CG 20 10 11 85, CG 20 10 10 01, CG 20 37 10 01, or their substantial equivalents, so that the policies provide additional insured coverage for (a) both ongoing and completed operations; and (b) liability "arising out of" Architect's work.

1.2.2 Each certificate shall contain a provision that coverages afforded under the policies will not be canceled, changed or allowed to expire until thirty (30) days after the Owner has received written notice evidence by return receipt of registered letter.

1.2.3 Each primary and excess/umbrella CGL and Automobile Liability insurance policy required to be maintained by the Architect and any of its subcontractors or subconsultants shall be primary to an non-contributory with any insurance carried by the Owner and DeKalb County School District, such that no primary, excess or umbrella insurance carried by the Owner or DeKalb County School District shall be required to respond to any claim, suit or demand, if at all, until all applicable primary and excess/umbrella CGL and Automobile Liability insurance policies maintained by the Architect and any of its subcontractors and subconsultants have been exhausted.

1.2.4 The primary, excess/umbrella CGL and Automobile Liability insurance policies maintained by the Architect and any of its subcontractors or subconsultants shall not contain any insured vs. insured, cross-liability or cross-claim exclusion or endorsement barring coverage for any claims by the Owner or DeKalb County School District against the Architect or any other insured under said policies.

1.3 In the event that the Architect elects to retain subcontractors or subconsultants and the Owner approves said retention, the Architect shall require all such subcontractors and subconsultants to comply with the insurance and notice requirements of this Exhibit C, including but not limited to (a) maintaining the types and amounts of insurance described in Article 18 and this Exhibit C; and (b) having the DeKalb County Board of Education and DeKalb County School District named as additional insureds on all such insurance pursuant to Section 1.2 of this Exhibit C. The Architect assumes all liability for its subcontractors' and subconsultants' failure to comply with insurance provisions of this Exhibit C.

EXHIBIT "D"

**ASBESTOS EXCLUSION CERTIFICATION FORM
(NEW CONSTRUCTION & ADDITIONS ONLY)**

In compliance with AHERA Part 763 "Asbestos", Subpart E "Asbestos Containing Materials in Schools", Section 763.99 "Exclusions" paragraph (a) (7), I _____
(Architect)

of record for _____, _____
(Project Name) (Substantial Completion Date)

Located in DeKalb County School District, _____
(School System Name) (State Project Number)

certify that to the best of my knowledge no Asbestos Containing Building Material (ACBM) was specified as a building material in any construction document, nor was any ACBM building material installed on this project.

(Architectural Firm)

(Signature of Architect)

(Date)

(Georgia Architectural License Number)

(Seal and Signature)

EXHIBIT "E"
ARCHITECT'S PROPOSAL

EXHIBIT "F"

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. 13-10-91, and attests **under oath** that:

(1) the individual, firm, or corporation ("Contractor") which is contracting with the DeKalb County Board of Education has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91, as amended. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

(2) Contractor's correct user identification number and date of authorization is set forth herein below.

(3) Contractor agrees that the Contractor will not employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the DeKalb County Board of Education, unless at the time of the contract said subcontractor:

(a) is registered with and participates in the federal work authorization program;

(b) provides Contractor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and

(c) agrees to provide Contractor with notice of receipt and a copy of every sub-subcontractor Affidavit or other applicable verification procured by subcontractor at the time of contract with the sub-subcontractor(s) within five (5) business days after receiving the said Affidavit or verification.

Contractor agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other permissible verification to the DeKalb County Board of Education at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

(4) Contractor further agrees to and shall provide DeKalb County Board of Education with copies of all other affidavits or other applicable verification received by Contractor (i.e.: sub-contractor affidavits and all other lower tiered affidavits) within five (5) days of receipt.

EEV/Basic Pilot Program User Identification Number

Date of Authorization

If an applicable Federal work authorization program as described above is used, other than the EV/Basic Pilot Program, please identify the program.

Company Name / Contractor Name

Date

BY: Signature of Authorized Officer or Agent

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

Notary Public
My Commission Expires: _____

EXHIBIT "G"

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, and attests **under oath** that:

(1) the undersigned individual, firm or corporation ("Subcontractor") is engaged in the physical performance of services under a contract with _____ (*name of Contractor*), which has a contract with the DeKalb County Board of Education.

(2) Subcontractor has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

(3) Subcontractor's correct user identification number and date of authorization is set forth herein below.

(4) Subcontractor agrees that the Subcontractor will not employ or contract with any sub-subcontractor(s) in connection with the physical performance of services pursuant to this subcontract or the contract with the DeKalb County Board of Education, unless said sub-subcontractor:

(a) is registered with and participates in the federal work authorization program;

(b) provides Subcontractor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and

(c) agrees to provide Subcontractor with notice of receipt and a copy of every sub-subcontractor Affidavit or other permissible verification procured by sub-subcontractor at the time the sub-subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

Subcontractor agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such sub-subcontractor Affidavit or other applicable verification to the Contractor at the time the sub-subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

EEV/Basic Pilot Program User Identification Number

Date of Authorization

If an applicable Federal work authorization program as described above is used, other than the EEV/Basic Pilot Program, please identify the program.

BY: Authorized Officer or Agent

Date

(Subcontractor Name)

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

Notary Public
My Commission Expires:_____

APPENDIX J

DEKALB COUNTY SCHOOL DISTRICT | 2024-2025 CALENDAR

(Approved by the Board of Education on January 8, 2024)

JULY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 Independence Day
29-31 Pre-Planning Days

JANUARY '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-2 Winter Break
3 Virtual Teachers' Workday
6 Post/Pre-Planning Day
7 First Day of 2nd Semester
20 Dr. M.L. King, Jr. Day

18 Instructional Days

AUGUST '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2 Pre-Planning Days
5 First Day of School

20 Instructional Days

FEBRUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17 Virtual Teachers' Workday
18-21 February Break

15 Instructional Days

SEPTEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Labor Day

20 Instructional Days

MARCH '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7 Independent Learner Day/Professional Development Day

21 Instructional Days

OCTOBER '24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14 Columbus Day/Indigenous Peoples' Day
15-18 Fall Break

18 Instructional Days

APRIL '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7-11 Spring Break

17 Instructional Days

NOVEMBER '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

5 Independent Learner Day/Professional Development Day
25-29 Thanksgiving Break

16 Instructional Days

MAY '25						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

26 Memorial Day
29 Last Day of School
30 Post Planning Day

20 Instructional Days

DECEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 Last Day of 1st Semester
23-31 Winter Break

15 Instructional Days

89 Instructional Days Total

JUNE '25						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

19 Juneteenth
Virtual Teachers' Workday/ Schools Closed
First/Last Day of Semester
Holiday/Break Schools Closed
Teachers' Workday/Professional Development Day Schools Closed
Independent Learner Day/Professional Development Day

91 Instructional Days Total

DEKALB COUNTY SCHOOL DISTRICT | 2025-2026 CALENDAR

(Approved by the Board of Education on January 8, 2024)

JULY '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Independence Day

28-31 Pre-Planning Days

JANUARY '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2 Winter Break

5 Post/Pre-Planning Day

6 First Day of 2nd Semester

19 Dr. M.L. King, Jr. Day

18 Instructional Days

AUGUST '25						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Pre-Planning Day

4 First Day of School

20 Instructional Days

FEBRUARY '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

16 Virtual Teachers' Workday

17-20 February Break

15 Instructional Days

SEPTEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Labor Day

21 Instructional Days

MARCH '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

13 Independent Learner/ Professional Development Day

22 Instructional Days

OCTOBER '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13 Virtual Teachers' Workday

14-17 Fall Break

18 Instructional Days

APRIL '26						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6-10 Spring Break

17 Instructional Days

NOVEMBER '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4 Independent Learner/ Professional Development Day

24-28 Thanksgiving Break

15 Instructional Days

MAY '26						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25 Memorial Day

28 Last Day of School

29 Post Planning Day

19 Instructional Days

DECEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19 Last Day of Semester

22-31 Winter Break

15 Instructional Days

89 Instructional Days Total

JUNE '26						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19 Juneteenth

Virtual Teachers' Workday/ Schools Closed

First/Last Day of Semester

Holiday/Break Schools Closed

Teachers' Workday/Professional Development Day Schools Closed

Independent Learner Day/Professional Development Day

91 Instructional Days Total