

## ATTACHMENT - D

### A/E Firm's General Responsibilities/Tasks/Notes:

1. All expenses, labor, materials, travel needed for the preparation and submittal of proposal will be of the A/E Firm. IAA will not reimburse anything for the preparation and submittal of the proposals, whether selected or not.
2. These general requirements will be part of contract, in addition to the formal contract, that will be signed and executed between IAA and the A/E Firm/Team.
3. All communication between IAA and A/E Firm/Team would be in writing (email or letter), no exception. The A/E Firm will make sure that they have the written documentation of authorization by IAA before performing any work.
4. A/E Firm/Team will plan and design all identified elements as per the most current codes and requirements of City of Allen, other relevant government agencies, Texas Board of Professional Engineers, Architectural Board, and other professional requirements typically used for this kind of work scope.
5. IAA has the right to select any proposal w/o any explanation.
6. IAA has the right to terminate contract at any time due to unanticipated circumstances. In that case, IAA will pay for all the services provided up to the termination date.
7. All interested A/E firms shall make site visit and get necessary information of existing condition. They must schedule for site visit and sign-in at the time of site visit, be accompanied by a member of IAA.
8. All questions must be send in writing and all responses will be distributed to all interested A/E firms by email.
9. Prepare Construction Sequencing (For Option 1 and 2, for main dome construction) – Must allow 5 times prayer including wudu for men and women, entry and exit, temp sidewalk, etc.
10. What will be in Breakroom/kitchen, at least for future connection, such as dish washer, garbage disposal, refrigerator, exhaust (possible 2 power full units), oven, microwave, cabinets, etc.
11. Civil work – grading to match with existing building/floor and internal roadway and also existing drainage pattern, sidewalks, any drainage system needed for operation, etc.
12. Delivery Schedule: The followings will be delivered at milestone submittals and all cost related to these deliverables must be included in the Direct Cost of the A/E Firm. IAA will not pay separately.
  - a) At Schematic – 1 set of color exhibit (36"x48"); 1 set of color exhibit (11"x17"); 1 set of PDF version in a pen drive; Preliminary Cost Estimate (w/ breakdown of items)
  - b) At 30% Design – 1 set of b/w exhibit (24"x36"); 1 set of b/w exhibit (11"x17") in a hard cover 3-ring binder; 1 set of PDF version in a pen drive; Refined Cost Estimate (w/ breakdown of items)
  - c) At 90% Design – 1 set of b/w exhibit (24"x36"); 1 set of b/w exhibit (11"x17") in a hard cover 3-ring binder; 1 set of PDF version in a pen drive; Refined Cost Estimate (w/ breakdown of items)

- d) At 100% Design – 1 set of b/w exhibit (24”x36”); 1 set of b/w exhibit (11”x17”) in a hard cover 3-ring binder; 1 set of PDF version in a pen drive; Refined Cost Estimate (w/ breakdown of items)
13. Estimated Construction Cost Estimate: The A/E Firm will submit estimated construction cost estimate at each milestone submittal as mentioned in Delivery Schedule. Latest 3 month average unit costs will be considered for Cost Estimate calculations. Each cost estimate will be prepared as per following Options mentioned below:
- a) Option 1 – Total cost for constructing Phase 1C excluding domes.
  - b) Option 2 – Total cost of constructing Phase 1D + 2 domes and one tower.
14. Other Services By the A/E Firm: The A/E Firms fee proposal shall also include the following services:
- e) Attend Pre-bid meeting. Answer all questions and document all questions and responses.
  - f) Evaluate all proposals, summarize findings, and recommend in writing w/discussion the best value proposal.
  - g) During construction – Every month before contractor pay schedule, perform inspection, report and inform compliance and non-compliance to contractor, recommend total pay amount.
  - h) During Construction – Review Change Order, justify comparing against construction documents, and recommend.
  - i) Final as-built and punch list. Issue Certificate of successful completion.
  - j) Resolve dispute raised by the contractor
15. IAA will follow the following criteria for “PROPOSAL EVALUATION”- Fee (60%), Past Experience and Recommendation (30%), Presentation (10%).
16. A/E Firm is expected to include their preferred “Schedule of Values”/”Schedule of Payment” with the proposal.