Request for Proposal

For

Architectural Services

St. PHILIP'S
SCHOOL & COMMUNITY CENTER

St. Philip's Promise Park

Athletic Complex and Community Park

November 24, 2026

November 24, 2026

Re: St. Philip's Promise Park

Dear Prospective Architect:

St. Philip's School & Community Center (St. Philip's) invites qualified firms to submit proposals for Architectural Services for their exciting project Promise Park - a new Athletic Complex and Community Park in Dallas, Texas. The successful firm will be an instrumental team member transforming a vision into a lasting legacy of opportunity, wellness, and belonging.

St. Philip's is appreciative of the effort required to respond to this Request for Proposal and assures you that your company's Proposal will be thoroughly reviewed and fairly evaluated with respect to your competitors.

Sincerely,

Jason D. Harper

A. TERMS OF PROPOSAL REQUEST

Before submitting a Proposal Response, the Prospective Architect shall carefully read and examine with its team the Proposal Documents. No allowance will be made to any Architect due to lack of examination or knowledge of the provided Proposal Documents. The submission of a Proposal Response will be construed as conclusive evidence that the Prospective Architect has made such examination.

Incomplete Proposals not responsive to all sections of the Proposal Requirements may be rejected.

By submitting a Proposal, the Prospective Architect represents that:

- The Prospective Architect has reviewed and understands the requirements of RFP and their Proposal is in accordance with such requirements.
- The Prospective Architect has become familiar with local conditions, and has correlated personal observations with the requirements of the Proposal Request.
- The Proposal is based upon materials, equipment, personnel, and systems required by the Proposal Requirements without exception.
- The Prospective Architect has reviewed the baseline scope of work: i.e., Work that can be reasonably inferred from the RFP Documents and any supplemental information provided by St. Philip's School & Community Center during the RFP phase. These Documents have been provided as Exhibits to this RFP to each Prospective Architect.
- The Prospective Architect understands that all information shared during this process will be considered strictly CONFIDENTIAL and will not use this information for any other purposes than necessary to respond to the Proposal Request or complete the scope of services.

Echelon will only issue documents and responses to inquiries related to this Proposal Request to Prospective Architects.

Participants shall promptly notify Echelon of any ambiguity, inconsistency or error discovered upon examination of this Proposal Request.

Site visits shall be scheduled in advance by calling or emailing Jason Harper (214.437.9625) and Shana Heffler (214.549.7654).

Requests for clarification or information shall be directed in writing to Echelon by email to Shana Heffler at sheffler@echelonleadership.net and Jason Harper at jharper@echelonleadership.net

- Requests for information or clarification shall be submitted prior to 3:00 PM CST on **December 15, 2026**.
- Echelon will issue a written response by email to all Prospective Architects within three business days of date above.

Proposals shall be submitted no later than 3:00 PM CST on December 30, 2026.

Proposals shall be submitted by email to:
Shana Heffler at sheffler@echelonleadership.net and Jason Harper at jharper@echelonleadership.net

Proposals delivered after the due date and time will not be accepted.

Once submitted, revisions will not be accepted.

For planning purposes, it is anticipated that interviews for short-listed firms will be tentatively scheduled for the week of January 11, 2027.

Terms of the Proposal shall be binding for a 90-day period commencing on the Proposal due date.

Consideration of Proposals:

- Contents of the Proposal will be kept confidential from the other Prospective Architects.
- The owner has the right to reject all Proposals and waive any and all formality.

St. Philip's intends to award to the highest-scoring proposal based on the below selection criteria. The successful Proposal may not be the lowest price.

St. Philip's may execute an agreement with an Architect for a portion of or the full scope, described in this RFP, at their discretion pending receipt of grant funding.

Selection Criteria (100 points total)
Submissions will be evaluated using the following criteria:

- Documentation supports strong background of firm and proposed team and key personnel in similar experience – athletic fields, sports courts, parks and outdoor space, fitness centers, and work with non-profit organizations – 20 points.
- Team diversity and community engagement: Diversity of the proposed team and approach to engaging the community in design – 20 points.
- Positive past performance based on provided references and description of three relevant previous projects that reflect the abilities and experience of proposed team to carry out the required services – 20 points.
- Documentation clearly supports understanding of St. Philip's mission and priorities, and that understanding is clearly reflected in approach to project – 15 points.
- Fee proposal (reasonableness and completeness of the proposed fee, including the breakdown by phase and discipline) – 25 points.

B. PROJECT DESCRIPTION

Background

St. Philip's is an educational and community service nonprofit leading revitalization along Martin Luther King Jr. Blvd. in Dallas's Forest District. Promise Park will expand St. Philip's athletic fields and create public green space that serves students, families, and neighbors, connecting the campus to the MLK commercial corridor envisioned in the Neighborhood Master Plan.

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Our mission is to provide an unparalleled education and compatible community services through a faith-based experience, with emphasis on serving low and moderate income families. We believe every child and family deserves a neighborhood that offers safety, opportunity, and hope. Strong, healthy neighborhoods open pathways for people of all backgrounds by enhancing well-being and ensuring access to quality housing, education, employment, and essential amenities.

St. Philip's anticipates that a portion of the services may be funded through a U.S. EPA Brownfields grant on a reimbursement basis. If so, the selected firm will be required to comply with applicable federal contract provisions, which will be incorporated into the Agreement.

The Project

St. Philip's Promise Park Athletic Complex and Community Park is proposed on approximately 5.5 acres bound by Pennsylvania Avenue, Colonial Avenue, Martin Luther King Junior Boulevard, and Holmes Street.

The Concept Design and brochure for Promise Park is provided as Exhibit A.

C. OUTLINE OF PROPOSAL

Please submit a comprehensive Proposal by responding to the items below. Information must be submitted for each item below in the same order. The Proposal shall be page numbered and appropriately referenced in the Table of Contents. The Proposal shall include the following components:

A. Title Page
This page must show your company's name, project title, and date of submittal of the Proposal.

B. Table of Contents
Provide a comprehensive table of contents for material included in the Proposal, including page numbers.

C. Background Information

- Qualification Statement: Provide completed statement of qualifications, like AIA Document B305-1993, Architect's Qualification Statement. Show contact office volume of work and demonstrate the capacity and expertise to properly execute this project.

- Similar Experience: Describe your firm's most relevant similar experience either with this type of project or similar Architect role including a list of Owner, Architect, Contractor, contract type, schedule overview, size of project in area and cost, scope of services, and references. Provide at least three examples completed in the past five years. Identify any industry awards or recognition that your company has received.

- Litigation History: Provide details of all claims, mediation, arbitration, and litigation involving your company in the last 5 years.

D. Proposed Team
Provide:

- Organization chart(s)
- Description of project positions and assignments

- Resumes of project personnel
- Three (3) Owner references including current contact information from similar projects, within the past five (5) years for key management positions (Principal in Charge, Project Manager, Designer, etc.)

Identify all personnel to whom responsibility for this project will be assigned. Include the individuals name, title, role, and experience. Specifically indicate the time allocation and duration for each proposed team member.

The personnel that are being proposed will be a significant factor in the decision-making process; therefore, any change in personnel must be approved by St. Philip's. Unavailability of key personnel during the project may be cause for renegotiation or termination of the contract. **Key personnel must attend the interview if shortlisted.**

St. Philip's has worked with KFM Engineering & Design on planning, concept design, and the right-of-way abandonment process and requests that respondents consider including KFM for Civil Engineering services within their proposed project team.

E. Project Approach

- Define your strategy to provide Architectural services to meet all objectives for St. Philip's and describe any commitments that will distinguish your company's performance as a member of this team.
- Identify methods that will be utilized to proactively anticipate and solve other challenges common to this project type.
- What suggestions do you have with respect to the Owner's Project approach that will make the Project more successful for all parties involved?
- How will your company assist in investigating existing conditions, facilities, and infrastructure to facilitate alignment of the project goals?
- Describe your local knowledge of material availability, constructability, etc. that will help ensure the project goals are maximized and delivered as depicted in the design intent.
- Describe your past working experiences with pertinent City of Dallas Code requirements or other authorities having jurisdiction to overcome any potential obstacles.

F. Fee Proposal

Provide Fee Proposal with breakdown by each Design Phase/Deliverable, and each Discipline (Architect and Subconsultants), identifying any specific firms being proposed e.g.:

	SD	DD	CD	Bidding/ Negotiation	CA	TOTAL
ARCHITECT						
CIVIL ENGINEERING						
STRUCTURAL ENGINEERING						
MEP ENGINEERING						
LANDSCAPE ARCHITECT						
LOW VOLTAGE/SECURITY						
LIGHTING DESIGNER						
ADDITIONAL SUBCONSULTANTS (LIST EACH)						
TOTAL SERVICES						

G. Agreement

It is anticipated that the AIA Standard Form of Agreement between Owner and Architect; Document B101-2017 will be utilized, and supplemented with Revisions to AIA B101-2017 in Exhibit B. Provide any requested revisions and/or amendments to the proposed Agreement.

D. ARCHITECTURAL SERVICES

GENERAL

Architect shall provide management and professional services necessary or required to finalize the design for the facility for review, comment and approval by Owner and their representatives, 100% complete Construction Documents consisting of Drawings, Specifications, site phasing coordinated with the City of Dallas, Texas and other documents setting forth in detail the requirements for construction and coordination of the Project. Architect shall prepare packages for submission by the Owner to the City and any other designated authorities having jurisdiction for permit approval. Architect shall also assist the Owner during the bidding phase by responding to bidder questions and providing clarifications required for proper interpretation of the Construction Documents. Architect shall also assist the Owner during the construction phase with administration of the submittal and request for information review processes.

PROFESSIONAL SERVICES

Architect shall expand upon the design intent provided by the Design Architect, Beck, and develop a complete set of documents for the Project in accordance with all applicable codes and regulatory authorities. Architect represents that it has reviewed and understands the codes and regulations applicable to this Project. Architect shall prepare a submission to the Owner for review at each phase of the design process including but not limited to Schematic, Design Development, 90% Construction Documents and 100% Construction Documents. It is anticipated that Revit will be utilized as the preferred delivery method; however, alternates may be proposed for consideration. Throughout the Project, the Architect shall be the Consultant Team leader and is responsible for coordination of the efforts of its Sub-consultants. It is anticipated that the Architect shall either perform in-house or contract as sub-consultants with the following design disciplines:

- Civil Engineering
- Landscape Design
- Structural Engineering
- Mechanical, Electrical, and Plumbing Engineering
- Fire Protection Engineering
- Lighting Design
- Interior Design and Furniture, Fixtures, and Equipment (FF&E) Design
- Technology Design (Data, Telecom, I/T, Audio, Video, Access Control, Video Surveillance, Point Of Sale, Entertainment Programming)
- Food Service Equipment Design
- Boundary and Topographic Surveys (as needed to complete the design)
- Existing Site and Facilities Investigations, Surveys (as needed to complete the design)
- Any other consultants necessary to provide a complete design

The Architect shall appoint one individual to act as Project Manager who will receive any and all direction from the Owner.

The services to be provided by the Architect are generally described and expressly include any ancillary or reasonably inferable services necessary to provide Owner with a design for the Project. Services which are common to all phases (Schematic, Design Development, Construction Documents, Permitting, Bidding and Construction Administration) are as follows:

1. Management and administrative services, including but not limited to:
    a. Consultation;
    b. Research:
    c. Conferences or Meetings with Owner;
    d. Presentations;
    e. Coordination with Permitting Agencies;
    f. Communications;
    g. Travel Time;
    h. Progress Reports;
    i. Direction of Work of Architect's personnel and Sub-Consultants

2. Provide disciplines coordination/document review and verification services, including but not limited to:
    a. Coordination/cooperation with Owner and Owner designated representatives.
    b. Coordination among the architectural and engineering work and other involved disciplines for the Project
    c. Review and checking of documents prepared for the Project by the Architect and their Sub-Consultants
    d. Thorough review of existing site and facility conditions and reference documents previously prepared for the Project. Notify Owner in writing of any discrepancies that affect the design of the Project.
    e. Review, verification and sealing of documents prepared for the Project.

3. Presentation services consisting of presentations and recommendations by the Architect to the following representatives:
    a. Owners Project Team

4. Architect shall respond to unplanned or unexpected occurrences or events in order to maintain the Project schedule and take corrective actions to support the Project schedule and minimize impact on the construction operations at the Project Site.

5. Architect shall prepare, route, review, release and correct the Construction Documents for its Work in accordance with the procedures established by the Owner for internal review, consultant review and release for construction. All releases for review or construction will be sent to the Owner in order to maintain document control on the Project.

6. In performing its services, Architect shall at all times fully consider costs of the Work to Owner and shall endeavor to incorporate into the design elements to minimize costs of the new construction. Architect shall incorporate into the Construction Documents such changes as Owner may suggest to reduce the estimated Construction Cost to maintain the project budget.

DESIGN

The Architect and their sub-consultants will become an integral Team Member from an early period and it is important this general philosophy is carried through each phase of the project. Work specific to each phase includes the following: ('X' = Architect)

DISCIPLINE	DESCRIPTION	SD	DD	CD
ARCH	PRELIMINARY SITE PLAN	X		
ARCH	PRELIMINARY FLOOR PLANS	X		
ARCH	PRELIMINARY BUILDING ELEVATIONS	X		
CIVIL	PRELIMINARY PAVING PLAN	X		
CIVIL	PRELIMINARY GRADING & DRAINAGE PLAN	X		
CIVIL	PRELIMINARY UTILITY PLAN	X		
LANDSCAPE	PRELIMINARY LANDSCAPE PLAN	X		
STRUCTURAL	STRUCTURAL SYSTEM NARRATIVE	X		
MEP	MEP SYSTEM NARRATIVE	X		
AV/IT	A/V EQUIPMENT NARRATIVE	X		
AV/IT	IT SYSTEMS NARRATIVE	X		
SECURITY	SECURITY SYSTEM NARRATIVE	X		
KITCHEN EQUIP	KITCHEN EQUIPMENT NARRATIVE	X		
ARCH	BUILDING CODE ANALYSIS		X	X
ARCH	PRELIMINARY SPECIFICATIONS	X		
ARCH	COMPLETED SPECIFICATIONS			X
ARCH	ARCHITECTURAL SITE PLAN			X
ARCH	DEMOLITION PLAN			X
ARCH	FLOOR PLANS + ROOF PLANS			X
ARCH	ENLARGED PLANS			X
ARCH	REFLECTED CEILING PLANS			X
ARCH	BUILDING SECTIONS			X
ARCH	BUILDING ELEVATIONS			X
ARCH	TYPICAL WALL SECTIONS			X
ARCH	COMPLETED WALL SECTIONS			X
ARCH	TYPICAL EXTERIOR DETAILS			X
ARCH	COMPLETED EXTERIOR DETAILS			X
ARCH	KEY INTERIOR ELEVATIONS			X
ARCH	WALL TYPE SCHEDULE			X
ARCH	ROOM FINISH SCHEDULE			X
ARCH	COMPLETED INTERIOR ELEVATIONS			X
CIVIL	PAVING PLANS		X	X
CIVIL	GRADING PLANS		X	X
CIVIL	DRAINAGE PLANS		X	X
CIVIL	UTILITY PLANS		X	X
CIVIL	PAVING DETAILS		X	X
LANDSCAPE	PLANTING PLANS		X	X
LANDSCAPE	PLANTING DETAILS			X
LANDSCAPE	PLANT MATERIAL SCHEDULE		X	X

LANDSCAPE	IRRIGATION PLANS		X	X
LANDSCAPE	IRRIGATION DETAILS			X
STRUCTURAL	FOUNDATION PLANS		X	X
STRUCTURAL	FOUNDATION DETAILS		X	X
STRUCTURAL	FRAMING PLANS		X	X
STRUCTURAL	FRAMING DETAILS		X	X
STRUCTURAL	STRUCTURAL NOTES + SPECIFICATIONS		X	X
MEP	MEP SITE PLAN		X	X
MEP	HVAC FLOOR & ROOF PLANS		X	X
MEP	HVAC DETAILS		X	X
MEP	HVAC SCHEDULES			X
MEP	FLOOR PLANS: POWER		X	X
MEP	FLOOR PLANS: LIGHTING		X	X
MEP	ELECTRICAL DETAILS		X	X
MEP	ELECTRICAL SCHEDULES			X
MEP	UNDERFLOOR + FLOOR + ROOF PLANS		X	X
MEP	PLUMBING RISER DIAGRAMS		X	X
MEP	PLUMBING SCHEDULES			X
MEP	MEP SPECIFICATIONS		X	X
AV/IT	SITE PLAN: COMMUNICATIONS + DATA		X	X
AV/IT	FLOOR PLANS: COMMUNICATIONS + DATA		X	X
AV/IT	ENLARGED PLANS: COMMUNICATIONS + DATA		X	X
AV/IT	DETAILS: COMMUNICATIONS + DATA			X
AV/IT	SCHEDULES: COMMUNICATIONS + DATA			X
SECURITY	SITE PLAN: SECURITY		X	X
SECURITY	FLOOR PLANS: SECURITY		X	X
SECURITY	ENLARGED PLANS: SECURITY		X	X
SECURITY	DETAILS: SECURITY			X
SECURITY	SCHEDULES: SECURITY			X
AV/IT	SITE PLAN: AV SYSTEMS		X	X
AV/IT	FLOOR PLANS: AV SYSTEMS		X	X
AV/IT	ENLARGED PLANS: AV SYSTEMS		X	X
AV/IT	DETAILS: AV SYSTEMS			X
AV/IT	SCHEDULES: AV SYSTEMS			X
KITCHEN EQUIP	KITCHEN EQUIPMENT FLOOR PLAN		X	X
KITCHEN EQUIP	KITCHEN EQUIPMENT DETAILS		X	X
KITCHEN EQUIP	KITCHEN EQUIPMENT SCHEDULES			X

1. PERMITTING

a. Architect or their Sub-consultants will be responsible for submitting signed and sealed documents to the permitting department(s) for review. The submittal set will be the official record set of the bid documents.
b. Addenda and revised drawings shall be signed and sealed by the design professionals and submitted to the permitting department as they occur during the bidding process for the complete record set documentation.

c. Architect or their Sub-consultants shall revise the documents and/or provide additional information as requested by the permitting agency during the permit application review process.
d. Architect or their Sub-consultants shall be responsible for maintaining the record set of documents.

2. BIDDING, NEGOTIATION AND AWARD

a. Provide addenda services consisting of preparation, review and distribution of Addenda as may be required during bidding or negotiation, including supplementary Drawings and Specifications.
b. Provide bidding/negotiations services to include responses to question from Bidders or proposers and clarifications or interpretations of the Bidding Documents.

3. CONSTRUCTION ADMINISTRATION

a. Provide construction administrative services, including but not limited to:
    i. Processing of submittals, including receipt, review of, and appropriate action on Shop Drawings, Product Data, Samples and other submittals required by the Fabrication/Construction Documents;
    ii. Distribution of submittals to Owner and Owner and contractor as required by Owner's and Owner's procedures;
    iii. Maintenance of master file of submittals; and
    iv. Related communications.

b. Construction field observation services consisting of visits to the Site in accordance with proposal and at intervals appropriate to the stage of construction or as otherwise agreed in writing to become generally familiar with the progress and quality of the Work and to determine in general if the Work is proceeding in accordance with the Construction Documents. Reports shall be issued to document inspections including, but not limited to, the following:
    i. Inspection of storm water drainage system including, but not limited to, piping, inlets, manholes, junction boxes and other miscellaneous appurtenances. Coordination with Owner and Owner's inspection team.
    ii. Inspection of water distribution including, but not limited to, potable water, irrigation, and fire protection facilities. Coordination with Owner and Owner's inspection team.
    iii. Inspection of sanitary sewerage facilities, including gravity collection systems and laterals. Coordination with Owner's and Owner's inspection team.
    iv. Inspection of various architectural systems within Project area to insure conformity with approved Plans and Specifications. Coordination with Owner and Owner's inspection team.
    v. Inspection of various structural system components including, but not limited to, foundations, columns, beams, girders, slabs, roof structures, etc. Coordination with Owner and Owner's inspection team.
    vi. Inspection of various plumbing, mechanical, fire protection and HVAC systems including, but not limited to piping, equipment, distribution systems, etc.
    vii. Inspection of electrical distribution communications, fire alarm system, security, lightning protection and other related systems. Coordination with Owner's and Owner's inspection team.

c. Architect shall prepare Modification Documents and Directives as required for Change Orders.
d. Provide supplemental documents and services consisting of preparation, reproduction and distribution of supplemental Drawings, Specifications and interpretations in response to design problems or requests for clarification by contractor(s) or Owner as required by construction problems, difficulties or required adjustments.

e. Architect will conduct inspections with Owner to assist in the determination of substantial and final completion. Architect will then issue the substantial and final completion certification based on Architect's and Owner's evaluation.

f. Participation with Owner's management team in the development of the deficiency list (punch-list) for the Project. Attend meetings required to review construction for compliance to the Contract Documents and evaluate alternate resolutions to deficiencies if presented.

g. Architect shall make visits as often as is appropriate to keep Owner and Owner apprised of the construction quality and progress for the duration of the construction and shall provide to Owner and Owner in writing progress reports on the Work when a Site visit is made, including any observed defects and/or deficiencies, compliance with schedules and work completed to date. All visits must be scheduled in advance with Owner.

h. Upon completion of the Work, Architect shall provide Certification of Completion to all regulatory and/or governmental agencies having jurisdiction over the Project.

4. DELIVERABLES

Provide the following deliverables to Owner:

a. Design Phase
    i. Schematic Design Documents
    ii. Design Development Documents
    iii. Construction Documents
    iv. Bidding & Permitting Documents
    v. Calculations

b. Permitting
    i. Permit application submittal
    ii. Addenda
    iii. Response/revisions to permit review comments

c. Bidding
    i. Addenda
    ii. Conformed Documents

d. Construction Administration
    i. Submittal Review Comments
    ii. Master Submittal File
    iii. Construction Reports – Per Site Visit

iv. Original Drawings
v. As-Builts (Paper copy, Digital CAD copy, PDF copy)
vi. Final Certification

E. CONTRACT TIME

The Prospective Architect shall adhere to the Master Project Schedule that is provided as Exhibit C.

F. EXHIBITS

Exhibit A - Promise Park - Athletic Complex and Community Park Concept Plan
Exhibit B - Revisions to AIA B101-2017
Exhibit C - Master Project Schedule

EXHIBIT A - ST. PHILIP'S SCHOOL & COMMUNITY CENTER
PROMISE PARK - ATHLETIC COMPLEX AND COMMUNITY PARK CONCEPT PLAN

ATHLETIC COMPLEX AND COMMUNITY PARK COMING SOON!



EXHIBIT B

Revisions to AIA B101-2017

AIA B101 – 2017

- 1.1.9.2 – [DELETE] ~~Civil Engineer:~~

- 2.5.1 – Commercial General Liability with policy limits of not less than [ADD] $1,000,000.00 for each occurrence and [ADD] $3,000,000.00 in the aggregate for bodily injury and property damage.

- 2.5.2 – Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than [ADD] $1,000,000.00 per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

- 2.5.5 – Employers' Liability with policy limits not less than [ADD] $1,000,000.00 each accident, [ADD] $1,000,000.00 each employee, and [ADD] $1,000,000.00 policy limit.

- 2.5.6 – Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than [ADD] $5,000,000.00 per claim and [ADD] $5,000,000.00 in the aggregate.

- [ADD] 2.5.6.a – Excess liability of no less than $5,000,000.00 per occurrence and $5,000,000.00 in aggregate and should include the general, automobile, and employer liability as scheduled underlying policies.

- 3.1 – The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, [ADD] plumbing, and electrical engineering services.

- 3.1.3 – [ADD] Within 14 days [DELETE] ~~As soon as practicable~~ after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services.

- 3.1.5 – The Architect shall contact [ADD], manage and coordinate with governmental authorities required to approve the Construction Documents and entities providing utility services to the Project.

- 3.2.5 – The Schematic Design Documents shall consist of drawings and other documents [ADD] outlined in the Architect's Request for Proposal as Exhibit "x" including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations.

- 3.2.6 – The Architect [ADD] when requested by Owner shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

- 3.3.1 – The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents [ADD] outlined in the Architect's Request for Proposal as Exhibit "x" including plans, sections, elevations, typical construction details, and diagrammatic layouts of the building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements.

- 3.3.2 – The Architect [ADD] when requested by Owner shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

- 3.4.3 – During the development of the Construction Documents, [ADD]or at an earlier time Architect and Owner agree upon, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of the bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions).

- 3.4.4 – The Architect [ADD] when requested by Owner shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

- 3.5.1 – Following the Owner's approval of the Construction Documents, [ADD] or at an earlier time Architect and Owner agree upon, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

- 3.5.2.3 – If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall [DELETE]~~, as an Additional Service,~~ consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

- 3.5.3.3 – If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall [DELETE]~~, as an Additional Service,~~ consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

- 3.6.2.1 – [ADD] Architect shall prepare and provide to Owner a written report including all such matters within two (2) business days of each such site visit.

- 3.6.4.1 – The Architect shall review the Contractor's submittal schedule [ADD] within two weeks upon receipt from the Contractor and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, [ADD] within two weeks upon receipt of a submittal from the Contractor. [DELETE]~~ reasonable promptness while allowing sufficient time, in the Architect's professional judgement, to permit adequate review.~~

- 3.6.4.2 – The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. [ADD] Architect shall not add, delete, modify or otherwise change Work during the review of submittals subject to Section 3.6.5. Such revisions shall be issued via Construction Change Direction with Owner's approval when necessary.

- 3.6.4.4 – The Architect's response to such requests shall be made in writing within [ADD] two weeks upon receipt from the Contractor [DELETE] ~~any time limits agreed upon~~, or otherwise with reasonable promptness [ADD] as to not impact construction activities. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information. [ADD] Architect shall not add, delete, modify or otherwise change Work in response to requests for information subject to Section 3.6.5. Such revisions shall be issued via Construction Change Direction with Owner's approval when necessary.

- 3.6.5.2 – The Architect shall maintain [ADD] and make available electronically an ongoing construction set of Contract Documents and records relative to changes in the Work.

- 3.6.6.5 – [ADD] The Architect shall participate as necessary in the resolution of any warranty claims within the one-year period from Substantial Completion.

- 4.1.1.29 – [ADD] Building Code; Food Service; Low Voltage/AVL; Lighting; Acoustical/Vibration; Waterproofing; Signage/Graphics; Accessibility (TDRL registration, TAS inspection(s); Laundry

- 4.1.1.30 – [ADD] Cost estimate; Zoning assistance; Renderings/Model/Artwork; Marketing Materials

- 4.2.1 – Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner [ADD] within two weeks [DELETE] ~~with reasonable promptness~~ and explain the facts and circumstances giving rise to the need.

- 4.2.1.5 – Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients [ADD] beyond those prepared for Owner as Basic Services;

- 4.2.1.6 – Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner [ADD] beyond that required to meet the Owner's program, budget or schedule;

- 4.2.1.7 – Preparation for, and attendance at, a public presentation, meeting or hearing [ADD] beyond that required to support zoning and permitting for the Project;

- 4.2.2 – To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner [ADD] within two weeks [DELETE] ~~with reasonable promptness~~, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination.

- 4.2.3 – [ADD] In accordance with Section 4.2.1 and 4.2.2, ~~T~~the Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services.

- 4.2.3.1 – [ADD] Two

- 4.2.3.2 – [ADD] Minimum of one per week

- 4.2.3.3 – [ADD] One

- 4.2.3.4 – [ADD] One

- 4.2.5 – If the services covered by this Agreement have not been completed within [ADD] 1 month beyond the Owner's anticipated dates outlined in Section 1.1.4.1 [DELETE] ~~months of the date of this Agreement~~, through no fault of the Architect, extension of the Architect's services beyond that time [ADD] may [DELETE] ~~shall~~ be compensated as Additional Services.

- 6.2 – Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the [ADD] Contractor [DELETE] ~~Architect~~, represent the Architect's judgment as a design professional.

- 6.5 – If at any time the Architect's [ADD] understanding of [DELETE] ~~estimate~~ the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall [ADD] make the decision concerning any [DELETE] ~~cooperate with the Architect in making~~ such adjustments.

- 6.6 – If the Owner's budget for the Cost of the Work at the conclusion of the Construction Document Phase Services [ADD], or at an earlier time Architect and Owner agree upon, is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- 6.7 – If the Owner chooses to proceed under Section 6.6.4, the Architect [ADD], without additional compensation, shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. [DELETE] ~~If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation~~.

- 8.2.4 – Check box for Litigation

- 9.6 – If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3 the Owner shall compensate the Architect for services performed prior to termination [ADD] and Reimbursable Expenses incurred [DELETE]~~, and costs attributed to termination, including the costs attributable to the Architect's termination of consultant agreements~~.

- 9.7 – In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:
  .1 Termination Fee: [ADD] None
  .2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service: [ADD] Included with Compensation per Article 11 and pursuant to Article 7.

- 10.7 – [ADD] With Owner's prior approval, t~~T~~he Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials [ADD] and such materials shall be made available for Owner's use upon request.

- 11.1.2 – [DELETE] ~~Percentage Basis ( )% of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6.~~

- 11.1.3 – Define as necessary or [ADD] N/A

- 11.4 – Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus [ADD] Zero percent ([ADD] 0%). [DELETE]~~, or as follows:~~

- 11.8.1.1 – Transportation and authorized out-of-town travel and subsistence [ADD] when the distance is greater than 50 miles from the Project;

- 11.8.1.4 – Printing, reproductions, plots, and standard form documents [ADD] when specifically requested by Owner. All other internally used documents not to be reimbursed;

- 11.8.1.7 – [ADD] Additional r~~R~~enderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner [ADD] beyond those prepared for Owner as Basic Services [DELETE] ~~or required for the Project~~;

- 11.8.1.12 – Other similar Project-related expenditures [ADD] with the Owner's prior approval.

- 11.8.2 – For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus [ADD] Zero percent ([ADD] 0%) of the expenses incurred.

- 11.9 – If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth [DELETE] ~~below:~~ [ADD] in Section 11.1.

- 11.10.1.1 – An initial payment of [ADD] zero dollar ($0.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement.

- 11.10.1.2 – If a Sustainability Certification is part of the Sustainable Objective, [DELETE] ~~an initial~~ payment to the Architect [DELETE] ~~($)~~ shall be made [ADD] in accordance to Section 11.8 as a Reimbursable Expense [DELETE] ~~upon execution of this Agreement~~ for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. [DELETE] ~~The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.~~

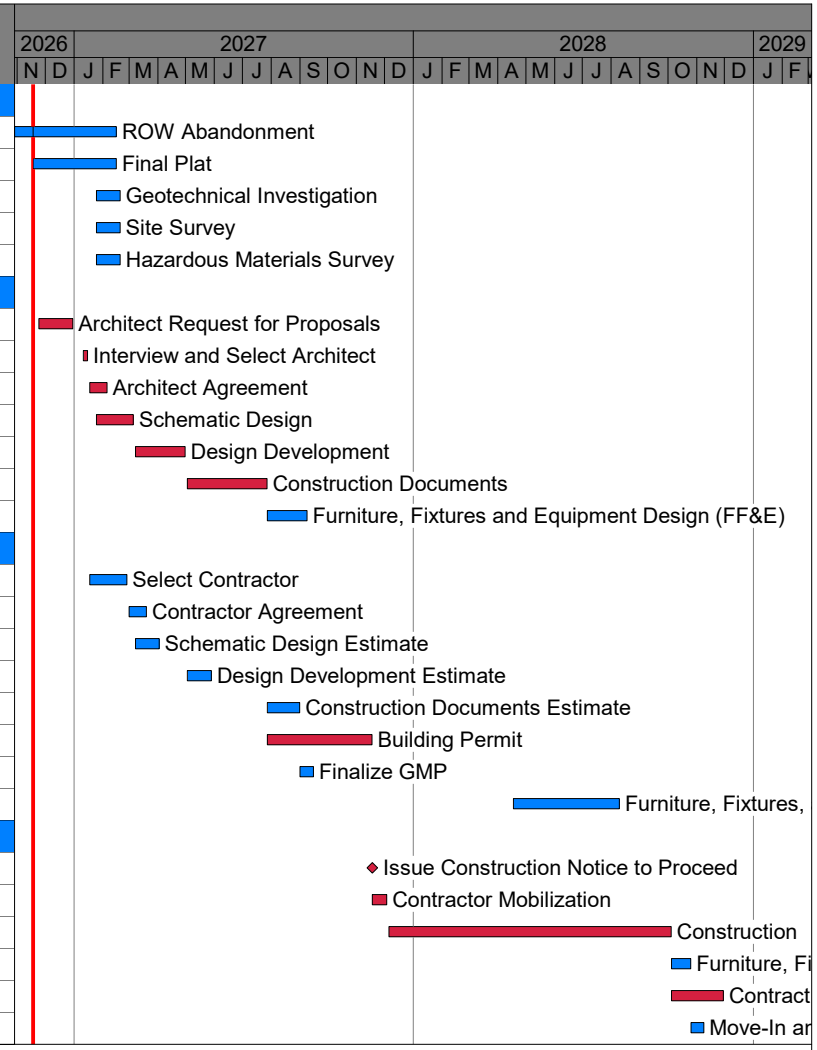
- 11.10.2.1 – Unless otherwise agreed, [ADD] Architect shall submit an initial schedule of values to the Owner before the first payment request allocating the entire Agreement amount by various consultants and phase of services outlined in Section 11.5 and payments for services shall be made monthly in proportion to service performed. [ADD] The amount of each subsequent Progress Payment shall then be reduced by the amounts previously paid by the Owner. Payments are due and payable upon presentation of the [ADD] mutually agreed Architect's invoice. Amounts unpaid [ADD] (60) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from the time to time at the principal place of business of the Architect. [ADD] 1% simple interest per month

- 11.10.2.3 – Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be [ADD] included in the Architect's invoice and submitted in orderly manner substantiating all costs including photocopies of original itemized receipts, invoices or similar documentation. [DELETE] ~~available to the Owner at mutually convenient times.~~

- 13.2.3 – add deliverable checklist for each phase; add Architect's proposal

EXHIBIT C

Activity ID	Description	Orig Dur	Rem Dur	Early Start	Early Finish
Development					
4080	ROW Abandonment	168	60	29MAR24 A	15FEB27
4190	Final Plat	60	60	18NOV26	15FEB27
4030	Geotechnical Investigation	20	20	25JAN27	19FEB27
4040	Site Survey	20	20	25JAN27	19FEB27
4050	Hazardous Materials Survey	20	20	25JAN27	19FEB27
Design					
5160	Architect Request for Proposals	24	24	24NOV26 *	30DEC26
5170	Interview and Select Architect	5	5	11JAN27	15JAN27
5150	Architect Agreement	15	15	18JAN27	05FEB27
5060	Schematic Design	30	30	25JAN27	05MAR27
5070	Design Development	40	40	08MAR27	30APR27
5080	Construction Documents	60	60	03MAY27	27JUL27
5090	Furniture, Fixtures and Equipment Design (FF&E)	30	30	28JUL27	08SEP27
Preconstruction					
6260	Select Contractor	30	30	18JAN27	26FEB27
6230	Contractor Agreement	15	15	01MAR27	19MAR27
6240	Schematic Design Estimate	20	20	08MAR27	02APR27
6100	Design Development Estimate	20	20	03MAY27	28MAY27
6250	Construction Documents Estimate	25	25	28JUL27	31AUG27
6150	Building Permit	80	80	28JUL27	17NOV27
6270	Finalize GMP	10	10	01SEP27	15SEP27
6300	Furniture, Fixtures, and Equipment Procurement	80	80	18APR28	09AUG28
Construction					
8120	Issue Construction Notice to Proceed	0	0	18NOV27	
8170	Contractor Mobilization	10	10	18NOV27	03DEC27
8130	Construction	216	216	06DEC27	04OCT28
8140	Furniture, Fixtures and Equipment Installation	15	15	05OCT28	25OCT28
8160	Contract Close-Out	40	40	05OCT28	29NOV28
8150	Move-In and Start-Up	10	10	26OCT28	08NOV28



St. Philip's
Promise Park
Master Project Schedule

echelon

Project name	St Philips 11_1...
Data date	18NOV26
Run date	24NOV26
Page number	1A

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Early bar
Critical bar
Start milestone point
Finish milestone point