

Renewals

After insurance has been approved by LFUCG, evidence of renewal of an expiring policy must be submitted to LFUCG, and may be submitted on a manually signed renewal endorsement form. If the policy or carrier has changed, however, new evidence of coverage must be submitted in accordance with these Insurance Requirements.

Safety and Loss Control

Consultant shall comply with all applicable federal, state, and local safety standards related to the performance of its works or services under this Agreement and take necessary action to protect the life, health and safety and property of all of its personnel on the job site, the public, and LFUCG.

Deductibles and Self-Insured Programs

IF YOU INTEND TO SUBMIT A SELF-INSURANCE PLAN IT MUST BE FORWARDED TO LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT, DIVISION OF RISK MANAGEMENT, 200 EAST MAIN STREET, LEXINGTON, KENTUCKY 40507 NO LATER THAN A MINIMUM OF FIVE (5) WORKING DAYS PRIOR TO THE RESPONSE DATE. Self-insurance programs, deductibles, and self-insured retentions in insurance policies are subject to separate approval by Lexington-Fayette Urban County Government's Division of Risk Management, upon review of evidence of Consultant's financial capacity to respond to claims. Any such programs or retentions must provide LFUCG with at least the same protection from liability and defense of suits as would be afforded by first-dollar insurance coverage. If Consultant satisfies any portion of the insurance requirements through deductibles, self-insurance programs, or self-insured retentions, Consultant agrees to provide Lexington-Fayette Urban County Government, Division of Risk Management, the following data prior to the final acceptance of bid and the commencement of any work:

- a. Latest audited financial statement, including auditor's notes.
- b. Any records of any self-insured trust fund plan or policy and related accounting statements.
- c. Actuarial funding reports or retained losses.
- d. Risk Management Manual or a description of the self-insurance and risk management program.
- e. A claim loss run summary for the previous five (5) years.
- f. Self-Insured Associations will be considered.

Verification of Coverage

Consultant agrees to furnish LFUCG with all applicable Certificates of Insurance signed by a person authorized by the insurer to bind coverage on its behalf prior to final award, and if requested, shall provide LFUCG copies of all insurance policies, including all endorsements.

Right to Review, Audit and Inspect

Consultant understands and agrees that LFUCG may review, audit and inspect any and all of its records and operations to insure compliance with these Insurance Requirements.

DEFAULT

Consultant understands and agrees that the failure to comply with any of these insurance, safety, or loss control provisions shall constitute default and that LFUCG may elect at its option any single remedy or penalty or any combination of remedies and penalties, as available, including but not limited to purchasing insurance and charging Consultant for any such insurance premiums purchased, or suspending or terminating the work.

00409263

Design Services for Replacement Senior Citizens Center

RFP#28-2013

November 5, 2013



Exhibit B

submitted by





EOP Architects

201 W Short Street
Suite 700
Lexington KY 40507
859 231 7538 tel
859 255 4380 fax

eopa.com

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PROPOSAL TO

Lexington-Fayette Urban County Government Design Services for Replacement Senior Citizen Center

RFP #28-2013

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November 5, 2013

Ms. Theresa Maynard, Buyer, Senior
Division of Central Purchasing
Lexington-Fayette Urban County Government
200 East Main Street, Room 338
Lexington, KY 40507

Re: RFP #28-2013 Design Services for Replacement Senior Citizen Center

Dear Ms. Maynard and Members of the Selection Committee:

*For age is opportunity no less than youth itself,
though in another dress,
and as the evening twilight fades away,
the sky is filled with stars, invisible by the day.*

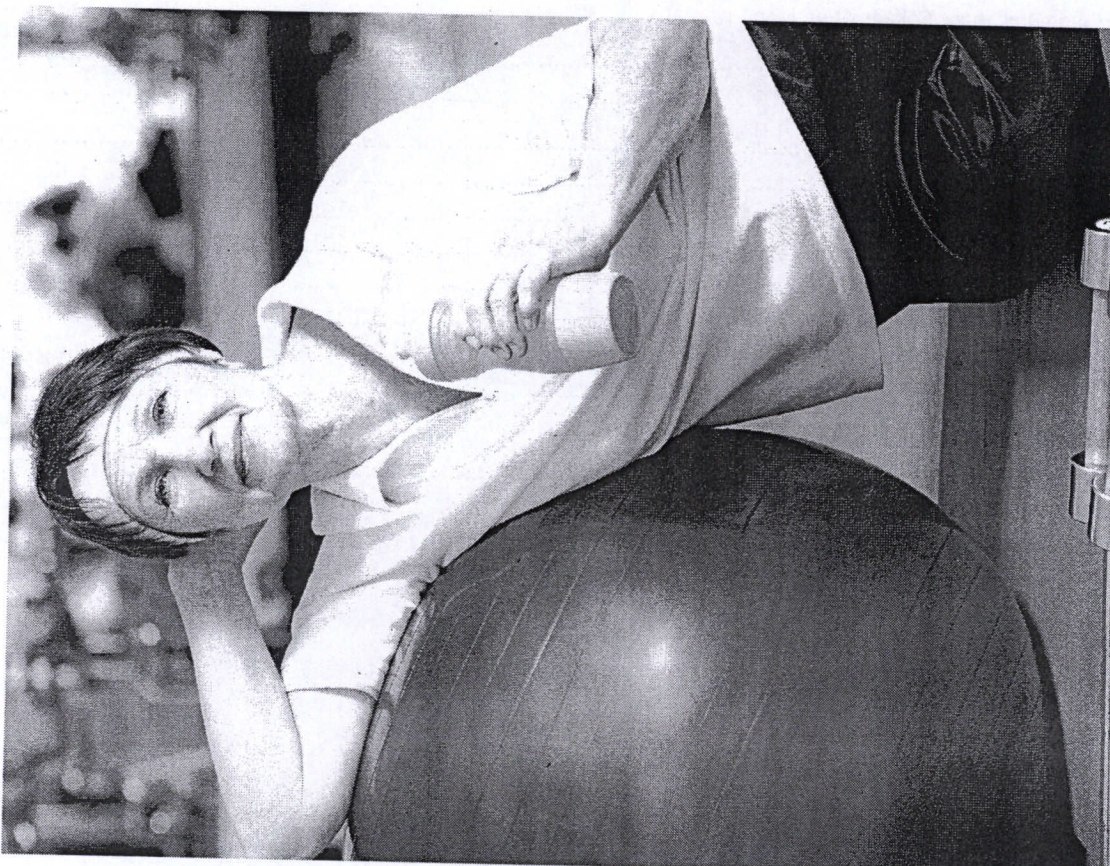
—Henry Wadsworth Longfellow

Elders make up one of the fastest growing demographics groups in the United States. While the younger generations, ages one to nineteen are growing demographically at 9%, the elder population is growing at 30% plus. This significant growth rate is causing a dramatic change in the ways communities are dealing with elders and the new mantra has been termed "Aging with Dignity" and more important "Aging in Place."

It is alarming to note that three of the primary causes for poor health in the elder population are isolation, poor nutrition and depression—economic background does not matter. Therefore, it is essential that community centers, through both design and program, provide opportunities for elders to maintain a stimulating quality of life and receive nutrition, exercise and personal interaction and socialization with others.

The EOP project team would greatly welcome the opportunity to work with LEUCG on this exciting and essential project and enter into an agreement to provide architectural, interior design, structural and mechanical / electrical engineering services. Recognizing the importance of innovation and applicable knowledge in regards to the specialized design considerations associated with today's senior citizens centers, EOP has put together a unique project team comprised of national and local expertise.

We have received Addendum #1 and Addendum #2 and have tailored our proposal accordingly.



EOP Architects is a Lexington-based architectural and interior design firm with over 30 years of history providing design excellence. The firm's diverse portfolio of work extends over 35 states and most recently China. The firm's work includes relative project components such as classroom, food service, fitness, flexible meeting and multi-purpose rooms, libraries, health care and administrative offices. A few of EOP's notable projects in the Lexington area include:

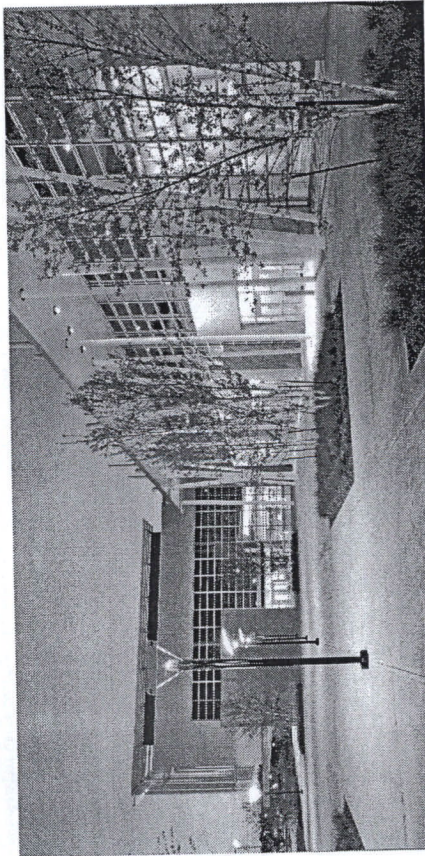
- Southland Christian Church / Richmond Road;
- Allegh World Equestrian Games Stadium / Kentucky Horse Park;
- Main & Rose Mixed-Use Development / Downtown Lexington;
- University of Kentucky College of Pharmacy Building;
- Joseph Beth Booksellers / Lexington Green;
- Gratz Park Inn; downtown
- Urban Active Fitness (now LA Fitness) / Wellington;
- Liberty Elementary School; Hamburg
- Breckinridge Elementary School; Idle Hour
- Hilary Boone Faculty Club / University of Kentucky;
- Transportation Cabinet Office Building /Frankfort;
- Berea College Boone Tavern Renovation.

Current EOP projects on the boards or in construction in the Lexington area include:

- Rupp Arena Renovation and New Lexington Convention Center in association with Nbbj / Los Angeles;
- New Shriners Hospital for Children in association with SRG / Portland;
- Deep Springs Elementary School;
- Kentucky Theatre Renovation;
- Paris-Bourbon County Public Library;
- Paul Sawyer Public Library;
- Kentucky State Police Training Academy.

In addition to the firm's relative work experience, distinguishing values that EOP would bring to the proposed Senior Citizen Center project include:

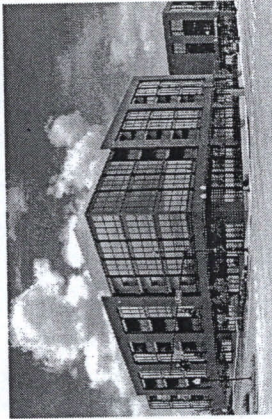
- A long history of success on past LFUCG projects as well as projects for the Commonwealth of Kentucky;
- An award-winning reputation for innovative and creative solutions;
- A proven collaborative design philosophy centered around client participation, research and program expertise;
- Industry leadership in sustainable design and LEED principles;
- Senior firm leadership complemented by associates, designers and technical staff members bonded together by one vision and one passion for responsive and creative solutions;
- The leadership, staff and technical ability to meet the project's aggressive schedule, vision and expectations;
- Extensive experience facilitating and presenting at public meetings.



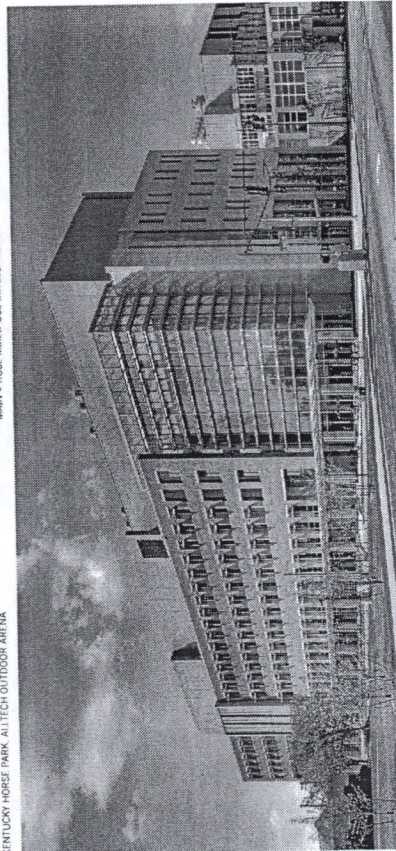
SOUTHLAND CHRISTIAN CHURCH, RICHMOND ROAD CAMPUS



KENTUCKY HORSE PARK, AU TECH OUTDOOR ARENA



MAIN & ROSE MIXED-USE DEVELOPMENT



UNIVERSITY OF KENTUCKY, COLLEGE OF PHARMACY/BIOPHARMACEUTICAL COMPLEX

LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT RUPP ARENA MIXED-USE SENIOR CITIZEN CENTER

As indication of the importance of this project to EOP, the project team will be headed by three senior firm principals:

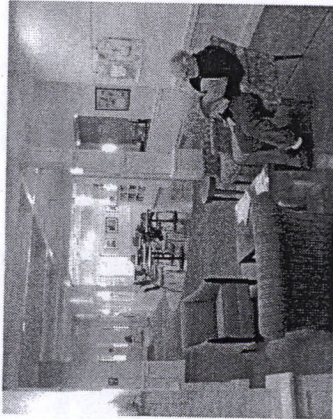
- Rick Ekhoft, AIA, LEED AP — Design Principal
- Richard Polk, AIA, LEED AP — Project Principal
- Chris Estes, CID, LEED AP — Interior Design Principal

In order to best address the unique issues relative to designing for the elderly, EOP is fortunate to include the specialized consulting services of **John Catlin & Associates Architecture**. **John Catlin, AIA** is one of the most experienced and highly acclaimed design professionals specializing in senior center facilities in the country having completed more than 40 such centers in a multi-state area. Catlin Architecture has the expert working knowledge and understanding of critical technical criteria such as universal design, access/accessibility, indoor/outdoor options, safety, travel distances and the concept of "collapsing the environment," way finding, the importance of stairs and landing, issues of sound control, artificial and natural lighting, flexible temperature control, colors and contrasts, and seating design / furnishings as well as psychological factors that focus on quality of life issues such as intellectual, physical and social well-being.

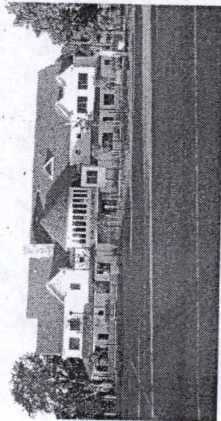
John Catlin has been in practice for over 35 years and is a member of the National Council of Aging (NCOA) as well as the National Institute on Senior Centers (NISC). In addition to being a practicing architect specializing on senior center design, Mr. Catlin also lectures on the subject and was recently a presenter at the "Aging in America, Annual Conference" in Washington, DC.

All other EOP project team members have been specifically chosen due to their level of discipline expertise and numerous other values that will guarantee total project success. They include:

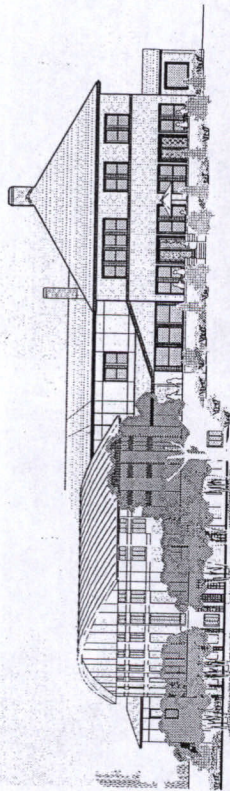
- CMTA Engineers — Mechanical / Electrical / Plumbing Engineering
- BFMJ — Structural Engineering
- Element Design — Landscape Architecture/Civil Engineering
- CSI — Geotechnical Engineering including Phase II ESA if necessary
- Paladin — Commissioning
- Robert Pass Associates — Cost Estimator



BELMONT SENIOR CENTER



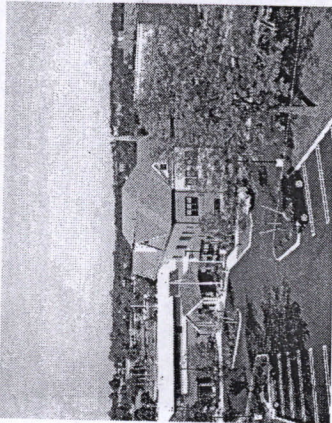
BELMONT SENIOR CENTER



NEEDHAM SENIOR CENTER



HOUYOE SENIOR CENTER

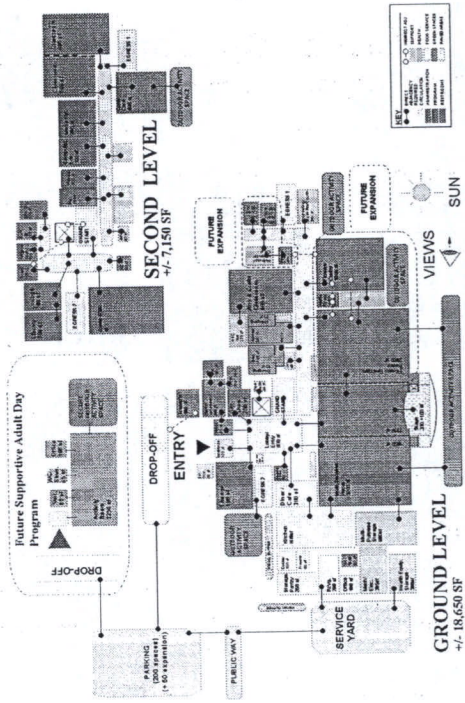


HOUYOE SENIOR CENTER

The EOP Project Team will bring together all their knowledge, experience and staffing resources in order to assure total project success. We share in the belief that the highest level of aspirations should be established and that Lexington's new Senior Citizen Center should exemplify a model for others. Project considerations that we would include in our approach involve:

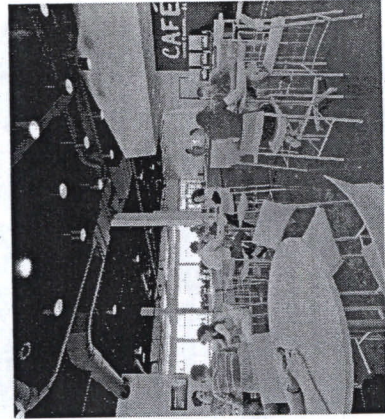
1. Site Analysis and Design Considerations
 - a. Solar orientation;
 - b. Safe site access and egress;
 - c. View sheds;
 - d. Clear pavement markings to guide drivers and alert them to pedestrian crossings;
 - e. Increased illumination levels during evening hours;
 - f. Convenience of vehicular parking to building entrance;
 - g. Wide parking spaces;
 - h. Avoidance of continuous curbing and uneven pavement in order to assuage tripping;
 - i. Way finding to increase intuitiveness and safety;
 - j. Benches for resting;
 - k. Outdoor relationship to indoors.
2. Building Design Considerations
 - a. Notion of "collapsing environment" to minimize travel distances to program spaces;
 - b. Create warm and welcoming lobby environment that provides appropriate introduction to facility;
 - c. Way finding such as tonal patterns in floor tiles, walls and ceilings;
 - d. Color contrast to assist in way finding and detection of doors openings, level changes, etc.;
 - e. Increase opportunities for socialization and interaction in design of corridors, lobby, lounges, library and nooks of various sizes;
 - f. Adequate restrooms in convenient locations to minimize travel distances;
 - g. Companion restrooms for those needing assistance;
 - h. Sensitivity in locating fixtures and accessories in order to minimize risk of wet floor areas;
 - i. Recognize importance of monumental staircase in two-story structures and need for enlarged landings for resting spots;
 - j. Design facility to attract and accommodate a broad age range;
 - k. Café model for food service areas in order to increase social opportunities. Relate area to outdoors and lobby;
 - l. Recognize the importance of indoor/outdoor relationships and need to provide outdoor seating area with opportunities for both sunlight and shading;
 - m. Minimize corridor lengths and travel distances;
 - n. Make spaces flexible in order to accommodate variety of tasks and future programs, yet be sensitive that settings impact effectiveness and success;

ORGANIZATIONAL DIAGRAM



Catlin Architecture
617-790-2440

CHICOPEE SENIOR CENTER STUDY ORGANIZATIONAL DIAGRAM



SOUTHLAND CHRISTIAN CHURCH



KINGSTON SENIOR CENTER

- o. Advantages of dedicated classrooms and lecture rooms and associated technology;
- p. Dedicated fitness areas with mirrors and appropriate finishes. Sensitivity to safety, supervision, and equipment selection. Appropriate facilities for programs such as yoga, aerobics, stretching and free weights;
- q. Avoidance of unnecessary level changes;
- r. Sensitivity to finishes such as flooring to avoid tripping hazards;
- s. Seating and furniture design for comfort and ease of use;
- t. High NRC for hard of hearing;
- u. Sensitive to mounting height and angles of display boards for ease of reading;
- v. Address accessibility issues through Universal Code Design Standards;
- w. Wi-Fi and computer stations;
- x. Adequate lighting levels providing smooth transitions;
- y. Temperature control.

As indication to the importance of this project and the commitment of the EOP Team, senior firm leadership and experience will be dedicated at all phases. We will work hand and hand with the administration, staff, users and the community at large in order to assure its total success.

When one realizes the impact of a senior center and how it can play a pivotal role in enriching lives, the potentials are humbling. To provide elders with the tools and opportunities to remain independent, healthy and involved is not only a necessity, it is an obligation of society. As architects, it is our responsibility and should be our irrefutable passion to create spaces and aesthetics that enhance and stimulate those that utilize the environments we create. EOP, John Callin and all members of EOP's team can play an integral part in making this project all that it should be.

The EOP Project Team would be honored to be a part of the New Senior Citizen Center and sincerely hope that our qualifications and passion will merit your serious consideration.

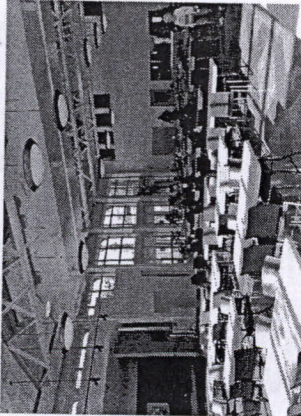
Respectfully,



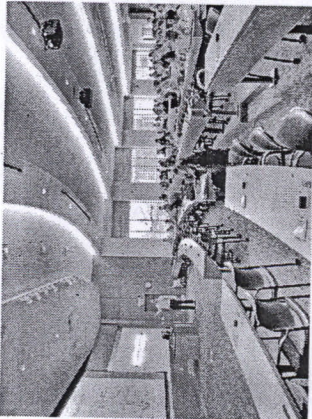
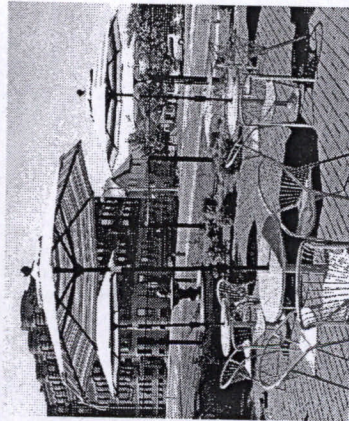
Rick Ekhnoff, AIA, LEED AP
 Design Principal
 EOP Architects



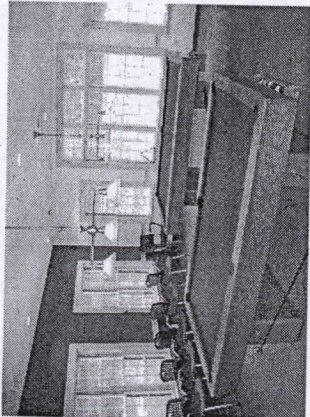
DUXBURY SENIOR CENTER



HOLYOKE SENIOR CENTER (ABOVE AND BELOW)



UK COLLEGE OF PHARMACY



ERING SENIOR CENTER



KINGSTON SENIOR CENTER

TRAINING AND QUALITY CONTROL PROGRAMS

EOP's staff of licensed architects and other professionals continually train and educate themselves to ensure utmost competency in their fields of expertise. As licensed architects in Kentucky, we are required to complete at least 12 hours of certified HSW (health, safety, welfare) continuing education each year. EOP enables and supplements this education by allowing time for and paying for the continuing education of its professionals. We also regularly bring training programs in house and host "Lunch & Learn" sessions in the office featuring design, construction and manufacturer experts that present on specific topics of interest to the firm and the profession.

All of EOP's architectural interns (not yet licensed) are paired with a licensed architect mentor to ensure continued development of the intern's professional skills. We also encourage and assist interns in their pursuit of licensure and participate in the NCARB's IDP (intern development program).

EOP maintains an active and mutually beneficial relationship with the University of Kentucky College of Design. EOP's professionals participate in design classes, sometimes as teachers, sometimes as students and often as jurors sitting in on student project reviews. EOP annually sponsors scholarships for both architecture and interior design students. Two of EOP's principals sit on UK College of Design Advisory Boards.

Quality control is an integral part of EOP's design process, and we believe every member of the project team has a role to play. Our form of quality control is not about catching mistakes...it's about avoiding them. Successful projects depend equally on strong, creative leadership as well as effective management.

Our framework for quality control is based on eight critical elements:

1. Quality Control Plan

- We establish quality control standards at the start of the design process. Our approach to high quality control results from:
- Involving the client team, construction team and

consultants in establishing the overall team goals and objectives

- Holding independent in-house "concurrent" review of documents during each project phase
- Using Building Information Modeling (BIM), which allows us to thoroughly evaluate constructability, potential system conflicts, and coordinate disciplines within a 3D modeling environment
- Employing full team coordination reviews

2. Commitment of Leadership & Continuity of Team

We involve the whole team from day one; each team member "owns" the project, understands it, and feels a commitment to its success. We become partners with you and are committed to the best possible project outcome.

3. Tailor the Process to Your Decision-Making Structure

We will work with you to develop a process that works for your culture, involving the right people, assuring effective communication with all stakeholders, and structuring alternatives and recommendations in ways that assist in your decision-making.

4. Follow Your Criteria

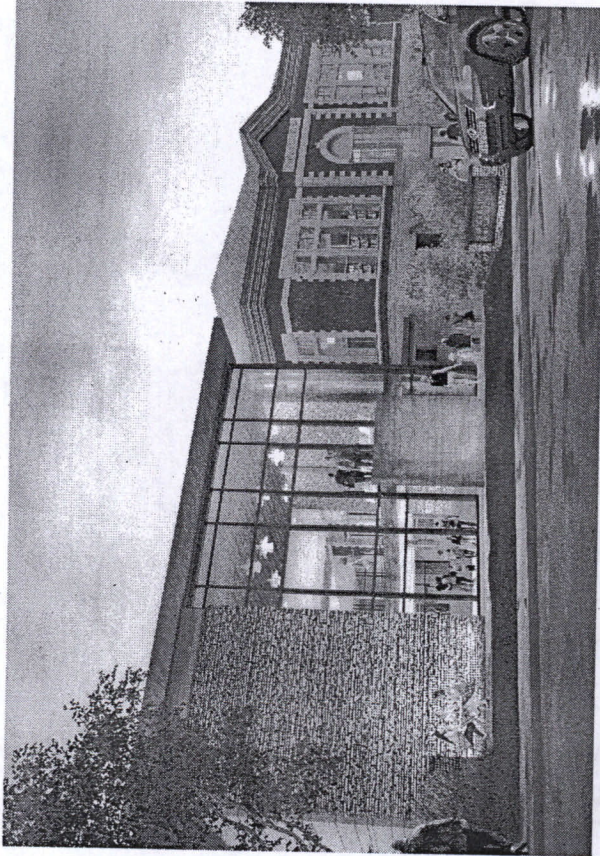
We play by your rules, your criteria and your decisions. Everyone on the team researches your design criteria, space program, and project issues. We set priorities and criteria goals with you and constantly check the design for compliance and quality.

5. Identify and Resolve Conflicts Before Crisis or Delay Occurs

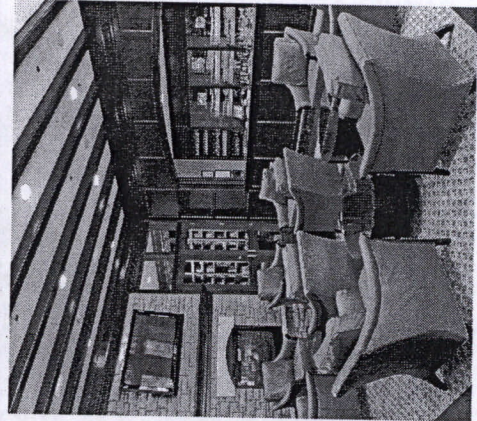
Our extensive experience and ability allow us to identify project concerns before they become problems and help us work with you to identify alternative solutions. Active issue and decision matrices keep the team focused during our weekly project meetings.

6. Provide Rigorous Documentation

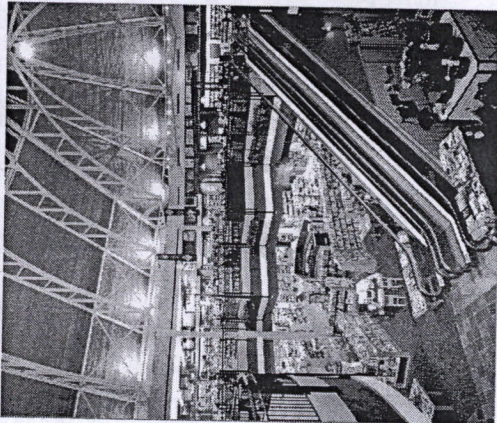
Project processes and decisions are documented and identify action items, due dates, and responsible personnel. Accurate record keeping alleviates misunderstandings and costly backtracking.



PARIS-BOURBON COUNTY PUBLIC LIBRARY



JOSEPH B.FELT (LEFT) H. A. RY. BOONE FACULTY CLUB (ABOVE)



LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT REPLACEMENT CITIZEN CENTER

He was EOP's project principal on the State's first LEED-certified building, Berea College's Lincoln Hall. Richard has been a consultant to the Kentucky Finance Cabinet and helped develop Kentucky's High Performance Building Standards.

Rick Ekhoff, AIA, LEED AP founding principal of EOP, will be EOP's principal in charge of design. Rick has led the design direction for the firm for over 30 years and has been instrumental in establishing the firm's award-winning reputation for innovation and design excellence. Rick's commitment to design excellence can be seen in a number of downtown Lexington projects including Main + Rose (recipient of the AIA award for design excellence), Numi Building, Gratz Park Inn, the Court Square Building renovation and Southland Christian Church. Also of recent notoriety, Rick was design principal on the Outdoor Stadium for the World Equestrian Games at the Kentucky Horse Park.

Jason Dunn, AIA, LEED AP will be your project manager. Prior to joining the firm in 2007, he gained valuable experience as a project manager with firms specializing in design and renovation, commercial/retail and residential work. Jason has served as project manager on a wide variety of jobs including educational renovations, food service, retail, commercial and office buildings.

Chris Estes, CID, LEED AP, interior design principal with EOP, will lead firm's role with the programming and interior design portions of the project. Chris has provided these same duties on the Southland Christian Church project as well as similar projects with compatible complexities.

John Catlin is well versed in assessing community needs and efficient design. He has successfully completed adult community center site selection and/or designs for over 50 communities throughout the United States. Through his experience designing for the elderly, he has gained a thorough understanding of the issues specific to these building types from accessibility concerns to increasing the prominence of such centers within their communities.

7. Conduct Methodical Plan Checks & Reviews
We regularly schedule concurrent/in-line reviews with pre-published agendas, checkpoints, and criteria checks. Any changes are corrected immediately and then rechecked. Our reviews ensure coordination and accuracy among all documents, which in turn ensures cost and quality control.

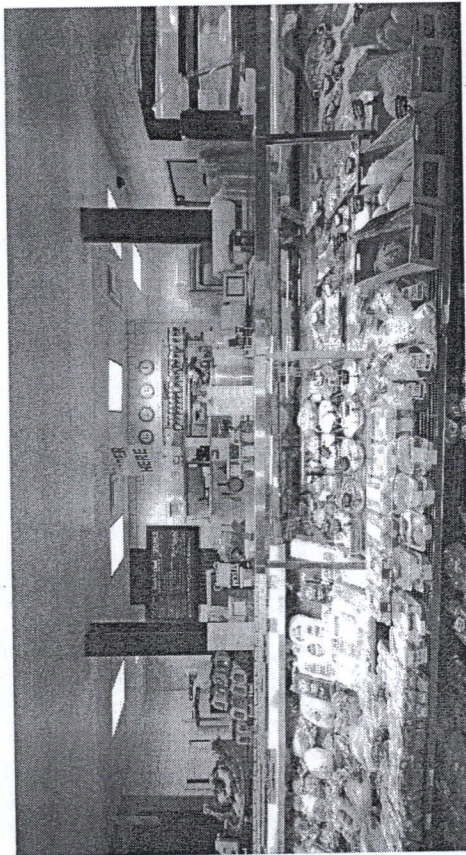
8. Control Costs Continuously
Throughout the design process, we will help establish workable project budgets, accurately predict cost elements, and minimize time consuming cost/budget reconciliations.

CURRENT EMPLOYEES
EOP currently employs 22 persons including 17 architects, 2 interior design professionals and 3 administrative professionals.

- PROJECT TEAM**
- EOP Architects** — Architecture/Interiors/Leadership
 - Catlin Architecture** — Senior Center Specialist
 - CMTA Engineers** — MEP Engineering
 - BFMJ** — Structural Engineering
 - Element Design (WBE pending)** — Landscape Architecture and Civil Engineering
 - CSI** — Geotechnical Engineering including Phase II ESA if necessary
 - Paladin (WBE)** — Commissioning
 - Robert Pass** — Cost Estimator

Detailed resumes for key team members can be found in the Appendix of this proposal.

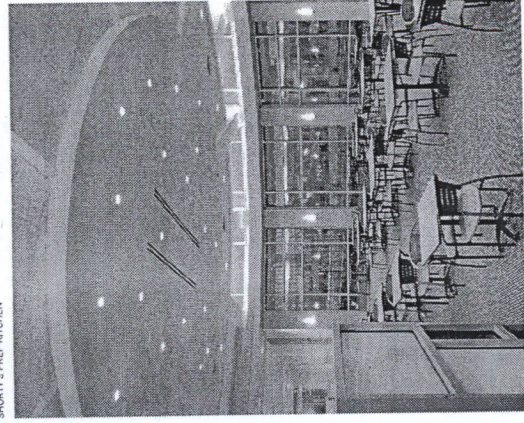
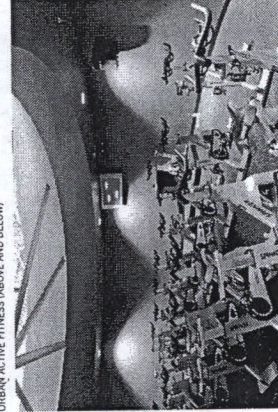
EOP is committing firm principals to this project along with their most senior staff members. **Richard Polk, AIA, LEED AP** has been a principal with the firm for nearly 30 years and will be assigned the duties of project principal-in-charge. Richard completed similar duties on Southland Christian Church Richmond Road Campus as well as the UK College of Pharmacy Building. Richard is also one of the region's leading practitioners of sustainable design.



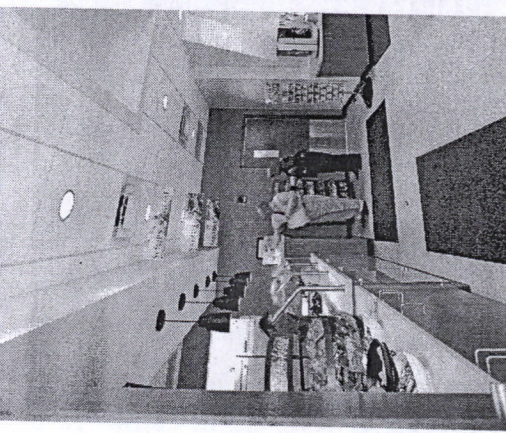
SHORTY'S PREP KITCHEN



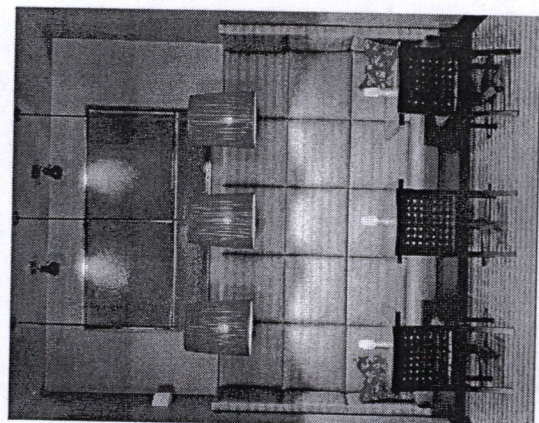
URBAN ACTIVE FITNESS (ABOVE AND BELOW)



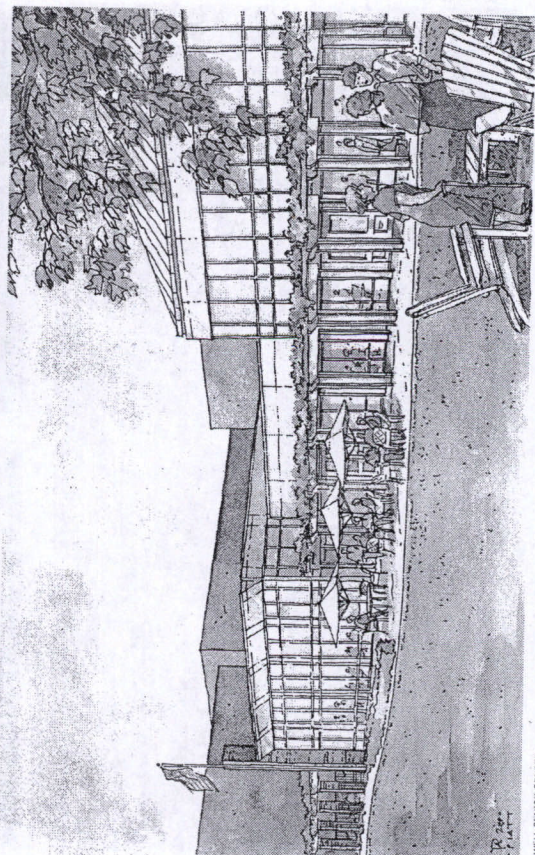
TRANSPORTATION CABINET OFFICE BUILDING CAFE



UNIVERSITY OF KENTUCKY COLLEGE OF PHARMACY



ANNABELLS



LOWELL SENIOR CENTER

LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT REPAIR/ACTIVITY SENIOR CITIZEN CENTER

David Higgins, RCDD, LEED AP brings a diversified engineering background to the team. Before joining CMTA in 1990, his experience included a Fortune 500 company, General Electric as well as Jackson Utility Division. As MEP Principal-In-Charge, Mr. Higgins will coordinate with the owners, EOP, related stakeholders and the engineering team to define and exceed the expectations of this project.

Donald Crayne, PE, LEED AP has been with CMTA for 30 years and a partner for 20. For this project, Mr. Crayne will manage the MEP team and coordinate with them to meet the expectations of this project. He will ensure that energy-efficient design principles are incorporated into the mechanical, electrical and plumbing systems. He will also serve as lead mechanical engineer and be responsible for mechanical design.

With over 14 years of experience, **William Sharp, PE, LEED AP** will serve as project manager for the electrical engineering. He will be responsible for the production of plans and specifications for the electrical systems to insure the design developed by the team will be executed properly.

Ethan Buell, PE has served as both BFMJ's president and principal-in-charge for over 29 years. During this time he has worked in almost every area of structural engineering responsibility, from design engineer, project manager, providing construct ion administration services to commercial and residential inspection services, for hundreds of different projects.

Michael L. McReynolds has considerable experience in the design, remodeling and repairs on major buildings all over Kentucky. His concrete design experience is in concrete reinforced and post tensioned poured-in-place concrete parking structures, precast prestressed frames and steel framed parking structures.

Mark Arnold RLA is a registered landscape architect with over 25 years experience in site design and landscape architecture. He will lead the Element Design team.

Ramona Fry, RLA will serve as project manager for site design and landscape architecture. Her primary responsi-

bilities at include project design, project management and preparation of construction documents.

Clint Abbott, PE is a registered civil engineer with 14 years of experience in grading, drainage, potable water distribution supply and treatment, sanitary sewer collection and treatment, floodplain regulations, and geotechnical issues such as subgrade preparation for structures, soil classification, and strength of materials.

Bruce Hatcher, PE has successfully completed geotechnical explorations and geotechnical design work on many high-risk projects in the Ohio and Tennessee River Valleys. His specific project experience includes over 75 senior citizens and community building projects

Candice Rogers, CCP, CxA, LEED AP understands the business behind the buildings. She leads commissioning process development for Paladin's projects, defines project goals and performance criteria, manages the commissioning process, and works to assure that Owners receive the best systems possible.

Richard Burks, PE, CCP has extensive experience in the requirements of mechanical, plumbing, electrical and control systems operation. Of particular importance to this project is Mr. Burks' familiarity with electrical systems design, controls and HVAC equipment. This knowledge enables him to perform high level design review and prepare functional tests to verify sequence of operation consistency.

With over 25 years of cost estimating experience, **Robert Pass** has experience in the preparation of estimates at all levels of detail from conceptual design to construction documents for a large number of projects and experience with using Corps of Engineers software, M-CACES. He will coordinate all elements of the estimate, which includes architectural, structural, civil, mechanical and electrical.

EOP has worked with CMTA, BFMJ, Element Design, CSI and Robert Pass on more than 200 projects in the past 10 years.

ute to the downtown urban core, both aesthetically and functionally, and create an engaging, pedestrian-friendly streetscape along Main Street. The goal was to create the look and feel of a converted industrial warehouse, a building-type associated with the origins of the modern loft movement. **Cost:** \$20,000,000 **Contact:** Phil Holoubek (859) 225-3476

University of Kentucky College of Pharmacy Building, Lexington, KY

The University of Kentucky College of Pharmacy / Biological Pharmaceutical Complex consists of approximately 300,000 sq ft of space on seven levels, including a full basement and a mechanical penthouse. The facility is the first academic building constructed on UK's new Academic Medical Center Education and Research Campus. The facility contains approximately 40% academic & administrative space and 60% research space. Two 220-seat stepped lecture halls, teaching lab suite, patient assessment and interaction suite and a variety of other classroom types are included. Research facilities include over 120,000 sq ft of biology, pharmaceutical and chemistry laboratories. **Cost:** \$132 million **Contact:** Dall Clark, Capital Project Management Division (859) 257-5911.

Urban Active Fitness (now LA Fitness), Lexington, KY

Now LA Fitness in Palomar, this former Urban Active is a two-story new fitness facility featuring open cardio and strength training areas, a separate women's strength training area, a swimming pool, facilities for basketball, racquetball, spinning and aerobics, as well as tanning beds and a juice bar. **Cost:** \$3,400,000. **Contact:** Mark Yates (859) 252-5993.

Breckinridge Elementary School, Lexington, KY

The 50,330 sq ft addition includes new classrooms, a media center administration area, preschool classrooms, cafeteria, and kitchen. The 22,300 sq ft renovation includes mechanical and electrical upgrades, as well as accessibility and site improvements. **Cost:** \$12,145,000 **Contact:** Bill Wallace (859) 381-3829

FIRM'S RECENT EXPERIENCE

Detailed project experience can be found in the Appendix of this proposal.

EOP's work includes relative project components such as classroom, food service, fitness, flexible meeting and multi-purpose rooms, libraries, health care and administrative offices. A few of EOP's notable projects in the Lexington area include:

Southland Christian Church, Lexington, KY

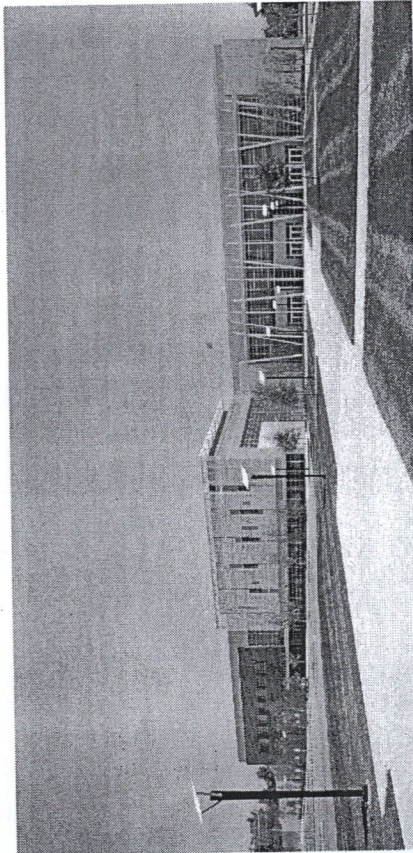
EOP's design for Southland Christian Church transforms the vacant Lexington Mall on Richmond Road into an additional campus for the church. Southland requested a contemporary, iconic design that is welcoming, inspirational and transformational. The 140,000 sq ft space that formerly housed Dillard's department store has been renovated into educational spaces. A 49,000 sq ft addition houses a 2,800-seat worship center. The project includes the redevelopment of the 30-acre campus. The plan includes a plaza and parking for 1,800 vehicles. **Cost:** \$21,318,000. **Contact:** Craig Avery (859) 619-8292

Kentucky Horse Park Alltech Outdoor Stadium, Lexington, KY

Challenges included designing a 30,000-seat arena for the World Equestrian Games that also had to function as a 7,500-seat all weather arena for ongoing legacy events after the Games. Other features include a 7,000 SF two-level hospitality suite, and areas for both hospitality tents and training adjacent to the stadium. The concourse is below the seating with three banks of permanent concessions and three banks of restrooms. All seating is fully ADA accessible. The stadium is sited to emphasize the lake beyond the show field, with the temporary seating positioned to back up to the lake. **Cost:** \$21,000,000 **Contact:** John Nicholson (859) 259-4208

Main + Rose Mixed-Use Development, Lexington, KY

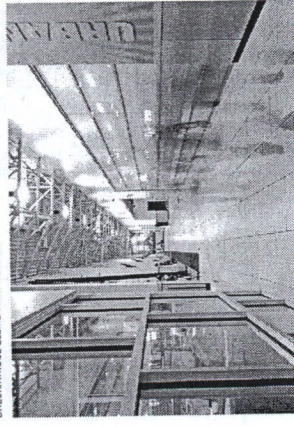
Main + Rose took what was once a large blighted parking lot at the eastern entry to downtown Lexington and transformed it into a vibrant mixed-used development, bringing urban living to a largely neglected market. The design team explored numerous options that would contrib-



SOUTHLAND CHRISTIAN CHURCH



BRECKINRIDGE ELEMENTARY SCHOOL



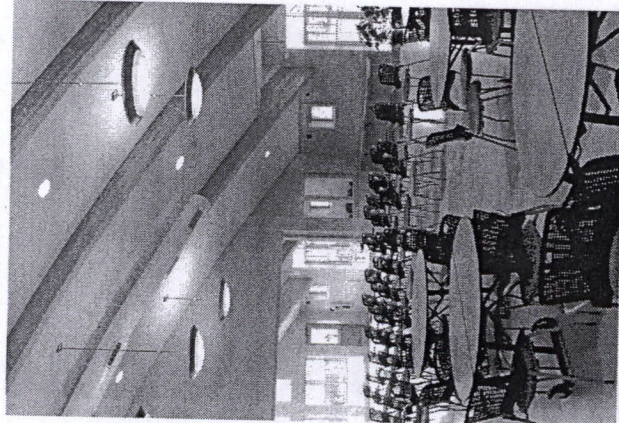
URBAN ACTIVE BUCKHEAD



URBAN ACTIVE BAKERY SQUARE

Hilary Boone Faculty Club at the University of Kentucky, Lexington, KY

This project for UK's faculty club consists of the total reconfiguration and renovation of the interior, addition of a lounge/library and addition of an exterior courtyard area. The building contains dining, meeting and special function rooms. Although the facility is primarily used by faculty, it is also utilized by the community, corporate clients and for special functions of the University. **Cost:** \$5,000,000. **Contact:** Dall Clark (859) 257-5911



HILARY J. BOONE FACULTY CLUB AT THE UNIVERSITY OF KENTUCKY

Paris-Bourbon County Library, Paris, KY

This small-town library is long on history but was short on space. EOP's goal was to restore an existing 1904 Carnegie Library to its former glory, removing incongruous additions and alterations, and adding a complementary addition to suit the library's evolving role. The project brings natural light into the inwardly focused historic building, and creates a flexible and unified space for increased library programming. **Cost:** \$4,500,000 **Contact:** Mark Adler (859) 987-4419

Kentucky State Police Training Academy, Frankfort, KY

EOP's design for the new Kentucky State Police Training Academy includes an administrative center with offices and meeting areas, dining hall and kitchen, and an 8,000-square-foot multi-purpose room with classroom. The design also provides plaza space for minimal training activities along with recreational and ceremonial spaces. **Cost:** \$2,925,000 **Contact:** Boyce Wells (502) 352-8108

Catlin Architecture understands that it is the details that make a building successful for special needs users. They understand the unique issues related to designing for the elderly: Issues of sound control, lighting, temperature control, access/accessibility, way finding, indoor/outdoor options, colors/contrasts, travel distances, stairs/landings, coat storage/access, seating design/furnishings, and bulletin boards. Knowledge and understanding of these issues is often what makes the difference between a building and a successful building. Catlin Architecture's experience includes:

Belmont Adult Community Center, Belmont, MA

The project entailed programming and final design for a 19,750 sf adult community center adjacent to a park and playing fields. The two-story structure is scaled to blend with the fabric of the neighborhood. The building includes a 3,800 sf multipurpose room with a stage, a reception lobby and cafe, a lounge library, two arts and crafts rooms, a classroom/meeting room, a games room, a card/conference room, a complete fitness facility, a computer lab, counseling rooms, administration offices, a commercial kitchen and ample storage. Outdoor options include a patio garden, covered porches, a second level porch and walking trails in the adjacent park. The building received LEED™ silver certification through the use of geothermal water source heat pumps, geothermal bleed water irrigation as well as other sustainable building strategies. **Cost:** \$5,288,000 **Contact:** Nava Niv-Vogel (617) 933-2970

Holyoke Adult Community Center, Holyoke, MA

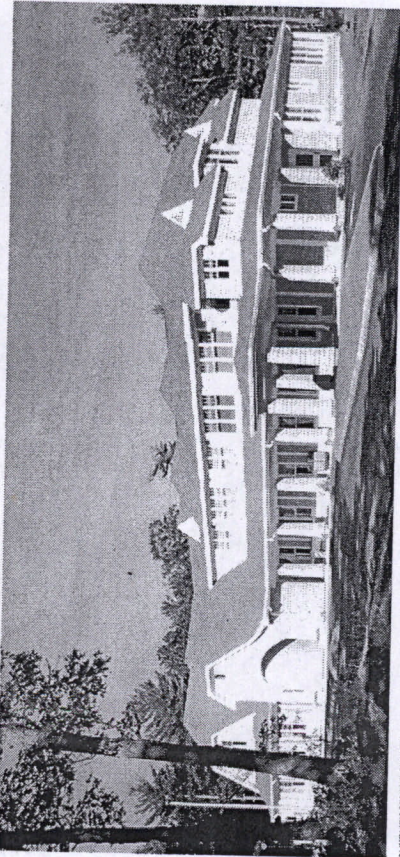
Programming and final design for a new 23,000 sf community/senior center called for a 2-story structure with a massing scaled in a municipal presence on a large site. The program included a 3,800 sf multipurpose room with performance platform, full-service fitness/exercise studio, lounge-library, a learning center, two arts and crafts rooms with demonstration/teaching kitchen, games area, conference room, counseling rooms, administration, kitchen and storage. An outdoor patio/garden with a covered area completes the project. **Cost:** \$6,200,000. **Contact:** Kathy Bowler (413) 322-5625

Duxbury Senior Center, Duxbury, MA

This new 13,000 sf 2-story senior center included potential location evaluation and final site selection. The center consists of a large community space, reading lounge, administrative offices, fitness room, card/conference room, arts and crafts rooms, and three classrooms. **Cost:** \$19,700,000 **Contact:** Dennis Nolan (781) 934-2173

Milton Adult Community Center, Milton, MA

This 6,700 sf one-story building includes a large divisible multi-purpose room, crafts/classroom, lounges, computer lab, health/outreach office, commercial kitchen, admin-



DUXBURY SENIOR CENTER

with amenities including: private one or two bedroom suites. Each apartment includes full kitchenettes, handicapped accessible bathroom, bedroom and living room dining areas.

Thomson-Hood VA Center, Wilmore, KY

BFJM's work consists of construction of a new, \$2.4 million two-story, 12,200 sf addition to the existing Thomson-Hood VA Center. The first floor includes a dining room, serving and activity spaces for the special care unit, to be relocated to adjoining nursing unit, offices, and storage and on the ground level food preparation and ware wash areas, dry and refrigerated bulk storage areas, office and support space for relocated food services for the entire facility.

Western Kentucky Veteran's Center, Hanson, KY

BFJM's project consists of complete design services for an 85,822sf, one-story, and 120-bed nursing home. The facility includes a kitchen, library, lounge, exam rooms, social services offices and administrative offices. The facility has shaded pavilions, gardening areas and walking trails.

Eastern Kentucky Veterans Center, Hazard, KY

BFJM's project consists of complete design services for an 89,060 square foot, \$10,600,000, two-story, 120-bed home. The facility includes a kitchen, library, lounge, exam rooms, social services offices and administrative offices.

CONFLICT OF INTEREST STATEMENT

EOP and its consultants have no conflicts of interest in providing professional services on this project.

istrative offices, and support facilities. The large covered porch and brick terrace open to a lawn with views of a park where concerts and other events are held. **Cost:** \$1,116,000 **Contact:** Mary Ann Sullivan (617) 898-4893

Holden Adult Community Center, Holden MA

The 9,200 sf one-story building included a feasibility study. The new center includes a multi-purpose room, arts and crafts room, lounge/library, billiards room, fitness room, computer lab, card/conference room, kitchen, offices and support facilities with convenient drop-off area. **Cost:** \$1,400,000 **Contact:** Louise Charbonneau (816) 732-3522

Needham Senior Center at Ridge Hill, Needham, MA

The building is designed to grow in phases, with the ultimate size just under 30,000 sf. The program includes a large multi-purpose room, lounge/library, game room, reading room, fitness room, arts and crafts classroom, general classroom, media room, computer lab, card/conference room, gift shop, office and space for future programs. **Cost:** N/A (feasibility study)

Mashpee Senior Center, Mashpee, MA

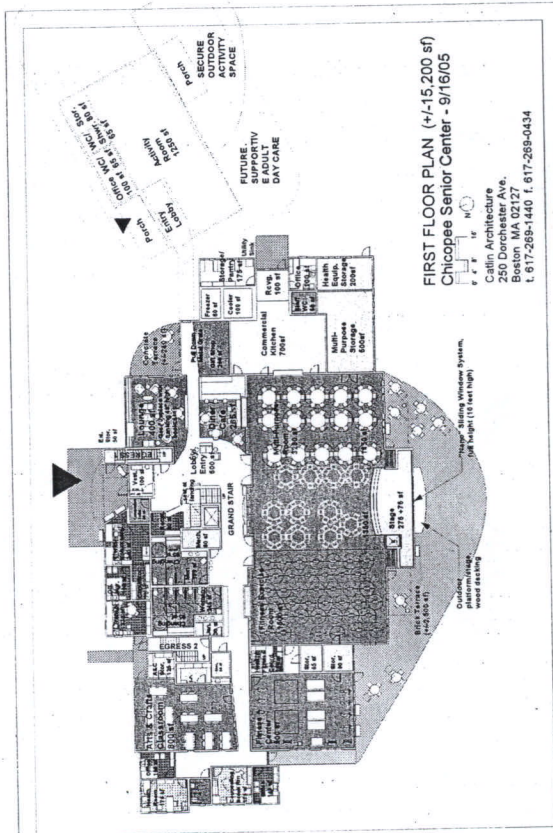
This 11,000 sf project includes a 3,000 sf multipurpose room, four classrooms, health counseling and outreach offices, commercial kitchen, lounge/library, cards/conference room, offices and an outdoor activity area. **Cost:** \$19,700,000 **Contact:** Lynn Waterman (508) 539-1440

Lowell Adult Community Center, Lowell, MA

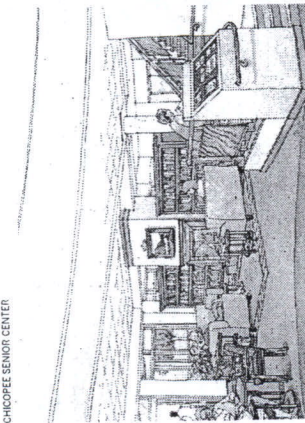
This new 20,000 sf community senior center with adjacent 800-car parking garage includes a 5,000 sf divisible multipurpose room, a large lobby/lounge/library, a cafe, fitness facility, gift shop, media room, arts and crafts classroom, billiards/game room, computer lab, health/counseling room, offices and outdoor activity areas with enclosed garden and sitting area. **Cost:** N/A (feasibility study) **Contact:** Adam Baacke (978) 674-1401

Laurel Village Assisted Living Facility, London, KY

BFJM served as the structural engineer of record for the new \$3.4 million, 42,000 sf Laurel Village Assisted Living Facility. Laurel Village offers their residence "The Comfort



CHICOPEE SENIOR CENTER



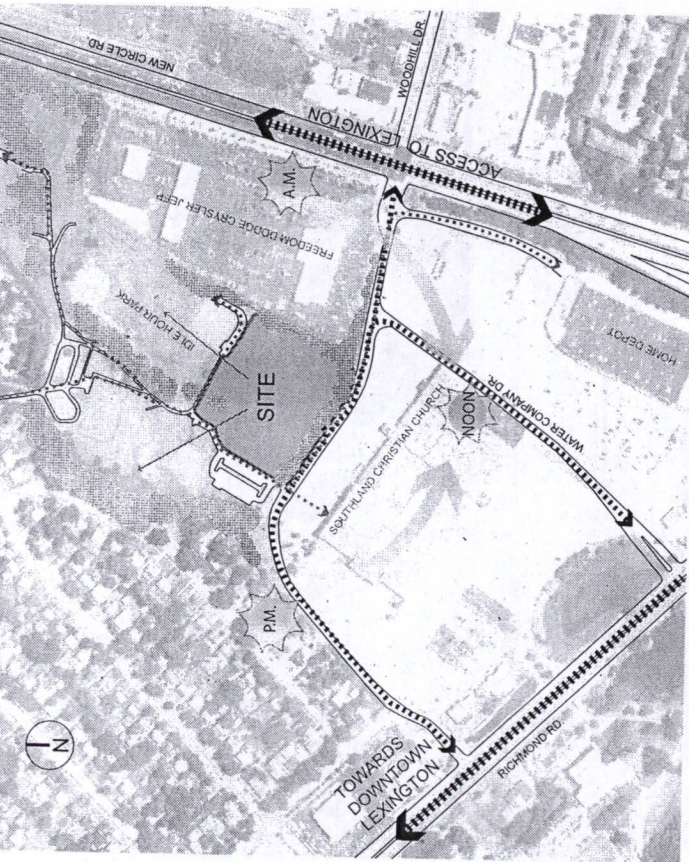
LOWELL SENIOR CENTER

PROJECT APPROACH

The principals of EOP founded the firm over 30 years ago and during that time the firm has completed over \$1.8 billion worth of projects in more than 35 states across the US and most recently China. Individual project construction budgets have ranged from less than \$1 million upwards to over \$200 million. EOP has worked for federal, state and local government agencies, private developers, fortune 500 companies, and not-for-profit organizations. The complexities of these projects have ranged from a simple bus stop to a 250,000-square-foot research and laboratory facility. What this experience has taught EOP is that the three most important components of any successful project are:

- A shared vision for the project. The Design Team must have the ability to listen to the client and stakeholders; clearly understand the needs, desires and aspirations of the project; and provide a collaborative working environment with established roles, responsibilities and expectations;
- The knowledge, experience and innovative approach that the Design Team can provide in order for the project to achieve the highest level of results and effect, both short and long term;
- The Design Team's ability and resources to execute the project in a timely and effective fashion. The Team's appreciation for responsiveness, thoroughness and having a proactive attitude in anticipating potential issues that could unnecessarily add to the challenges of the project.

These same general principals of success will likewise apply to the new Senior Citizen Center. It will be essential that the EOP Project Team work closely with the staff, users and general public in order to fully understand the programs and services to be offered, both now and in the future. Lines of communication and understanding will be established so that ideas and feedback can flow freely and quickly. Research and analysis of "lessons learned" from other similar facilities will be conducted so that current and future trends can be evaluated and ap-



plied when appropriate. Based upon a series of meetings with all stakeholders, EOP will develop a written program that clearly states the overall goals and objectives for the project. Consensus amongst all parties will be achieved so that a shared vision can be defined.

EOP Architects will then employ their years of experience on similar and applicable projects to assist the stakeholders in testing the program and improving upon it where advantages and promising. John Catlin will contribute his specialized experience on over 40 senior centers in order to make sure all the unique design sensitivities and considerations are addressed. EOP's studio of interior designers will assure that finishes and furniture are appropriate, comfortable and user-friendly and the team's engineering disciplines will apply expertise to assure comfort, energy efficiency and operational dependability.

Together the team will generate options for stakeholder review and comments. EOP will utilize their proven commitment to innovation and creativity in order to elevate the value of design excellence. The team will challenge themselves to design a facility that appeals to the broad range of potential users, in both age and interests and will expand upon the importance of indoor/outdoor relationships.

During the Schematic Design Phase, the design team will focus on exploring design alternatives that aim to be stimulating and enhance the senior center's mission of improving the quality of life of those who use it. This process will begin with the site analysis where the building will be orientated in such a way that it takes advantage of solar exposure and site views. The design team will work to assure a safe and well-defined entrance and egress to and from the site as well as clear wayfinding and separation of vehicular and pedestrian traffic. Care will be taken in locating all parking conveniently to the building entrance and avoid continuous curbs and other potential tripping hazards. Parking spaces and drive lanes will be wider than normal and benches will be located in order to provide resting areas. Site lighting will be at increased levels for security and safety purposes during evening activities.

The EOP project team will assist staff and users in defining the needs for dedicated spaces such as art room, fitness activities and library while recognizing the need for flexibility in others. Mechanical systems will be designed for ultimate control options, appropriateness to the function of the space as well as energy efficiency. A dialog between the indoors and outdoors will be emphasized with advantages taken of site solar orientation and views. It would be recommended that a comfortable outdoor area be provided that is covered and offers both shade and needed sunlight. Best practices of sustainability would be followed in both design and material selection and a LEED score sheet would be prepared early into the design process in order to assure ultimate LEED certification.

The process for stakeholder / design team collaboration will have been established so that there is a productive exchange of ideas and feedback. The design will continue to be refined based upon this collaboration and any and all design decisions will be analyzed in regards to meeting construction cost targets.

As to having the ability to execute with appropriateness within the timeframe stated in the RFP, all firms making up the EOP Project Team are established firms with a large professional staff size and proven expertise. As already stated, EOP alone has committed three principals to the success of this project as well as one of the firm's most senior project managers.

In regards to technology, the entire team will utilize building information modeling (BIM) during both the design and document production phases. Not only will this technology assist in testing and communicating design alternatives but it will also prove essential during the contract document phase in regards to coordinating disciplines and avoiding conflicts and omissions. EOP's 3D rendering capabilities are unmatched in the Commonwealth and the firm will use this to the project's advantage in communicating design options as well as for presentations at both stakeholder and public meetings.

In regards to the building, with a projected square footage of 35,000-45,000 square feet, it is anticipated that the facility will be two stories. The main building entrance should be located central to the building program spaces in order to minimize travel distances. The Lobby should be inviting, welcoming and project the appropriate image. The importance of a monumental stairway should be recognized. Even though it is advisable to avoid level changes as a rule, a main stairway is widely considered to be one of the most important amenities in a senior center because it provides the users with an opportunity for exercise. Large landings should be included in the design of the stairway so that those needing to stop and rest have a convenient and comfortable area to do so.

The notion of socialization should be stressed in all areas of the facility and spaces should be created that encourage interaction. One of the primary spaces to consider is the food service area that should be designed in the Café Model in order to provide a dynamic and stimulating environment. The Café should be located near the main lobby and should also have interaction with the outdoors in both function and aesthetics.

The number and lengths of corridors should be minimized and ease of wayfinding should be stressed throughout. The principles of "collapsing the environment" should be employed so that walking distances are reduced and visual orientation of program spaces is simplified.

Color contrasting is of significance importance in senior centers so that the users can easily and safely detect door and wall openings as well as contribute to wayfinding needs. High NPC levels should be achieved for the hard of hearing and light levels need to be enhanced and provide a smooth transition from space to space.

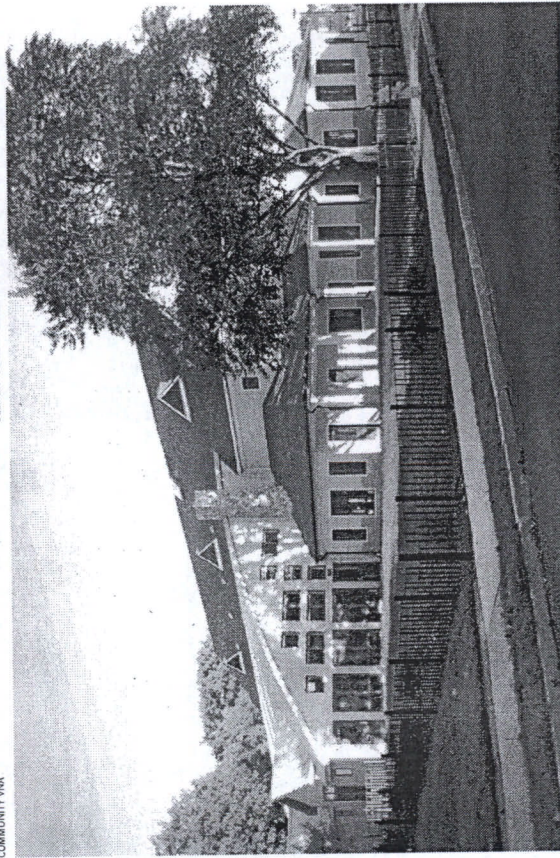
Restrooms need to be located conveniently throughout the facility in order to minimize travel time and companion restrooms need to be provided for those needing assistance. The entire facility needs to reflect universal design standards opposed to the standard ADA practices.



BELMONT SENIOR CENTER



COMMUNITY VNA



BELMONT SENIOR CENTER

CURRENT/PROJECTED WORKLOAD

Project Name	Status
MSU Mignon Hall Renovation	Construction
MSU West Mignon Hall Renovation	Close-out
Boone Army Aviation Support Fac.	Construction
Rupp Arena/LCC	Early Concepts
Paris Public Library	Construction Doc
Paul Sawyer Public Library	Schematics
Gateway Urban Comm. College	Design-Const.
Shriners Hospital for Children	Design Dev.
KY State Police Training Academy	Just Bid
Breckinridge Elementary	95% Closed Out
Rookwood Exchange	Construction

EOP and our consultants are ready to undertake this commission. The project comes at a perfect time as the majority of our projects are in construction. We foresee no issues meeting the schedule set by LFUCG in its RFP.

REFERENCES FOR EOP ARCHITECTS

- Craig Avery • Southland Christian Church (859) 619-8292
- Dall Clark • University of Kentucky (859) 257-5911
- Mary Wright • Fayette County Public Schools (859) 381-4165
- Paul Gannoe • Commonwealth of Kentucky Department of Engineering and Contract Administration (502) 564-3050
- Terry White • Morehead State University (606) 783-5273
- Mark Adler • Paris-Bourbon County Public Library (859) 987-4419

To assist in meeting critical milestone dates, EOP utilizes a scheduling program called Newforma, which is also a project management software that tracks roles and responsibilities, work flow, critical dates as well as accountability and outstanding items. EOP has a proven quality control / quality assurance process in place that involves a continuous collaboration between all disciplines as well as in-house peer reviews of the project throughout all phases.

It is during the Bidding and Negotiations and Construction Administration Phases that another type of dynamic defines the design team's understanding of roles and responsibilities. Up until this point in the project, all involved have had a shared vision bond that has defined the decision-making process and established a collaborative spirit. Assuming that the construction delivery method on the project will be design/bid/build, it is imperative that a general contractor is chosen that best embraces the existing project culture and has the ability to work seamlessly with the rest of the project team. In order to best service the owner, EOP will dedicate the project manager who has been with the project from day one. He, along with the project principals, will continue to commit all efforts in order to assure that the aspirations of the projects are achieved. EOP will utilize responsiveness, leadership, fairness and adherence to accountability throughout the Bidding and Construction Phases. EOP will closely monitor the contractor's work and assure that they are clearly aware of all expectations. The ultimate goal is to have the general contractor deliver a quality product as per the plans and specifications and to be proactive in avoiding any unnecessary conflicts or misunderstandings.

The EOP project team's approach to the Senior Citizen Center can be summed up into three words...Vision, Innovation, Accountability. This has been EOP's guiding philosophy since its founding over 30 years ago and is at the heart of the firm's passion and success. If given the opportunity, EOP will call upon these same convictions in order to assure that this project reaches its full potential and that its shared vision is achieved.



HOLYOKE SENIOR CENTER, GRAND OPENING



HOLYOKE SENIOR CENTER



HOLYOKE SENIOR CENTER

Work Plan

The EOP Architects/Catlin Architecture team will guide and monitor the project through all phases as necessary to insure an inspired responsive design and a quality product. Tasks and responsibilities will be assigned to the appropriate consultants and specialists with supervision and guidance provided by EOP. A project kick-off meeting will be conducted to introduce all project participants, establish communication and management hierarchy and discuss project goals and objectives. Project phases and associated tasks will include the following:

Schematic Design

- Develop site and building design concepts. At least two design options shall be developed for Owner review.
- Project Charter – Collaborative design session with Owner, User, Community and other project stakeholders. This intensive design session expedites the design process and creates buy-in from user and community representatives.
- Prepare schematic design documents.
- Sustainability – Review sustainable design principals and update LEED Checklist.
- Budget Control - As the schematic design progresses project costs will be analyzed and updated to determine compliance with project budget. Cost estimates shall be provided for each of two SD phase design options. Provide value engineering as necessary to align estimate with budget.
- SD Phase Review – Prepare presentation materials (e.g., models, renderings, drawings). As the schematic design progresses presentations will be made to project stakeholders to solicit feedback. We anticipate at least two reviews with LFUCG followed by a formal public presentation at completion of the phase.

PHASE A

Site and Building Analysis

- Site Investigation – Review owner furnished Site Survey, Phase I Environmental Site Assessment and other available site information.
- Phase II Environmental Site Assessment - Furnish Phase II ESA if necessitated by Owner furnished Phase I Environmental Site Assessment.
- Geotechnical Investigation – Obtain geotech services and develop report.
- Project Visioning – Review goals and objectives and establish conceptual vision for project.
- Benchmarking – Study local and national benchmarks for similar facilities.
- Programming – Assess the Owner's objectives, needs, criteria and constraints for the project. Develop program document.
- Sustainability – Review LEED-NC Checklist with Owner to establish sustainability goals.
- Code Analysis – Identify requirements of codes, standards and regulating authorities.
- Budget – Analyze and/or establish project budget relative to project program, conditions and available budget.

Phase A Deliverables

Provide Two (2) Schematic Design options including drawings in 11"x17" bound format:

Deliverable	Responsibility
1. Program Summary	Architect
2. Geotechnical Investigation Report	Environmental Engineer
3. Design Narrative	Architect + Team
4. Site Plan Schematic	Landscape Architect
5. Site/Civil Utility Schematic	Civil Engineer

Mayor Michael J. Sullivan
City of Holyoke



February 11, 2011

The Holyoke Council on Aging is currently seeking construction bids for a new 20,000 sq. ft. senior center. Construction is scheduled to begin in the spring.

We have been collaborating with John Catlin for the past several months to design the Holyoke Senior Center. I was familiar with the quality of his work, having visited a number of senior centers statewide. Also, having worked with him, I have a new appreciation for his design approach and his ability to translate programming needs into a beautifully designed and functional building. When he shared the final design with us, we could point to so many elements he had incorporated that had been identified by staff and participants in the planning process. Having worked with older adults in a variety of settings for over thirty years, I am impressed with the design features that will enhance participation of individuals functioning at a variety of levels.

It is clear that John has a passion for senior centers. Upon touring the centers that he has designed, one can observe his continuous refinement in the elements of the buildings. He is also very careful to match community sensibilities with design; for example, Duxbury's seaside-inspired design fits in perfectly with their community. Since Holyoke is an old industrial city, his design for us has a much more urban feel.

The choice of an architect is critical to the success of your project. I hope you take the opportunity to visit the senior centers of your finalists before you make your decision. I would like to wish you the best of luck with your project.

Sincerely,

Kathleen Bowler
Kathleen Bowler
Executive Director

WAR MEMORIAL MULTI-PURPOSE SENIOR CENTER
310 APPLETON STREET HOLYOKE, MASSACHUSETTS 01040-4907
PHONE: (413) 322-5625 • FAX: (413) 534-2210

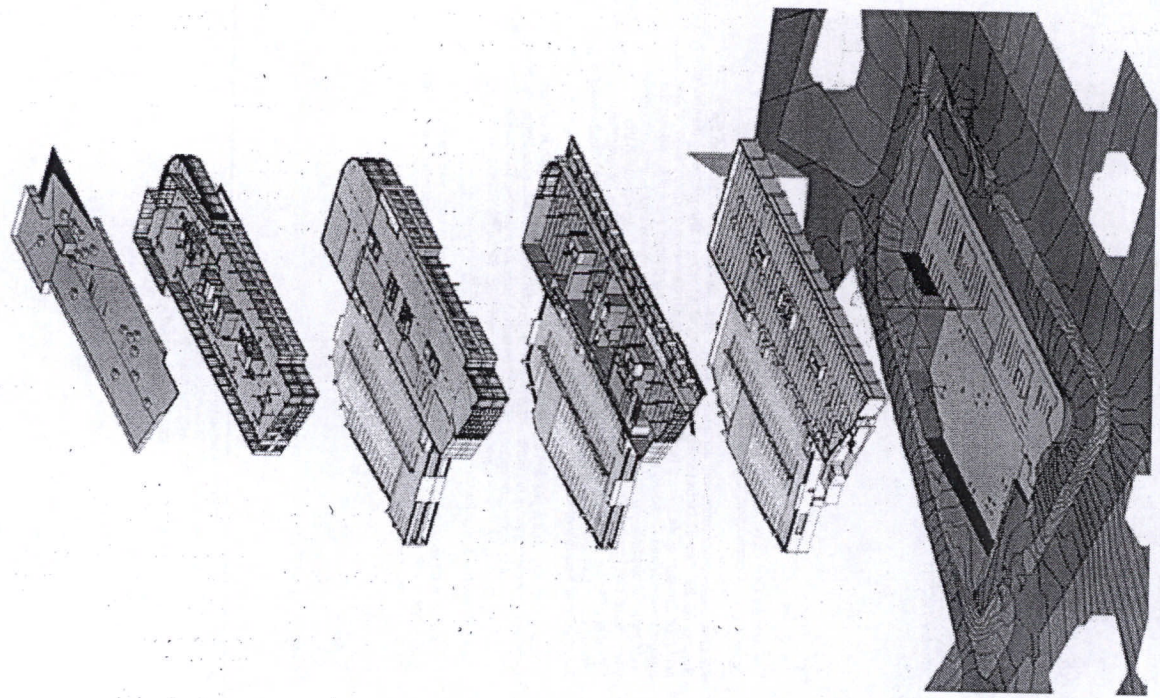
Birthplace of Volleyball

- DD Phase Review – Prepare presentation materials. As the DD phase progresses presentations will be made to project stakeholders to solicit feedback. We anticipate at least two DD phase reviews with LFUCG.

Phase B Deliverables

Provide Design Development drawings in 24" x36" or 30" x42" bound format including:

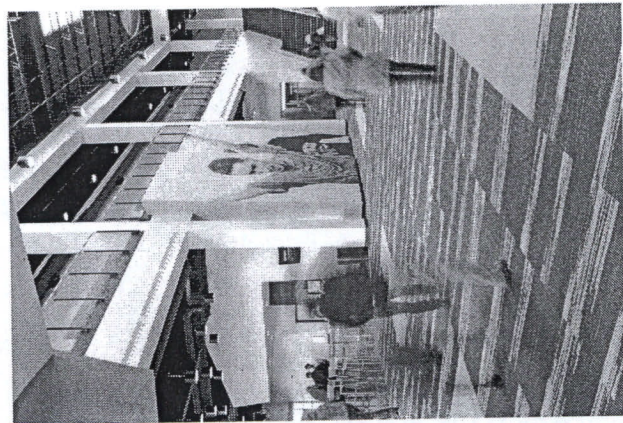
Deliverable	Responsibility
6. Site Layout showing buildings and access roads	Landscape Architect
7. Floor Plans	Architect
8. Roof Plan	Architect
9. Building Elevations	Architect
10. Structural Schematics	Structural Engineer
11. Fire Suppression, Plumbing, HVAC, Electrical, Communications, Electronic Safety & Security Schematic Plans	MEP Engineer
12. BIM model of major structure	Architect
13. Project rendering in color	Architect
14. Energy modeling results or alternate compliance path documentation	MEP Engineer
15. LEED-NC preliminary checklist	Architect + Team
16. Phase A outline specifications in 8 1/2"x11" bound format	Architect + Team
17. Phase A Project Schedule	Architect
18. Phase A Cost Estimate prepared by third-party estimator	Cost Consultant
19. Identify and list all regulatory review and permitting requirements	Architect
20. Phase II Environmental Site Assessment (if required by Phase I ESA)	Environmental Engineer



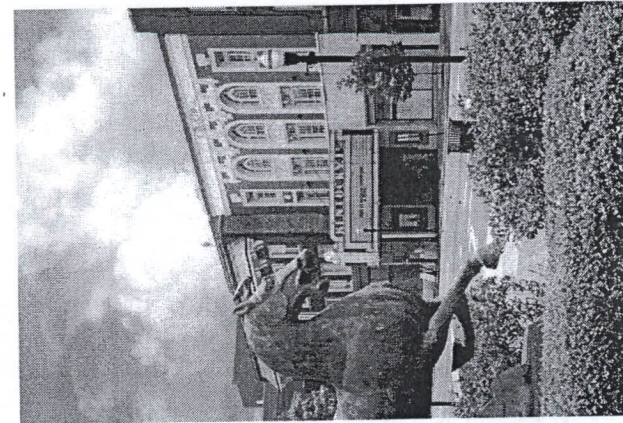
Deliverable	Responsibility
1. Design Narrative Update	Architect + Team
2. Cover Sheet with Drawing Index	Architect
3. Site Plan	Landscape Architect
4. Site/Civil Utility Plan	Architect
5. Site Landscape Plan	Civil Engineer
6. Architectural Floor Plans	Landscape Architect
7. Roof Plan	Architect
8. Building Elevations	Architect
9. Building and Wall Sections	Architect
10. Typical Construction Details	Architect
11. Preliminary Finish Schedule	Architect
12. Structural Plans	Structural Engineer
13. Fire Suppression, Plumbing, HVAC, Electrical, Communications, and Electronic Safety and Security Plans	MEP Engineer
14. Revised outline specifications including materials/equipment fixtures data sheets and other studies, calculations and evaluations as appropriate	Architect + Team
15. Revised energy modeling results or alternate compliance path documentation	MEP Engineer
16. LEED-NC checklist update	Architect + Team
17. Commissioning recommendations report.	Commissioning Authority
18. BIM model update	Architect
19. Revised Project Schedule	Architect
20. Phase B refined and fine tuned Cost Estimate performed by a third-party estimator	Cost Consultant

PHASE B Design Development

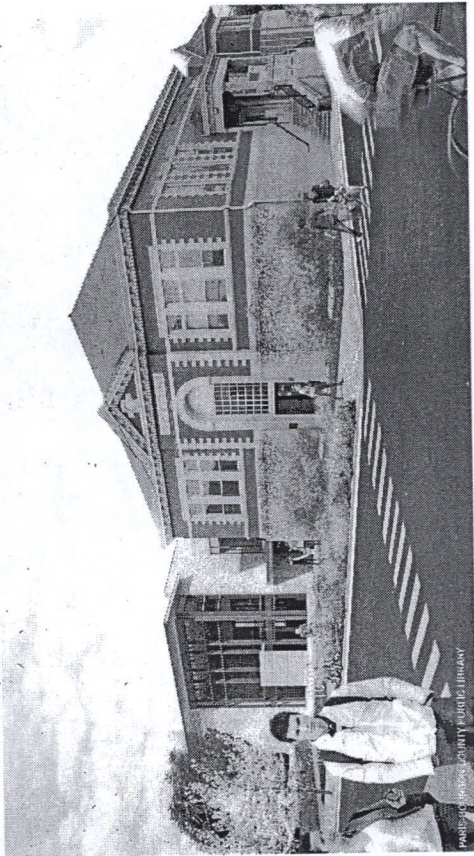
- Design Development will commence following approval of the Schematic Design phase. During design development, the project's schematic design will be refined, including designing details and selecting materials.
- Prepare design development documents.
- Sustainability – Review sustainable design principals and update LEED Checklist.
- Budget Control – As the design development phase progresses project costs will be analyzed and updated to determine compliance with project budget. Provide value engineering as necessary to align estimate with budget.



SOUTHLAND CHRISTIAN CHURCH



KEATLOCK THEATRE



LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT (LFUCG) ADMINISTRATION CENTER

PHASE C

Construction Documents

- Prepare construction documents suitable for bidding, permitting and construction of the project.
- Coordinate document disciplines including architectural, site, civil, structural, mechanical, electrical, communications, security, etc.
- Conduct quality control review of plans and specifications.
- Conduct final sustainability review and updated LEED Checklist. Model building's energy performance at 50% construction document completion.
- Budget Control - As the design development phase progresses project costs will be analyzed and updated to determine compliance with project budget. Provide value engineering as necessary to align estimate with budget.
- CD Phase Review - Prepare presentation materials. As the DD phase progresses presentations will be made to project stakeholders to solicit feedback. We anticipate at least two DD phase reviews with LFUCG.
- Plan Review - Submit construction documents to regulating authorities for review and approval.

Phase C Deliverables

Provide Construction Drawings in 24"x36" or 30"x42" bound format including:

Deliverables	Responsibility
1. 100% drawings shall include a cover sheet, original site survey, original geotechnical survey, and all necessary civil, landscape, structural, architectural, mechanical, plumbing, fire protection, electrical communications, and other drawings as necessary to completely describe and detail the project. Review Submittal drawings may be submitted as half-size 11"x17" prints upon approval of the Project Manager.	Architect + Team

Deliverables	Responsibility
2. 100% Specifications submitted on bound 8 1/2"x11" double-sided hardcopy	Architect + Team
3. Phase C Project Schedule	Architect
4. Phase C concrete project cost estimate to be performed by a third-party estimator	Cost Consultant
5. Energy modeling results or alternate compliance path documentation at 50% construction design	MEP Engineer
6. BIM model update.	Architect
7. LEED-NC checklist update	Architect + Team
8. Commissioning Report	Commissioning Authority
9. One set of ready-to-advertise drawings are to be submitted unbound on 24" x36" or 30"x42" paper or vellum sheets	Architect
10. One set of ready-to-advertise unbound specification masters on 8 1/2"x11" one-sided paper	Architect

PHASE D

Bidding

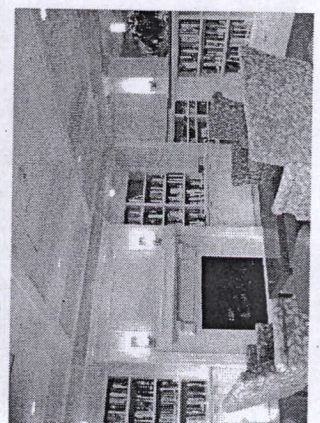
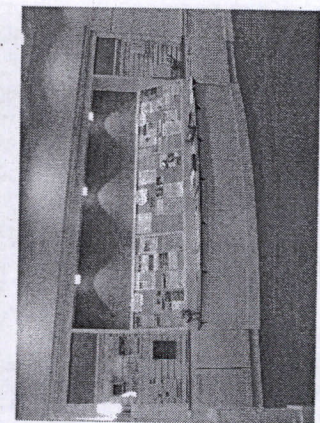
Assist in establishment and administration of the bidding process, issuance of addenda, evaluation of proposed substitutions, review of bidder qualifications, analysis of bids, and selection of the contractor(s).

Construction Administration

- Acting as an agent of the Owner, EOP and its consultants will periodically observe construction progress to endeavor conformity to construction documents.
- Facilitate project communication and maintain project records.
- Provide periodic project observation. Document construction progress and issues observed.
- Respond to Requests for Information (RFI)
- Issue Architect's Supplemental Instructions (ASI)
- Process shop drawings and submittals.



BELMONT SENIOR CENTER



- Process Change Orders.
- Review and certify contractor's application for payment.
- Review material test reports.
- Record changes to the contract documents.
- Provide substantial and final completion services including punch inspections.

Building Commissioning

Provide third-party commissioning to ensure that MEP systems were installed as per the design and functioning as intended. Commissioning shall validate compliance with LEED-NC rating system.

Phase D Deliverables

Deliverable	Responsibility
Provide the Owner with a completed Project that complies with building design, standards, specifications, strategies, concepts, efficiencies and requirements outlined in Phases A-D above. The Project timeline and budget shall be of the utmost priority throughout Phase D of the Project and shall be strictly adhered to unless otherwise approved by the appropriate LFUCG representative.	Architect + Team
Third-Party Commissioning	Commissioning Authority
Coordinate training for Owner of all the major building systems and equipment that are part of the project.	Architect + Team
Coordinate the distribution of O&M Manuals for all major building systems and equipment.	Architect + Team
Prepare accurate record drawings that reflect project improvements "as-built" in the field.	Architect + Team

Deliverable	Responsibility
Provide an electronic version (AutoCAD, pdf, etc.) of all project documents including but not limited to construction plans at the conclusion of the Project.	Architect + Team

DESIGN SCHEDULE

Milestone/Task	Duration
Phase A Design Options	35 days after charrette
Phase A Option Review and Selection	10 days after deliverables received
Phase A Design Presentation	First work session date after option selected
Public Meeting to Present Schematic Design	Within 5 days of Council presentation
Phase B Deliverables Due	20 days after Council Approval to Proceed
Phase B Approval	5 days after Phase B Deliverables received
Phase C Deliverables Due	20 days after Phase B Approval
Phase C Approval	5 days after Phase C Deliverables received
Construction Documents	15 days after Phase C Approval

SUSTAINABLE DESIGN PLAN

EOP's commitment to sustainable design rose to a new level with the firm's involvement on the renovation of Berea College's Lincoln Hall. In October of 2004, Lincoln Hall became the first LEED-certified project in Kentucky. Lincoln Hall earned LEED Silver Certification from the US Green Building Council.

Since EOP's involvement with the Lincoln Hall project, the firm has gone on to become one of the leading advocates and stewards of sustainable design within the state and region. The following are highlights of the firm's accomplishments:

- EOP principal, Richard Polk, Jr., AIA, LEED AP was one of the first architects in Kentucky to become a

- LEED Accredited Professional;
- EOP was a founding member of the U.S. Green Building Council Kentucky Chapter;
- EOP is repeatedly requested to present at various sustainability conferences for such organizations and institutions as USGBC, AIA, University of Kentucky School of Architecture, IFMA, etc.;
- EOP provided architectural services on 6 SPIRIT Certified (US Army and Corps of Engineer's equivalent to LEED) buildings for the Department of Military Affairs and the Commonwealth of Kentucky at the Wendell Ford Center in Greenville, Kentucky;
- EOP is completing the Boone National Guard Center's Army Aviation Support Facility, which is designed as NET ZERO ready
- The University of Kentucky's College of Pharmacy's 4th and 5th floor research and lab space will attain LEED Silver
- EOP completed the historic renovation of Berea College's Boone Tavern; it is the first LEED-certified hotel in Kentucky.
- Currently, more than 80% of EOP's technical staff members are LEED Accredited Professionals.

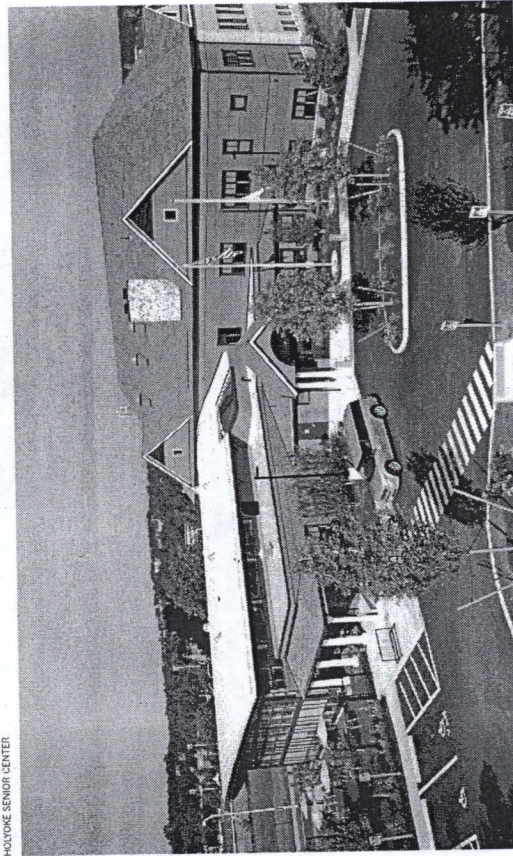
DOCUMENT COORDINATION

In regards to technology, the entire team will utilize building information modeling (BIM) during both the design and document production phases. Not only will this technology assist in testing and communicating design alternatives but it will also prove essential during the contract document phase in regards to coordinating disciplines and avoiding conflicts and omissions. EOP's 3-D rendering capabilities are unmatched in the Commonwealth and the firm will use this to the project's advantage in communicating design options as well as for presentations at both stakeholder and public meetings.

To assist in meeting critical milestone dates, EOP utilizes a scheduling program called Newforma, which is also a project management software that tracks roles and responsibilities, work flow, critical dates as well as accountability and outstanding items. EOP has a proven quality control / quality assurance process in place that involves a continuous collaboration between all disciplines as well as in-house peer reviews of the project throughout all phases.



HOLYOKE SENIORS CENTER



LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT REPLACEMENT SENIOR CITIZEN CENTER

Planning

- Establish Sustainable Design Goals for Project (often done via an Eco-Charrette)
- Determine LEED Credits to Pursue
- Select Design Team Champions for each LEED Credit
- Register Project with USGBC
- Design to Meet Sustainability Goals Using Integrated Design Approach

Implementation

- Create Information Management System