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Strategies for Selecting the Lead Designer and the Design Excellence A/E Team

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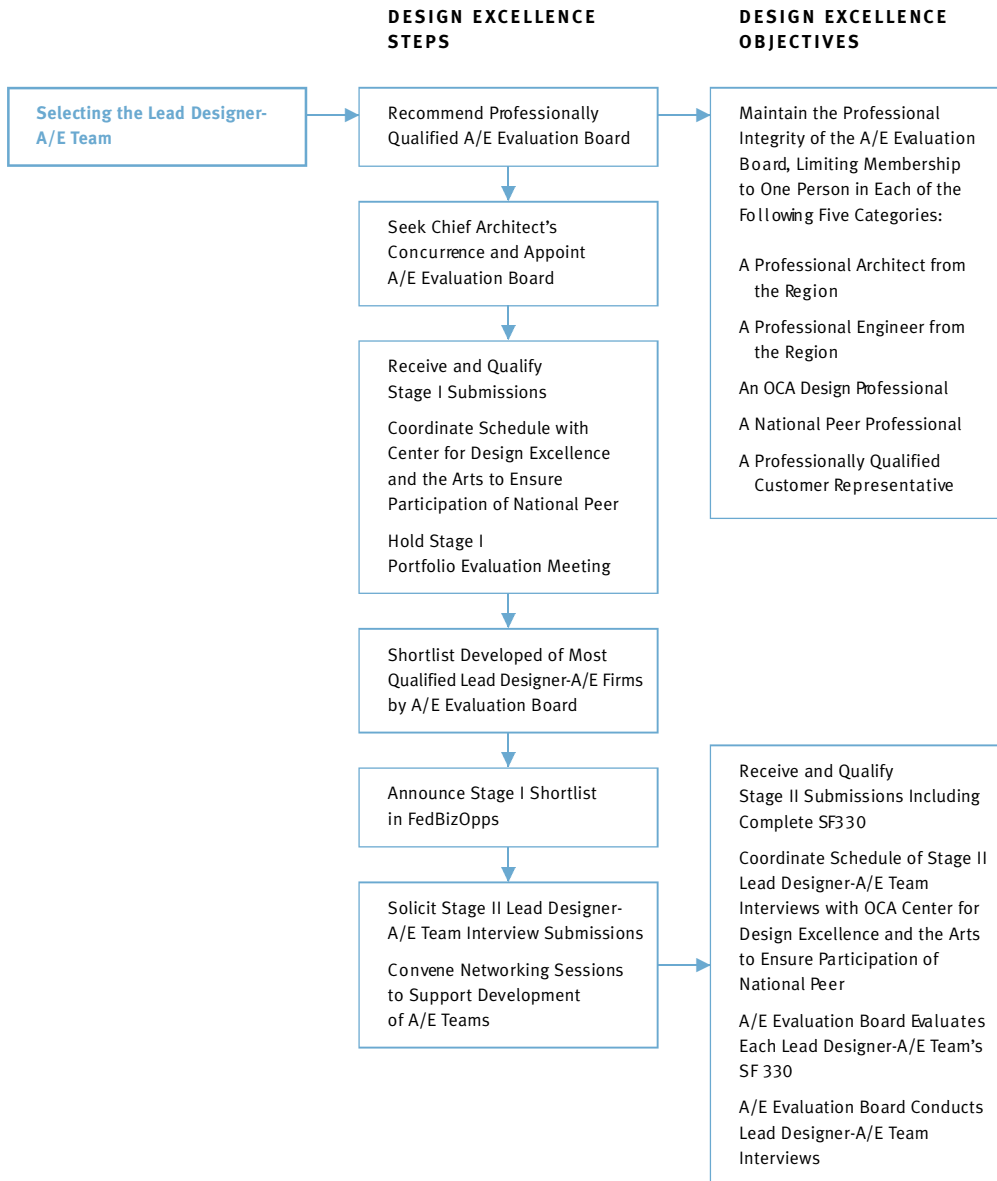
6.0 Introduction

This chapter on the Design Excellence process deals with selecting the lead designer-A/E team. The selection process itself was determined when the FedBizOpps announcement went out. Now the focus is on putting together the A/E Evaluation Board, articulating the criteria used in evaluating the portfolios and team interviews, and if necessary, planning for a charrette or vision competition. The chart that follows offers an overview of the steps and options in this phase of Design Excellence.

DESIGN-BUILD—A SPECIAL NOTE

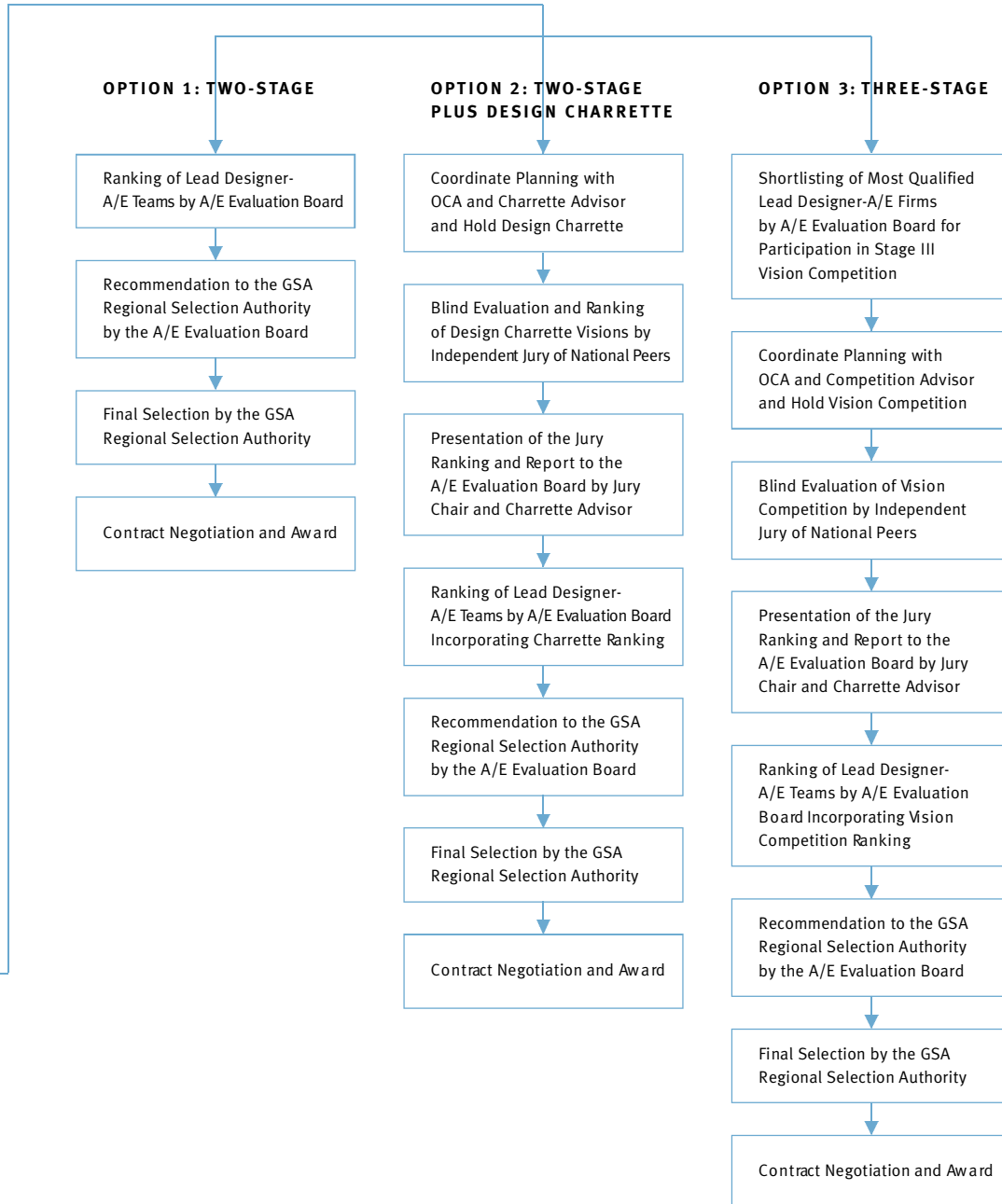
The processes outlined in this publication must be applied to all Design Excellence procurements including design-build. In the case of design-build procurements, however, the Design Excellence process must be uniquely tailored to the specific nature and schedule of the project. For design-build projects, then, the region must contact the Chief Architect several weeks before the FedBizOpps announcement is written to determine exactly how Design Excellence procedures will be integrated into the procurement and design concept development.

Selecting the Lead Designer-A/E Team: Strategies and Options



continue with one of three options

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6.1 Coordinating with OCA

The Office of the Chief Architect wants to support each Design Excellence project with the best possible national peers. Contacting the OCA Center for Design Excellence and the Arts at least one month in advance of any A/E selection meeting or peer review is critical to this effort. The same peer must be involved throughout the selection process and continues through concept reviews, a consistent presence that only happens with schedule flexibility and as much advance notice as possible.

6.2 Choosing and Appointing the A/E Evaluation Board

The role of the Architect/Engineer (A/E) Evaluation Board is described in F.A.R. 36.602-3. The make up of the board is described in GSAM 536.602.

ISSUES OF BALANCE, RESPECT, AND COLLABORATION

Each member of the board should be knowledgeable in relevant disciplines and should be selected based on the expertise needed for decision making related to a particular project. By combining expertise, the board has a balance that allows each board member to learn from the others. Each member should respect the views of his/her fellow board members. This requires that the board be comprised of individuals who are of similarly high standing in their respective fields. The board should share a spirit of collaboration. Open, searching minds, and candid discussion will result in decisions that all can support.

A/E EVALUATION BOARD

A/E Evaluation Board members must be experts in the fields of architecture, engineering or related design professions, such as landscape architecture, urban design, and interior design, except as provided in 536.602-2(c)(5). Board members must also have expertise in construction, government, and related acquisition matters. The majority of board members must be GSA employees. Other members may include other federal government

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employees or members of the GSA National Register of Peer Professionals who are private-sector practitioners of architecture, engineering, and the related design professions.

The Evaluation Board shall be composed five voting members:

- One highly qualified regional GSA architect or a related regional GSA design professional.
- One highly qualified regional GSA engineer.
- One design professional from OCA.
- One private-sector design professional chosen from the GSA National Register of Peer Professionals by the Office of the Chief Architect Center for Design Excellence and the Arts.
- One customer representative with both design and procurement expertise.

The GSA project manager may not be a member of the board.

Two advisors—one from GSA and the other from the customer (in the case of courthouses, the customer representative should be from the National Administrative Office of the Courts or the AO’s representative)—may participate in the review of submission materials and observe Stage II interviews. The advisors may not be present during the A/E Evaluation Board’s deliberations or voting.

The GSA Selection Authority officially appoints the A/E Evaluation Board members. For new construction and prospectus-level modernization and preservation projects, the Selection Authority must obtain the concurrence of GSA’s Chief Architect on the appointment of board members.

Each board member and advisor must sign a “Conflict of Interest Acknowledgement” and “Nondisclosure Agreement” before the activities of the board commence. No person may serve as a board member or advisor if that person or any member of that person’s family

has any direct financial or employment interest in any of the firms being evaluated. Each board member and advisor is responsible for identifying any possible conflict of interest once A/E firms are identified. Any conflict should be reported to the contracting officer.

The board meets in the GSA regional office. Portfolio information is procurement-sensitive and **must not** be circulated prior to the official meeting of the board.

A/E EVALUATION BOARD FUNCTIONS

The A/E Evaluation Board shall perform functions as provided in F.A.R. 36.602-3. The A/E Evaluation Board recommends, in order of preference, the most highly qualified lead designer-A/E teams for the specific project to the GSA Selection Authority.

Each board member is responsible individually for evaluating and rating the qualifications of each firm being considered using the established evaluation criteria. The chairperson of the board must maintain the integrity of the evaluation process and ensure that the evaluation is prepared and submitted to the GSA Selection Authority. The GSA Selection Authority will decide whether to accept the A/E Evaluation Board recommendation. The GSA Selection Authority reserves the right to reject the recommendation of the board and/or terminate the process without incurring any liability to any member of any A/E team. The GSA Selection Authority must document the reason(s) that the recommendation of the A/E Evaluation Board is overturned.

6.3 Planning the Selection Process

With the announcement in FedBizOpps of the selection strategy and the appointment of the A/E Evaluation Board, the project manager and contracting officer need to review the details of the Design Excellence process, procedures, and schedule. Planning should cover these key events:

Strategies for Selecting the Lead Designer and the Design Excellence A/E Team

- Sending a Copy of the FedBizOpps Announcement to the OCA Center for Design Excellence and the Arts
- The Pre-Submittal Meeting
- Receipt of Stage I Submissions
- Stage I Evaluation and Shortlisting
- The FedBizOpps Shortlist Announcement
- Stage II Team Interviews Invitation Letter to Shortlisted Firms
- The Team Networking Session
- Receipt of Stage II Submissions
- Stage II Interviews and Evaluation
- Stage II Charrette Coordination with OCA Center for Design Excellence and the Arts including the Center's Hiring a Charrette Advisor and Appointing a Jury of National Peers (If a Charrette is Part of the Process)
- Charrette Jury Report to the A/E Evaluation Board
- A/E Evaluation Board Report
- Submission of Final A/E Evaluation Board Report and Ranking to GSA Selection Authority
- GSA Selection Authority's Final Selection and Announcement of Its Decision

In the Case of a Three-Stage Process:

- Stage II Interviews, Evaluation, and Shortlisting
- Stage III Vision Competition Coordination with OCA Center for Design Excellence and the Arts including the Center's Hiring a Vision Competition Advisor and Appointing a Jury of National Peers
- Stage III Vision Competition Invitation Letter to Shortlisted Firms
- Pre-Design Competition Briefing and Information Packets
- Vision Competition Jury Report to the A/E Evaluation Board
- A/E Evaluation Board Report Incorporating Vision Competition Ranking

- Submission of Final A/E Evaluation Board Report and Ranking to GSA Selection Authority
- GSA Selection Authority’s Final Selection and Announcement of Its Decision

6.4 Procedures Governing the A/E Selection Process

Within the Design Excellence process, these procedures govern the conduct of the A/E selection process:

All members of the A/E Evaluation Board must sign and adhere to GSA “Conflict of Interest” and “Nondisclosure” policies.

The names of individuals on the A/E Evaluation Board and those on any related charrette or vision competition jury must not be made public in advance of the final selection and contract with the lead designer-A/E team.

All members of the A/E Evaluation Board must have a professional understanding of essential design principles, the GSA procurement process, and ethics related to procurement decisions.

The A/E Evaluation Board chair, in consultation with the contracting officer, must explain and make sure members have a common understanding of the selection process, the selection criteria, and how criteria should be evaluated.

To convene any meeting of the board or jury, a quorum of at least 75 percent of its members must be present to make a recommendation.

Information related to a lead designer-A/E team selection is procurement-sensitive. It must not be discussed or distributed outside official meetings of the A/E Evaluation

Board There must be no advance sharing of portfolios, SF 330s, or other procurement documents.

Once the deliberation and voting begin, only the five voting members of the A/E Evaluation Board and the contracting officer may be present. All procurement discussions must be done as a group among the five voting members of the A/E Evaluation Board. There must be no evaluative discussions with non-voting members of the A/E Evaluation Board.

The contracting officer and project manager should be available to but not participate in the A/E Evaluation Board activities and discussion. As noted earlier, the project manager should not be present during the deliberation and voting of the A/E Evaluation Board.

Only the five voting members of the A/E Evaluation Board can ask questions during Stage II interviews.

Each A/E Evaluation Board member must provide an independent assessment of each proposal based on the criteria noted in the selection process.

6.5 Stage I—Portfolio Evaluations

PROCESS

Stage I portfolios should identify a lead designer (which may be a team as well as an individual) and a design firm. It should include examples of work from both the lead designer and the design firm as well as the lead designer's profile, and philosophy statement and design intent. Beyond any introductory text, Standard Form 330, Part II should be used as a portfolio coversheet.

For major repair and alteration and/or preservation projects, the lead designer may be a team that, beyond a design architect, could include a preservation architect, interior designer, and/or engineer. In any case where the lead designer is a team, the team's lead designers as a group should be evaluated as the lead designer.

LOCATION—REGIONAL HEADQUARTERS V. ON-SITE EVALUATIONS

Portfolios should be evaluated in no more than two days for new construction and no more than three days for modernization or preservation projects where, in the latter case, the first day is spent touring the existing building and site. The portfolios for new construction are evaluated in the regional headquarters. Portfolios for modernization and preservation projects may be evaluated in a GSA facility at or near the project site.

CRITERIA AND THE STAGE I EVALUATION

Scoring must be based on the following criteria and percentage weighting:

- **Design Firm: Past Design Performance (35%)**

Study portfolio narratives describing architectural and engineering challenges and their design solutions. Confirm that the solutions documented really address and meet the challenges. Look for projects that demonstrate creativity, indicate a clear design approach, and fit easily in their context. Review any copies of certificates, awards, evidence of peer recognition, etc. for applicability.

- **Philosophy and Design Intent (25%)**

This statement from the lead designer should be characterized by clarity, standard grammar, and the absence of clichés and jargon. Reviewers should ascertain the origin of the statement whether it came from the designer or from his or her marketing department. They should ask themselves whether the statement demonstrates an understanding of

the project and the project issues. They should expect clear, thoughtful phrases that demonstrate the ability of the designer to communicate ideas.

- **Lead Designer's Portfolio (25%)**

The portfolio should be thoughtfully arranged and composed of materials that demonstrate a basic understanding of the design issues to be addressed in the GSA project. The exhibits should portray creative and appropriate responses to client criteria and needs, demonstrate design leadership, and clearly exemplify design excellence.

- **Lead Designer's Profile (15%)**

There is no ideal resumé. Look for a breadth and depth of education and work experience as well as increasing responsibility for delivering the complexity and magnitude of the project GSA has in mind.

SHORTLIST

The final element in Stage I is to rank the competing lead designers and their design firms based on their portfolio submissions. The A/E Evaluation Board will then select the top three to six qualified lead designers and associated design firms to participate in Stage II team interviews. Letters are sent to the shortlisted firms and to those not selected. (Samples of these letters are included in the Resources and Sample Documents section of this chapter.) The shortlisted firms must also be announced in FedBizOpps. (A sample of this announcement is included in the Resources and Sample Documents section of this chapter.)

6.6 Stage II—Lead Designer-A/E Team Interviews

PROCESS

The goals of Stage II are to have the lead designers and associated design firms selected in Stage I organize complete A/E teams and have the A/E Evaluation Board interview and evaluate these lead designer-A/E teams. If there is no charrette, the board makes a rank order recommendation to the GSA Selection Authority. If there is a charrette, the results are juried by three national peers and that evaluation is incorporated as a component (representing 40% of the final evaluation) in the lead designer-A/E team rankings that are submitted to the GSA Selection Authority. If there is a Stage III vision competition, the A/E Evaluation Board selects the lead designer-A/E teams to advance to Stage III.

The following are aspects of the Stage II A/E team interview process:

- **The Interview Letter**

Shortly after sending the shortlist letters and announcing the shortlisted firms in FedBizOpps, a more detailed interview letter is sent to the lead designer or individual members of the lead designer team. This specifies the date and location of the interview, the Stage II documentation required, the deadline and address for receipt of these documents, the interview time frame, the types of materials that may be used for the presentation (e.g., graphics only—no models, no design proposals), required handouts (e.g., at least an outline of the presentation), and key presentation and interview issues. (Two sample letters are included in the Resources and Sample Documents section of this chapter.)

- **Assembling the A/E Teams**

Each lead designer and associated design firm participating in Stage II must form a full and complete A/E team in response to the criteria spelled out in the interview letter. The required documentation should include evidence of how the team will fulfill GSA's commitment to the socioeconomic initiatives of the federal government. Subcontracting

goals established by GSA are for small businesses, women-owned businesses, and small disadvantaged businesses.

- **Networking Session**

A networking session should be held in the city where the facility is to be located for the local A/E and consulting firms to meet the lead designers and associated design firms to explore opportunities for local firms to join an A/E team. This session should take place within two weeks of publishing the shortlist of finalists in FedBizOpps. (A sample invitation to the Networking Session is included in the Resources and Sample Documents section of this chapter.)

- **Completion of Required Forms**

Each A/E team must submit Standard Form 330, which will provide detailed information regarding the team's organization, qualifications, and past projects. Other documentation may be required.

CRITERIA AND EVALUATION

The Stage II evaluation has several elements:

- **A Review of the Stage I Submission Materials**

This allows the A/E Evaluation Board to recall the reasons for shortlisting each lead designer and associated design firm.

- **The Evaluation of Standard Form 330 and Other Required Stage II Submission Materials**

Standard Form 330 describes the A/E team make-up and qualifications. The A/E Evaluation Board must evaluate the experience and qualifications of individual team members. It must carefully consider each A/E team's leadership approach to directing and controlling the project's development. Then, as it weighs these and other concerns, it must score

each A/E team's Standard Form 330 and other required Stage II submission materials against the criteria listed on the evaluation form.

- **Interviews**

It is important to note that the interview process and schedule is highly structured. (A sample schedule is included in the Resources and Sample Documents section of this chapter.) To help the A/E Evaluation Board follow critical points and take notes, each lead designer-A/E team must distribute an outline of its presentation. Some essential issues in the interview process are:

Management Process—The lead designer-A/E team needs to describe a management process that is cohesive, collaborative, and reasonable. Its plan for management should address lines and methods of communication, decision-making, interaction with consultants, clients and GSA, and the impact or benefit of the geographic location of various resources.

Design Excellence—The A/E team must demonstrate that it would support and collaborate with the lead designer to realize Design Excellence goals. Previous designs should respond to context, promote an appropriate image, demonstrate a high level of functional proficiency, exemplify outstanding workplace and interior design, and integrate state-of-the-art technology. Questions should elicit a thoughtful response to these important project criteria.

Presentation—Portions of the presentation will raise questions. A/E Evaluation Board members should seek clarifications of each team's attitude and approach concerning specific issues. It is worth noting that if a team failed to address an issue on its own, it may not be a priority. From this perspective, solicited comments on issues might not carry as much weight within the A/E Evaluation Board as issues originally addressed by the team.

Consistency—A/E Evaluation Board members should attempt to ask the same or similar questions of all teams. This will make comparisons easier. Questions should parallel the evaluation criteria.

- **Evaluation Criteria and Scoring**

A/E Evaluation Board members must evaluate lead designer-A/E teams based on the criteria shared in the interview letter and noted on the evaluation forms. Prior to the interviews, they should use these criteria to evaluate written materials. They may then adjust scores up or down for each lead designer-A/E team based on the interview. The final score should reflect a combined evaluation of the written documentation and the interview.

The following evaluation criteria “groupings” address the F.A.R. items listed under 36.602-1 Selection Criteria:

The A/E Evaluation Board shall evaluate each potential team in terms of:

- Professional qualifications necessary for satisfactory performance of required services.
- Specialized experience and technical competence in the type of work required, including, where appropriate, experience in energy conservation, pollution prevention, waste reduction, and the use of recovered materials.
- Capacity to accomplish the work in the required time.
- Past performance on contracts with government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules.
- Knowledge of the locality of the project.

For Design Excellence lead designer-A/E team selections, this evaluation is subdivided among these criteria:

- **Team Design Performance (50%)**

Review portfolio narratives describing architectural and engineering challenges and the design response. Confirm that the team's solutions addressed the challenges. Search Standard Form 330 for evidence that the team as a whole has experience with the interview topic issues (e.g., community context, design image, function, sustainable design, team organization, and commitment of lead designer). Confirm that the team has experience on projects similar in size and complexity and can work together successfully. Also expect the presentation to confirm these conclusions.

- **Team Organization and Management Plan (30%)**

Through a combination of Standard Form 330 and the oral presentation, each lead designer-A/E team should identify key roles, lines of communication, and the means to integrate client and community input; explain quality and cost control plans; provide the physical location of major design and production work; describe the coordination plan for consultant work; and outline the work to be produced in remote offices. A/E Evaluation Board members should analyze each element and its place in the whole.

- **Professional Qualifications (15%)**

Standard Form 330 is the primary source for detailed information on key personnel. Expect to see resumes of the entire lead designer-A/E team.

- **Geographic Location (5%)**

Each lead designer-A/E team must demonstrate that at least 35% of the A/E contract services will be accomplished within the geographic boundaries established for the project.

A/E EVALUATION BOARD FINAL RECOMMENDATION

If there is a Stage III vision competition, the A/E Evaluation Board will assess the written submittals for Stage II as well as the interviews and prepare a shortlist of at least three lead designer-A/E teams to advance to the vision competition.

If there is no charrette or Stage III vision competition, the A/E Evaluation Board will prepare a ranking of the lead designer-A/E teams with supporting documentation and recommendations. This ranking will be based on the written submittals for Stage II as well as the interviews. The official record of this evaluation and the preferred lead designer-A/E team will be contained in a report submitted to the GSA Selection Authority.

The GSA Selection Authority will review the A/E Evaluation Board report to assure the integrity of the selection process and approve the board's ranking. The GSA Selection Authority will decide whether to accept the A/E Evaluation Board recommendation and select the recommended lead designer-A/E team. The GSA Selection Authority reserves the right to reject the recommendation of the board or terminate the process without incurring any liability to any member of the lead designer-A/E team. If this happens, the GSA Selection Authority must document the reason(s) that the recommendation of the A/E Evaluation Board is overturned.

The selected lead designer-A/E team will receive a written request for a cost proposal from the GSA contracting officer. After the proposal is received, it will be evaluated and negotiations will be scheduled. In the event that GSA is unable, for any reason, to enter into an agreement with the selected lead designer-A/E team, GSA reserves the right to terminate discussion with the lead designer-A/E team without incurring any liability. GSA will then proceed to negotiate with the second ranked lead designer-A/E team.

6.7 Stage II—The Charrette Option

Beyond interviews, certain lead designer-A/E team selections include a 10 to 12-hour charrette as additional input to the evaluation. The purpose of the charrette is to get a sense of design strategies and each lead designer-A/E team's approach to design problems. It is important to remind the A/E Evaluation Board that the charrette is not being used to solicit a project design. In terms of schedule, the charrette is held on

the day immediately following completion of the team interviews. Each lead designer-A/E team is compensated for participating in the charrette, and project funds must be allocated for this purpose.

The option to convene a charrette is determined before the project is first announced in FedBizOpps. A charrette requires advance planning and coordination with the Office of the Chief Architect Center for Design Excellence and the Arts. What follows is a summary of critical elements in the charrette process.

PROFESSIONAL ADVISOR AND THE CHARRETTE JURY

The charrette is sponsored by the Office of the Chief Architect and is run by a professional advisor in conjunction with, but independent of, the lead designer-A/E team interviews. The services of a professional advisor are contracted and paid for by the Office of the Chief Architect. Having a professional advisor is a mandatory element of the charrette process. This individual is responsible for planning, organizing, and managing the charrette. Specific duties include:

- Developing and advising on documents for the charrette process including announcements, rules, instructions, program information, and reports.
- Ensuring the integrity of the process and managing the charrette so all lead designer-A/E teams receive fair and equitable treatment.

These duties require that the professional advisor be capable of approaching the charrette objectively with everyone's welfare in mind. The advisor must have no personal or financial interest in the project.

The Professional Advisor must be compensated for his or her services. The amount of compensation will vary in accordance with the work required.

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The results of the charrette are evaluated by an independent charrette jury. The jury is selected by the Office of the Chief Architect and will be appointed from GSA's National Register of Peer Professionals. The model for the jury that has proven successful includes three members:

- A Design Educator
- An Architectural Critic
- A Practicing Architect Experienced in the Facility Type

The charrette jury is a pivotal advisory body to the A/E Evaluation Board. Once the charrette submissions are received by GSA and determined by the contracting officer and the professional advisor to be in compliance with all specified criteria, the jury meets to evaluate the submissions and rank them according to the criteria issued under the charrette rules. The jury evaluates the design concepts without knowledge of authorship. Only after the jury has completed its evaluation and ranking is the lead designer-A/E team associated with each submission revealed.

One of the jury members is appointed by the Office of the Chief Architect to serve as chair and works with the professional advisor to prepare the jury report. They must ascertain from fellow jurors the ranking as well as the reasons for such ranking. The report, with its ranking and evaluation, is delivered to the A/E Evaluation Board verbally by the jury chair and the professional advisor. How the chair and professional advisor convey this decision to the A/E Evaluation Board and articulates the jury's thinking will have a major impact on the board's final determination. The board will weigh the jury evaluation substantially (40%) and incorporate the jury ranking with the Stage II interview results to determine the A/E Evaluation Board's final ranking of the lead designer-A/E teams.

RULES AND THE DESIGN PROGRAM

The professional advisor, in conjunction with the Office of the Chief Architect, is responsible for preparing written “rules” for the charrette. This includes an overview of the process, the schedule, submission requirements, maximum number of people on each team, allowable materials, and a summary of the evaluation criteria.

The advisor also prepares the charrette program. This is a written document with information on the site (which is never the actual project site), functional requirements including brief descriptions of their use and square footage, adjacency requirements, and any special considerations related to such elements as image and security.

Working with the Office of the Chief Architect, the professional advisor determines the location for the charrette. The GSA region covers general expenses related to holding the charrette (work rooms for each team and related support including the provision of boards for the mounting of each lead designer-A/E team’s final submission) and each team covers its own travel and lodging expenses.

To respond to questions, the Office of the Chief Architect will host a conference call prior to the charrette with the lead designer-A/E teams and the professional advisor.

When the charrette is over, the professional advisor and the contracting officer collect and store the schemes for the jury review the next day.

Examples of both the charrette rules and a charrette program are in the Resources and Sample Documents section of this chapter.

EVALUATING THE CHARRETTE SCHEMES

On the morning after the charrette, the charrette jury gathers at a meeting organized by the professional advisor for an orientation and then a review, discussion, and evaluation of the charrette schemes. The criteria for evaluation are those spelled out in the charrette rules. As previously stated, the evaluation is done without any knowledge of which lead designer-A/E team designed which scheme. Only after the evaluation is finalized and endorsed by the jury are the names of the lead designer-A/E teams revealed by opening the envelope attached to the back of each lead designer-A/E team's submission.

That same day (generally in the early afternoon), in a verbal format, the jury chair and the professional advisor summarize the strengths and weaknesses and ranking of the charrette schemes for the A/E Evaluation Board. Clarifications and discussion can follow this presentation. The jury's charrette scheme ranking counts as 40% of the A/E Evaluation Board's Stage II ranking.

A/E EVALUATION BOARD FINAL RECOMMENDATION

After scoring the written submittals for Stage II, the interviews, and the charrette rankings, and appropriately combining these evaluations, the A/E Evaluation Board prepares a final ranking of the lead designer-A/E teams with supporting documentation and recommendations. The official record of this evaluation and the preferred lead designer-A/E team will be contained in a written report submitted to the GSA Selection Authority.

The GSA Selection Authority will review the A/E Evaluation Board report to assure the integrity of the selection process and ranking. The GSA Selection Authority will decide whether to accept the A/E Evaluation Board recommendation and select the recommended lead designer-A/E team. The Selection Authority reserves the right to reject the recommendation of the board or terminate the process without incurring any liability. If this happens, the GSA Selection Authority must document the reason(s) that the recommendation of the A/E Evaluation Board is overturned.

The selected lead designer-A/E team will receive a written request for a cost proposal from the GSA contracting officer. After the proposal is received, it will be evaluated and negotiations will be scheduled. In the event that GSA is unable, for any reason, to enter into an agreement with the selected lead designer-A/E team, GSA reserves the right to terminate discussion with the lead designer-A/E team without incurring any liability. GSA will then proceed to negotiate with the second ranked lead designer-A/E team.

6.8 Stage III—Vision Competition

A vision competition is held for GSA commissions where having a carefully developed “vision” for a project adds significant information to the lead designer-A/E team selection process. Like a charrette, the purpose of a vision competition is to get a sense of design strategies and each lead designer-A/E team’s approach to design problems. It is not to solicit a project design.

In terms of schedule, the vision competition adds 30 to 40 days to the lead designer-A/E team selection process. It also has important design budget implications as each lead designer-A/E team is compensated for participating. Project funds must be allocated for this purpose. The option to convene a vision competition is determined before the project is first announced in FedBizOpps. It requires significant advance planning and coordination with the Office of the Chief Architect’s Center for Design Excellence and the Arts.

These are critical elements in the vision competition process:

PROFESSIONAL ADVISOR AND THE VISION COMPETITION JURY

The vision competition is sponsored by the Office of the Chief Architect and must be managed by a professional advisor in conjunction with, but independent of, the lead designer-A/E team interviews. The selection of and fee for the services of a professional advisor is

contracted through the Office of the Chief Architect Center for Design Excellence and the Arts. This individual is responsible for planning, organizing, and managing the vision competition. Specific duties include:

- Developing and advising on documents for the vision competition process, including announcements, rules, instructions, project program information, and reports.
- Ensuring the integrity of the process and managing the vision competition so all lead designer-A/E teams receive fair and equitable treatment. This includes collaborating with the GSA project team to organize a vision competition briefing and follow-up question and answer period.

These duties require that the professional advisor be capable of approaching the vision competition objectively with everyone's welfare in mind. The advisor must have no personal or financial interest in the project.

The results of the vision competition are evaluated by an independent vision competition jury. The jury is selected by the Office of the Chief Architect Center for Design Excellence and the Arts and is appointed from GSA's National Register of Peer Professionals. The model for the jury that has proven successful includes three members:

- A Design Educator
- An Architectural Critic
- A Practicing Architect Experienced in the Facility Type

The vision competition jury is a pivotal advisory body to the A/E Evaluation Board. Once the vision competitions submissions are received by GSA and determined by the contracting officers and the professional advisor to be in compliance with all specified criteria, the jury meets for a day to evaluate the submissions and rank them according

to the criteria issued under the vision competition rules. The jury evaluates the design concepts without knowledge of authorship. Only after the jury has completed its evaluation and ranking is the lead designer-A/E team associated with each submission revealed.

One of the jury members is appointed by the Office of the Chief Architect to serve as chair and works with the professional advisor to prepare the jury report. The chair must ascertain from fellow jurors the ranking as well as the reasons for such ranking. The report, with its ranking and evaluation, is delivered verbally to the A/E Evaluation Board by the jury chair and the professional advisor. How they convey this result to the board and articulate the jury's thinking will have a major impact on the board's final determination. The board will weigh the jury evaluation substantially (40%) and incorporate the jury ranking with the Stage II interview results to determine the A/E Evaluation Board's final ranking of the lead designer-A/E teams.

RULES AND THE DESIGN PROGRAM

The professional advisor, in conjunction with the Office of the Chief Architect, is responsible for preparing written rules for the vision competition. This includes an overview of the process, the schedule, submission requirements, allowable materials, and a summary of the evaluation criteria. One important requirement is a mandate that each lead designer-A/E team include an accurate cost estimate as part of its submission along with a statement assuring GSA that the vision could be constructed within the proposed budget. This must be submitted in a way that preserves the anonymity of the submission.

The professional advisor also prepares the vision competition program. This is a written document with information on the site, functional requirements including brief descriptions of their use and square footage, design priorities, adjacency requirements, and any special considerations related to such elements as image, preservation, and security.

An example a vision competition program is in the Resources and Sample Documents section of this chapter.

BRIEFING

Participating lead designer-A/E teams will meet the vision competition professional advisor and the GSA project team in an open session at the commencement of Stage III to review procedures, design guidelines, space program, site information, and other project-specific criteria. This session will be attended by representatives of each lead designer-A/E team, including the lead designer. The briefing will be held in the city where the facility is to be located. It will include presentations by the GSA project team, city officials, users, and other appropriate officials. The professional advisor and the GSA project team will respond to questions from participating lead designer-A/E teams.

A typical briefing agenda is in the Resources and Sample Documents section of this chapter.

QUESTION AND ANSWER PERIOD

During the first ten days following the Stage III briefing, participating lead designer-A/E teams will be able to submit written questions and requests for additional information to the GSA project manager. All questions received will be answered promptly, and written copies of all questions and answers will be sent simultaneously to each participating lead designer-A/E team. Anonymity of the source of questions will be maintained in the written responses.

SUBMISSION REQUIREMENTS

The lead designers and their A/E teams shall submit the following to fully satisfy the requirements of Stage III:

- 1 All materials shall be on one set of up to four 30-inch horizontal by 40-inch vertical presentation surfaces, mounted on rigid board. There shall be no indication of authorship on the presentation surfaces. The lead designer-A/E team shall be indicated in a sealed envelope attached securely to the back of one of the 30" x 40" boards.
- 2 No model is requested nor will it be accepted. Photos of study models or computer simulations may be attached to the surfaces as part of the graphic presentation.
- 3 The following drawings are mandatory and shall be included on the four surfaces. If desired, drawings may extend over more than one 30" x 40" surface.

Plans

- Illustrative Site Plan at 1:400 Scale, Color Rendered
- Floor Plans at 1:200 Scale, Black and White Rendered
- Ground Floor, Specifically Indicating the Entry, Lobby, and Security Checkpoint
- Typical Floor Plan

Sections

- Longitudinal, at 1:200 Scale, Black and White Rendered
- Latitudinal, at 1:200 Scale, Black and White Rendered

Elevations

- Entry (front) Elevation, at 1:100 Scale, Black and White Rendered
- Additional Elevation, at 1:100 Scale, Black and White Rendered

Perspectives

- Exterior from Street Level, Color Rendered
- Interior (Lobby View Preferred), Color Rendered

Explanatory narrative and diagrams should be incorporated on the four surfaces. The narrative should be minimal but be sufficient for a reviewer to understand the fundamental principles of the design concept. The narratives or diagrams should illustrate, at a minimum, the following:

- Response to Community Context
- Proposed Circulation Systems
- Innovations or Design Elements Addressing Sustainable Design

If required for clarity, color may be utilized for any diagrams.

Graphics and narratives other than those mentioned may be included on the presentation surfaces at the discretion of the lead designer-A/E team as long as the mandatory drawings are included and the maximum number of presentation surfaces is not exceeded.

All four surfaces shall be wrapped and delivered to the contracting officer/professional advisor no later than 3:00 PM on the date set forth in the official schedule.

- 4 Submission of budget requirements must follow the requirements and format determined by the professional advisor in consultation with the project manager.

EVALUATING THE VISION COMPETITION SCHEMES

The purpose of the vision competition is to get a sense of design strategies and each lead designer-A/E team's approach to design problems. It is not to solicit a project design. When this stage is complete, the evaluation of the vision competition by the independent jury, as well as Stages I and II evaluations, will be used by the A/E Evaluation Board to prepare a ranking of Stage III lead designer-A/E teams.

A/E Teams have 30 days to prepare and submit their visions. Upon receipt, the GSA contracting officer and/or the professional advisor evaluate each Stage III submission to ensure compliance with all specified criteria. Only those submissions that, in the sole judgment of these individuals, meet all specified criteria are passed on to the independent jury.

On the day of the vision competition submission review, jury members gather for an orientation, site visit, review, discussion, and evaluation of the schemes. (A typical vision competition jury agenda is in the Resources and Sample Documents section of this chapter.) The criteria for the evaluation are those spelled out in the vision competition rules. As previously stated, the evaluation is done without knowing the authorship of submissions, ultimately leading to a ranking of the schemes. Only after the evaluation is finalized and endorsed by the jury are the names of the lead designer-A/E teams revealed. (A typical vision competition jury ranking form is in the Resources and Sample Documents section of this chapter.)

The jury chair and professional advisor verbally summarize the evaluation and ranking of the lead designer-A/E team vision competition schemes for the A/E Evaluation Board. Clarifications and discussion usually follow this presentation. The Stage III jury ranking must count as 40% of the A/E Evaluation Board's final lead designer-A/E team ranking.

A/E EVALUATION BOARD FINAL RECOMMENDATION

After evaluating the written submittals for Stage II, the interviews, and the vision competition rankings, and appropriately combining these evaluations, the A/E Evaluation Board will prepare a final ranking of the lead designer-A/E teams with supporting documentation and recommendations. The official record of this evaluation and the preferred lead designer-A/E team will be contained in a written report submitted to the GSA Selection Authority.

The GSA Selection Authority will review the A/E Evaluation Board report to assure the integrity of the selection process and ranking. The GSA Selection Authority will decide whether to accept the A/E Evaluation Board recommendation and select the recommended lead designer-A/E team. The Selection Authority reserves the right to reject the recommendation of the Board or terminate the process without incurring any liability. If this happens, the GSA Selection Authority must document the reason(s) that the recommendation of the A/E Evaluation Board is overturned.

The selected lead designer-A/E team will receive a written request for a cost proposal from the GSA contracting officer. After the proposal is received, it will be evaluated and negotiations will be scheduled. In the event that GSA is unable, for any reason, to enter into an agreement with the selected lead designer-A/E team, GSA reserves the right to terminate discussion with the lead designer-A/E team, without incurring any liability. GSA will then proceed to negotiate with the second ranked lead designer-A/E team.

6.9 Contracting with the A/E Firm—Selected Issues

Once the lead designer-A/E team has been selected, these issues must be addressed in contractual negotiations:

Registration

As a member of the lead designer-A/E team, the “Architect of Record” must be licensed in the state where the facility is to be located. The required licenses must be in place at all times during the selection process, as well as throughout the completion of the project.

Models

The contract with the A/E firm must include language that assures GSA ownership of the concept presentation model.

Building Photographs

The contract must also include a requirement to secure and give GSA the rights to portfolio-quality interior and exterior photographs of the completed building.

6.10 Peer Roles

As highly regarded private-sector professionals with unique knowledge of their respective disciplines, the advice and insights of individuals on the GSA Public Buildings Service Commissioner's National Register of Peer Professionals are invaluable to those responsible for a project. These individuals play several critical roles:

Educator

Several individuals involved in the lead designer-A/E team selection process are not architects or designers and usually are not familiar with design language or the evolutionary nature of the design process. By sharing their expertise and helping non-designers interpret design proposals and identify potential design options, the peers help facilitate a full, open, and constructive discussion to reach the best decision possible.

Advocate

With any significant public architectural project there exists a multitude of clients and users. Because of practical limitations, not all these clients can participate in the design review process. The peers, as objective experts, can help represent voices and issues not otherwise present. This could include being advocates for the physical environment of employees who will work in the facility, the urban and public context and the role of the federal presence within it, and the long-term ecological and environmental impacts of design decisions.

Provocateur

As professionals, the peers have a responsibility to express openly and fairly their best judgments based on expert knowledge and extensive experience. As non-stakeholders, they are in a position to ask sensitive, but important, questions that GSA staff and customer representatives may be reluctant or unable to ask or examine. As individuals not intimately involved in the project, the peers help address misperceptions and hidden assumptions to ensure that all potential issues are fully explored and evaluated.

Consensus Builder

The peers, as neutral parties, can play a pivotal role in focusing the discussion and creating an environment that encourages everyone to speak. They can help build consensus on defining quality design and keep everyone focused on quality concerns. Peers, by training and experience, are able to synthesize various views and articulate the best choices when opinions differ.

Communicator

Lead designer-A/E team selection discussions can easily conclude with everyone having expressed opinions but nobody knowing what it all means. Often there is an imprecise consensus. The peers can help the group develop specific conclusions and leave the session with objectives, decisions, and concerns that can provide cogent insight, caution, and criteria for reaching a final decision.

6.11 Peers in the A/E Selection Process

Peers are deeply involved and essential to successfully selecting the most appropriate lead designer-A/E team.

AS A MEMBER OF THE A/E EVALUATION BOARD

The peer is the one outside voice in the selection process. In this non-partisan role, the peer can advocate consideration of lead designer-A/E teams of outstanding quality that are exploring design and environmental design strategies that others on the Board might be reluctant to champion. The peer can also offer insights on how emerging lead designers—complemented with a strong A/E team—can responsibly handle a GSA commission.

AS A JUROR FOR THE CHARRETTE OR VISION COMPETITION

A key issue for peers acting as jurors for GSA charrettes and vision competitions is to distill design strategies and priorities from the designs actually presented. GSA uses charrettes and vision competitions to discover creative approaches to problems rather than commit to a particular design solution. In their critique, jury peers can articulate this nuance and rank the submissions accordingly. The jury chair and professional advisor need to explain these subtle conclusions to the A/E Evaluation Board and respond to the board's questions.

Once a lead designer-A/E team is under contract, peers (three per project) participate in the design development process as designer-to-designer critics in a minimum of two design reviews. This process is discussed in the next chapter of this publication.

Sample Documents

Many sample documents are available as on-line Word files—go to:

http://insite.pbs.gsa.gov/PM/PMB/Design_Excellence_and_the_Arts

These Word documents can be used as templates by entering the requested information, shown as **COLORED BOLD TEXT IN CAPS**, and/or selecting and deleting other appropriate text, which generally have instructions in **COLORED BOLD CAPS**, with narrative options noted in non-bold colored text. Once the appropriate edits are complete, final documents can be high-lighted and reformatted entirely in black text.

STAGE I AND STAGE II

Standard Form 330, Part II
Sample Stage I Evaluation Sheet
Sample Letter to Shortlisted Firms
Sample FedBizOpps Announcement of Shortlisted Firms
Sample Rejection Letter
Sample Interview Letter
Alternative Sample Interview Letter
Sample Invitation to Networking Session
Sample Stage II Interview Schedule
Sample Stage II Interview and Charrette Schedule
Sample Stage II Evaluation Sheet

CHARRETTE

Sample Charrette Rules
Sample Charrette Program

VISION COMPETITION

Sample Vision Competition Program

Sample Vision Competition Briefing Agenda

Sample Vision Competition Jury Agenda

Sample Vision Competition Jury Ranking Form

Sample FedBizOpps Announcement of Final Decision

Sample Stage I Evaluation Sheet

In using this sample Stage I Evaluation Sheet, the A/E Evaluation Board should work closely with the contracting officer to ensure accurate scoring and appropriate comments.

A/E EVALUATION BOARD EVALUATION SHEET STAGE I – PORTFOLIO EVALUATIONS

PROJECT: _____ DESIGN FIRM: _____
 LOCATION: _____ LEAD DESIGNER: _____
 DATE: _____ A/E EVALUATION BOARD MEMBER: _____

Value	CATEGORY						Score
		1	2	3	4	5	
35	DESIGN FIRM: PAST DESIGN PERFORMANCE						
	Projects demonstrate creativity, clear design approach, and are sensitive to context.						
	Projects have received design awards.						
	Projects demonstrate understanding of client budget and program.						
	Projects demonstrate special criteria called for by GSA.						
25	PHILOSOPHY AND DESIGN INTENT						
	Generally indicates flexible and imaginative attitude toward design within the constraints of various public and private projects.						
	Specifically recognizes unique aspects of the project and indicates a way for good design to solve a critical problem.						
25	LEAD DESIGNER'S PORTFOLIO						
	Designs demonstrate innovative and creative approaches to solving functional program requirements.						
	Designs demonstrate a response to specific client requirements and criteria.						
	Designs demonstrate a consistently high level of exploration, rigor, and personal commitment to design excellence.						
	Projects demonstrate special criteria called for by GSA.						
15	LEAD DESIGNER'S PROFILE						
	Credentials are complete (education, work history) and all time periods registered.						
	Demonstrates a history of dedication to clients with complex building projects.						
						Total Score	

COMMENTS:

Sample Letter to Shortlisted Firms

DATE

**LEAD DESIGNER
DESIGN FIRM
ADDRESS
CITY, STATE, ZIP CODE**

RE: Shortlist of Design Firms/Lead Designers on the **PROJECT NAME**

Dear **LEAD DESIGNER:**

Congratulations, you have been selected to be on the shortlist of lead designers and associated design firms and will continue to the next stage of the Design Excellence process: the selection of a lead designer-A/E team for the **PROJECT NAME**. The shortlist is enclosed and will be posted to **INTERNET ADDRESS** and the project web site **URL**.

We request that you have a knowledgeable representative(s) of your firm at the Networking Session for A/E's and consultants to be held at **LOCATION, TIME** on **DATE**. Your representative(s) will be asked to make a brief presentation of your firm's potential consulting opportunities for this project. The purpose of this session is to assist you in meeting the A/E team requirements for this project, including goals for small, women-owned, and small disadvantaged businesses. For an agenda and information on this session, please contact **NAME** at **TELEPHONE NUMBER, FAX NUMBER,** or **EMAIL ADDRESS**.

If you have any questions about the information provided, please contact me at **TELEPHONE NUMBER, FAX NUMBER,** or **EMAIL ADDRESS**. All debriefings will not occur until after **DATE**, when the lead designer-A/E team is selected. We will contact you separately concerning your Stage II submittal and interview.

Sincerely,

NAME
GSA Project Manager **OR CONTRACTING OFFICER**

Sample FedBizOpps Announcement of Shortlisted Firms

C — Design Services for the **PROJECT** in **LOCATION**

- Synopsis - **DATE**
 - Modification 01 - **DATE**
 - Modification 02 - **DATE**
 - PreSubmittal Meeting 01 - **DATE**
 - Pre-Submittal Meeting Minutes and Sign-in Sheet 01 - **DATE**
 - Modification 03 - **DATE**
 - Modification 05 - **DATE**
-

General Information

Document Type: Modification to a Previous Presolicitation Notice
Solicitation Number: **NUMBER**
Posted Date: **DATE**
Original Response Date: **DATE**
Current Response Date: **DATE**
Original Archive Date: **DATE**
Current Archive Date: **DATE**
Classification Code: C — Architect and engineering services
Naics Code: 541310 — Architectural Services

Contracting Office Address **ADDRESS**

Description

The following are the firms shortlisted for A/E services for the **PROJECT** in **LOCATION**

LIST ALL SHORTLISTED FIRMS:

FIRM NAME
LEAD DESIGNER
ADDRESS

Original Point of Contact
NAME, PHONE, EMAIL

Current Point of Contact
NAME, PHONE, EMAIL

Place of Performance
PROJECT LOCATION

Sample Rejection Letter

DATE

**LEAD DESIGNER
DESIGN FIRM
ADDRESS
CITY, STATE, ZIP CODE**

RE: **PROJECT NAME**

Dear **LEAD DESIGNER:**

Thank you for taking the time and effort to submit a portfolio for the **PROJECT NAME**. I regret to inform you that your firm was not selected to be on the shortlist of lead designers and associated design firms. The A/E Evaluation Board was rigorous in determining the shortlist of lead designers and associated design firms from among the **NUMBER** excellent portfolios submitted. If you are an in-state A/E or consultant, there is a possibility that you may be able to join an out-of-state lead designer and associated design firm that still needs to complete his/her A/E team to meet geographic A/E requirements, including goals for small, women-owned, and small disadvantaged businesses.

We are holding a Networking Session for A/E's and other consultants at **LOCATION, TIME** on **DATE**. The purpose of this session will be for shortlisted lead designers and associated design firms to make brief presentations of their firms' potential consulting opportunities for A/E's and consultants. For an agenda and information on this session, please contact **NAME** at **TELEPHONE NUMBER, FAX NUMBER, or EMAIL ADDRESS**. If you have any questions concerning the information provided, please contact me at **TELEPHONE NUMBER, FAX NUMBER, or EMAIL ADDRESS**. All information is posted to **INTERNET ADDRESS** and the project web site **URL**. All debriefings will not occur until after **DATE**, when the lead designer-A/E team is selected.

Sincerely,

NAME
GSA Project Manager **OR CONTRACTING OFFICER**

DATE

**LEAD DESIGNER
DESIGN FIRM
ADDRESS
CITY, STATE, ZIP CODE**

RE: Supplemental Information for Stage II Lead Designer-A/E Team Interviews
in **LOCATION** on **DATE**

Submission Material

Prior to the scheduled Stage II interviews, each lead designer-A/E team is required to submit **NUMBER** copies of:

- Standard Form 330 documenting full lead designer-A/E team qualifications.
- Subcontracting plan that identifies small business, women-owned business, and small disadvantaged business status and state of origin for consultants or subcontractors.

Submissions are due no later than **TIME, DATE** to the **CHOOSE ONE: GSA project manager OR contracting officer: ADDRESS**. No late submissions will be accepted unless the U.S. Postal Service postmarks them at least two days prior to the due date.

Interview Parameters

The following parameters for the interview process are established to ensure maximum utilization of the available time and to focus on responses to critical topics.

- Because of time limitations and the need to focus on critical issues, the lead designer-A/E team's representation may not exceed five individuals: lead designer (attendance mandatory), associated architect (if proposed, attendance mandatory), project manager, two team members (attendance optional). The optional positions should only be used if the lead designer-A/E team wants to make specific points that are unique to its team. Attendance and presentations by optional positions should contribute substantially to the profile.
- The interview process is intended to evoke a response to the critical design objectives and the lead designer-A/E team's approach to manage and deliver the program successfully. The lead designer-A/E team's presentation should respond to the enclosed Stage II evaluation criteria recognizing the interview time constraints.
- Presentation aids should be limited to a graphic presentation using boards or projected images. The lead designer-A/E team must provide its own easels and/or

projectors as required. Supplementary handouts that expand upon information covered in the presentation are NOT allowed. An outline or reduced format copies of presentation materials should be distributed to the five-member A/E Evaluation Board. Since the interview schedule is very structured, strict adherence to the time allotment is mandatory. The setup and breakdown of presentation aids should be simple to ensure the best use of the presentation time.

Interview: Issues (*Reference to evaluation criteria in italics*)

There are several issues that must be addressed by the team. They will be the crucial factors in determining the lead designer-A/E team's philosophy and commitment to this project.

THE FOLLOWING IS A RECOMMENDED LIST RELATIVE TO A COURTHOUSE PROJECT. IT SHOULD BE MODIFIED TO SUIT THE PARTICULAR PROJECT TYPE.

1. Community Context

(Past Performance on Design, Lead Designer's Portfolio, Philosophy and Design Intent)

The courthouse is an integral part of the urban fabric. The courthouse should be designed to contribute to the community and be compatible with its context. The lead designer-A/E team must demonstrate familiarity with the local context and demonstrate past work that indicates its ability to design within a context.

2. Design Image

(Past Performance on Design, Lead Designer's Portfolio, Philosophy and Design Intent)

A courthouse must reflect the dignity and permanence of the court through its massing, shape, and materials. It should enhance the city where it is located, serving as an inspiration for architecture within that area. It should lend civic pride, strength, and vitality suitable to the courts. Attention should also be given to the expression and integration of the fine arts in response to the Art in Architecture Program.

The lead designer-A/E team must demonstrate its knowledge and commitment to this issue. It should show from past projects that project leaders understand how to create a building addressing symbolic issues and the design methodology used in such an undertaking. Past project examples must be projects from the lead designer-A/E team's portfolios.

3. Courthouse Functional Requirements

(Past Performance on Design, Lead Designer's Portfolio, Philosophy and Design Intent)

With ever-increasing technology, the courthouse must function efficiently, responding to critical program parameters. Specific care must be taken with regard to security, plan organization, adjacencies, and spatial issues. In addressing this topic, the lead designer-A/E team should demonstrate a basic knowledge of courthouse functions

and security systems, and show how it is qualified to master a program of this complexity and sensitivity.

4. Sustainable Design

(Past Performance on Design and/or Proposed Methodology in Achieving Sustainable Design)

The government has a commitment to sustainable design and LEED certification. Public buildings need to be at the forefront of sensitivity to the environment and set an example for private-sector buildings. The lead designer-A/E team should address the issue of sustainable design as it pertains to this project and its past work. Areas to be specifically addressed include energy efficiency, indoor air quality, environmental safety, materials recycling, water use/conservation, and construction waste management.

5. Team

(Team Organization and Management, Geographic Location)

To provide the best possible service to the client, the lead designer-A/E team must have the ability to work as a cohesive, efficient, communicative whole. The lead designer-A/E team should demonstrate how it will organize the work, integrate client input, and manage the design and documentation of the courthouse in a timely and cost-effective manner.

6. Commitment of Lead Designer

(Individual or Design Team)

GSA's Design Excellence Program is setting a new standard in design for public buildings. This program can only be successful with a primary commitment of time and energy from the lead designer. The lead designer-A/E team must indicate:

- A process where the lead designer plays a substantive leadership role.
- A quality control methodology for the design.
- A primary commitment from the lead designer to this project.

Location and Schedule

The lead designer-A/E team interviews will take place at the GSA regional office at **ADDRESS**. The entry/exit time for your lead designer-A/E team is **TIME, DATE**. The presentation is limited to 45 minutes followed by a question and answer period of 30 minutes. The remaining 15 minutes will be allocated to introductions, set-up/break-down of presentation aids, and final comments.

IF THERE IS A STAGE II CHARRETTE, INCLUDE THIS TEXT AND THE "Charrette Information" DETAILS NOTED BELOW:

The interview evaluation criteria and information provided in the complete Standard Form 330 will account for 60 percent of the overall Stage II ranking. The design charrette will account for the remaining 40 percent of the overall lead designer-A/E team ranking. The purpose of the design charrette is to further evaluate the design merits of each lead designer-A/E team's "vision". The design charrette results will be calculated as part of the Stage II rankings in the final evaluation of the lead designer-A/E team. The design

Strategies for Selecting the Lead Designer and the Design Excellence A/E Team

Sample Interview Letter page 4

charrette results will be evaluated by a jury of GSA national peers. The evaluation criteria to be used by the jury shall include: **INSERT APPROPRIATE CRITERIA—EXAMPLE** community context, architectural strategy and image, courthouse functionality, and sustainable design.

Charrette Information

A one-day charrette for all short-listed firms will be held on **DATE** in **CITY**. The following limited information is available at this time:

- **DATE**, pre-charrette packages will be e-mailed to lead designer-A/E teams.
- **DATE**, question and answer tele-conference.
- **DATE**, e-mail question and answer responses.
- The design problem will be a **INSERT BUILDING TYPE—EXAMPLE**: a federal courthouse.
- The charrette program and site will NOT be the actual site or program.
- The charrette is being run by a professional advisor to GSA.
- A competition jury, composed of representatives from the GSA Public Buildings Service Commissioner's National Register of Peer Professionals, will evaluate the charrette designs.
- The charrette schedule is from 7:00 am to 7:00 pm.
- Set-up time will be allowed the prior evening.
- Each charrette team may have up to four individual members. The lead designer must be one of the four.
- Travel arrangements are at the expense of each of the lead designer-A/E teams shortlisted for Stage II.

IF THERE IS NO CHARRETTE BUT THIS IS A THREE-STAGE SELECTION PROCESS, ADD THE FOLLOWING PARAGRAPH:

Stage II Shortlist Notification

GSA will notify the lead designer-A/E team whether it has or has not been selected to advance to Stage III by **DATE**. The list will be released and posted to the project web site **URL** and **INTERNET ADDRESS** on the same date.

If you have any questions about the information provided, please contact me at **TELEPHONE NUMBER, FAX NUMBER, or EMAIL ADDRESS**. All information is posted to the **INTERNET ADDRESS** and the project web site **URL**. All debriefings will not occur until after **DATE**, when the selection process is complete.

Sincerely,

NAME

GSA Project Manager **OR CONTRACTING OFFICER**

DATE

**LEAD DESIGNER
DESIGN FIRM
ADDRESS
CITY, STATE, ZIP CODE**

Subject: Architect-Engineer Design Services
PROJECT NAME
Solicitation **ENTER NUMBER**

Dear **NAME**:

Submission Material

Prior to the scheduled Stage II interviews, each lead designer-A/E team is required to submit **NUMBER** copies of:

- Standard Form 330 documenting full lead designer-A/E team qualifications.
- Subcontracting plan that identifies small business, women-owned business, and small disadvantaged business status and state of origin for consultants or subcontractors.

Submissions are due no later than **TIME, DATE** to the **CHOOSE ONE: GSA project manager OR contracting officer: ADDRESS**. No late submissions will be accepted unless the U.S. Postal Service postmarks them at least two days prior to the due date.

Location and Schedule

The lead designer-A/E team interviews will take place at the GSA regional office **ADDRESS**. The entry/exit time for your lead designer-A/E team is **TIME, DATE**.

Interview Parameters

The following parameters for the interview process are established to ensure maximum utilization of the available time and to focus on responses to critical topics.

- Although GSA will not limit the number of attendees from your team, we take this opportunity to stress the importance of participation by those individuals who will be involved in day-to-day processes and interaction during the design of this project. It is suggested that at a minimum the lead designer, associated architect (if one is proposed), and the project manager, mechanical engineer, and structural engineer be in attendance.

Strategies for Selecting the Lead Designer and the Design Excellence A/E Team

Alternative Sample Interview Letter page 2

- The interview process is intended to evoke a response to the critical design objectives and the lead designer-A/E team's approach to manage and deliver the program successfully. The presentation is limited to 45 minutes followed by a question and answer period of 45 minutes. Ten minutes prior to and ten minutes afterwards will be allocated to introductions, set-up/break-down of presentation aids, and final comments.
- The lead designer-A/E team's presentation should respond to the enclosed Stage II evaluation criteria recognizing the interview time constraints. The interview evaluation criteria as listed below (1-4) must be addressed by the team during the presentation. They will be the crucial factors in evaluating the lead designer-A/E team's Stage II proposal, as well as determining its philosophy and commitment to this project. Presentation aids should be limited to a graphic presentation using boards or projected images. The lead designer-A/E team must provide its own easels and/or projectors as required. Supplementary handouts that expand upon the information covered in the presentation are NOT allowed. An outline or reduced format copies of presentation materials should be distributed to the five-member A/E Evaluation Board. Since the interview schedule is very structured, strict adherence to the time allotment is mandatory.
- The setup and breakdown of presentation aids should be simple to ensure the best use of presentation time.

Interview Evaluation Criteria

1. Team Design Performance (50%)

Lead designer-A/E teams must address issues of historical context, design image, and function as they have been approached on past projects. The presentation of this factor shall draw similarities to the scope and complexity of this project. The proposed lead designer-A/E team should demonstrate it can work together successfully.

2. Team Organization and Management Plan (30%)

The management plan shall clearly identify key roles and lines of communication, and shall present the means to integrate client, community, and—when required—preservation input. The plan should explain steps to ensure cost and quality control, as well as identify all review stages. Lastly, the plans should identify the physical location of major design and production work, the coordination plan for consultant work, and for work produced in remote offices.

3. Professional Qualifications (15%)

The lead designer-A/E team project manager, lead designer and engineers should demonstrate that they have the qualifications, experience, and commitment to organize all efforts required for this project. The lead designer-A/E team must indicate:

- A process where the lead designer plays a substantive leadership role.
- A quality control methodology for the design.
- A primary commitment from the lead designer to this project.

4. Geographic Location (5%)

The lead designer-A/E team must demonstrate capability to perform 35% of the contract effort within **INDICATE LIMITS BY RADIUS, STATE OR OTHER CRITERIA.**

IF THERE IS NO STAGE II CHARRETTE, INCLUDE THIS TEXT:

The interview evaluation criteria and information provided in the complete Standard Form 330 will account for the overall firm ranking.

IF THERE IS A STAGE II CHARRETTE, INCLUDE THIS TEXT AND THE "Charrette Information" DETAILS NOTED BELOW:

The interview evaluation criteria and information provided in the complete Standard Form 330 will account for 60 percent of the overall Stage II ranking. The design charrette will account for the remaining 40 percent of the overall lead designer-A/E team ranking. The purpose of the design charrette is to further evaluate the design merits of each lead designer-A/E team's "vision". The design charrette results will be calculated as part of the Stage II rankings in the final evaluation of the lead designer-A/E team. The design charrette results will be evaluated by a jury of GSA national peers. The evaluation criteria to be used by the jury shall include: **INSERT APPROPRIATE CRITERIA—EXAMPLE:** community context, architectural strategy and image, courthouse functionality, and sustainable design.

Charrette Information

A one-day charrette for all short-listed firms will be held on **DATE** in **CITY**. The following limited information is available at this time:

- **DATE**, pre-charrette packages will be e-mailed to lead designer-A/E teams.
- **DATE**, question and answer tele-conference.
- **DATE**, e-mail question and answer responses.
- The design problem will be a **INSERT BUILDING TYPE—EXAMPLE:** a federal courthouse.
- The charrette program and site will NOT be the actual site or program.
- The charrette is being run by a professional advisor to GSA.
- A competition jury, composed of representatives from the GSA Public Buildings Service Commissioner's National Register of Peer Professionals, will evaluate the charrette designs.
- The schedule is from 7:00 am to 7:00 pm.
- Set-up time will be allowed the prior evening.
- Each charrette team may have up to four individual members. The lead designer must be one of the four.
- Travel arrangements are at the expense of each lead designer-A/E teams shortlisted for Stage II.

Strategies for Selecting the Lead Designer and the Design Excellence A/E Team

Alternative Sample Interview Letter page 4

IF THERE IS NO CHARRETTE BUT THIS IS A THREE-STAGE SELECTION PROCESS, ADD THE FOLLOWING PARAGRAPH:

Stage II Shortlist Notification

GSA will notify the lead designer-A/E team whether it has or has not been selected to advance to Stage III by **DATE**. The list will be released and posted to the project web site **URL** and **INTERNET ADDRESS** on the same date.

GSA appreciates your efforts in submitting on this project and we look forward to your Stage II presentations. **INCLUDE THIS INFORMATION:** GSA is also taking this opportunity to provide an enclosure with contact information from **STATE'S OR REGION'S** small business website for small business firms. GSA is in no way endorsing any firm and is acting as a neutral party by passing this information onto you. Should you have any questions regarding the services these firms provide, please contact them directly.

If you have any questions about the information provided, please contact me at **TELEPHONE NUMBER, FAX NUMBER, or EMAIL ADDRESS.**

Sincerely,

NAME

GSA Project Manager **OR CONTRACTING OFFICER**

Sample Invitation to Networking Session

You Are Invited To Attend a

Networking Session for A/E Design Services

PROJECT NAME

LOCATION

Small, women-owned, and small disadvantaged businesses are encouraged to attend.

DATE

TIME

LOCATION

The purpose of this session is to provide a networking opportunity for small, women-owned, and small disadvantaged businesses as well as others to meet with the key designers and their proposed production firms for potential teaming opportunities for A/E design services on **PROJECT NAME** in **LOCATION**. This session is intended to assist the shortlisted firms meet the established minimum goals for subcontracting.

For registration, please fax or e-mail your response to **NAME**, Project Manager, at **FAX NUMBER** or email: **ADDRESS**

Sample Stage II Interview Schedule

page 1

A/E Evaluation Board Agenda and Short-Listed Interview Schedule

DATE

8:00 Evaluate Team Submissions: Standard Form 330 and Stage II Submission
Materials
10:30 Review Interview Process and Strategy
11:00 Interview #1
12:30 Interview #1 Complete—Individual Board Members Evaluate
1:00 Lunch
2:00 Interview #2
3:30 Interview #2 Complete—Individual Board Members Evaluate
4:00 Interview #3
5:30 Interview #3 Complete—Individual Board Members Evaluate

DATE

8:00 Interview #4
9:30 Interview #4 Complete—Individual Board Members Evaluate
10:00 Interview #5
11:30 Interview #5 Complete—Individual Board Members Evaluate
12:00 Lunch

SELECT APPROPRIATE SCENARIO:

TWO STAGE PROCESS—NO CHARRETTE

- 1:30 Board Reconvenes
- Discussion of Individual Board Member's Evaluations and Ranking
 - Individuals Refine Scoring as Appropriate
 - Calculation of Final Ranking with Supporting Documentation

5:00 Board Adjourns

OR

THREE-STAGE PROCESS

- 1:30 Board Reconvenes
- Discussion of Individual Board Member's Evaluations and Ranking
 - Individuals Refine Scoring as Appropriate
 - Determination of Shortlist to Proceed to Vision Competition

5:00 Board Adjourns

Sample Stage II Interview and Charrette Schedule

**A/E Evaluation Board Agenda and Short-Listed Interview
and Charrette Schedule**

DATE

- 8:00 Evaluate Team Submissions: Standard Form 330 and Stage II
Submission Materials
- 11:00 Review Interview Process and Strategy
- 12:00 Lunch
- 1:30 Interview #1
3:00 Interview #1 Complete—Individual Board Members Evaluate
- 3:30 Interview #2
5:00 Interview #2 Complete—Individual Board Members Evaluate

DATE

- 8:00 Interview #3
9:30 Interview #3 Complete—Individual Board Members Evaluate
- 10:00 Interview #4
11:30 Interview #4 Complete—Individual Board Members Evaluate
- 12:00 Lunch
- 1:30 Interview #5
3:00 Interview #5 Complete—Individual Board Members Evaluate
- 3:30 Interview #6
5:00 Interview #6 Complete—Individual Board Members Evaluate

DATE—ALL DAY
7:00 Charrette

DATE—SECOND DAY AFTER LAST INTERVIEW
9:00 Jury Evaluates and Ranks Charrette Submissions

12:00 Lunch

1:00 Board Reconvenes

- Discussion of Individual Board Member's Interview Evaluations and Ranking
- Jury Chair and Professional Advisor Reports to Board on Charrette Jury Comments and Ranking
- Individuals Refine Scoring as Appropriate
- Calculation of Final Ranking with Supporting Documentation

4:30 Board Adjourns

Strategies for Selecting the Lead Designer and the Design Excellence A/E Team

Sample Stage II Evaluation Sheet

In using this sample Stage II Evaluation Sheet, the A/E Evaluation Board should work closely with the contracting officer to ensure accurate scoring and appropriate comments.

A/E EVALUATION BOARD EVALUATION SHEET STAGE II – TEAM INTERVIEWS

PROJECT: _____ DESIGN FIRM: _____
 LOCATION: _____ LEAD DESIGNER: _____
 DATE: _____ A/E EVALUATION BOARD MEMBER: _____

Value	CRITICAL ELEMENT						Score
		POOR	FAIR	GOOD	VERY GOOD	EXCELLENT	
		1	2	3	4	5	
50	TEAM DESIGN PERFORMANCE						
	Projects demonstrate success in addressing issues of community context, design image, function, and sustainability.						
	Project examples are similar in complexity to project.						
	Proposed A/E Team demonstrates it can work together successfully.						
	Commitment of lead designer.						
	Projects demonstrate special criteria called for by GSA.						
30	TEAM ORGANIZATION AND MANAGEMENT PLAN						
	Plan clearly identifies key roles and lines of communication. It presents the means to integrate client and community input.						
	Plan explains steps to ensure cost and quality control, as well as identifies all review stages.						
	Plan identifies the physical location of major design and production work, the coordination plan for consultant work, and for work produced in remote offices.						
15	PROFESSIONAL QUALIFICATIONS						
	The lead designer and A/E team project manager have the qualifications, experience, and commitment to organize all efforts required for this project.						
	Projects demonstrate special criteria called for by GSA.						
5	GEOGRAPHIC LOCATION						
	The lead designer-A/E team satisfies published geographic limitations.						
Total Score							

COMMENTS:

MEMORANDUM
PRE-CHARRETTE INFORMATION PACKAGE
Toledo Federal Courthouse Design Charrette

Date: **DATE**

To: **SHORTLIST FIRM NAMES**
ADDRESS
CONTACT
CONTACT INFORMATION INCLUDING EMAIL

From: **NAME**
Professional Advisor to GSA
CONTACT INFORMATION INCLUDING EMAIL

1. Summary of Process

The U.S. General Services Administration has completed Stage I of the Architect/Engineer Selection process for the new Toledo Federal Courthouse and has shortlisted five firms to proceed to Stage II.

Following formal interviews of the shortlisted firms by the A/E Evaluation Board, the selected lead designer-A/E teams are asked to participate in a design charrette to develop a conceptual "vision" that responds to the charrette program, site, and stated design criteria. At the completion of the one-day charrette, each team's vision will be submitted anonymously on 30" x 40" presentation boards. The boards will be evaluated and ranked by a jury appointed by GSA's Chief Architect, and composed of independent design professionals and distinguished architecture educators and critics selected from the GSA Public Buildings Service Commissioner's National Register of Peer Professionals. The evaluation and ranking will be provided to the A/E Evaluation Board by the jury chair and the professional advisor.

The A/E Evaluation Board will integrate the findings of the jury with the Stage II interview evaluation to develop an overall final ranking for recommendation to the GSA Selection Authority. After completion of the A/E selection process, images generated by the charrette may be published and publicly distributed by GSA.

The purpose of the design charrette is to investigate conceptual visions generated in a single day as opposed to actual specific architectural designs developed with client input over a multi-month period. Accordingly, the charrette program and site will differ significantly from those for the actual Toledo Courthouse project, and it can be assumed that visions generated during the charrette will not necessarily be directly applicable to the real courthouse project.

Strategies for Selecting the Lead Designer and the Design Excellence A/E Team

Sample Charrette Rules page 2

2. Sponsor and Authority

The GSA PBS Office of the Chief Architect is the sponsor for this design charrette competition. This project is a Design Excellence project.

3. Professional Advisor

NAME of AFFILIATION has been appointed by GSA to serve as a consultant in the capacity of professional advisor for this design charrette competition. He/She is responsible for advising on the competition program, helping GSA develop the competition rules and procedures, and organizing and managing the competition.

4. Charrette Competition Jury

The jury is charged with the responsibility of reviewing and evaluating the competition submissions. The names of the members of the jury will not be disclosed until after completion of the A/E selection process.

5. Charrette Schedule

The charrette will be held **DATE** at the **LOCATION** in Toledo, Ohio. The following is the schedule for the charrette:

DATE 7:00 pm

All team members will convene in Salon C in the **LOCATION** conference facility for an informal briefing by members of the Toledo Planning Commission who will give a brief overview of the history and future plans for the city.

7:30 pm

Firms will gain access to their respective charrette rooms for the purpose of setting up tables, chairs, and drawing equipment prior to the next day charrette start.

8:30 pm

Completion of team room setup. **ADVISOR NAME** will lock and secure each room.

DATE 7:00 am

"Coffee/Danish" will be available in Salon C in the **LOCATION** conference facility.

7:30 am

Orientation meeting will start promptly in Salon C with opening comments by GSA. **ADVISOR NAME** will review charrette rules, distribute charrette program, reveal the site, and distribute base drawings and site photographs. Attendance of all charrette participants is mandatory. Following the session, the teams will visit the site that has been chosen for the charrette. If necessary, GSA will provide transportation to and from the site.

8:30 am
Teams visit the site.

9:30 am
Teams return from site visit, are given access to charrette rooms, and the charrette begins.

12:30 pm
Box lunch is available for pickup in pre-function foyer.

3:30 pm
ADVISOR NAME will informally review developing submissions for general compliance with charrette rules.

7:00 pm
Teams hand in their submission boards to the professional advisor and GSA official in the pre-function foyer.

6. Charrette Program

The design charrette courthouse program which will be used for the purpose of this charrette will vary from the actual program for the new Toledo Courthouse. Participants will receive a copy of the design charrette program two weeks prior to the charrette. All square foot areas and number of rooms will have been deleted from this transmitted copy to discourage pre-charrette design activity. The full program including all areas and number of rooms will be provided to firms at the commencement of the charrette.

Although no specific budget will be provided for the charrette program, it is to be assumed that vision schemes will be appropriate to the typical level of budget for federal courthouse projects.

The charrette program will be the sole design criteria for the charrette problem.

7. Submission Requirements

Competitors must follow the outlined submission requirements. Because there will be no team presentation opportunity to the jury, it is important that the "vision" and submitted work are easily understood by a reading of the submitted boards. The presentation should clearly show and emphasize the principal urban design, organization, and architectural ideas, rather than attempt to address and resolve in detail all the building's internal function and technical issues.

- A. The following items are the minimum drawing requirements to be submitted:
- Context plan and diagrams to convey how the design vision relates to the surrounding city and context.
 - Self-explanatory plans, sections, elevations, and image drawings as required to convey the design vision to the jury.

Strategies for Selecting the Lead Designer and the Design Excellence A/E Team

Sample Charrette Rules page 4

- B. All program functions are to be shown as monolithic space blocks except as subdivided in the program. The courtroom block must show the relationship between the courtroom and the ancillary functions.
- C. All public, secured, restricted, and service circulation between the space blocks must be shown. The submissions must show the full route for each system from point of origin to final destination.
- D. Lobby must show location of the security checkpoint including queuing area.
- E. All material shall be securely mounted on four 30" x 40" boards supplied by GSA. Drawings are permitted to extend from one board to another if necessary or desired. All boards are to be oriented identically. Submission of models is not allowed, although two-dimensional representations of models may be affixed to boards.
- F. A 1" x 30" title block, supplied by GSA, is to be affixed at an edge of each board. Competitors are to fill in "drawing ___ of ___" in each title block. This will serve to indicate the team's preferred arrangement of the boards to the jury.
- G. Do not indicate authorship on the presentation surfaces. The lead designer-A/E team is to be identified in the GSA supplied sealed envelope attached securely to the back of one of the boards.
- H. Explanatory narrative, notes and diagrams should be incorporated on the board surfaces, not separately. Any narrative should be minimal and concise but sufficient for a reviewer to understand the fundamental principles of the concept and vision.

8. Additional Charrette Rules

A. General

Each team can be composed of up to four individual members. The lead designer must be one of the four, and no substitutions may be made for any team member over the course of the charrette day. All four people must be part of the proposed design team, although with the exception of the lead designer, they need not be the same individuals appearing at the lead designer-A/E team's interview. Team members may include consultants proposed for the project.

All team members are required to be present at the charrette location beginning at the 7:30 am orientation meeting through the charrette completion at 7:00 pm. No team member is to leave the charrette location until after completion of the competition, and no one other than team members may be in the charrette area during charrette hours.

B. Items Allowed to be Used During Charrette

No pre-prepared, written, drawn, published, or other similar materials may be brought into the charrette rooms at any time over the course of the charrette. Only blank papers and materials may be brought into the rooms.

No computers or handheld devices with computer functions are allowed. Cell phones are allowed. There are no "outside line" telephones in the charrette rooms, although public pay phones are located nearby.

No copier machines are allowed to be brought in for the charrette. There will be a copier machine available for use at the hotel's front desk (same floor as charrette rooms). This is an over-the-counter facility. Copies may be billed to the hotel's master GSA account. In the event that more than one team wishes to use the service at the same time, a consecutive five-minute limit per team will be enforced. Only a team member may use the copying facility and teams are not allowed to use reproduction graphic facilities other than the front-desk copier.

The following materials may be brought into the charrette rooms by the firms:

- All supplies, paper, materials, and equipment required to develop the design vision and to convey the design to the jury.
- In addition, a variety of architectural and engineer scales, adjustable triangles, and a metal straight edge and cutting blade for trimming paper are recommended.
- The firms are to bring their own parallel bars and drawing boards. Each team charrette room will contain six 30" x 72" tables and six "banquet" chairs. There are several electrical outlets in each room, but no extension cords will be provided.

C. Pre-shipping of Materials

Firms may wish to ship items ahead of time for convenience. Items received by the hotel will be placed in the charrette room area at 6:30 pm on **DAY, DATE**. The delivery label for shipped items must be as follows:

Attn: **NAME**
General Service Administration (deliver to charrette rooms by 6:30 PM **DATE**)
LOCATION
ADDRESS

D. Base Drawings and Materials

GSA will provide base drawings (at appropriate scales) for the charrette site. These will include plans, elevations, and sections of existing conditions. In addition, photographs of existing and surrounding areas will be provided to each team.

Each team will receive four 30" x 40" foam core boards for mounting submission drawings. An additional foam core board will be provided for use as a cutting surface. Teams are not required to use all four boards in their final submission. Method and materials for mounting on the boards are the responsibility of the teams.

E. Miscellaneous

- The charrette will be in English measurement (not metric).
- Teams may work in model form over the course of the day. However, three-dimensional models may not be part of the final submission.

9. Evaluation Criteria

The jury will judge the submissions according to the following criteria:

- A. Relationship to Context (25%)
- B. Architectural Strategy and Image (40%)
- C. Functionality (25%)
- D. Sustainable Design (10%)

Note: The evaluation weighting percentages given above are general guidelines for the jury. Consistent with the stated goals, design criteria, and programmatic requirements for the charrette, the jury reserves the right to vary these weights.

10. Ranking and Report to the Jury

The jury selected by GSA will convene on **DAY, DATE** to review the competitor's submissions. After evaluating and discussing the respective schemes/visions, and based on the general evaluation criteria, the jury will rank each submission.

The chair of the jury and the professional advisor will deliver an oral report on these findings to the GSA A/E Evaluation Board. This report will discuss the jury's findings, conclusions, and recommendations. A final determination by the GSA Selection Authority of the preferred lead designer-A/E team is expected by **MONTH**.

11. Compensation

Each team participating in and completing the charrette shall receive a fee for services of **AMOUNT**. Further information regarding this will be available from GSA.

I. Background

Currently, the Toledo District court and court-related activities are housed in the existing United States Courthouse located on the Civic Mall. The existing federal complex does not meet the U.S. Marshals Service's security standards, nor does it provide expansion space for future court requirements. To accommodate the steady growth of the judiciary, the government will be building a new courthouse that will house the District Court, as well as the district clerk, circuit library, U.S. Marshals Service, and the U.S. Attorney. For the purposes of this charrette, the facility will accommodate (*) district courtrooms and chambers.

The design goals for the new courthouse include the creation of a strong visual civic presence that projects the dignity of the courts and conveys the symbolic presence of the federal government. In addition, enhancement of the urban fabric is to be considered.

II. Site (Reserved)

III. Summary of Program Functions

Function	Area
A. U.S. District Courtrooms w/ Ancillary Facilities	*
B. Judges Chambers	*
C. Court Library	*
D. Clerk of the District Court	*
E. Jury Assembly	*
F. USMS Offices & Cellblock	*
G. U.S. Attorneys	*
H. Grand Jury Suite	*
I. U.S. Probation Office	*
J. Pretrial Services	*
<i>Subtotal</i>	*

Strategies for Selecting the Lead Designer and the Design Excellence A/E Team

Sample Charrette Program page 2

Building Support Areas		
K.	Public Lobby	*
L.	Loading Dock/Storage	*
M	Mechanical Electrical Room	*
<hr/>		
N	Floor Common Areas: Public Restrooms, Vertical Chases, Fire Stairs, Elevators & Upper Floor Lobbies. (Miscellaneous Building Grossing Distributed through Building)	*
	<i>Subtotal Building Excluding Parking</i>	*
<hr/>		
O	Parking (interior & secure)	*
<hr/>		
TOTAL BUILDING W/ PARKING		*

*Numbers and Square Footage to be provided at commencement of charrette

IV. Description of Program Functions

A. U.S. District Courtrooms (*includes ancillary functions*): Jury trials for both civil and criminal cases and other court proceedings are conducted in District courtrooms. The courtroom requires direct access from public, restricted, and secure circulation. Ancillary spaces adjacent to the courtroom include:

- Attorney/witness conference rooms accessed from public circulation
- Trial jury suite accessed directly from the courtroom or restricted circulation
- Court reporter office
- Deputy Clerk office
- Prisoner holding cells accessed from secure circulation system
- Miscellaneous storage

The courtrooms have 16 foot ceiling heights and must not contain interior columns. See diagram B for more detailed description of the diagrammatic relationships between courtroom and related ancillary functions.

B. Judge's Chambers: Judge's chambers may be located close to a courtroom or clustered in a separate area. Chambers are accessed from restricted circulation with convenient access to the courtroom(s). The chambers serve as the judges' primary office, and are comprised of a series of functions. For the purposes of this exercise, assume the function as a monolithic block of space.

C. Court Libraries: The library provides research resources to the judiciary. The location of central court libraries must provide access for judges, law clerks, and other court staff by means of a restricted staff corridor. In addition, public access must also be provided.

D. Clerk of the District Court: The Clerk of the District Court is the primary administrative officer of the District Court. The office is responsible for administrative matters such as notices, fee collection, jury management, and record storage serving the court. This is the office with the highest public traffic. It also must have easy access to the restricted judge's circulation route. This function is divided into three areas:

- Public service counter with four attendants
- General office administration area
- File and storage area

E. Jury Assembly: The jury assembly area is where prospective jurors are processed and assembled prior to being sent to specific courtrooms for further selection, or actual trial service. Jury assembly facilities must be located on a main public entry floor, preferably close to the USDC Clerk's Office. The facilities must have controlled entry and provide convenient movement of jurors to and from courtrooms. To accommodate smokers, the jury assembly room must have access to a controlled smoking area.

F. USMS Offices, Central Cellblock, Holding Cells, and Sallyport: The US Marshals' operation is divided into four areas.

- USMS offices: These offices serve the administrative support for the US Marshals. It is accessed directly from the public corridor via a controlled checkpoint.
- USMS sallyport: The sallyport is the only prisoner transport entry point into the courthouse. It must be a reception bay capable of accommodating a small bus in a secured environment. Immediately adjacent to the sallyport is a secured elevator to transport the escorted prisoners to the central holding block. (Elevator is not required if cellblock is adjacent to sallyport.)
- Central cellblock: Prisoners are transported from the sallyport to the central cellblock, where prisoners await judicial proceedings. For the purposes of this exercise, the cellblock is to be shown as an (*) SF space block.
- Courtroom holding cells: Prisoners are transported to the courtrooms for their trials via a secured prisoner elevator. They are held adjacent to the courtroom in a holding cell. The area to accommodate this need is in the courtroom allowance.

G. U.S. Attorneys: The U.S. Attorneys represent the U.S. government in legal matters. Access to their office area is through a controlled lobby that is accessed from the public circulation route.

H. Grand Jury Suite: This area serves as a forum for the U.S. Attorneys to present evidence to a jury for obtaining indictments against the government's targeted suspects. This function should be located near the U.S. Attorneys offices and must be accessed from both the public and the secured prisoner circulation routes. The provision for the secured route is for the transport of witnesses in custody.

I. U.S. Probation Office: Requires access from public circulation after the security screening area in the lobby. If the office operates during off-hours, separate controlled off-hours access is desirable.

J. Pretrial Services: This office requires access from public circulation after the security screening area in the lobby. In addition, the office requires secure access to the USMS cellblock area.

Building Support Areas

K. Public Lobby: This area provides the primary public interior image of the courthouse. It must convey the solemnity and sobriety of the American judicial process. Functionally, it serves as the only public entry point into the building through the USMS security screening point, which includes walk-through metal detectors. Provision must be made for adequate queuing for the security process. The lobby serves as the first orientation point to other functions in the courthouse. It serves the primary elevator bank to the upper public floors. Public elevators are to be 6' x 8'. The number is up to the design firm based on the geometry of the design solution.

L. Service Areas: A building service area requires loading docks with direct restricted entry. Two berths capable of accommodating tractor trailers must be provided. Balance of areas not utilized for the loading operation and transport to freight elevator will be utilized as long-term court storage. Easy access to the freight elevator is required.

M. Mechanical/Electrical Rooms: A mechanical/electrical/equipment room is to be provided to house chillers, boilers, panel boards, and other equipment. Vertical chases to provide adequate MEP services on upper floors are to be provided. Not included in this allowance are the smaller electrical and telephone rooms located on upper floors. These smaller areas are covered in the general grossing of the building.

N. Floor Common Areas: This function consists of all building support spaces necessary per floor. Each floor must have appropriate public circulation including elevator lobbies. Each floor must provide public restrooms suitable for the occupancy of the building. Each floor must provide appropriate electrical, and telecommunication closets. Each floor must provide required fire egress system.

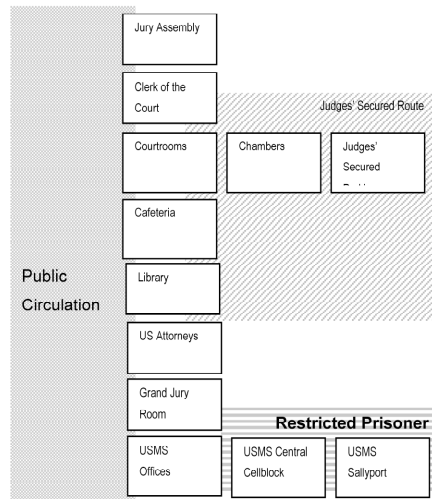
O. Parking: The parking structure is entered through a secured manned entry gate and is divided into three separate areas:

- Judges secured parking: This area must be accessed through a remote controlled interior gate. It must have direct access to the restricted judges' elevator that will take the judges to their chambers.
- USMS Law enforcement vehicles: This area does not require a separate interior gate, but it must have direct access to the prisoner elevator for restricted access to the USMS offices/cellblock area.
- Staff parking: This area is strictly for staff. Public parking is not permitted.

V. Courthouse Primary Organizational Structure

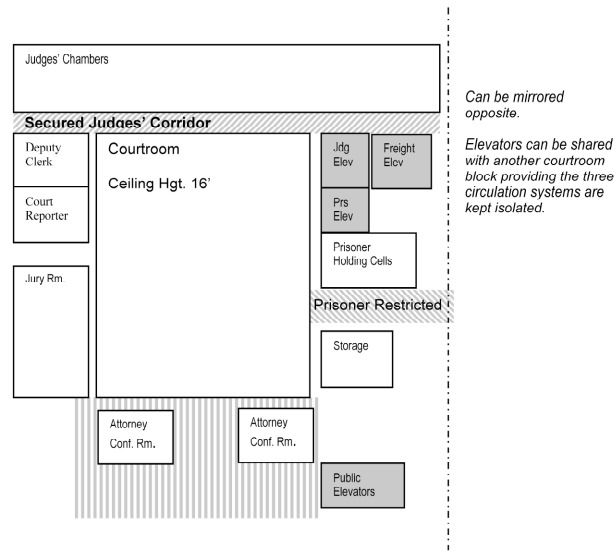
A. Circulation Systems: Federal courthouses must accommodate four separate and distinct circulation systems that must be fully isolated from each other. The only place all four intersect is in the trial courtroom. The four systems are:

1. **General Public:** The general public enters the building through a security checkpoint at the primary public entry that feeds into a public vertical circulation core. This core takes the public into primary destinations: the courtrooms and the jury assembly area.
2. **Judges' Restricted Route:** The judges enter the building through a restricted parking structure within the confines of the building. From this restricted area, they have access to a restricted elevator system that transports them to their chambers and courtrooms. The chambers, courtrooms, and the Clerk of the Court offices must be connected via a restricted and private judges' circulation system.
3. **Prisoners' Secured Route:** Prisoners are brought into the building in the custody of the U.S. Marshals via a secured sallyport. This sallyport is typically in the building's parking area, in an area fully separated from all other building users. The sallyport is connected to a secured elevator system that takes the escorted prisoner to a central cell block area adjacent to the U.S. Marshals offices. Prisoners are held in the central cell block area until they are called to the courtroom for proceedings. A dedicated elevator system transports the prisoner to a holding cell adjacent to the courtroom. The U.S. Marshals central cell block area is adjacent to a restricted and controlled attorney interview room. The grand jury suite should be accessible by the secured elevator system.
4. **Service:** Supplies and waste enter and leave the building through the loading dock and are transported via the freight elevator.



Circulation/Adjacency Diagram A.

B. Courtroom/Chamber Block: Understanding the relationship between the courtroom and other building elements is critical to organize the floor plate. The diagram below shows the courtroom, chambers and related ancillary facilities:



Courtroom/Chamber & Ancillary Facilities, Diagram B.

VI. Security Requirements

- Building must be setback from the street (curb line) at least 50 feet on all sides.

VII. Submission Requirements

- All program functions are to be shown as monolithic space blocks except as subdivided in the program. The courtroom block must show the relationship between the courtroom and the ancillary functions.
- All public, secured, restricted, and service circulation between the space blocks must be shown. The submissions must show the full route for each system from point of origin to final destination.
- Lobby must show location of security checkpoint including queuing area.
- Context plan and diagrams to convey how the design vision relates to the surrounding city and context.
- Self-explanatory plans, sections, elevations, and image drawings as required to convey the design vision to the jury.

**STAGE III DESIGN PROGRAM
FOR VISION COMPETITION ONLY**

THIS PROGRAM DOES NOT CONTAIN A REQUEST FOR CONFIRMATION OF THE DESIGN BUDGET. THIS REQUEST—AND THE MECHANISM TO FULFILL IT—WOULD HAVE TO BE ADDED. ALL BUDGET CONFIRMATIONS SHOULD REMAIN ANONYMOUS UNTIL AFTER THE COMPETITION IS JURIED.

Summary

The Mobile area is growing steadily economically, in population, in employment, and in requirements upon the federal judiciary. The existing John A. Campbell courthouse does not have the space available to meet the needs of the court. The court family has been fragmented into separated buildings. They are currently operating with significant space deficits in physical facilities that will not accommodate growth. The existing courthouse is historically significant, profitable, and should be retained for the use of the courts. However, it does not meet the size, security, and circulation requirements of the court. The continued projected growth of the courts requires that additional space be provided.

This design program will provide background information and support for the consolidation of the U.S. District Court for the Southern District of Alabama, and several court-related agencies in a new U.S. Courthouse in Mobile, Alabama. The co-location of these agencies will provide expansion space, operation efficiency, maximum security, and convenience to the courts-related agencies and the public.

The center of court activity in the Southern District of Alabama is the John A. Campbell Courthouse located at 113 St. Joseph Street. The facility is federally owned and contains a total of 6,080.54 usable square meters (sm) or 65,450 usable square feet (sf). The District Court occupies almost the entire facility. The remainder of the courts family is dispersed among six leased buildings in the downtown area occupying over 4,180.66 sm (45,000 sf).

The U.S. General Services Administration Region 4 is proposing federal construction to provide for the 10-year expansion requirements of the courts, and court-related agencies. The project also considers the provision of the 30-year expansion requirements, as needed.

Description of the Proposed Building

The proposed new courthouse will contain 20 719 sm (223,025 sf) of office, storage and special space, plus approximately 1 858 sm (20,000 sf) of secured inside parking for 50 vehicles. Secured separate vertical circulation will be provided for judges and prisoners with secured separate horizontal circulation to courts and U.S. Marshals Service facilities.

The building will include ten courtrooms and chambers. The courthouse's courtrooms will consist of six District courtrooms, and four Magistrate courtrooms. Separate outside parking is proposed to provide 50 parking spaces at approximately 1 858 sm (20,000 sf). The estimated gross square footage for the courthouse is 30 234 gsm (325,452 gsf).

Strategies for Selecting the Lead Designer and the Design Excellence A/E Team

It is further proposed that the new courthouse be built in coordination with the operation of the existing John A. Campbell Courthouse. The existing courthouse would be used to house the Bankruptcy courts, bankruptcy administrator, and the housing of two senior District judges. This arrangement would provide space for the entire courts family to be co-located in government owned space, and allow the new facility to be smaller in scale.

Project Background

In May of 1993, a planning team of court and court-related representatives developed the Long Range Facility Plan for the Southern District of Alabama. The purpose of the plan was to provide an analysis of the comprehensive facility needs for the District. This plan included the input of the entire court family, the Administrative Office of the Courts, GSA, and the Space and Facility Committee of the Judicial Conference. The historical data developed in the Long Range Facility Plan accurately reflects the experience of the Southern District and there is no reason to think that the court will not expand commensurate with the assumptions made in the plan.

The planning team members agreed that the John A. Campbell Courthouse is currently out of space. At the current complement of nine judicial officers there is not space for additional chambers, courtrooms, or support personnel space. There is not enough expansion room in the courthouse to house the growth of the District Court, Circuit Court, and U.S. Marshals Services over the next ten years. The projected growth for these court functions shows them at a space deficit of over 4 750.72 sm (51,136 sf) should they remain in the building for the ten year period described in the plan.

The courthouse was constructed in 1932, and has inadequate security systems. There is no separate access to the courthouse for either judicial officers or prisoners. There are no secure private corridors for access to courtrooms, chambers or Marshal's areas, and no secure elevators. There are no holding cells contiguous to the courtrooms. The parking garage that is attached to the rear of the courthouse is open to pedestrians and only secured from vehicles by a "lifting arm" gate at entry and exit.

All other divisions of the court and court-related family have already been fragmented to other buildings in downtown Mobile. At the time of the planning study, it was estimated that the court family was at a space deficit of 2 863 sm (30,824 sf).

In summary, the court family is operating with significant space deficits in deficient physical facilities. The long range plan projects a total growth of the court family of 121.3 percent over the thirty year period described in the plan. That growth would include eight additional judges as well as the increases in the support and related functions.

Site

The proposed site consists of two city blocks which lie within the core area of downtown Mobile, Alabama. They lie immediately north of the existing U.S. courthouse. The site, consisting of 3.68 acres is bounded by St. Anthony Street on the north, St. Joseph Street on the east, St. Louis Street on the south, and N. Joachim Street on the west; with Conception Street separating the two blocks. These are all one-way streets. At present, traffic cannot circulate around the entire property due to the direction of traffic flow on these streets.

Block 3

This part of the proposed site covers one city block and is 97.5 linear meters (320 linear feet) east-west, by 76.2 linear meters (250 linear feet) north-south, or 1.83 acres. There are seven parcels, 94-100, on the site with varied dimensions and ownership.

There is one structure on the site that is occupied by businesses. It has been altered significantly and does not appear to have any historic or architectural significance. It would be demolished for development of the site. Surface parking on the site is currently used by Alabama Power employees.

Block 3A

This part of the proposed site covers one city block and is 82.3 linear meters (270 linear feet) east-west, by 76.2 linear meters (250 linear feet) north-south, or 1.56 acres. There are six parcels, 101-106, on the site with varied dimensions and ownership.

There are two structures on the site, which are both occupied by businesses. One is a house at 157-159 Conception Street built in 1852. It is currently used for professional office space. It is both historically and architecturally significant structure and could not be demolished but might be moved. The other structure is mostly warehouse which houses a maritime supply business and is not significant; it would be demolished.

Conception Street

The street is an important north/south pedestrian and vehicular street. It spans 50 feet from property line to property line and is approximately .29 acres. It contains most utilities including a major storm water system and not only sanitary and water supply pipes but the 36" sanitary sewer main line that runs south.

Historic District

The site represents the southeast side and border of the DeTonti Square Historic District. It encompasses the northwest corner of block 3 and the north border of block 3 and Conception Street fronting on St. Anthony Street. Any development of the site must be sensitive to the character, scale, and relationship to the district and its appearance.

The slope of the site is less than 3 percent. Site elevation is 11 to 12 feet above sea level.

The soil type throughout the downtown core area is a composite known as Urban Soil. In general, Urban Soil is of sufficient strength to support the proposed development. The exact depth of the water table beneath the site is not known. However, the site is located two blocks from the Mobile River, so the water table is likely very close to the ground surface.

The proposed project area is classified by the Federal Emergency Management Agency (FEMA) as falling within a 100-year flood zone (A-8 classification, Flood Insurance Rate Map). The area may also fall within a floodway.

All utilities are available at the site, as well as fire, police, and municipal government services provided by the city of Mobile.

GENERAL BUILDING REQUIREMENTS

Size

- 28 277 gross square meters (305,452 gross square feet) without parking
- Approximately 1,858 square meters (20,000 square feet) for fifty (50) interior secure parking spaces
- Fifty (50) exterior parking spaces

Cost

The estimated construction cost range is \$60 to \$70 million.

Housing Plan: Major Tenants

The space requirements utilized to develop the general building size, geometry, occupant loading and required supporting utility, safety and security systems is based on occupant data summarized in this section.

The occupant data listing was developed following consultation with U.S. courts representatives and GSA and is based on a comprehensive plan developed in 1997. It provides for 10-year and 30-year projection of U.S. courts and court support services needs in the Mobile, Alabama, area that are programmed to be housed in the new courthouse facility.

The square meter (sm) and square foot (sf) figures listed for each occupant category are useable area (usm) (usf) and include additional factors for private internal circulation and support services that are specific to the tenant function but do not include factors for public circulation, building functional support, or general mechanical or electrical equipment area which are listed separately.

A more detailed listing of separate rooms is provided as Attachment I to this program.

Courtroom Configuration

10-year occupancy:

- Ten (10) courtrooms total
- Six (6) District courtrooms
- Four (4) Magistrate courtrooms

It is projected that there will be a total of 14 courtrooms needed for 30-year growth of the facility.

30-year occupancy:

- Fourteen (14) courtrooms total
- Nine (9) District courtrooms
- Five (5) Magistrate courtrooms

Expansion Provisions

Spatial and functional expansion requirements necessary for the U.S. courts and court related agencies for 30-year expansion has been provided.

Building

Design should address the 10-year and 30-year requirements as presented in the program. Size of areas in program takes precedent over areas defined in Facilities Standards for the Public Buildings Service (P100) or the U.S. Court Design Guide (USCDG). Requirements in USCDG takes precedent over P100 for court spaces.

Site

Design should encompass all of site including development of the two blocks and the street. Only the house situated on lot 101 in block 3A would not be demolished to accommodate development of the site. Design should provide for its use, renovation or removal from the site.

Design should encompass use or non-use of Conception Street. The city would like to keep the cityscape and street pattern intact if possible, however, closing the street to vehicular and/or pedestrian traffic can be incorporated. The street would have to be government owned and utilities within street would have to be relocated if closed to both vehicular and pedestrian traffic even if no structures are constructed on the street. If only closed to vehicular traffic, utilities could remain in a right-of-way. The budget presently does not include relocation of the utilities and the government encourages a creative solution to this constraint rather than simple relocation of the utilities.

The use and development of "green" spaces on the site is encouraged by both the government and the city.

Expansion

Accommodating expansion of the building for 30-year growth must be presented as part of the design competition. Expansion should be presented as horizontal additions, annexes, or separate structures and not expansion or vertical additions to the initial new facility. GSA policy restricts expansion options to horizontal schemes so that the costs for structural enhancements to achieve later reconfigurations do not burden the current budget.

PROJECT GOALS AND OBJECTIVES

The purpose of this section of the program is to relate the general project construction goals with their related project objectives so the lead designer-A/E team can ascertain the impact of each goal by understanding the performance objectives to be attained. The lead designer-A/E team is required to implement the specific project design so that the overall performance objectives are satisfied. All design shall be in full compliance with applicable codes and regulations. If codes conflict, the more stringent code shall prevail.

The following goals and objectives include all project requirements that define the U.S. courts and GSA program expectations for the design and construction of the new courthouse.

General Goals

1. Provide a safe, efficient, flexible, comfortable, and healthy environment for the performance of all U.S. courts and supporting federal agency missions.
2. Provide a facility that is sensitive to the art and architecture of the region, has architectural merit, and conveys a community presence.

Building Image

Goals: The building must project an image of solidity, stability, and progressiveness befitting the image of the courts and court-related tenant agencies.

Objectives: The new courthouse should be one that enhances the professionalism and productivity of its workers. It should be of an appropriate design to reflect an elegant and dignified image. The building should blend with the environment and relate to the community but present itself distinctively as a courthouse. It should respect and enhance the historic nature of the existing John A. Campbell Courthouse. Its appearance, functioning, and siting should be coordinated with the existing building and designed in such a way as to create the look of a unified courts complex.

The facility must provide a civic presence and contribute to the architecture of the total community.

Accountability Questions: By GSA review, does the building project the appropriate appearance for federal activities? By court review, does the building project the appropriate appearance for judicial activities? Does the building project the appearance of a professional organization? Does the building respect its context and development within the cityscape? Does the new facility respect and enhance the historic nature of the existing John A. Campbell Courthouse? Is the building and relationship to the existing building designed in such a way as to create the look of a unified courts complex?

Space Allocation

Goals: The purpose of this project is to provide for the 10-year expansion requirements, staffing, and functional requirements of the courts and court-related agencies. The 30-year expansion will be provided by expansion of the facility on the same site to

accommodate increased trial requirements. The project will alleviate overcrowding, correct deficiencies, and relocate court-related functions from leased space.

Objectives: Building and space layout design will adhere to the USCDG, P100, U.S. Marshals Handbook, and the New Pricing Policy Guidelines including measurement of space. The space design in the building will allow for interfunctional alignment of court elements, provide security, prisoner transfer, and separate public circulation.

Accountability Questions: Are space allocations for the courts consistent with the USCDG? Does the space allocation for the courts-related agencies meet the established space allocation standards? Is the actual utilization rate for the court-related agencies in accordance with P100 and the New Pricing Policy? Does the building design provide the proper relationship of secure and public circulation, and alignment of court elements? Is there room on the site to accommodate the 30 year expansion needs of the court family?

Security

Goals: This project shall be designed to provide protection to federal employees as well as persons involved in court proceedings or conducting business in the general office areas. All physical, acoustical and electronic security measures shall be in accordance with data references and coordinated with the user agency and their designated personnel. HVAC, power, fire detection/suppression, telephones, and the building automation systems shall be a part of these requirements. Security checkpoint stations shall be included with spatial allocations and integrated into the design to present a dignified presence.

Objectives: This building should follow the guidelines of a Level IV facility as defined in the U.S. Department of Justice document *Vulnerability Assessment of Federal Facilities* dated June 28, 1995. The building will follow the guidelines of P100 and as set out in the ISC Security Design Criteria document dated May 28, 2001. The building and site must meet the minimum security requirements as proposed in the aforementioned documents. Court security shall follow the guidelines set forth in the USCDG and U.S. Marshals Handbook. Security must be provided for normal and crisis situations. Security systems shall meet the special requirements of the occupants. Security measures shall be based on the recommendations of a specific building risk assessment.

Security devices or infrastructure elements designed into the building structure and systems shall include the following:

1. Building siting and setback with physical barriers and exterior surface materials appropriate to protect the building structure and its occupants against ballistic or blast attack.
2. Vehicle access control on the site and pedestrian control at the building entrances.
3. Secure enclosed parking for designated U.S. courts and U.S Marshals Service personnel.
4. Secure vehicle and building pedestrian sallyports, a dedicated elevator, detention cells, isolated secure corridors and monitoring equipment for isolation of persons in the custody of the U.S. Marshals Service.

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5. Dedicated, separate and restricted corridors and a dedicated elevator for judges' safe movement within the building.
6. Screening of all people entering the building as well as all mail, parcels, and delivered material.
7. Perimeter building security protection provided by a system of enhanced building and site lighting, and closed circuit television cameras, and recording and monitoring devices.

Accountability Questions: Do the security measures adhere to those set forth in the USCDG? By professional review, does the security meet all foreseeable situations? Does the facility meet the security standards as set forth by the Department of Justice report *Vulnerability Assessment of Federal Facilities*? Does the facility meet the security system requirements of the individual tenant agencies as described by their security standards documents?

Fire, Life Safety

Goals: This project shall be designed and built to provide for the safety and security of its occupants.

Objectives: The building design and construction shall provide for all safety/fire protection requirements of the Life Safety Code, NFPA 101, Fire Protection Engineering in P100, and the Southern Building Code.

Emergency power generator equipment shall be provided with battery back-up systems so that power for emergency building egress, emergency lighting, fire alarms and detention systems, and building and site security equipment is maintained at all times. Stand-by power equipment with uninterruptible power sources (UPS) shall be provided to allow a scheduled shut down or downloading of all building computers in a power outage in order to protect programs and data files.

Accountability Questions: By GSA technical staff review, do the drawings and specifications meet the standards of NFPA 101, and P100? Are space allocations for the courts consistent with lifesafety requirements? Is an acceptable exit time achieved?

Accessibility

Goals: This project shall be designed to ensure that physically handicapped persons will have ready access to, and use of, the project facilities, in accordance with the Uniform Federal Accessibility Standards (UFAS) and the Americans with Disabilities Act (ADA). These requirements include access to courtrooms, judge's benches, jury boxes, jury areas, and witness stands.

Objectives: The project will ensure that the design will meet the most stringent standard whether it be UFAS or Title II and Title III of the ADA as well as the other applicable design criteria set forth in the design directives. The project will provide horizontal and vertical circulation that meets requirements for complete accessibility by the handicapped persons. As a minimum, at least one accessible route within the boundary of the site shall be provided for both the public and employees from public transportation

stops, accessible passenger loading zones, and public streets or sidewalks to the accessible building entrance they serve.

Accountability Questions: Through design review, has the design met all the criteria as set forth in the design directives? Through dimension review, can a person in a wheelchair achieve all of the various scenarios indicated in the objective? Is access provided to all of the required locations in the courtrooms, and jury areas?

National Policies

Goals: Provide a facility that incorporates GSA's policies relative to energy goals, sustainable design, commissioning, design excellence, construction practices, and innovative technologies.

Objectives: Building systems shall meet all policy criteria indicated in the P100.

1. The building shall meet and hopefully exceed the energy goal established for this project.
2. The building must be designed to be meet the LEED "certified level" and have a goal to achieve at least a "silver level" rating.
3. The design should incorporate a commissioning plan that goes from the planning stage through design, construction, and occupancy.
4. The selection of the design team and subsequent design processes will follow the guidelines set forth in *Design Excellence: Policies and Procedures*.
5. The construction of the facility shall use "best practices" to allow project to be successful in the eyes of all participants including, GSA, tenant agencies, the courts, the A/E, the construction contractor, the municipality, the general public, as well as any other group impacted by its development.
6. Proven advanced technologies for all building features and systems shall be actively sought during the design process. Such features shall be presented to GSA for review with accompanying life-cycle cost analysis, implementation costs, and listed advantages and disadvantages.
7. Critical systems and features that may benefit from evolving technologies include, but are not necessarily limited to, the following:
 - a. Exterior wall and glazing materials.
 - b. Security and monitoring equipment.
 - c. Audio/visual systems for courtrooms.
 - d. Mechanical equipment and systems.
 - e. Electrical equipment and systems.
 - f. Telecommunication systems, including fiber optics.
 - g. Building automation and energy management systems.
 - h. Lighting systems including daylighting.
 - i. Gray water recirculation from lavatories to water closets and urinals.

Accountability Questions: By independent A/E review, does the building meet the criteria of the guidelines stated in the objective above? Has the LEED goal been exceeded and has the project achieved a LEED "silver rating"? Is the project considered a success by all participants? Have "best practices" and innovative technologies been incorporated in the design and construction of the facility?

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Metric Design

Goals: This project shall be designed and built entirely in metric to meet the federal government's commitment for conversion to metric system as the preferred system of weights and measures for U.S. trade and commerce.

Objectives: Project design shall insure that all drawings and specifications be prepared using metric units in accordance with the guidelines set forth in the Metric Guide for Federal Construction and the Metric Design Guide PBS-PQ260.

Accountability Questions: By GSA technical staff review, are all the drawings and specifications prepared using metric units and are they of such completeness and clarity that the bidding for construction of the building can proceed cost effectively without major problems? Are the drawings prepared in accordance with the guidelines set forth in PBS-PQ260?

Historic Compatibility

The building will be located in a historic area of Mobile, in close proximity to other buildings of historical significance. The new building should respect and enhance the historic nature of the buildings surrounding the site.

Goals: This project shall be designed and built to respect and represent the architectural and cultural history of the Mobile area.

Objectives: The new building and site should respect and enhance the historic nature of the buildings surrounding the site, and most importantly the existing John A. Campbell Courthouse.

Accountability Questions: By GSA staff review, is the building design compatible with the historical buildings in close proximity to the site? Does the building design respect and represent both the architectural and cultural history of the Mobile area? Does the building related well to the existing John A. Campbell courthouse, maintaining its important stature in the Mobile community?

Building Flexibility

Goals: This project shall be designed and built to allow for change, reconfiguration, and adaptation to expansion, new technologies, changes in procedures, and growth.

Objectives:

1. Space flexibility is provided for possible future courtroom and associated court function expansion by providing floor-to-floor heights, floor loading and column spacing on "non-court" floors equivalent to designated "court" floors.
2. The design and installation of horizontal and vertical data processing, telecommunications and other automation systems shall maximize straight runs and adjacencies to like spaces and end users to enhance space flexibility and convertibility.

Accountability Questions: By GSA staff review, does the building both in layout and building systems design provide for change and reconfiguration with the minimum of negative impact and cost?

Optimum Workplace Performance and Productivity

Goals: The project shall be designed to provide an environment that will reinforce the functioning and processes of the tenant agencies.

Objectives: Building systems shall meet all criteria indicated in the USCDG and P100. Additionally, the building systems should meet special design criteria as set forth in the tenant agency requirements.

1. Building systems that support U.S. courts operations shall be reliable by concept, modular by construction, and designed to accommodate the varied and flexible occupancy schedules of this specialized facility in a manner that maintains comfort and health in an efficient manner.
2. It is anticipated that systems furniture will be incorporated into the office area layouts. Approximately 20% of the programmed usable office space in the building is defined as "open office." This "open office" area will contain systems furniture with features such as sound absorbing and color coordinated surfaces, and power, telephone, data, and network interface features necessary for maximum occupant productivity.
3. Building tenant systems will incorporate automation as required to enhance the agency mission and will include audio/visual interface in courtrooms and interface of security, fire alarm, and building infrastructure systems. The flexibility of these systems and telecommunications and power systems shall include modular, vertically stacked equipment rooms.
4. Space utilization rates for the various agencies and departments are within published U.S. courts and GSA guidelines for anticipated circulation, dedicated and secure (or restricted) access for court personnel and marshals, open and closed office area configuration concepts and multiple floor factors, and include space for dedicated HVAC systems, elevators, and stairs.
5. Movement of materials within the building, including delivered goods, furnishings and waste shall be accomplished in a safe and efficient manner that does not hinder the normal flow of building occupants and the public. Properly designed ramping, loading docks and platforms, trash rooms, and maintenance and repair shops shall be provided.
6. A separate and dedicated freight elevator shall be provided for material and maintenance activity movement within the building.
7. It is imperative that acoustic controls and isolation be provided for all U.S. court spaces, tenant agency boundaries, government/public boundaries, and all U.S. Marshals Service boundaries.
8. All noise generating mechanical and electrical equipment shall be located remote from the occupied spaces; all transmitted noise shall be filtered or dampened; and an acoustical consultant shall be retained during design to guarantee that acoustic levels and isolation are within acceptable levels.

Accountability Questions: By independent A/E review, do the building systems and layout meet the criteria of the guidelines stated in the objective above? Has special consideration been given to computer room system requirements? Has special consideration been given automation systems and the provision of raised access flooring and underfloor access duct systems as required throughout the building?

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Building System Energy Efficiency

Goals: This project shall be designed to ensure that the building systems meet the special design criteria of tenant agencies and provide maximum energy efficiency.

Objectives: Building systems shall meet all criteria indicated in the USCDG and P100. Additionally, the building systems should meet special design criteria as set forth in the tenant agency requirements.

1. The building shall meet and hopefully exceed the energy goal established for this project.
2. All building systems shall be designed and specified so as to satisfy U.S. courts and GSA standards for ventilation, temperature control and energy efficiency, while employing life-cycle cost justified technologies for systems flexibility and annual building energy budget levels not in excess of published maximum values.
3. Energy efficiency shall be optimized by applying for and obtaining all electric utility company rebates that provide an overall life-cycle and asset management advantage while conforming to all published standards related to the design.
4. The successful compliance with all design, construction, and post-construction elements of the GSA project commissioning process will assure energy efficiency by confirming that systems operation comply with design and energy expectations.
5. Based on the magnitude, flexibility and complexity of the environmental and power systems required for this building, it is recommended that a computerized Direct Digital Control System (DDC) be provided. This system will control occupancy schedules, temperature control and energy usage as well as schedule maintenance protocols, troubleshoot system failures and integrate emergency power back up systems for life safety, computer, and security systems.

Accountability Questions: By independent A/E review, do the building systems meet the criteria of the guidelines stated in the objective above? Has the energy goal been exceeded, enhancing the project's goal in achieving a LEED "silver rating"?

Structural Integrity, Durability, and Maintainability

Goals: The project shall be designed ensure that the building structural systems meet the special design criteria of tenant agencies and provide maximum longevity for the facility. The building shall meet the special requirement of a structure constructed in this specific region of the country with respect to soil, seismic, wind and weather conditions.

Objectives:

1. All structural and non-structural elements and components will be designed and specified to comply with applicable codes and regulations for the specific seismic zone.
2. The building foundation and substructure shall be designed considering the site specific soils conditions, climate, and ground water table data.
3. All building materials and systems shall be designed and specified to have a "usable life," or extended warranty protection, for a period of not less than 20 years.

Accountability Questions: By independent A/E review, do the building structural systems meet the criteria of the guidelines stated in the objective above?

SPECIAL REQUIREMENTS

As a part of the A/E space planning and design, the following special space requirements, included as part of this PDS concept and associated construction cost, shall be evaluated and refined as required for a complete and integrated project design.

Special Security

Countermeasures shall be provided as required to comply with vulnerability assessment Level IV protection of the building, its occupants and the public, including building siting and setbacks, guarded, gated and monitored vehicular and pedestrian access, selected ballistic and selected non operable windows, CCTV perimeter monitoring and recording systems, and enhanced exterior lighting. Special security shall be provided for judges by the provision of secure, covered parking, dedicated secure vertical elevator transport and horizontal corridors. Special security and isolation shall be provided for segregation of persons in the U.S. Marshals Service custody from all other building occupants by providing a vehicle secure sallyport, restricted corridors, restricted elevator and detention cells. Designated U.S. courts and U.S. Marshals personnel shall be provided with special secure indoor parking.

Special Fire Safety Systems

In addition to standard fire alarm and sprinkler systems throughout the building, special smoke removal air systems shall be provided for all courtrooms.

Special Telecommunications Needs

Above-standard telephone line quality as well as a dedicated telecommunications switchroom of 300 SF (28 SM) size for building systems shall be provided as well as telex and data internet lines revised to monitor integrated and safe and secure communications between this building and all regional and national security, law enforcement and judicial departments. A separate telephone closet and dedicated security conduit systems are required for the U.S. Marshals Service use.

Special Plumbing Requirements

Special plumbing fixtures and fixture types shall be provided for all physically challenged building occupants and the public, security fixtures for prisoners, and private toilet rooms required to maintain U.S. courts and U.S. Marshals Service security separation and special fixtures for the U.S. Marshals Service fitness center.

Separate HVAC Systems

Separate HVAC systems shall be provided as follows:

1. Separate HVAC systems for the U.S. Marshals Service, prisoner secure movement, and detention areas for temperature-control and environmental isolation.
2. Separate HVAC systems with smoke removal for each courtroom and associated judge's suite for separate temperature and humidity control, occupancy scheduling, and flexible zoning.
3. Separate HVAC systems for the U.S. Marshals Service fitness area.

4. Separate HVAC systems for data processing areas.
5. Separate HVAC systems for secure covered vehicle garage area.

Special Ventilation Requirements

Special ventilation systems shall be provided for vehicle garage areas, the fitness center for the U.S. Marshals Service, toilet rooms, storage rooms, mechanical and electrical rooms, and detention cell areas.

Special Ceiling Heights

Special ceiling heights shall be provided in the court-rooms as required for compliance with USCDG, the main building lobby, future courtroom expansion areas, vehicle garages and mechanical and electrical spaces.

Building structural design shall accommodate the maximum USCDG ceiling height for all courtrooms. The floor-to-floor height of the courtroom floors shall be at least the minimum allowable to accommodate ceiling heights, building structural components and above ceiling utility space.

Column-Free Areas

Special column-free areas shall be provided in current and future courtroom areas and in the vehicle garage area. Refer to the Executive Summary for a discussion of the preliminary project modeling philosophy and intent included in this analysis and a comparison of this model with the final model to be developed by the design A/E.

Raised Floor Areas

Raised floor areas shall be provided as required for data processing rooms and is recommended for all general office areas. The design A/E shall investigate providing recessed floor areas between judges' benches and spectator areas for flexible routing space for current and future audio/visual cables for U.S. courts and attorneys' equipment.

Special Floor Loading

Special floor loading shall be provided for equipment spaces, detention cell areas, vaults, storage, file rooms, and libraries.

Adjacent/Access to Elevators and Loading Docks

1. The loading dock shall be adjacent to the freight elevator, the mechanical/ electrical spaces, building storage areas, and building maintenance areas.
2. The judges' dedicated elevator shall be directly accessible from the enclosed parking garage and discharge into the secure judges' corridors on all courtroom floors.
3. The dedicated U.S. Marshals Service restricted elevator for transport of prisoners shall be directly accessible from the secure vehicle sallyport and discharge directly to detention cell areas in the U.S. Marshals Service space and to each courtroom grouping.
4. Elevators shall be selected and sized to comply with occupant use as well as that required by emergency response personnel.

Acoustical Treatment

Special acoustical treatments shall be provided for all courtrooms for proper audio quality and for sound separation to protect security in all judges' suites, U.S. Marshals Service and detention areas, and all boundaries between public and non-public spaces.

Lighting Level

Special lighting levels and level adjustment controls shall be provided in all courtrooms, judges' suites, detention areas, and building exterior areas. Special consultants during project design are strongly recommended to assure proper application and installation for acoustic isolation, lighting applications, and specialized HVAC systems for detention area disease containment.

Design Guidelines

- The Facility Standards for the Public Buildings Service, P100
- U. S. Courts Design Guide, USCDG
- Standard Level Features and Finishes for U.S. Courts Facilities
- Requirements and Specifications for Special Purpose and Support Space – U. S. Marshals Service – Sections One, Two, and Three
- Metric Design Guide, PBS PQ260
- ISC Security Design Criteria

Websites

- **LIST RELEVANT SITES**

Budget Confirmation

- **LIST REQUIREMENTS AND PROCEDURES FOR THIS CONFIRMATION**

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Attachment I

HOUSING PLAN Proposed U.S. Courthouse

CODE	AGENCY/GROUP	10 YEAR REQUIREMENTS		30 YEAR REQUIREMENTS	
		SPACE		SPACE	
		sm	sf	sm	sf
1.	U.S. COURTS	14 234	153,233	17 937	193,082
	1.1 U.S. COURT OF APPEALS	553	5,952	553	5,952
	1.2 U.S. DISTRICT COURT	4 461	48,024	6 416	69,066
	1.3 U.S. MAGISTRATE COURT	2 417	26,016	3 021	32,520
	1.4 JUROR ASSEMBLY	991	10,674	989	10,674
	1.5 OTHER COURT SUPPORT	578	6,222	892	9,601
	1.6 U.S. DISTRICT CT. CLERK	1 591	17,128	1 854	19,954
	1.7 U.S. PROBATION	1 427	15,367	1 871	20,139
	1.8 PRE TRIAL SERVICES	644	6,932	721	7,766
	1.9 CIRCUIT LIBRARY	903	9,718	903	9,718
	1.10 PUBLIC DEFENDER	669	7,200	717	7,719
2.	U.S. MARSHALS SERVICE	2 212	23,808	2 654	28,570
3.	U.S. ATTORNEY	2 578	27,746	2 752	29,622
4.	GSA JOINT-USE	1 286	13,838	1 286	13,838
5.	GSA \ CUSTOMER SERVICE	208	2,239	208	2,239
6.	SENATE	201	2,160	201	2,160
	USABLE SPACE SUBTOTAL	20 719	223,025	25 038	269,511
	FLOOR COMMON AREAS	2 220	23,892	2 682	28,872
	BUILDING SUPPORT AREAS	3 437	36,992	4 153	44,702
	CONSTRUCTION SPACE	2 001	21,543	2 418	26,033
10	INSIDE PARKING (50)	1 858	20,000	1 858	20,000
	GROSS SQUARE METERS (MAXIMUM)	30 234	325,452	36 149	389,118
20	OUTSIDE PARKING (50)	1 858	20,000	1 858	20,000

Sample Vision Competition Briefing Agenda

Stage III Vision Competition Pre-Design Briefing Agenda

LOCATION
DATE
TIME

Attendees: Up to four individuals representing each A/E Team:
Lead Designer and three additional team members.

Agenda

- 9:00 Welcome and Introductions
- 9:15 Design Excellence Process—The Vision
- 9:30 Presentation
 - Design Program
 - User/Tenant Philosophy and Culture
 - City of **LOCATION**
 - Facility Management
- 9:50 Questions and Answers on Competition Packet and Process
- 10:15 GSA Personnel and Clients Clarify Design Program Requirements
- 12:00 Contract Execution for Stage III Design Services

Sample Vision Competition Jury Agenda

Stage III Vision Competition Jury Agenda

LOCATION
DATE

Jury Session

- 9:30 Orientation and Initial Viewing of Stage III Vision Competition Submissions
- 10:30 Site Tour
- 11:30 Evaluation of Design Concepts
- 4:00 Jury Evaluation Report and Ranking

Sample Vision Competition Jury Ranking Form

PROJECT

Stage III Vision Competition—Jury Ranking

We, the jury members, agree to the following ranking of the "Vision" submissions for the lead designer-A/E team services of the **FACILITY** to be located in **LOCATION**. We agree that after our review, analysis, and discussion of the submitted design concepts, our ranking is based upon the one that best addresses the specified criteria for this federal project.

First Ranked:

A/E Team

Second Ranked:

A/E Team

Third Ranked:

A/E Team

Fourth Ranked:

A/E Team

INDEPENDENT JURY MEMBERS

NAME, TITLE:

Signature

NAME, TITLE:

Signature

NAME, TITLE:

Signature

NAME, TITLE:

Signature

DATE

Sample FedBizOpps Announcement of Final Decision

C — Design Services for the PROJECT in LOCATION

- Synopsis - DATE
 - Modification 01 - DATE
 - Modification 02 - DATE
 - PreSubmittal Meeting 01 - DATE
 - Pre-Submittal Meeting Minutes and Sign-in Sheet 01 - DATE
 - Modification 03 - DATE
 - Modification 05 - DATE
 - Final Award 01 - DATE
-

General Information

Document Type: Award Notice
Solicitation Number: NUMBER
Posted Date: DATE
Original Archive Date: DATE IF NEEDED
Current Archive Date: DATE IF NEEDED
Classification Code: C — Architect and engineering services
Naics Code: 541310 — Architectural Services

Contracting Office Address ADDRESS

Description

Contract Award Date: DATE
Contract Award Number: NUMBER
Contract Award Amount: AMOUNT
Contract Line Item Number: ADD IF NEEDED
Contractor: CONTRACTOR, ADDRESS

Point of Contact

NAME, PHONE, EMAIL OF CONTRACTING OFFICER AND CONTRACT
SPECIALIST

Place of Performance

PROJECT LOCATION

