

Exhibit A-2

Owner's Representative Services

Design Guidelines and Imperatives

Preface: Clearly Defined Project (Scope, Schedule and Budget), Owner Expectations, Continuous Collaboration, Skillful Execution = Successful Project

Design Guidelines & Imperatives:

A major challenge to the success of any construction project is the ability of an architect to clearly communicate the desires and wishes of an owner to prospective bidders through a set of construction documents. The inability to transfer what the owner finds important, from thought to paper, can often lead to unrealized expectations on the part of the owner. Many times the owner may not become fully aware of the shortcomings until construction is fully underway and the building spaces are being constructed. At this point in the project, trying to align the design/construction with the owner's ultimate expectations, is normally done through change orders which can add both time and costs to the project. The establishment of a set of Design Guideline and Imperatives, at the beginning of project development, has proven to successfully align the owner's desires and wishes with the ultimate outcome of the project.

The primary goal of the Design Guidelines and Imperatives is to promote collaborative conversations, with the owner, in order to identify those items that the owner believes are the most important for the successful completion of the project. The Design Guidelines are delineated from Imperatives as follows: 1) Design Guidelines are those items that the owner strongly suggests be included in the Architect's project design; 2) Imperatives are those items that fall within the Design Guidelines but the owner is requiring that they be included in the Architect's project design. Each Design Guideline and Imperative will include a written description and graphical representation, when appropriate, demonstrating the owner's expectations. The document is not intended to act as a specification nor provide the level of detail required from Construction Documents, it is simply providing documentation of the owner's requirements that can be easily understood by the Architect and Contractor. It also provides an easy reference for comparison to the design as the design progresses to completion.

The following list illustrates the anticipated subject matter that may be included, but not necessarily limited to, in the Design Guidelines and Imperatives for the Legislative Office, Hearing Room and Parking Facilities and Capitol Complex Parking Facilities, respectively:

- General Massing
- Vestibules and Entrances
- Architectural/engineering program
- Sustainability, Energy Conservation, Carbon Emissions reduction
- Operations and Maintenance Requirements
- Specialty Requirements
- Exterior Lighting
- Bird-proofing
- Volume

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- Hierarchy
- Patterns of Circulation
- Signage
- Accessibility
- Security

The Design Guidelines and Imperatives for the Legislative Office and Hearing Room Facility may also include, along with other recommendations from the OPR and Owner:

- Windows
- Exterior Doors
- Roof and Related Structures
- Horizontal Surface Water Proofing
- Exterior Skylights
- Sequence of Space
- Zones of Use
- Hearing Rooms
- Temporary House Chamber
- Temporary Senate Chamber
- Public Restrooms
- Stairs and Details
- Architectural Detailing
- Decoration
- Interior Finishes
- Interior Skylights
- Openings
- Stairs
- Elevators
- Exterior Walls
- Plaster
- Ceramic Tile
- Materials – Wood/Glass Doors
- Vending
- Press Accommodations
- Artwork and Decorative Painting
- Light Fixtures
- Sprinkler and Fire Alarms
- Smoke Evacuation System
- Power and Communications

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- Electrical Devices
- HVAC Systems
- Plumbing
- Technology Plan
- Distributed Antenna System
- Wi-Fi