

Copy

# International Leadership of Texas

RFQ 21-001 for  
Architectural Services

January 15, 2021





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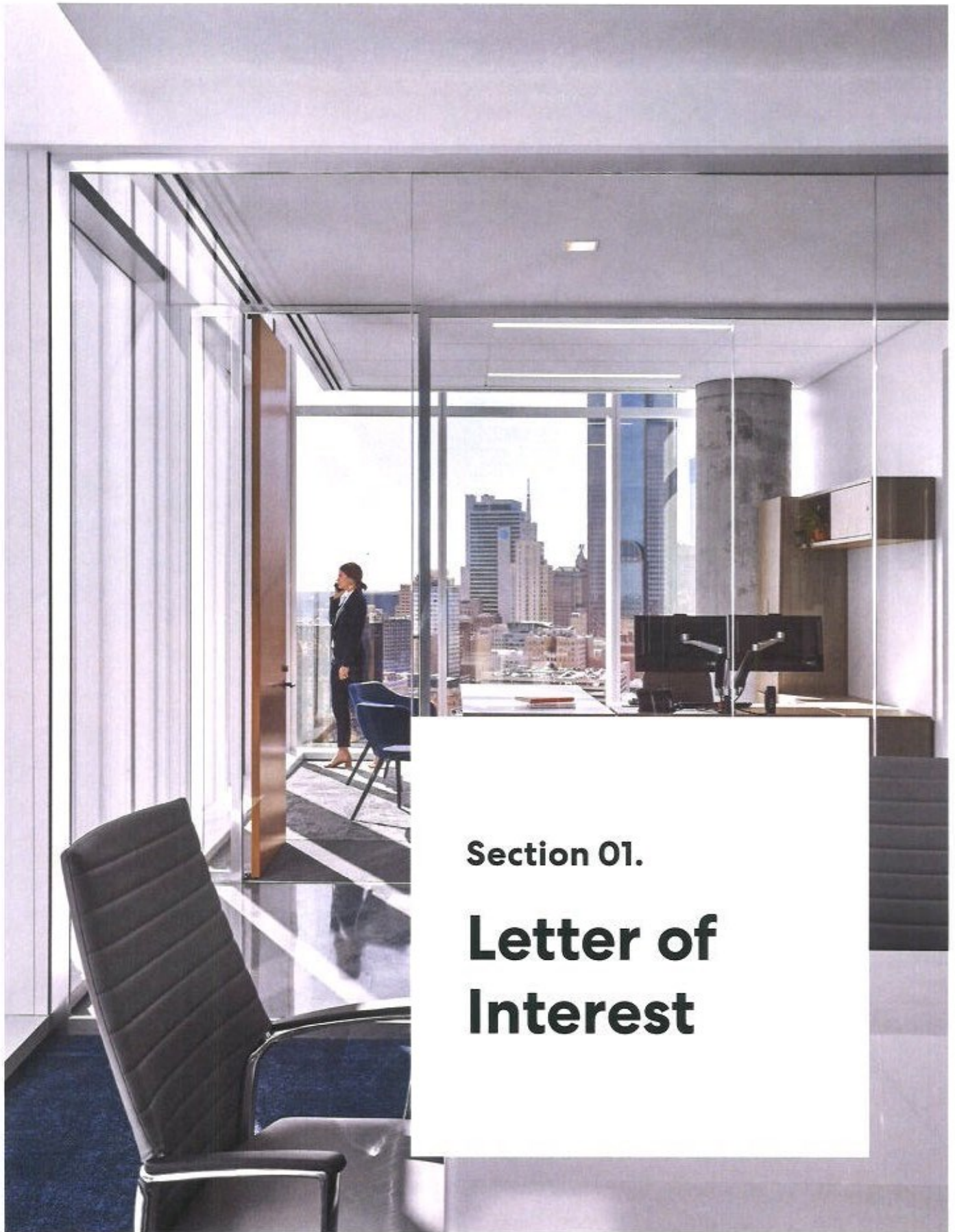
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**Front Cover:**  
*Unilever, New Jersey*

**Left:**  
*Brierley+Partners, Frisco, Texas*



Our Dallas Studio, Dallas, Texas



**Section 01.**

# **Letter of Interest**

## Letter of Interest

Dear Charles,

Thank you for the opportunity to present our qualifications as a partner to the International Leadership of Texas in the design of the new administrative workplace in Richardson, Texas. It is an exciting time for all of us who strive to create workplaces that truly support business and we applaud your commitment to explore new options that will benefit the business, schools and employees. We have provided an overview of our design and qualifications to demonstrate the many ways we can support the International Leadership of Texas' mission as we move into this new era of workplace design. We are excited to bring our global research and resources to this project and create a workplace beyond your expectations.

Perkins&Will's core values are based around client engagement, design, sustainability, research and in general supporting the broader goals of society. Like the International Leadership of Texas, we have a close tie to education as we were founded in 1935 as an educational design practice for K-12. Today we are a large firm practicing in many markets with deep and diverse resources and we thrive on innovation solutions. We are proud to be considered experts in workplace design, but enjoy collaborating with our peers in other markets, such as education, to bring the best solutions and ideas to your project.

We have also provided project experiences that are relevant to request to see modern office spaces, including administrative and support spaces and auditorium and training facilities. The designs shown on these pages represent the unique business and culture of each client and demonstrate our recent and directly applicable experience to leverage on your projects. We hope you notice the variety in the projects and each space is truly custom designed to each client and their individual needs.

We are confident that we can bring the right team to your project and that our combination of management and design skills will make us stand above our competitors. Here are a couple of questions we would like to proactively answer:

**What can you expect from Perkins&Will?** – You can count on us to create solutions that work. You can rely on us to provide highly experienced design professionals to guide you through the process. And, you can even look forward to enjoying that process.

**How does Perkins&Will deliver real value?** – We provide a high level of service with passion, professionalism, and personality. We balance creative dexterity with business efficiency and therefore Perkins&Will can provide you with a unique and effective product. It's our culture to work smarter and that's exactly what is reflected in our solutions.

**How will Perkins&Will know what you need?** – We promise to listen to objectives for the project and to use the programming phase as a way to learn everything we can about the International Leadership of Texas. That way you get a solution that is not just a reaction, but a response.

Thank you again for inviting us to submit our qualifications. Client relationships are very important to us and we are excited about the opportunity to build a new relationship with the International Leadership of Texas. We hope this submission successfully establishes our interest and qualification and piques your interest in working with us. We look forward to our next steps but in the meantime, please do not hesitate to contact us if you have any questions.

Sincerely,



**Courtney Johnston, RID, IIDA, LEED AP®**  
Principal, Managing Principal



**Justin Parscale, AIA, LEED AP®**  
Principal, Client Engagement Leader

# Perkins&Will

The undersigned authorized representative of the proposing organization indicated below hereby acknowledges:

1. That he/she is authorized to enter into contractual relationships on behalf of the proposing organization indicated below, and
2. That he/she has carefully examined this RFQ Invitation, the accompanying RFQ Forms, and all Terms and Conditions associated with this RFQ Invitation, and
3. That he/she proposes to supply any products or services submitted under this RFQ Invitation in strict compliance with the all Terms and Conditions associated with this RFQ Invitation, unless any exceptions are noted in writing with this Proposal response, and
4. That if any part of this RFQ is accepted, he/she will furnish all products or services awarded under this Proposal in strict compliance with all Terms and Conditions associated with this RFQ Invitation, unless any exceptions are noted in writing with this Proposal response, and
5. That the individual, firm and/or any principal of the firm on whose behalf this proposal is submitted is not listed on the Federal Government's "List of Parties Excluded from Federal Procurement and Non-procurement Programs" published by the U.S. General Services Administration (GSA) effective and compliance with the FCC "Red Light Rule" as of the date of opening of this proposal, and agrees to notify the School of any debarment inquiries or proceedings by any federal, state or local governmental entity that exist or may arise between the date of this submission and such time as an award has been made under this procurement action.
6. That the proposing organization in compliance with all federal, state, and local environmental codes, laws, and statutes.

Perkins&Will

Name of Proposing Organization

2218 Bryan Street, Suite 200

Address

Dallas, TX, 75201

City, State, Zip

(214)735-3539

Telephone Number of Authorized Representative

(214) 283-8701

Fax Number of Authorized Representative

January 15, 2021

Date



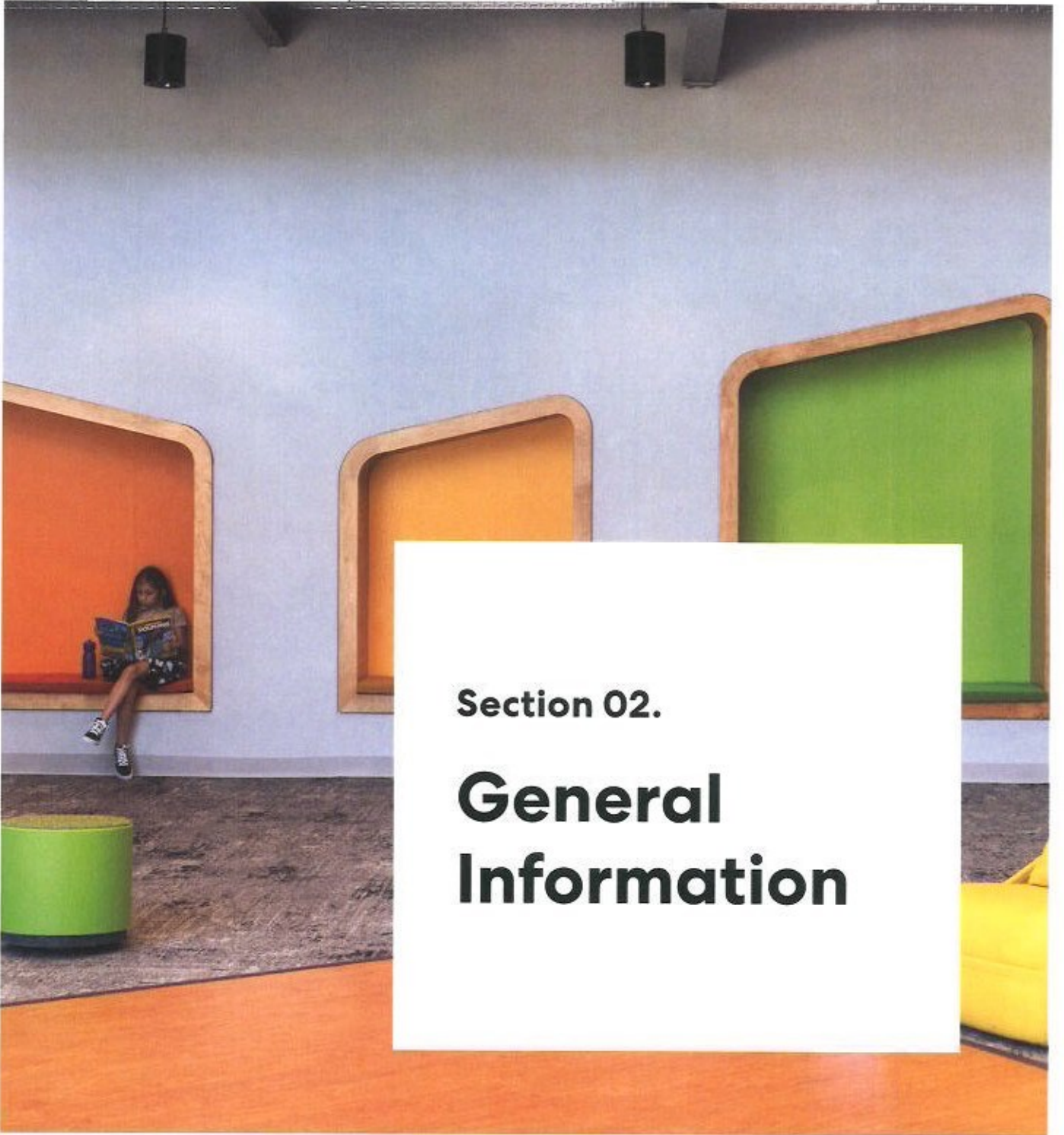
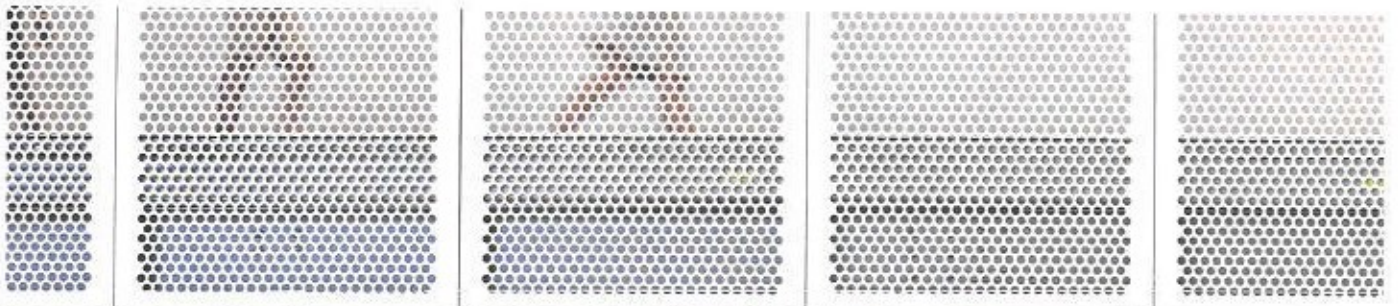
Signature of Authorized Representative

Courtney Johnston

Printed Name of Authorized Representative

Managing Principal

Position or Title of Authorized Representative



**Section 02.**

# **General Information**





Our Dallas Studio, Dallas, Texas

**a. Provide General information for your Firm.**

Firm Name: Perkins&Will

Address: 2218 Bryan Street, Suite 200

City: Dallas State: TX Zip: 75201

**b. b) Contact Person(s) – limited to two persons per firm/application**

**Contact No.1**

Name: Justin Parscale

Title: Client Engagement Leader

Telephone: (214) 283-8762 Fax: (214) 283-8701

Internet/E-mail address: justin.parscale@perkinswill.com

**Contact No. 2**

Name: Courtney Johnston

Title: Managing Principal

Telephone: (214) 735-3539 Fax: (214) 283-8701

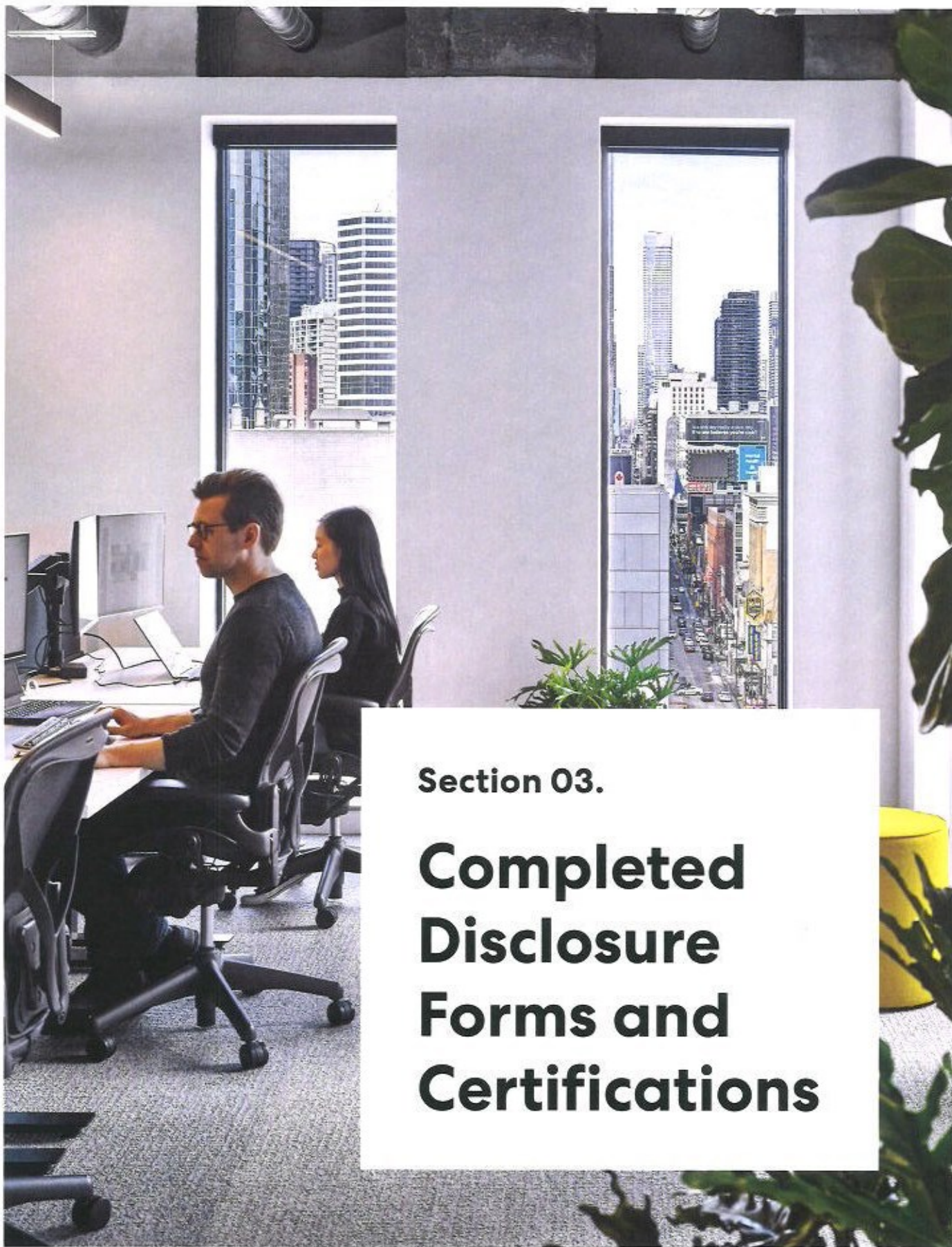
Internet/Email address: courtney.johnston@perkinswill.com

**c. c) Type of organization:**

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Sole proprietorship (individual)    | <input type="checkbox"/> Partnership |
| <input checked="" type="checkbox"/> Professional corporation | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Joint venture                       | <input type="checkbox"/> other _____ |



Brierley+Partners, Frisco, Texas



**Section 03.**

# **Completed Disclosure Forms and Certifications**

### Felony Conviction Disclosure Statement

Texas Education Code Section 44.034, Notification of Criminal History, Subsection (a), states “[a] person or business entity that enters into a contract with a school district must give advance notice to Cumberland if the person or an owner or operator has been convicted of a felony. A notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “[a] school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony conviction has been reviewed by me and the following information furnished is true to the best of my knowledge.

**Perkins&Will**

Vendor's Name



Signature of Authorized Company Official

**Courtney Johnston, Managing Principal**

Authorized Company Official's Name (Please Print)

- My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.
- My firm is not owned or operated by anyone who has been convicted of a felony.
- My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

\_\_\_\_\_

\_\_\_\_\_

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.  
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.  
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY	
Date Received	

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

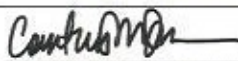
Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7   
Signature of vendor doing business with the governmental entity

January 15, 2021  
Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

...  
 (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:
  - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
  - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
  - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
  - (B) that the vendor has given one or more gifts described by Subsection (a); or
  - (C) of a family relationship with a local government officer.

### Out of State Certification

As defined by Section 2252.001 of the Texas Government Code, a "nonresident proposer" means a proposer whose principal place of business is not in Texas, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

I certify that my company is a "Resident Proposer":

\_\_\_\_\_  
Company Name (Please Print)

I certify that my company qualifies as a "Nonresident Proposer"  
(NOTE: You must furnish the following information :)

Indicate the following information for your "Resident State". (The state your principal place of business is located in)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

A. Does your "resident state" require Proposers whose principal place of business is in Texas to give preference to Proposers whose resident state is the same as yours by a prescribed amount or percentage to receive a comparable contract? ("Resident State" means the state in which the principal place of business is located.)

Yes

No

B. What is the prescribed amount or percentage? \$ \_\_\_\_\_ or \_\_\_\_\_ %

\_\_\_\_\_  
Certification: I certify that the information provided above is correct.



\_\_\_\_\_  
Signature of Authorized Representative

**Courtney Johnston, Managing Principal**

\_\_\_\_\_  
Name (Please Print)

**January 15, 2021**

\_\_\_\_\_  
Title



**State of Texas  
Health & Human Services Commission  
Child Support Certification**

**I.**

Section 231.006, Texas Family Code, as amended by Section 82 of House Bill No. 433, 74th Regular Legislative Session (Acts 1995, 74th Leg., R.S., ch. 751), prohibits the payment of state funds under a grant, contract, or loan to

- a person who is more than 30 days delinquent in the payment of child support, and
- a business entity in which such a person is the sole proprietor, partner, shareholder or owner with an ownership interest of at least 25%

Section 231.006 further provides that a person or business entity that is ineligible to receive payments for the reasons stated above shall continue to be ineligible to receive payments from the state under a contract, grant, or loan until

- all arrearages have been paid, or
- the person is in compliance with a written repayment agreement or court order as to any existing delinquency.

Section 231.006 further requires each bid, or application for a contract, grant, or loan to include

- the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25% of the business entity submitting the bid or application, and
- the statement in Part III below.

Section 231.006 authorizes a state agency to terminate a contract if it determines that statement required below is inaccurate or false. In the event the statement is determined to be false, the Vendor is liable to the state for attorney's fees, costs necessary to complete the contract [including the cost of advertising and awarding a second contract], and any other damages provided by law or contract.

**II.**

In accordance with Section 231.006, the names and social security numbers of the individual identified in the contract, bid, or application, or of each person with a minimum 25% ownership interest in the business entity identified therein are provided below.

Name	Social Security	#
N/A	N/A	

**III.**

As required by Section 231.006, the undersigned certifies the following:

*"Under Section 231.006, Family Code, the Vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment, and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."*

Courtney Johnston  
Signature  
**Courtney Johnston**  
Printed Name

Managing Principal  
Title  
January 15, 2021  
Date



Form **W-9**  
(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

Give Form to the  
requester. Do not  
send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name as required on this line; do not leave this line blank.  
**Perkins and Will, Inc.**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶  
**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  
 Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any): \_\_\_\_\_  
 Exemption from FATCA reporting code (if any): \_\_\_\_\_  
(Apply to accounts maintained by the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.  
**410 North Michigan Avenue, Suite 1600**

6 City, state, and ZIP code  
**Chicago, IL 60611**

7 Last account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**  
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.  
**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number  
 [ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]

OR  
 Employer identification number  
 [ 3 ] [ 6 ] - [ 2 ] [ 6 ] [ 9 ] [ 0 ] [ 3 ] [ 8 ] [ 4 ]

**Part II Certification**  
Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** Signature of U.S. person ▶ *Anthony Vinciguerra* Date ▶ **10/1/2020**

**General Instructions**  
Section references are to the Internal Revenue Code unless otherwise noted.  
**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**  
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.  
*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

**NON COLLUSIVE PROPOSAL CERTIFICATE & ACKNOWLEDGMENT**

By submission of this proposal, the Vendor certifies that: (a) the proposal has been independently arrived at without collusion with any other vendor or with any competitor. (b) The proposal has not been knowingly disclosed and shall not be knowingly disclosed, prior to the opening of proposals for this project, to any other vendor, competitor or potential competitor. (c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a proposal. (d) The person signing this proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification and under the penalties being applicable to the Vendor as well as to the person signing in its behalf.

- I certify that the above information is true and correct.  YES

**CERTIFICATION REGARDING DEBARMENT SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS**

This certificate is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, *Federal Register* (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

- 1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal department or agency.
- 2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PR/Award # or Project Name: **International Leadership of Texas**

Check applicable box

- I (We) certify that our company has not been debarred and is not participating in lobbying activities.
- See attached explanation and complete disclosure forms.

**CLEAN AIR & WATER ACT CERTIFICATION**

(This is a Federal requirement)

I certify that my company is in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as amended ( 42 U.S.C. 1857(h), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environmental Protection Agency Assistant Administrator for the Enforcement.

**CERTIFICATION REGARDING LOBBYING for FEDERAL FUNDS -  
Applicable to grants, Subgrants, Cooperative Agreements, and Contracts  
Exceeding \$100,000 in Federal Funds.**

Submission of this certifications a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement the undersigned shall complete and submit StandardForm-LLL, "Disclosure of Lobbying Activities" Form in accordance with its instructions.

(3) The undersigned shall required that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Check applicable box	<input checked="" type="checkbox"/>
• I (We) certify that our company has not been debarred and is not participating in lobbying activities.	✓
• See attached explanation and complete disclosure forms.	

I (We) the undersigned, agent for the firm, named below certify that all information in the above certifications is true and correct to the best of my knowledge.

Name/Title: Courtney Johnston, Managing Principal Company Name: Perkins&Will

Original Signature:  Date January 15, 2021

# DRAFT AIA® Document B101™ - 2017

## Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the « » day of « » in the year « »  
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:  
(Name, legal status, address and other information)

International Leadership of Texas  
1820 N. Glenville Dr., #100  
Richardson, Texas 75081

and the Architect:  
(Name, legal status, address and other information)

« »  
« »  
« »  
« »

for the following Project:  
(Name, location and detailed description)

Design and construction of modern office spaces for charter school administration.  
2021 Lakeside Blvd.; Richardson, TX 75082.

The Owner and Architect agree as follows.

**ADDITIONS AND DELETIONS:**  
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA® Standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

**ELECTRONIC COPYING** of any portion of this AIA® Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

We have reviewed the AIA Document B101 - 2017, and find it to be a well-drafted and comprehensive services agreement that will be an excellent basis for final negotiation and engagement upon our selection.



Toyota Connected, Dallas, Texas



Section 04.

# Firm Background and Staff

## Firm Background and Staff

Year present firm established: 1935

Name of parent company, if any: Dar Group

Address: 2218 Bryan Street, Suite 200 Dallas, TX 75201

List principals of firm:

### Ownership:

Perkins&Will is a global, U.S.-based firm with offices in Atlanta, Austin, Boston, Charlotte, Chicago, Copenhagen, Dallas, Durham, Houston, London, Los Angeles, Miami, Minneapolis, New York, Ottawa, San Francisco, São Paulo, Seattle, Shanghai, Toronto, Vancouver, and Washington, DC. Perkins&Will is a full-service design firm with a reputation for working with clients to transform program goals into unique and meaningful design solutions. Perkins & Will Group, Ltd. owns 60% of Perkins&Will stock, and Perkins&Will Principals own the remainder.

### Directors:

Philip Harrison, Chairman  
Talal Shair, Director  
Gina Berndt, Principal  
Robert Brown, Principal  
Peter Busby, Principal  
Manuel Cadrecha, Principal  
Paul Eagle, Principal  
Andrew Frontini, Principal  
Ralph Johnson, Principal  
Kay Kornovich, Principal  
Jean Mah, Principal  
Richard Marshall, Principal  
Thomas Reisenbichler, Principal

### Officers:

All Principals  
Philip Harrison, CEO  
Brodie Stephens, Secretary and  
General Counsel  
Dana Waymire, CFO  
Allison Held, CMO  
Tyson Curcio, COO

Former company name(s), if any, and year(s) established:

Name: <u>Perkins+Will, Inc.</u>	Year: <u>3/20/2006</u>	To: <u>6/15/2019</u>
Name: <u>Perkins &amp; Will, Inc.</u>	Year: <u>11/29/1995</u>	To: <u>3/20/2006</u>
Name: <u>The Perkins &amp; Will Group, Inc.</u>	Year: <u>8/13/1974</u>	To: <u>11/29/1995</u>
Name: <u>Perkins &amp; Will Service Co., Inc.</u>	Year: <u>3/26/1970</u>	To: <u>8/13/1974</u>

Number of employees in firm locally: 215

Total of employees in firm (all office locations): 2200

Who will be your designated representative assigned to the School?

Koko Nomura, Sr. Project Manager

Who is the senior member of the firm assigned to the School?

Courtney Johnston, Managing Principal

Number of persons with firm: 2200

ABOUT US

# We believe that design has the power to make the world a better, more beautiful place.

That's why clients and communities on nearly every continent partner with us to design healthy, happy places in which to live, learn, work, play, and heal. We're passionate about human-centered design, and committed to creating a positive impact in people's lives through sustainability, resilience, well-being, diversity, inclusion, and research. In fact, Fast Company named us one of the World's Most Innovative Companies in Architecture. Our global team of creatives and critical thinkers provides integrated services in architecture, interior design, landscape architecture, and more.



**Areas of Practice**



- Branded Environments
- Civic and Cultural
- Corporate and Commercial
- Corporate Interiors
- Health
- Higher Education
- Hospitality
- K-12 Education
- Planning and Strategies
- Science and Technology
- Sports, Recreation, and Entertainment
- Transportation
- Urban Design

**Most Innovative Companies in Architecture**  
Fast Company, 2018

**#2 Architecture Firm**  
Architectural Record and Interior Design Magazine, 2019

**Founded in**  
**1935**

**Studios**  
**26**

**Total Staff**  
**2200+**



**215 staff in Dallas Studio**





**Section 05.**

# **Insurance Requirements**

Perkins&Will holds the following insurance policies.

### General Liability

General liability coverage is provided by Zurich American Insurance Company under policy number GLO9670765. This is an occurrence policy, under which the insurer will pay those sums that we become legally obligated to pay as damages because of bodily injury or property damage to which this insurance applies. Coverage limits are \$1 million per occurrence and \$2 million general aggregate. Additional limits are as follows:

**Personal & Advertising Injury Limit \$1,000,000**

**Medical Expense Limit – Any One Person \$5,000**

**Damage to Premises Rented to Us Limit \$1,000,000**

**Products/Completed Operations Aggregate \$2,000,000**

### Automobile Liability

Automobile liability coverage for hired and non-owned autos is provided by American Guarantee and Liability Insurance Company under policy number BAP9670773. Under this policy, the insurer will pay all sums we legally must pay as damages because of bodily injury or property damage to which this insurance applies, caused by an accident and resulting from the use of a hired or non-owned auto. The coverage limit is \$1 million per accident.

### Excess/Umbrella Liability

Excess liability coverage is provided by St. Paul Fire and Marine Insurance Company under policy number QK08001265. This is an occurrence policy, under which the insurer will pay on our behalf those sums in excess of scheduled underlying insurance that we become legally obligated to pay because of: (1) bodily injury or property damage which occurs during the policy period and is caused by an incident; or (2) personal injury or advertising injury caused by an incident committed during the policy period. Generally, our excess liability policy is in place to add an additional layer of coverage on top of our general liability and auto liability policies. Our excess liability coverage limit is \$5 million per occurrence and \$5 million aggregate.


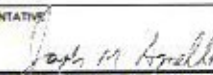
### Workers Compensation and Employers' Liability

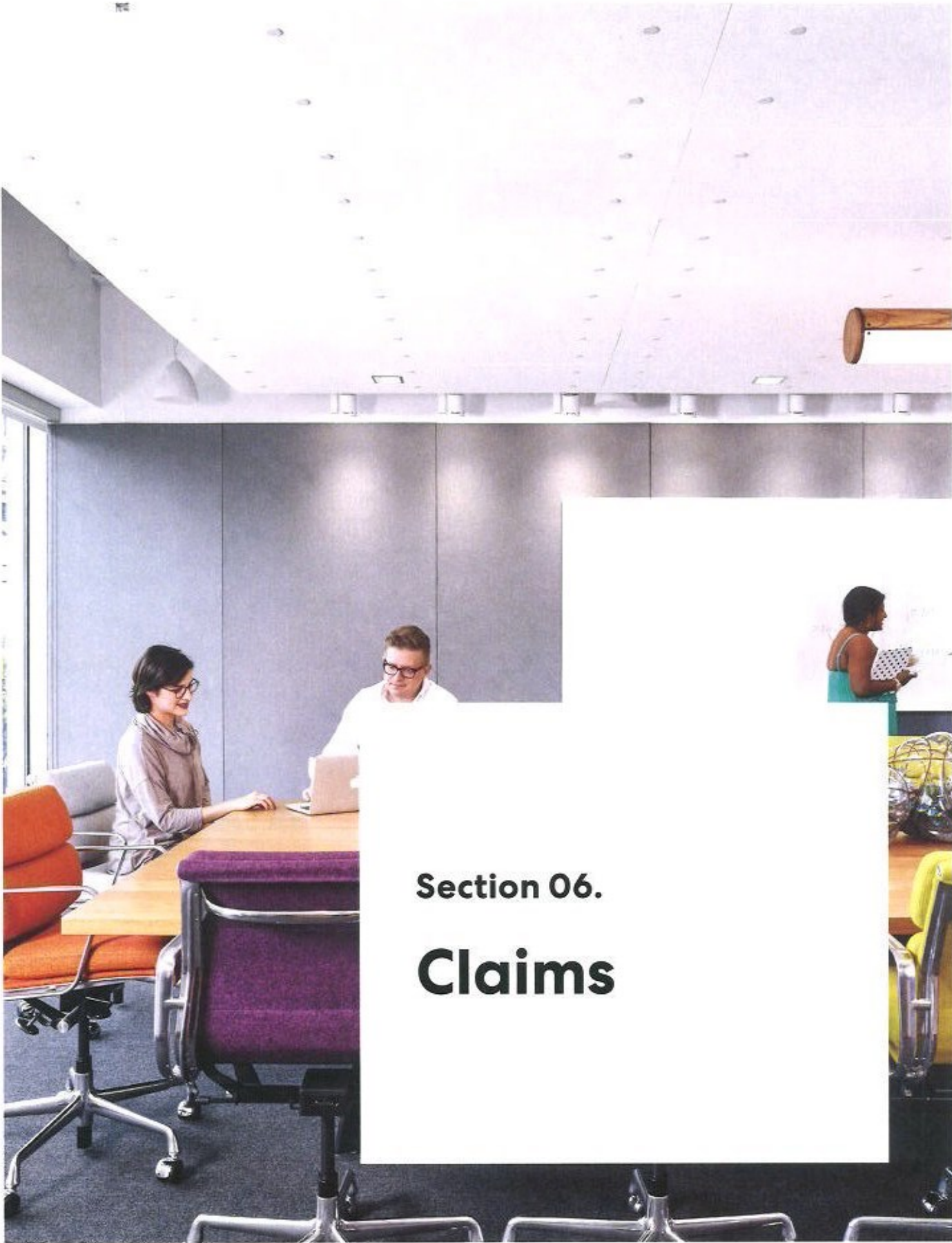
Workers compensation and employers' liability coverage is provided by Zurich American Insurance Company under policy number WC9670774. The workers compensation insurance applies to bodily injury or death by accident or disease which occurs during the policy period and which is caused or aggravated by the conditions of employment. The coverage amount is the benefits required by the workers compensation law. Employers' liability insurance applies to bodily injury or death by accident or disease which arises out of and in the course of employment during the policy period. The insurer will pay all sums we legally must pay as damages because of bodily injury to our employees, including damages: (1) for which we are liable to a third party by reason of a claim or suit against us by that third party to recover the damages claimed against such third party as a result of injury to our employee; (2) for care and loss of services; and (3) for consequential bodily injury to a spouse, child, parent, brother or sister of the injured employee. Employers' liability coverage limits are \$1,000,000 per accident, and with respect to disease, \$1,000,000 per employee with a \$1,000,000 policy limit.

### Architects and Engineers Professional Liability and Errors and Omissions

Architects and engineers professional liability coverage is provided by Lexington Insurance Company under policy number 3213569 and Lloyds & London policy number LDUSA1101441. This is a "claims made" policy, meaning coverage under the policy applies only to claims made during the policy period. Under this policy, the insurer will pay all amounts in excess of the deductible up to the limit of liability that we become legally obligated to pay as a result of an act, error or omission in the rendering

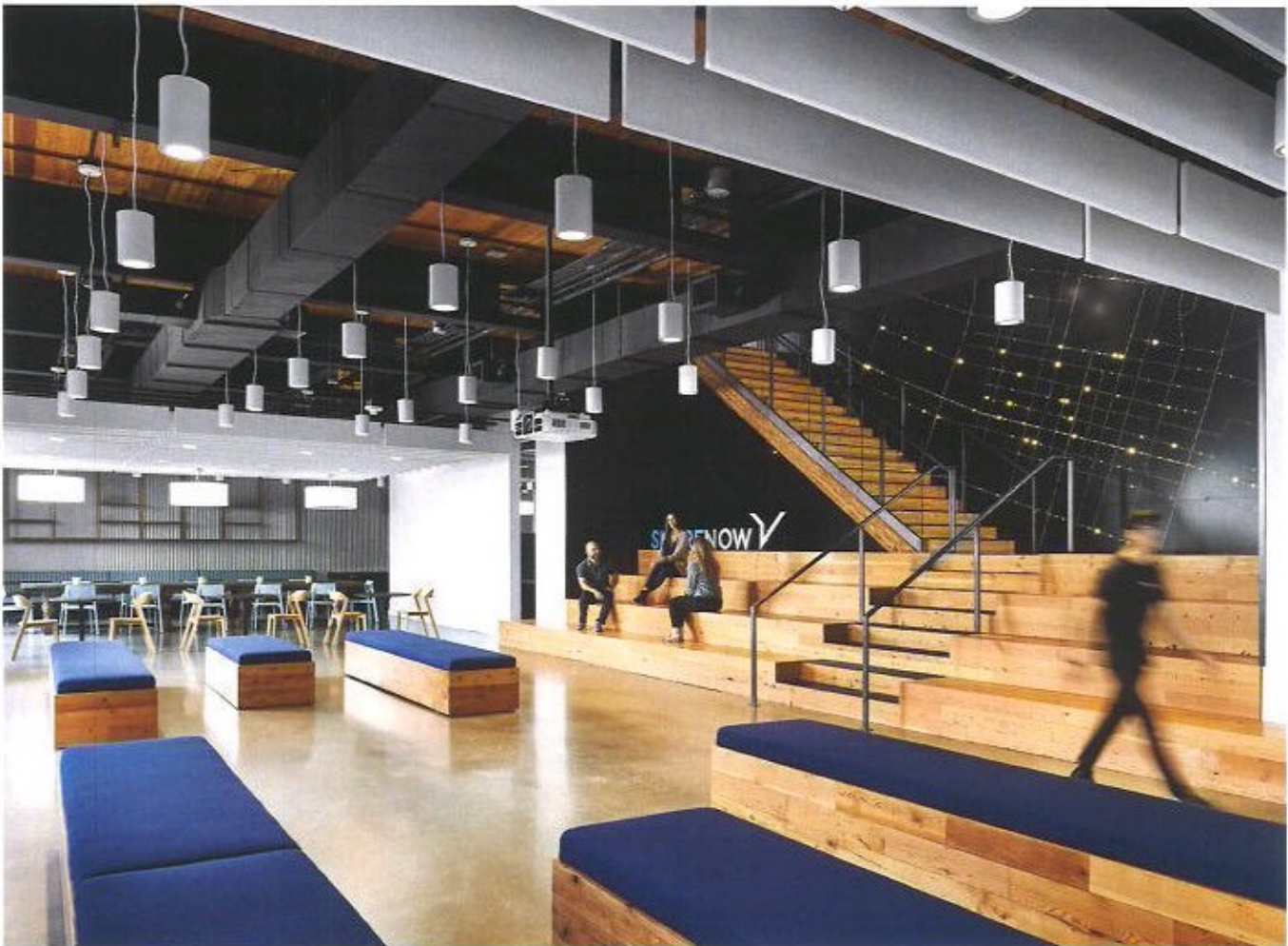
Sample

		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 7/1/2020      6/28/2019		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER: LOCKTON COMPANIES 444 W. 47TH STREET, SUITE 900 KANSAS CITY MO 64112-1906 (816) 960-9000			CONTACT NAME: _____ PHONE (A/C, No. Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____			
INSURED: PERKINS-WILL, INC 1078545 ATTN: RICHARD NEMETH 2 BRYANT STREET SAN FRANCISCO CA 94105			INSURER(S) AFFORDING COVERAGE      NAIC # INSURER A: American Zurich Insurance Company      40142 INSURER B: Endurance Risk Solutions Assurance Co      43630 INSURER C: Lloyds & London Co INSURER D: Zurich American Insurance Company      16535 INSURER E: American Guarantee and Liab. Ins. Co.      26247 INSURER F:			
COVERAGES ***		CERTIFICATE NUMBER: 11480890		REVISION NUMBER: XXXXXXXX		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
FORM ITR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
D	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ. <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	N N	GLO0926401	7/1/2019	7/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
E	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N N	BAP0926404	7/1/2019	7/1/2020	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE DED.      RETENTION \$	N N	EXC10007382704	7/1/2019	7/1/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ XXXXXXXX
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	WC0926402	7/1/2019	7/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - SA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	PROFESSIONAL LIABILITY	N N	LDUSA1901441	7/1/2019	7/1/2020	\$2,000,000 PER CLAIM/\$2,000,000 AGGREGATE
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) FOR INFORMATIONAL PURPOSES ONLY.						
CERTIFICATE HOLDER 11480890 SAMPLE				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: 		
© 1988-2015 ACORD CORPORATION. All rights reserved.						
ACORD 25 (2016/03)		The ACORD name and logo are registered marks of ACORD				



**Section 06.**

# **Claims**

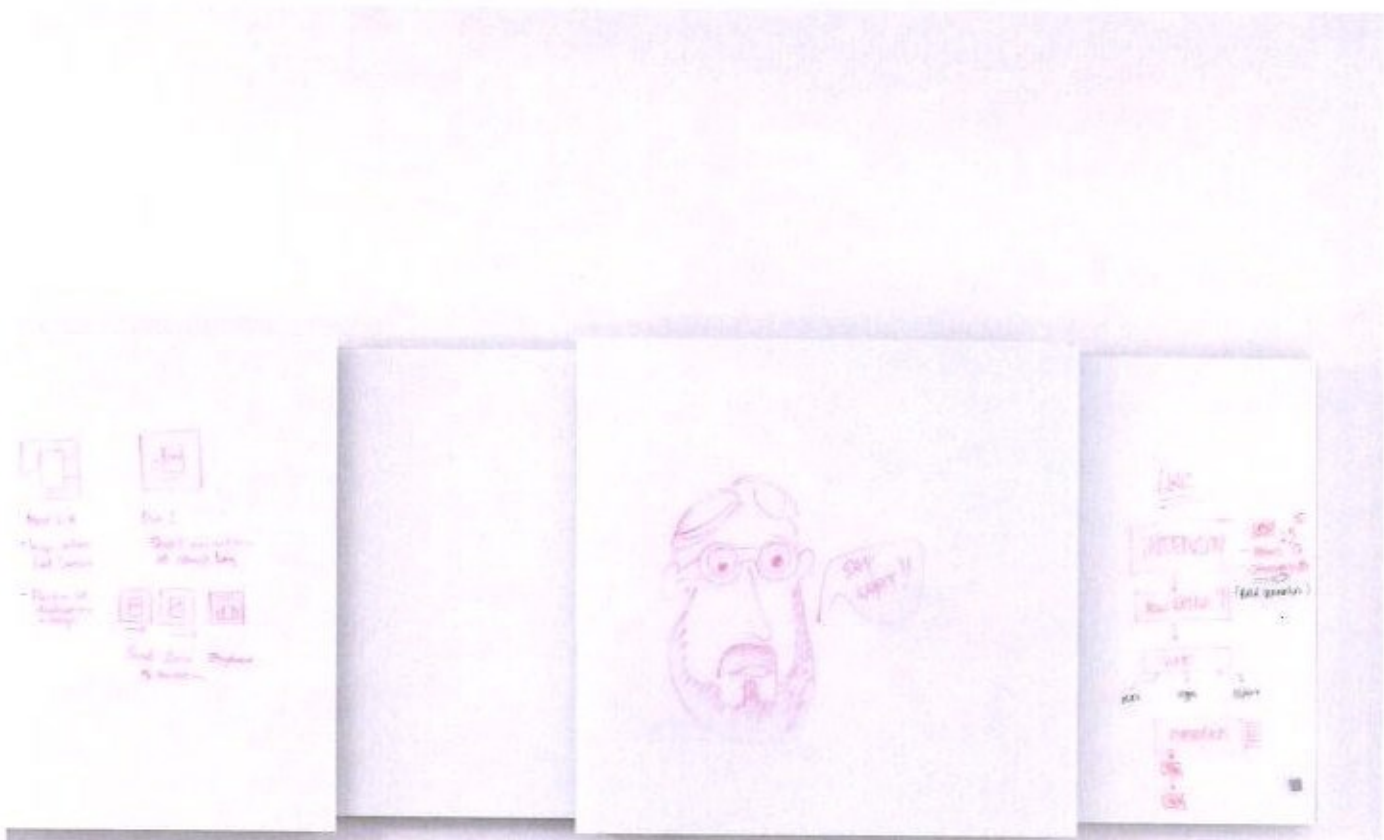


ShareNow, Austin, Texas

Perkins&Will we have always made a concerted effort to build positive client relationships and to prevent disputes with our clients that might require resolution by outside entities. Nevertheless, today's business climate and the complexity of the projects we work on are such that it is virtually impossible to completely avoid all disputes. Over the past five years, we have been party to a total of eleven (11) filed claims based on its professional services, seven (7) of which have been settled, and four (4) of which are pending. All settled claims have been resolved to the satisfaction of both parties through mediation or arbitration. Perkins&Will has no judgments against it. None of our past claim settlements are considered financially significant for a firm of our size. We anticipate that all pending claims will be resolved in due course. According to standard business practices, we are unable to comment on the specifics of pending issues. The terms of issues settled in mediation are confidential as a condition of the settlement.



Trend Micro, Austin, Texas



**Section 07.**

**Personnel**

**Qualifications**



## **Justin Parscale, AIA, LEED AP®**

### **Principal, Client Engagement Leader**

Raised with humble beginnings in a small Oklahoma town, Justin is a determined character who enthusiastically pursues his goals until they're achieved. This mindset sets him apart as both an individual and a professional, as he strives to serve as an advocate for his clients and for Perkins+Will. Justin feels most successful when his clients begin to see their vision come to life. His greatest advice to aspiring young professionals is to "take risks, explore what-ifs and deliver."

Extending his influence beyond the design industry, Justin serves on the board of the Barack Obama Male Leadership Academy, an institution that strives to improve student achievement through the core ideals of academic achievement, brotherhood, character, and perseverance. He is also a graduate of the Dallas Regional Chamber's Leadership Dallas class of 2019, an initiative that gives a select group of civic leaders a comprehensive, inside look into every facet of the community.

A father of two, Justin is rediscovering his spare time as a recent empty nester. In the evening, he cooks alongside his wife and three dogs, and has grown particularly proud of his steaks and burgers.



#### **Education**

**Bachelor of Architecture, 1996**  
Oklahoma State University

#### **Registrations**

**Architect**  
Texas  
#19729

#### **Accreditations**

**LEED AP®**  
U.S. Green Building Council®

#### **Project Experience**

##### **CORPORATE**

**Matthews Southwest**  
The Galbraith  
Dallas, Texas

**Harwood International**  
Azure Residential Tower  
Dallas, Texas

**Southgate Plaza**  
Mixed-Use Development  
Conceptual Design  
DFW Airport, Irving, Texas

**Aeroplance**  
Mixed-Use Development  
Conceptual Design  
Jackson, Mississippi

**Stream Realty Partners**  
Tenant Fit Out at Trammel Crow  
Center  
Dallas, Texas

##### **Digital Matrix Systems**

Tenant Fit Out  
Addison, Texas

##### **Whiting-Turner**

Offices at Granite Park  
Plano, Texas

##### **HIGHER EDUCATION**

**University of Texas at  
Arlington**  
Chemistry & Physics Building  
Arlington, Texas

##### **Dulwich College**

Shanghai International School  
Shanghai, China

##### **K-12**

**Dallas Independent School  
District**  
Hector Garcia Middle School  
Dallas, Texas

#### **Professional Affiliations**

**American Institute of  
Architects (AIA)**

**Texas Society of Architects**

**Texas Health Industry Council**

**Leadership Dallas, Class of  
2019**  
Dallas Regional Chamber

**Board Member**  
Barack Obama Male  
Leadership Academy

**Board Member**  
Downtown Dallas Inc. Board of  
Governors

#### **Awards and Honors**

Perkins&Will Leadership  
Institute, 2009



# Courtney Johnston, RID, IIDA, LEED AP®

## Principal, Managing Principal

Courtney grew up in a family with both a design and academic background: her recently retired, university professor parents are an architect and an interior designer. From a young age, this access to art and creativity allowed her to be curious and encouraged a passion for applied and visual arts.

Courtney holds the practice of interior design in high esteem, believing that it's the most humanistic of the design disciplines and a perfect complement to architecture. She truly believes in the strength of a diverse team that brings complementing viewpoints to a project to make the outcome better than expected. She is fueled by the desire to create memorable work and provide thoughtful solutions to complex challenges.

In her free time, Courtney extends her work experience into volunteer opportunities with the American Heart Association, the PTA organizations of her three daughters' schools, and her neighborhood association.



### Education

**Bachelor of Arts in Interior Design, 1999**  
Purdue University

### Registrations

**Interior Designer**  
Texas  
#10971

**NCIDQ**  
#018583

### Accreditations

**LEED AP®**  
U.S. Green Building Council®

### Professional Affiliations

**International Interior Design Association (IIDA)**

**CoreNet Global**  
**CREW Dallas**

### Project Experience

#### CORPORATE

**Finisar**  
31,500 SF  
Sherman, Texas

**Steward Health**  
319,291 SF  
Richardson, Texas

**Perkins&Will**  
Office Relocation  
39,579 SF  
Dallas, Texas

**PepsiCo**  
Frito Lay Headquarters  
470,000 SF  
Plano, Texas

**Fogo de Chao**  
Headquarters  
11,552 SF  
Plano, Texas

**Fogo de Chao**  
Restaurant  
13,639 SF  
Plano, Texas

#### The Richards Group

Headquarters  
550,000 SF  
Dallas, Texas

**Allegro**  
Headquarters  
21,000 SF  
Dallas, Texas

**Neovia Logistics Services**  
Headquarters  
45,000 SF  
Irving, Texas

**Quest Diagnostics**  
55,000 SF  
Dallas, Texas

**Commerce House**  
Headquarters  
13,500 SF  
Dallas, Texas

#### K12

**Dallas Independent School District**  
Zan Wesley Holmes Jr. Middle School  
198,000 SF New School  
Dallas, Texas

#### Fort Worth Independent School District

Rosemont Elementary School  
81,200 SF New School  
Fort Worth, Texas

#### Plano Independent School District

Weatherford Elementary School  
55,000 SF Renovation and Addition  
Plano, Texas

#### HIGHER EDUCATION

**Texas Woman's University**  
75,430 SF Science Building Expansion/Renovation  
Denton, Texas

#### Baylor Research Innovation Collaborative

311,000 SF Adaptive Reuse  
Waco, Texas

# Koko Nomura, RA, AIA, LEED AP® BD+C

## Senior Associate, Senior Project Manager

Growing up in Tokyo, Koko was inspired by the urban texture within the city - she recognized the transition between ultra modern to traditional architecture. A lens for design came naturally as both of Koko's parents are licensed architects. She quickly developed a keen awareness and appreciation for humanistic design. Through inclusive collaboration and listening to clients and team members, Koko has lead successful projects.

Koko frequently volunteers at her son's school, lending her design knowledge by helping to design the STEM classroom and to renovate the rest rooms. She continues to be involved in her children's lives by volunteering for the Cub Scouts and the Boy Scouts. Both of her sons aspire to follow in her husband's footsteps to become an Eagle Scout someday!



### Education

**Bachelor of Science, 1997**  
University of Texas at Arlington

### Registrations

**Registered Architect**  
Texas  
#20750

### Accreditations

**LEED AP® BD+C**  
U.S. Green Building Council®

### Professional Affiliations

**American Institute of Architects (AIA)**

**AIA Emerging Leaders Program, 2017**

### Project Experience

**PepsiCo**  
Frito Lay Headquarters  
470,000 SF  
Plano, Texas

**Perkins&Will**  
Office Relocation  
39,579 SF  
Dallas, Texas

**Westdale**  
41,880 SF  
Dallas, Texas

**Fogo de Chao**  
Headquarters  
11,552 SF  
Plano, Texas

**Fogo de Chao**  
Restaurant  
13,639 SF  
Plano, Texas

**Kimberly-Clark Corporation**  
Headquarters Renovation  
96,000 SF  
Dallas, Texas

**Confidential Financial Company**  
Call Center  
27,000 SF  
Henderson, Nevada

**Confidential Financial Company**  
Call Center Facility  
74,745 SF  
Tulsa, Oklahoma

**Toyota Connected Inc.**  
16,778 SF  
Plano, Texas

**Quest Diagnostics**  
Lab Renovations  
55,000 SF  
Irving, Texas  
Miramar, Florida  
White Plains, New York

**Allegro**  
Headquarters  
21,000 SF  
Dallas, Texas

**Fossil Corporate Headquarters\***  
Renovation  
Richardson, Texas

**Bank of America\***  
Plaza Improvement  
Dallas, Texas

**CAE\***  
Simulator Training Center  
DFW Airport, Texas

**Social Security Administration\***  
Offices  
Dallas, Texas

**Federal Bureau of Investigation\***  
Offices  
Sacramento, California

**Blue Cross Blue Shield of Texas\***  
Offices  
Richardson, Texas

**Blue Cross Blue Shield of Texas\***  
Offices  
Fort Worth, Texas

*\*While employed a designer at Corgan Associates, Inc.*

## **R. Gardner Vass, IIDA, LEED AP® BD+C**

### **Associate Principal, Design Principal**

Growing up in the urban fabric of Richmond, Virginia, Gardner noticed the impact of the built environment at a young age. He was fascinated by building blocks, making forts, and living and experiencing the city around him. Gardner has always had a special love for art and creative outlets that allow him to express himself. In fact, one of his hidden talents is what he classifies as “collage-based, mixed media art.”

Keenly perceptive of his surroundings, Gardner takes particular note of what he calls “visual clues” that might help with a project. Whether it’s his son drawing and playing, traveling with family, or visiting museums, Gardner pulls his life experiences into his work. His greatest advice to his colleagues is to check everything twice (if not three times) and be sure to balance confidence with humility.

Befitting his given name, Gardner Vass is a big fan of gardening and an early riser. He lives with his wife and son in North Dallas, where they volunteer for their local church and community.



#### **Education**

**Bachelor of Architecture, 1995**  
University of North Carolina at Charlotte

#### **Registrations**

**NCIDQ**  
#271700

#### **Accreditations**

**LEED AP® BD+C**  
U.S. Green Building Council®

#### **Professional Affiliations**

**International Interior Design Association (IIDA)**

**CoreNet Global**

#### **Project Experience**

**Westdale**  
41,880 SF  
Dallas, Texas

**Tenet Health**  
Headquarters  
371,974 SF  
Dallas, Texas

**Allegro**  
Headquarters  
21,000 SF  
Dallas, Texas

**PepsiCo**  
Frito Lay Headquarters  
470,000 SF  
Plano, Texas

**Fogo de Chao**  
Headquarters  
11,552 SF  
Plano, Texas

**Fogo de Chao**  
Restaurant  
13,639 SF  
Plano, Texas

#### **American Cancer Society**

Hope Lodge  
62,000 SF  
Dallas, Texas

#### **Perkins&Will**

Office Relocation  
39,759 SF  
Dallas, Texas

#### **Kimberly-Clark Corporation**

Headquarters Renovation  
96,000 SF  
Dallas, Texas

#### **Confidential Financial Company**

Technology Hub  
40,000 SF  
McKinney, Texas

#### **Confidential Financial Company**

Call Center  
27,000 SF  
Henderson, Nevada

#### **The Richards Group**

Headquarters  
550,000 SF  
Dallas, Texas

#### **Confidential Financial Company**

Call Center Facility  
74,745 SF  
Tulsa, Oklahoma

#### **Toyota Connected Inc.**

16,778 SF  
Plano, Texas

#### **Neovia Logistics Services**

Dallas Corporate Offices  
45,000 SF  
Las Colinas, Texas

#### **Crescent Court**

Renovation and Signage  
1,000,000 SF  
Dallas, Texas

#### **United Cooperative Services**

Regional Headquarters  
28,000 SF  
Burleson, Texas

#### **United Cooperative Services**

Regional Headquarters  
20,000 SF  
Granbury, Texas

# Tanya Cervo, LEED® Green Associate™

## Furniture Designer

From a young age, Tanya was building paper models and doll houses; exploring the complexity of space and design. She obtained degrees in both Interior Design and Child Development and Management. Her pursuit of interior design really began as she started feeling like her impact on students could be bigger by becoming an interior designer, rather than continuing in her role as a director of a preschool. Her enthusiasm about creating holistic spaces where young people can flourish radiates through her work.

Now, Tanya is responsible for the specification of numerous furniture projects that have over million dollar budgets. She continues to give her all, anticipating the happiness that she can spread to clients through her design. She also carefully considers her impact on the environment, believing it's her responsibility to leave her spaces better than they were previously.

A Texan Native born in Pampa, Texas, she now lives in Carrollton with her husband and two children. They have a dog, cat, and four chickens.



### Education

**Bachelor of Fine Arts in Interior Design, 2010**  
University of North Texas

### Accreditations

**LEED® Green Associate™**  
U.S. Green Building Council®

### Project Experience

**Texas Tech University**  
Health Sciences Center  
Lubbock, Texas

**Richardson ISD**  
- Berkner STEM Center  
- Berkner Library  
Richardson, Texas

**Tarleton State University**  
Southwest Metroplex Building  
Fort Worth, Texas

**City of Lubbock**  
Citizens Tower  
Lubbock, Texas

**City of Dallas**  
Singing Hills Senior Center  
Dallas, Texas

**Texas A&M University**  
Board of Regents Annex  
Renovation  
College Station, Texas

### City of Princeton

Municipal Center  
Princeton, Texas

### HCA

Multiple Healthcare Projects  
Various Locations

### OU Medical Center

Oklahoma City, Oklahoma

### Atrium Health

Charlotte, North Carolina

### Texas Tech University Health Science

- West Expansion
  - Academic Event Center
  - University Center
- Lubbock, Texas

## Courtney Coker, LEED AP® ID+C

### Interior Design Support/Furniture Designer

Courtney has always been intrigued by the arts. From a young age, she's been expressive through drawing, painting, fashion, and trends. When it came to choosing a career path, she saw Interior Design as an opportunity to combine all of the things she enjoys while still being able to maintain a steady income.

Courtney works diligently on every project and believes in opportunities for continual improvement. Even though a design or concept may be at an end, she always seeks areas of development. This philosophy empowers Courtney to exceed expectations on her designs. But when days get hard, Courtney remembers the passion she has for her profession. She believes "when you truly enjoy your career, you'll never work a day in your life."

Being a vegetarian her whole life, Courtney enjoys finding new recipes, cooking, and trying out new restaurants. She also has a very small, but very mighty miniature dachshund named Moose!



#### Education

**Bachelor of Interior Design, 2019**  
Texas Tech University

#### Accreditations

**LEED AP® ID+C**  
U.S. Green Building Council®

#### Project Experience

**Digital Matrix Systems**  
22,500 SF  
Plano, Texas

**BHCC Administrative Offices**  
6,000 SF  
Dallas, Texas

**Frito Lay Headquarters**  
470,000 SF  
Plano, Texas

**Sonora Quest**  
Laboratory  
184,000 SF

**Sonora Quest**  
Covid 19 Molecular Lab  
700 SF

**Quest Diagnostics**  
White Plains  
25,000 SF

**Tenet Health**  
Headquarters  
371,974 square feet  
Dallas, Texas

**PepsiCo**  
16,500 SF  
Arlington, Texas

**Perkins&Will**  
1,500 SF  
Monterrey, Mexico

**Perkins&Will**  
Office Relocation  
39,579 SF  
Dallas, Texas

**StackPath**  
23,372 SF  
Dallas, Texas

**Finisar**  
31,500 SF  
Sherman, Texas

**ForeFlight**  
26,674 SF  
Austin, Texas

**Stream Realty**  
14,000 SF  
Dallas, Texas

**Confidential Banking System**  
Food Service Renovation  
30,000 SF  
Dallas, Texas

**AIB**  
5,286 SF  
Hurst, Texas

#### IPA Development

350 West  
32,000 SF  
Indianapolis, Indiana

**PepsiCo**  
Frito Lay World Headquarters  
White Plains, New York

**Tyler Technologies Lubbock**<sup>1</sup>  
Lubbock, Texas

**Blue Sky Orthodontics**<sup>1</sup>  
Lubbock, Texas

**Jackson Pediatric Dentistry**<sup>1</sup>  
Lubbock, Texas

1. Completed white at Studio West Design Group

## Expert Resource

**Kelly McEachern, RID, LEED AP® ID+C****Associate, Workplace Strategy Leader**

Born in Beckley West Virginia, Kelly moved to Texas by the age of 2 and was raised in the Galveston area. Her accent indicates the mark of a true Texan.

As a young child Kelly was always "creating". Whether it was writing, drawing or the choreography of dance, Her joy and excitement was always to conceive of new ideas and seeing them come to life. Interior design was the ideal career path for such a creative mind. Her creativity serves well to challenge the predictable and to discover innovative design solutions.

Kelly is passionate about her involvement with Missionary work that serves the small African country of Rwanda. She visits Rwanda every few years to visit the villages, play with children and bring awareness to the ways individuals can contribute to the future of African children.

**Education****Bachelor of Science Interior Design**

University of Texas at San Antonio

**Registrations**

Interior Designer  
Texas

**Accreditations**

LEED AP® ID+C  
U.S. Green Building Council®

**Project Experience****Confidential Banking Client**

Charlotte, North Carolina

**Spreetail**

Austin, Texas

**Allergan**

Austin, Texas  
Waco, Texas

**Arrive Logistics**

Austin, Texas

**Walmart Tech Office**

Austin, Texas

**USAA**

Westpoint<sup>4</sup>  
Financial Retail Centers<sup>1</sup>  
San Antonio, Texas

**TMF Health Quality Institute<sup>2</sup>**

Austin, Texas

**National Instrument Cafe<sup>1</sup>**

Austin, Texas

**RetailMeNot<sup>1</sup>**

Austin, Texas

**Mainstreet Hub<sup>1</sup>**

Austin, Texas

**Collier's International<sup>1</sup>**

Austin, Texas

**Businesssuitses**

Executive Offices<sup>5</sup>  
Austin, Texas

**Michael + Susan Dell Foundation**

Corporate Office  
Austin, Texas

**Exxon Mobil**

Corporate Office<sup>3</sup>  
Austin, Texas  
Mexico City, Mexico

**La Cantera Resort<sup>2</sup>**

San Antonio, Texas

**Chevron**

Corporate Office<sup>2</sup>  
Houston, Texas

**Statio<sup>3</sup>**

Houston, Texas

**Severn Trent<sup>1</sup>**

Houston, Texas

**K-12 EDUCATION****Austin Independent School District**

District Wide Educational Suitability Assessments 2020  
Austin, Texas

<sup>1</sup> Previous completed prior to joining Perkins&Will

1. STG Design
2. Studio 8
3. PDR
4. Gensler
5. Studio Works

Expert Resource

**Mary Dickinson, Associate AIA, RID, LEED AP® BD+C**

**Associate Principal, Regional Sustainability Design Leader**

As Regional Sustainability Practice Leader, Mary has worked on over \$5M SF of sustainable design projects, many of which have been 2030 compliant. She managed the creation & launch of the new Transparency Site with updated Precautionary List and is a member of the Sustainable Design Council and Research Board. This role has allowed her the opportunity to quickly respond to the firm's big ideas, sharing and applying them in-house with local design teams. Her design philosophy is fueled by solutions that allow projects to weather the storm while reducing the impacts of the land they sit on and the people that occupy them. A lover of animals, plants, and all things nature, Mary is unsurprisingly drawn to sustainability. Even in her own home she is working on reducing her family's footprint by eliminating the use of plastics, nurturing a garden, participating in composting and recycling, and enjoys continually making home updates that reflect her sustainable priorities.



**Education**

**Bachelor of Science in Interior Design, 2007**  
Auburn University

**Registrations**

**Interior Designer**  
Texas  
#11223

**Accreditations**

**LEED AP® BD+C**  
U.S. Green Building Council®

**Project Experience**

**American Cancer Society**  
Hope Lodge  
Dallas, Texas  
Tracking WELL Building

**The Epic at Deep Ellum**  
Mixed Use Office Building  
Dallas, Texas  
Pursuing LEED NC Gold

**City of Lubbock**  
City Hall, Citizens Tower  
Lubbock, Texas  
LEED Analysis

**Global Finance Company**  
Call Center  
Tulsa, Oklahoma  
Pursuing LEED Platinum

**University Hospital**  
University Health System  
1,000,000 SF  
San Antonio, Texas  
Pursuing LEED NC Gold

**University of North Texas**  
University Union Renovation/  
Addition  
313,000 SF  
Denton, Texas  
Pursuing LEED NC Platinum

**University of Dallas**  
College of Business  
Dallas, Texas  
LEED NC Silver

**University of Dallas**  
Administration Building  
Dallas, Texas  
Pursuing LEED NC Silver

**University of Dallas**  
Auditorium  
Dallas, Texas  
Pursuing LEED NC v4 Silver

**Texas Tech University Health & Science Center**  
Research & Technology  
Lubbock, Texas  
LEED NC Silver Equivalent

**Texas Tech University - El Paso**  
High Performance Facade  
Studies  
El Paso, Texas

**Midland Memorial Hospital**  
Master Plan and Expansion  
425,000 SF  
Midland, Texas  
LEED NC Certified

**Baylor University Medical Center**  
Charles A. Sammons Cancer Center  
and Tenant Suites  
500,000 SF  
Dallas, Texas  
LEED CS Gold

**Perkins&Will Dallas Office**  
3rd and 4th Floor Finish-Outs  
35,000 SF  
Dallas, Texas  
LEED CI Gold

**Kimberly Clark**  
Headquarters Renovation  
96,000 SF  
Dallas, Texas  
Pursuing LEED CI Silver

**HCA / Methodist San Antonio**  
Culebra Hospital  
San Antonio, Texas  
Pursuing LEED NC Silver

**Neal Richards Group**  
Forest Park Medical Center  
Pursuing LEED NC Gold

## Expert Resource

**Kimberly Richter, IIDA, LEED Green Associate®****Associate Principal, Design Principal, Branded Environments Practice Leader**

Born and raised in St. Louis, Kimberly follows her passion to experience the world every chance she gets. Studying abroad in Cuba, Japan, and Italy, as well as residing on both coasts, she has gained great appreciation for a variety of cultures and perspectives. Always finding the beauty in unique voices and modes of expression, she has sought out teachers and mentors in many disciplines who have heavily influenced her career path.

Now leading a multi-disciplinary team of designers with projects that span all practice areas she continues to solve problems through the cross pollination of influences.

Kimberly's design philosophy is inspired by how the complexity of multiple areas of expertise can arrive at one unified story. Her professional background in the film and entertainment industry now blended with the architecture industry shape her foundational understanding of the way in which audiences connect to spatial narratives. These core values are evident in her process and her work.

**Education****Bachelors of Fine Arts - Film Video, New Media, 2003**

The School of the Art Institute of Chicago

**Masters of Architecture with an emphasis in Interior Architecture, 2010**

The School of the Art Institute of Chicago

**Accreditations****LEED Green Associate®**

U.S Green Building Council

**Project Experience****RETAIL****Rocket Fiber<sup>1</sup>**

Detroit, Michigan

**Simon Properties**

Pivot<sup>1</sup>  
New York, New York

**One Soho<sup>1</sup>**

New York, New York

**Jean-Georges Vongerichten**

Food Hall<sup>1</sup>  
South Street Seaport  
New York, New York

**REAL ESTATE & MIXED-USE****GreyStreet Partners**

GreyStreet District<sup>1</sup>  
San Antonio, Texas

**Riverside Resources**

Division O<sup>1</sup>  
Austin, Texas

**Related Companies**

- 55 Hudson Yards<sup>1</sup>  
- 10 Hudson Yards<sup>1</sup>  
New York, New York

**Boston Properties**

- 159 5th Avenue\*  
- 399 Park Avenue  
New York, New York

**Cielo Properties**

- Third + Shoal<sup>1</sup>  
- Cielo<sup>1</sup>  
Austin, Texas

**Paramount Group**

1633 Broadway<sup>1</sup>  
New York, New York

**HOSPITALITY & RESIDENTIAL****Greystar Real Estate Partners**

Amenities Experience Strategy  
Student Housing, Union on 24th  
Austin, Texas

**Lincoln Ventures**

Seton House<sup>1</sup>  
Austin, Texas

**Related Companies**

10 Hudson Yards<sup>1</sup>  
New York, New York

**CORPORATE INTERIORS****Facebook**

Experience Strategy  
Sao Paulo, Brazil

**Google Cloud**

Houston, Texas

**Texas A&M University System**

Federal Relations  
Washington, D.C.

**Perkins&Will**

Austin Studio  
Austin, Texas

\* Denotes past experience

1. Gensler

2. CREATE

3. Ridley Scott & Associates



Expert Resource

**Steve Breuer, RA, CSI, AIA, LEED AP® BD+C**

**Principal, Interiors Technical Director**

Inheriting a passion for architecture and design from a young age, Steve has always had a drive for discovery. In 7th grade, his parents bought him a drafting desk with a slide rule and triangles, and it was then that he developed a desire to pursue a career in the architecture industry. This is also where his own personal design philosophy evolved — to dive deep and work hard.

Steve is known for his technical skills, patience and attention to detail — skills he's honed in his younger years when sitting first chair as a clarinet player in 7th and 8th grade. He channels these traits in each and everything he does, offering his colleagues as well as his clients unmatched technical direction, quality control and an unparalleled dependability. Through the years, he has established a strong track record for moving projects from conceptualization to completion swiftly and effectively.

When not in the office, Steve spends his time volunteering for Hearts and Hammers, an organization that provides exterior home improvement assistance for those in need.



**Education**

**Bachelor of Architecture, 1987**  
Iowa State University

**Registrations**

**Architect**  
Texas  
#10835  
Louisiana  
#7493  
Iowa  
#6661

**NCARB**

**Construction Specifications Institute (CSI)**

**Accreditations**

**LEED AP® BD+C**  
U.S. Green Building Council®

**Professional Affiliations**

**American Institute of Architects (AIA)**

**Project Experience**

**Tenet Health**  
Headquarters  
371,974 SF  
Dallas, Texas

**Signify Health**  
151,650 SF  
Farmers Branch, Texas

**Community Partners of Dallas**  
48,000 SF  
Dallas, Texas

**Gaedeke Group**  
One Legacy West  
25,000 SF  
Plano, Texas

**StackPath**  
23,372 SF  
Dallas, Texas

**o9 Solutions**  
9,265 SF  
Dallas, Texas

**Simplot**

Plant Sciences  
8,000 SF  
Boise, Idaho

**American Eurocopter**  
8,000 SF  
Austin, Texas

**Razorfish**  
18,000 SF  
Austin, Texas

**Ericsson**  
450,000 SF  
Dallas, Texas

**Flextronics**  
Confidential SF  
Austin, Texas

**i2 COE**  
12,000 SF  
Austin, Texas

**WiNGS**  
18,400 SF  
Dallas, Texas

**Caris Life Sciences**

172,000 SF  
Irving, Texas

**Vinson & Elkins**  
78,659 SF  
Dallas, Texas

**Winstead**  
143,000 SF  
Dallas, Texas  
54,710 SF  
Houston, Texas  
Fort Worth, Texas

**Dentons**  
41,880 SF  
Dallas, Texas

**McDonald Sanders**  
20,000 SF  
Fort Worth, Texas

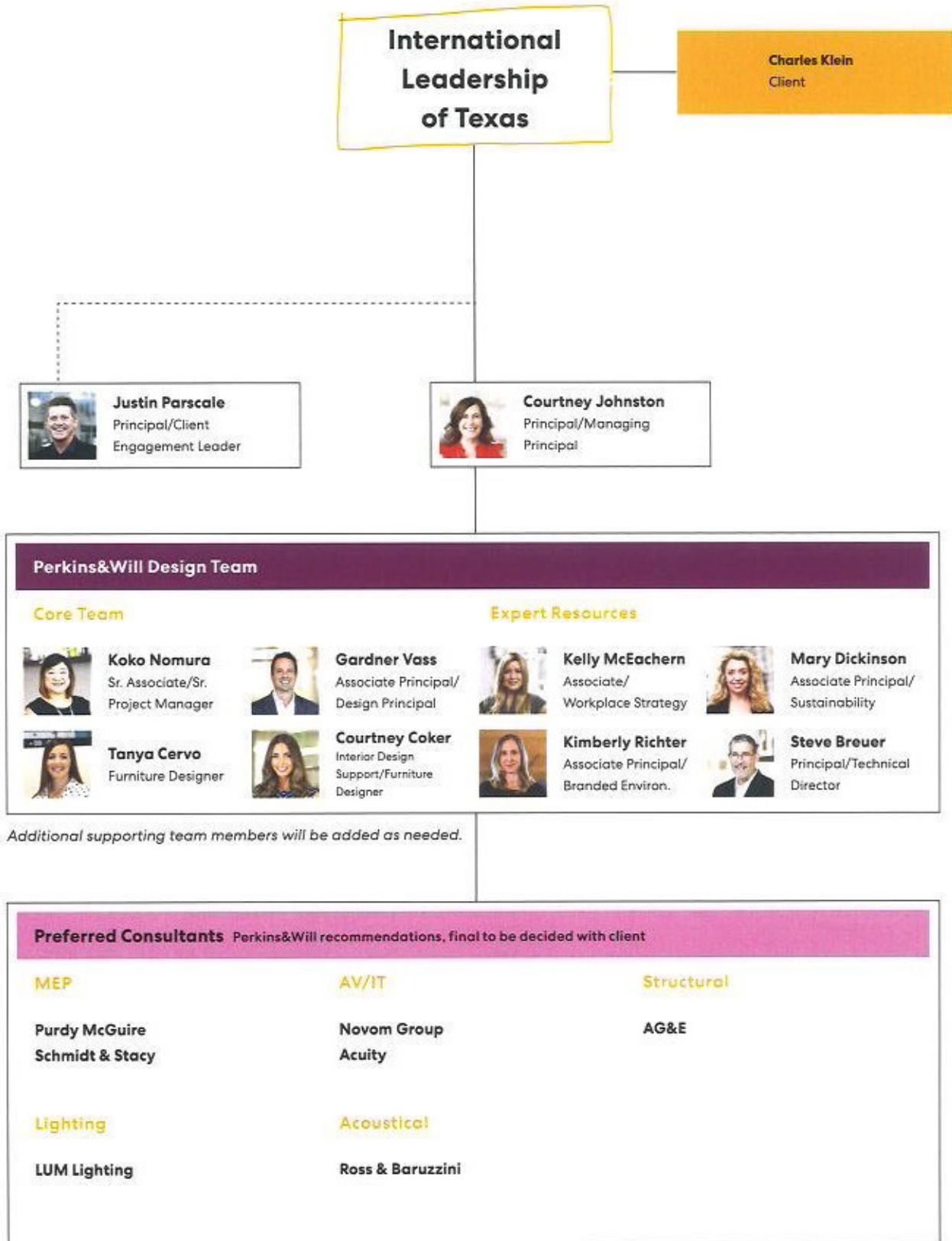
**Weil, Gotshal & Manges**  
88,000 SF  
Dallas, Texas  
20,000 SF  
Houston, Texas



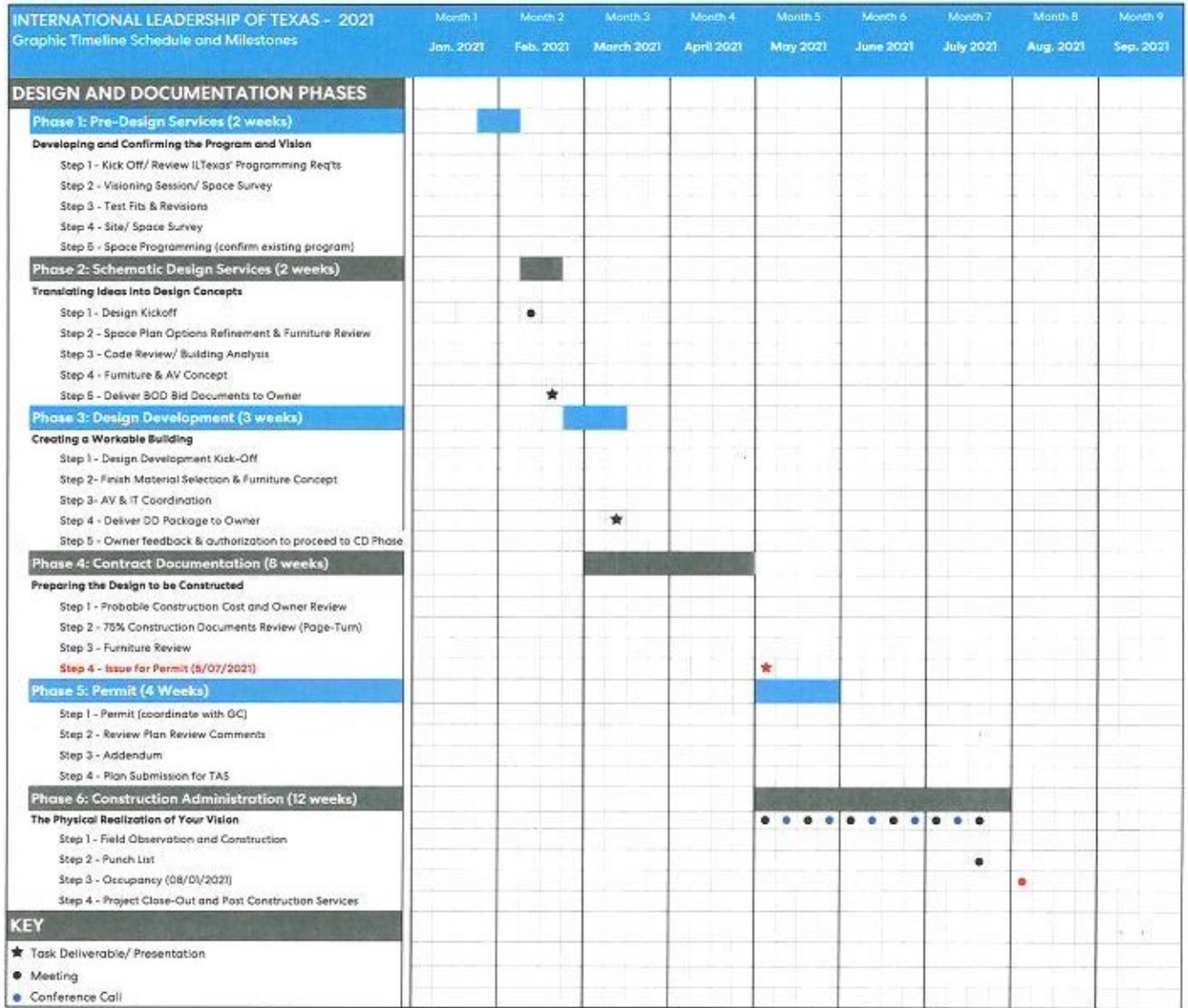
**Section 08.**

# **Organizational Chart**

# Organizational Chart



## Proposed Schedule



### Preliminary Design Schedule

Perkins&Will offers the Preliminary Project Schedule presented here for the scope of services described herein. We commit, to the best of our abilities, to complete the Project according to a mutually established schedule that will be developed early in the project. Note that the delivery on Construction Documents, Permitting timeframes and the final Construction Schedule are not within Perkins&Will's control. Timeframes shown in the schedule are estimates to establish a fee for our services and to provide an initial understanding a preliminary completion date(s).

## Project Approach



SAS, Austin, Texas

### Maintaining Design Quality

Perkins&Will has a robust system of design review at all levels, across the firm and internal to each office. On a global scale, design leaders throughout the firm are part of the Design Leadership Forum, which meets twice a year to exchange ideas and information about best practices. Projects are subject to a Peer Review program, which includes cross-disciplinary review by design principals from other offices to bring a fresh perspective on the direction of the projects. This peer review occurs at the 90 percent complete mark of each of the three phases: Schematic Design, Design Development and Construction Documents. This peer review catches errors or omissions, and addresses consultant coordination issues before drawings are issued. Internally to the New York office we have a design assessment team, the Design Exchange that meets weekly and reviews projects that are in progress. In a more informal way, we have pin-ups and design reviews with senior design principals periodically throughout the design phases. Our FTP site, NewForma, acts as a central repository and clearinghouse for the project.

This includes keeping all project records in one location — including all project emails and other written communications, schedules, budgets, presentations, drawing issues, specifications, bid documents and any other project documentation. Our clients, consultants and contractors are given varying levels of access to the site, but all can avail themselves of critical project information at any time. We also use it as a design tool, as it facilitates creating 3d drawings early on, and later in the process can be used for resolving difficult details of unresolved conditions that might otherwise go unnoticed. To take full advantage of the many strengths offered by using Revit, Perkins&Will has invested the time and resources to overcome some of the initial challenges of a relatively new, complex software. 3D, parametric elements offer valuable communication of ideas, but a library of these elements requires a large investment of time. Fortunately, all of our offices consistently supplement our object library so that each project leverages these resources. In order to balance the amount of information modeled we have found that detailing in Revit is a combination of using the 3D model and adding 2D detail components.

# Money Matters.

## Establishing the Budget

Perkins&Wills will develop a comprehensive Architectural Scope Brief to expedite the budgeting process, while simultaneously managing the team's understanding of what is to be included in the base contract for construction. This document clearly identifies each component of the project on a functional basis (i.e., Client Reception and Conferencing, General Workplace Environment, Support Areas, etc.), along with standards for construction assemblies and materials (i.e., rated partitions, door and hardware types, lighting levels, finish materials, millwork items, etc.). Working closely with your larger consultant team, we will establish a bottom line cost for completion of the work, allowing for contingencies as appropriate.

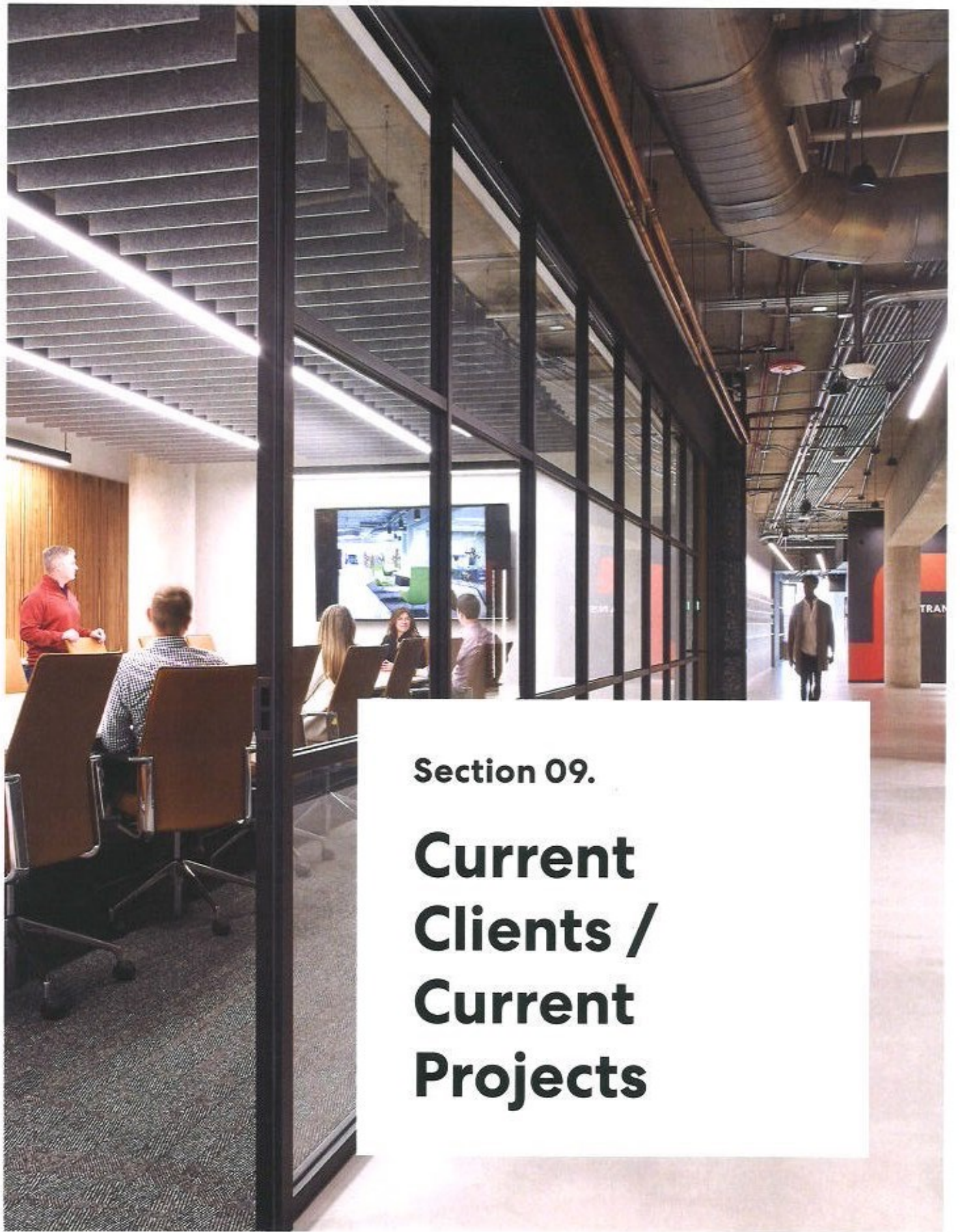
## Keeping to the Budget

Throughout each phase of documentation, we commit to undergo pricing validations to verify that refinement of the design concepts is in keeping with the mutually agreed-upon budget parameters. These are conducted at the 95% completion point for each of the Design Documentation and Construction Documentation phases, ensuring that our final Bid Documents are aligned with the Construction Budget, allowing for alternate scope items that anticipate variations in the timing of the bidding process. During construction, we work closely with the GC/CM in the shop drawing process to confirm that you get precisely the materials and level of craftsmanship that were identified in the Contract Documents. This also requires close reviews of progress on the site, to identify field conditions that may impact implementation of the design intent. We are proactive in our problem-solving approach, and we are receptive to suggestions from the trades on how best to coordinate installation logistics, understanding that agility is essential to resolving issues in the field before they become problems. Our team's approach to cost control:

- Design to the budget. We are experienced in working with a cost envelope and managing scope throughout the design process.
- Working with your cost manager, we assist with detailed cost estimates at multiple stages of drawing documentation.
- Confirm design and scope alignment with the entire design team to establish a mutually agreed-upon project budget early in the process. Collaborative communication throughout the process will allow the budget to remain in alignment through bid and final project cost.
- Anticipate and adapt to fluctuations in bid pricing, and accommodate potential increases by early identification of value engineering solutions; these may include alternate specifications and/or design details that would simplify constructability logistics without compromising the functional or aesthetic aspects of the design.
- **Review plans at an early stage with the Construction Manager to keep the design within the agreed upon budget parameters.** VE and Altered Specifications. Should Value Engineering be required to maintain the agreed budget, Perkins&Wills will work with your team to maintain design integrity. Modifications to specified products or materials are only pursued with the agreement of your consultant team, to validate that there are no reductions in aesthetic or performance quality.



We take the time to understand our clients' visions and needs. We study the context and the community. We talk to stakeholders and seek their input. We dream and we iterate.



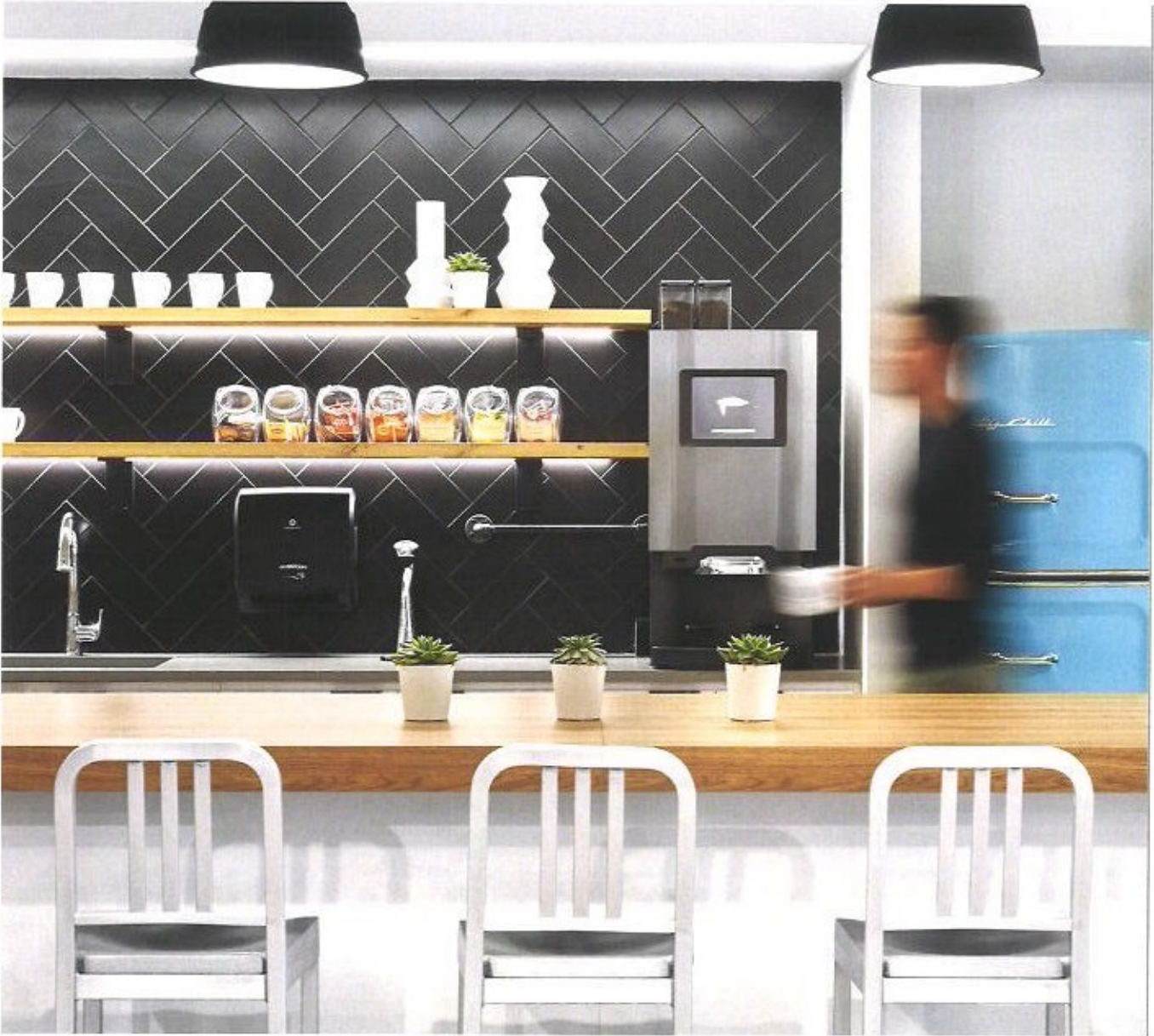
**Section 09.**

**Current  
Clients /  
Current  
Projects**

**Current Client/  
Current Projects**

a. List the total number of local projects currently in progress, including renovations and additions:

	PROJECT TYPE	NEW CONSTRUCTION	RENOVATION/ADDITION	% COMPLETE
A.	Modern Office Spaces	10	15	40% - 70%
B.	Administrative/Support Facilities	<i>Grouped in with numbers above.</i>		70%
C.	Auditoriums			We are not currently working on auditoriums



Unilever, New Jersey



## Perkins&Will

b. All projects of any type currently in progress and the name and phone number of the owner's representative



i.

**Project:** Digital Matrix Systems

**Organization:** Digital Matrix Systems

**Contact person/title:** Jeff Miller, CFO

**Phone number:** (972) 341-0060

**Project description:** To begin the process of relocating their office space, our team of designers worked closely with Digital Matrix Systems to better understand their current practices and future needs. The space is the dichotomy of the high-tech world and relaxed atmosphere present in their office culture.

**# of Change Orders:** 18

**Size (S.F.):** 22,540 square feet

**Cost \$:** 2 million



ii.

**Project:** Stream Realty

**Organization:** Stream Realty

**Contact person/title:** Mandy Fults

**Phone number:** 214.769.7812

**Project description:** Our team was engaged to expand the third floor for Stream Realty, a commercial real estate company. The project will be full of natural light, providing moments of connection throughout the space.

**# of Change Orders:** 29

**Size (S.F.):** 14,780 square feet

**Cost \$:** \$1,274,430



iii.

**Project:** Pepsi Parkwood Lobby and Conference Center

**Organization:** PepsiCo

**Contact person/title:** Jack Sharkey, Cressa

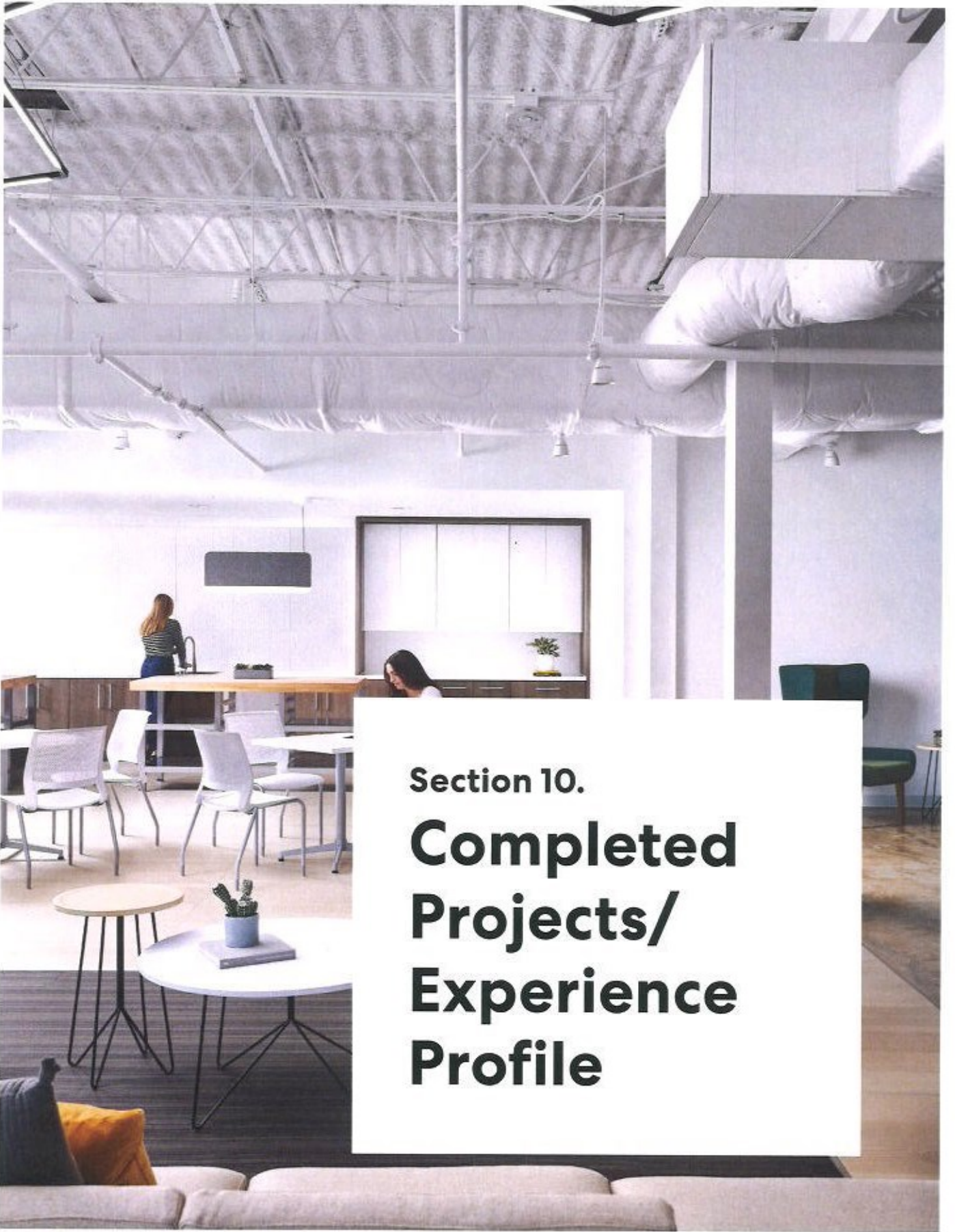
**Phone number:** (201) 835-7485

**Project description:** Renovation of main lobby and addition of a conference center for employees and visitors.

**# of Change Orders:** N/A in design, no change orders

**Size (S.F.):** Lobby: 4,220 SF, Conference Center: 5,100 SF

**Cost \$:** N/A - Establishing Budget



**Section 10.**

# **Completed Projects/ Experience Profile**

# Completed Projects/ Experience Profile

a. List the total number of completed projects for the last five years, including renovations and additions:  
Project Type New Construction Renovation/Addition % Complete

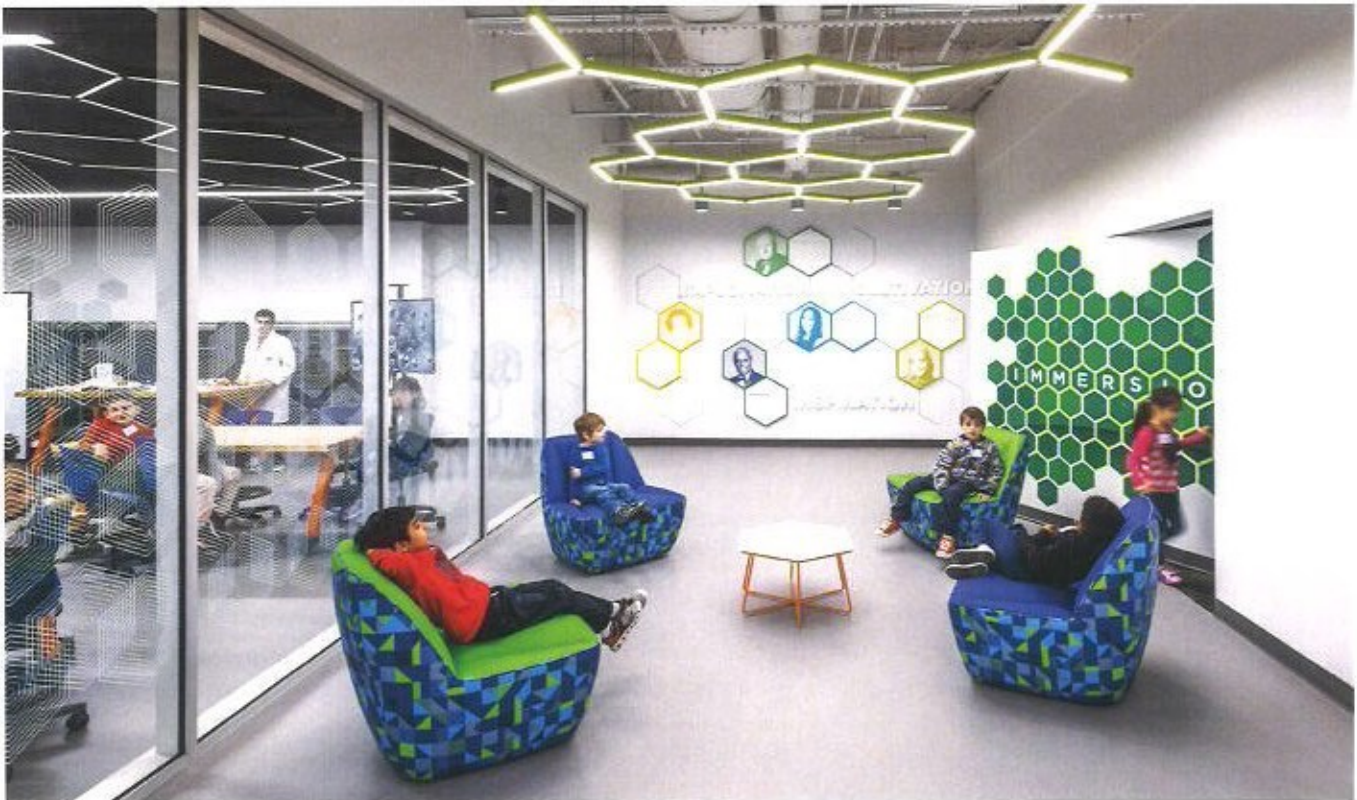
PROJECT TYPE	NEW CONSTRUCTION	RENOVATION/ADDITION	% COMPLETE
A. Modern Office Spaces	7	18	100%
B. Administrative/Support Facilities	Included in the numbers above		100%
C. Auditoriums	3	4	100%

b. State number of firm's modern office space projects for each of the following years and total dollar figure:

2016	# 420	\$87,500,000	2017	# 431	\$72,000,000
2018	# 502	\$98,532,000	2019	# 600	\$105,742,000

c. Please list five modern office space projects that would be representative of your firm's work and services provided within the last three years (educational clients requested but not required).

Total number of educational clients in the past three years 38



Berkner High School Stem Exploration Center, Richardson, Texas



**i. Project:** Tenet Health Headquarters

**Organization:** Tenet Healthcare

**Contact person/title:** Michael Maloney, Senior Vice President Corporate Development

**Phone number:** (469) 893-2000

**Scope of Project:** Tenet Health unites both their corporate team and team of physicians into a cohesive company. With their new building, they are able to convey their brand and story throughout their office space. The building represents a support system, creating an environment for the people in the office to best support the people in the field. Our design team reflected this approach through messaging and branding. Walking through their space, you'll find images of hospitals throughout, as well as images of employees working as a united team. Though an aggressive schedule brought about difficult challenges, our team of designers stayed organized and in continuous contact with the clients, providing a space to fit the client's needs.

**ii. Project:** Our Dallas Studio

**Organization:** Perkins&Will

**Contact person/title:** Tom Reisenbichler, Managing Director

**Phone number:** (214) 283-8704

**Scope of Project:** Perkins&Will chose the Dallas High School as the site for the relocation of the Dallas practice for many reasons, but most significantly as a desire to become enriched in the downtown Dallas community. Our goal was to keep history alive while incorporating our brand into a modern workplace. We adapted the auditorium space to serve as the reception and lobby area and modified an old classroom to serve as a multipurpose room for daily collaboration space, continuing education lectures, and large events. The work space is designed to promote the practice of high-performance architecture and design with a variety of seating types and collaboration areas. The addition of an open connecting stair and multi-functional conference space, doubling as an after hours fitness studio, will further reinforce active design principles.

**iii. Project:** Frito Lay

**Organization:** PepsiCo

**Contact person/title:** Cindy Gonzales

**Phone number:** (610) 329-9815

**Scope of Project:** Frito Lay's large headquarters, though in a timeless building, required a complete renovation of the interior environment. They challenged our team with objectives of maximizing daylight into the floor, sizing the quantity of conference spaces, and an overhaul of workplace technology. Partnering with their internal committees, our team focused on all aspects of the project including brand integration, workspace, meeting and community space, and AV. We established a smart integration of the brand into the available floorplan with a strong focus on the varied experiences. The result is a branded facility that can foster collaboration and cultivate productivity for a large number of employees.



iv.

**Project:** Toyota Connected

**Organization:** Toyota

**Contact person/title:** Vince Burt, Senior Vice President, JLL

**Phone number:** (214) 438-6126

**Scope of Project:** Because Toyota Connected competes with local technology companies for top talent, its workspace needed to reflect their forward-thinking culture. One of the main goals was designing a branded environment for facilitating advanced technology.

By seamlessly integrating technology and creating a highly desirable workplace destination, we accomplished their goals. We surpassed expectations by teaming with our Branded Environments experts to create both distinct and settle brand inspirations.



v.

**Project:** Berkner High School Stem Exploration Center

**Organization**

**Contact person/title:** Michael Longanecker, Executive Director of Facilities and Construction

**Phone number:** (469) 593-0170

**Scope of Project:** Walking into the Berkner STEM Exploration Center, students are greeted by active exhibits meant to inspire curiosity and learning. The transparency of labs was achieved through the exclusion of traditional doors, with foldable interior partitions giving students a sense of independence, while still maintaining a comfortable level of security and supervision from teachers. The acoustically isolated Immersion Studio includes interactive projectors and screens for creative projects. The Exploration Center features kinetic installations along the stairwell walls, with inspiring messaging that is in constant motion through the use of simple robotics.

## Perkins&Will

ci. List of completed projects involving new construction and renovation of modern office spaces that have been successfully completed. The list shall indicate the project name, owner, owner's contact, prime consultant, start and completion dates, size, budget, final cost, cost overruns, and a brief description of each project. Identify projects that have been designed but have not been built.

**Perkins&Will has extensive and successful experience with meeting the budget for projects. We work with our clients and construction managers to deliver projects on budget. We collaborate in a transparent nature to work with any challenges or changing conditions that may arise on a project, including value engineering. We respect our clients' privacy and do not disclose budget information.**



**Project Name:** Signify Health

**Owner:** Signify Health

**Owner's Contact:** Mitch Paradise, (214) 723-8030

**Prime Consultant:** Schmidt & Stacy

**Start and Completion Date:** February 2019 to March 2020

**Size:** 151,650 square feet

**Budget:** \$50.27/sf

**Final Cost:** Confidential

**Cost Overruns:** Confidential

**Brief Description:** A network of clinics and care management embracing culture and connection through a functional office space.



**Project Name:** Finisar

**Owner:** Finisar Corporation

**Owner's Contact:** Greg Jones, greg.jones@finisar.com

**Prime Consultant:** AACE Engineering

**Start and Completion Date:** December 2018 to November 2019

**Size:** 31,500 square feet

**Budget:** Confidential

**Final Cost:** Confidential

**Cost Overruns:** Confidential

**Brief Description:** We worked with Finisar to add amenities on site to make the office and plant a destination for the employees, along with renovating the entry and lobby to create a clear but dramatic statement in an otherwise simple floor plan.



**Project Name:** o9 Solutions

**Owner:** o9 Solutions

**Owner's Contact:** Igor Rikalo, (214) 507-7192

**Prime Consultant:** AOS Engineering, Inc.

**Start and Completion Date:** February 2016 to August 2016

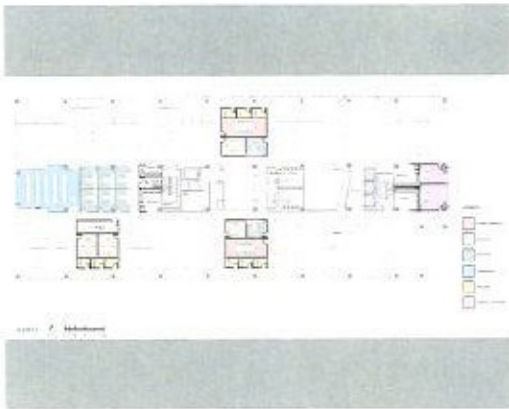
**Size:** 9,265 square feet

**Budget:** \$56/sf

**Final Cost:** Confidential

**Cost Overruns:** Confidential

**Brief Description:** A spirit of inclusion and a freeform use of space allow o9 Solutions to fully and dynamically support an array of workstyles while cultivating an atmosphere to best support the development of client products and services.



**Project Name:** Steward Health Headquarters

**Owner:** Steward Health

**Owner's Contact:**

**Prime Consultant:**

**Start and Completion Date:** January 2019 to February 2020

**Size:** Building B: 165,107 square feet; Building D: 154,184 square feet

**Budget:** Confidential

**Final Cost:** Confidential

**Cost Overruns:** Confidential

**Brief Description:** The renovation of two buildings into clean, transparent offices, to best support their team of support staff for their network of physicians.



**Project Name:** Securus Headquarters

**Owner:** Securus Technologies

**Owner's Contact:** Kate Lengyel, (972) 277-0306

**Prime Consultant:** AOS Engineering, Inc.

**Start and Completion Date:** August 2016 to March 2017

**Size:** 154,000 square feet

**Budget:** Confidential

**Final Cost:** Confidential

**Cost Overruns:** Confidential

**Brief Description:** Remodeling their current headquarters to create a feeling of unity throughout.

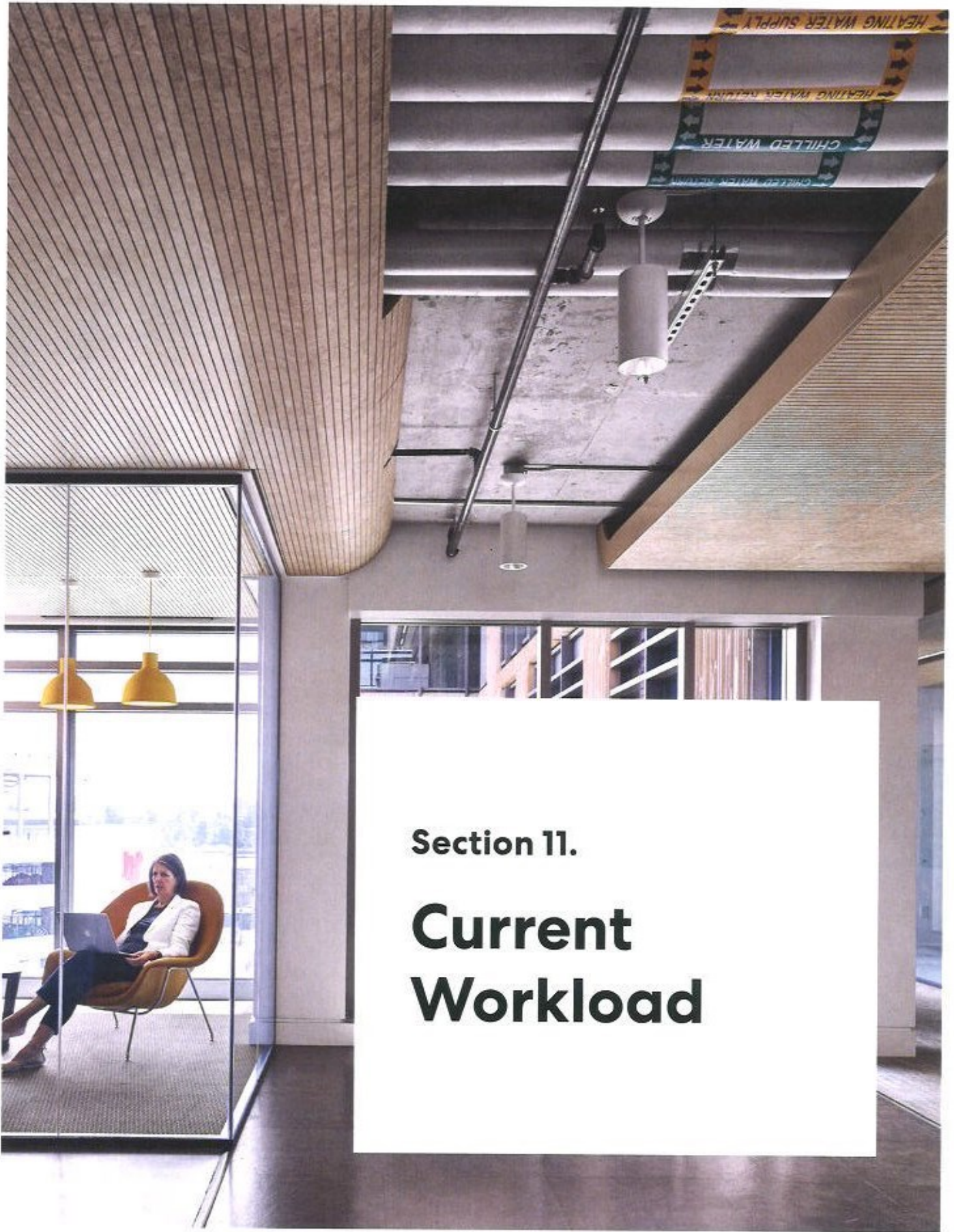


Signify Health, Farmers Branch, Texas



Atlassian, Austin, Texas





**Section 11.**

**Current  
Workload**

# Our Commitment

Perkins&Will is a business about people because it is only through the extraordinary creativity and talent of our people that we are able to create transformative design. We are providing you with a proven multidisciplinary team from our Texas region. This will not only bridge the gap of locality to the site and users, but will make the process more efficient for the team as a whole, while offering you the familiarity of your team.

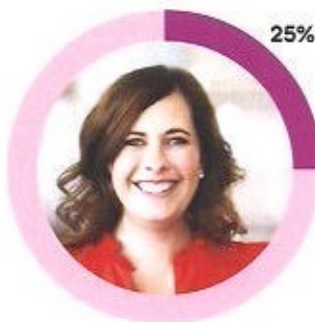
We will spend time with the your team to understand and prioritize key goals and objectives that will be used to measure our success together and what will make this specific project unique to its employees. It is our responsibility to share our experience while developing solutions that are unique and appropriate to the goals of the project. We commit time, energy and experience of each team member to help you continue to thrive. Each of whom will be engaged during all phases of the project.

Their current workloads will allow them the availability to work on your project from kick-off to final occupancy. Below is an estimated percentage of time that each team member will be dedicated to your project. This percentage is an average over the entire project.



**Justin Parscale**

Principal/Client Engagement Leader



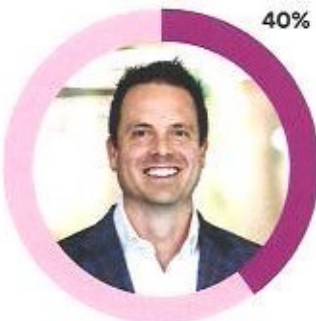
**Courtney Johnston**

Principal/Managing Principal



**Koko Nomura**

Sr. Associate/Sr. Project Manager



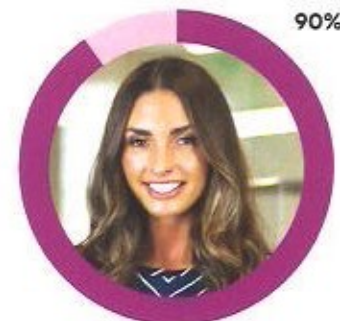
**Gardner Vass**

Associate Principal/Design Principal



**Tanya Cervo**

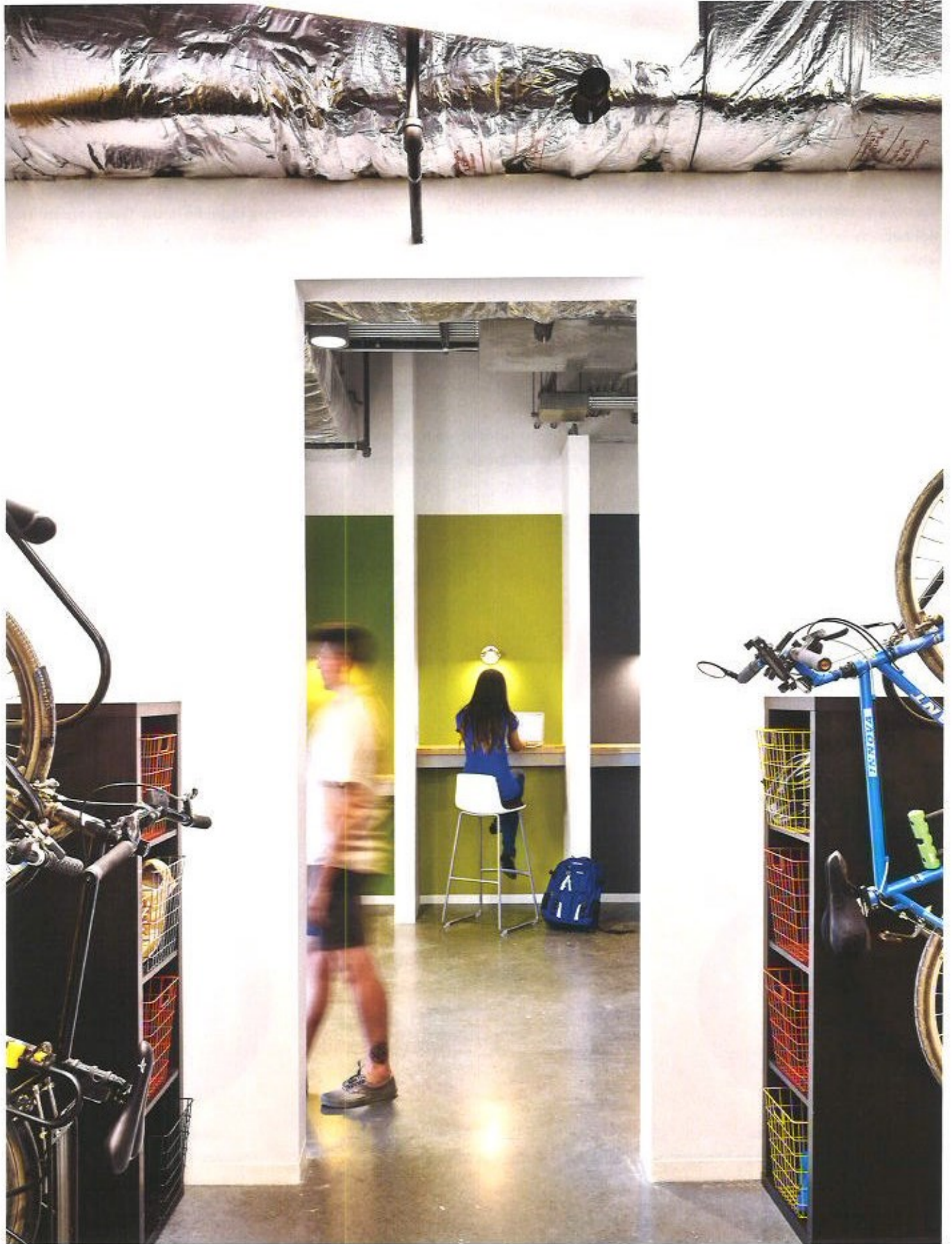
Furniture Designer



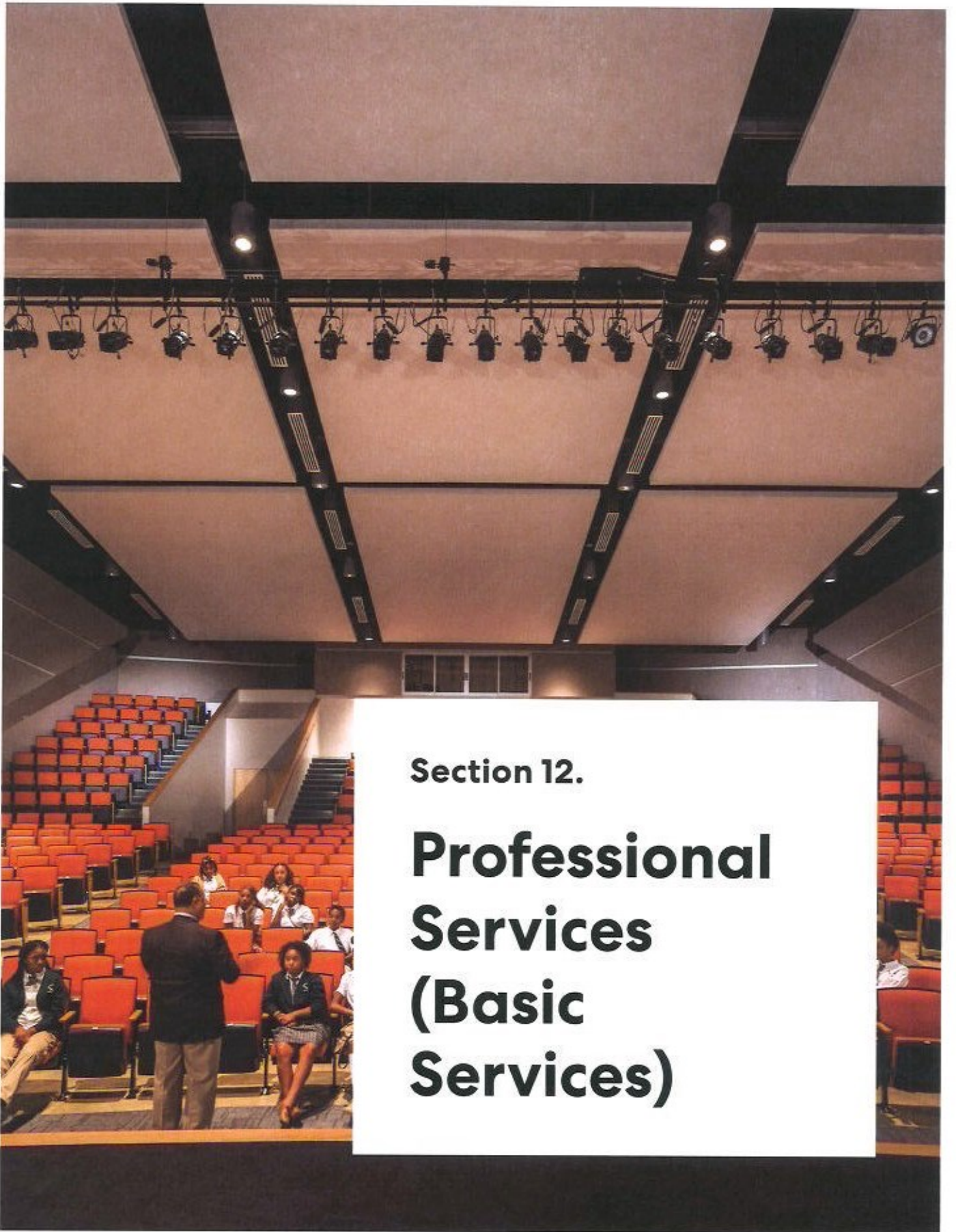
**Courtney Coker**

Interior Design Support/  
Furniture Designer

*Additional supporting team members will be added as needed.*



Atlassian, Austin, Texas



**Section 12.**

# **Professional Services (Basic Services)**

a. Summarize services provided to the owner as part of the basic services. Please indicate services offered from listing found above in this RFQ:

## Scope of Services

We will provide Interior Architectural, Mechanical, Electrical, Plumbing, and Fire Protection design and documentation for this project. We may include additional consultants as necessary once the program is defined with the Client, such as Lighting, Acoustics, Structural design and documentation, etc.

### Basic Services

#### Programming

1. Perkins&Will will meet with the Client to establish team responsibilities, methods of approval, project procedures and schedule requirements.
2. Perkins&Will will interview the Client on site to determine the specific requirements for areas with equipment and re-used furniture. Perkins&Will will also determine the criteria and objectives regarding optimal organization of the space, design quality and budget for the project.
3. Perkins&Will will conduct a "Visioning" session with the Client to initiate discussion about how the design of the office can support Client firm's culture, operating methodology and Client re~cruiting and client development. Perkins&Will will include the latest research on workplace design and what Clients are looking for in a post-pandemic workplace to create a resilient workplace that is adaptable to the future. This includes conversations about the potential shift in program at the workplace and how it can adapt over time to include a Work From Home model and best support the various personas in the space. Perkins&Will will close the session with a review of design images that will assist with understanding the aesthetic goals for the project.
4. Perkins&Will will create a program report to include an excel space summary table and the meeting notes to describe the project goals and specific requirements and goals from the programming and Visioning session.

**Deliverable:** Program and Vision Summary

#### Schematic Design

After approval of Program and Vision, Perkins&Will will refine the space plan for Client approval prior to proceeding with design.

1. Perkins&Will will use the approved plan and Preliminary Project Budget as a starting point to develop the plan further after the Client determines the final lease location, approves space standards and the detailed programming. This plan will include conceptual workstation and furniture layouts, which incorporate generic furniture lay-outs.
2. Perkins&Will will select and coordinate the MEP engineer and any other consultants as to ensure identification of all factors impacting the Schematic Design.
3. Perkins&Will will prepare a Schematic Design presentation consisting of:
  - Design concepts for the upgrade client areas: reception, conference/training rooms and break room;
  - Sketches & elevations as necessary to accurately convey the design intent;
  - Recommendations for any new finish material types presented in an informal manner;
  - Recommendations for special design treatments and lighting.
4. Perkins&Will will present the Schematic Design to the Client for review & approval and coordinate the refinement of the schedule.

## Perkins&Will

5. After approval of Schematic Design, Perkins&Will will denote the approved plan with pricing notes to illustrate the scope of the proposed design construction. We will require Client approval of the pricing plans and will provide up to one (1) minor revisions. We will issue the pricing plans to your landlord and contractor(s) to provide budget pricing. We will review the pricing and assist with comparison to the Preliminary Project Budget.

**Deliverable:** Schematic Design Package

### Design Development

1. After approval of Schematic Design, Perkins&Will will further develop the design and verify the approved project budget and schedule while beginning this phase of work.
2. Perkins&Will will select alternative finish palettes to present to the Client. The palettes will include flooring, base, wall materials, paint, ceiling and millwork finishes, etc. Perkins&Will will present to Client along with design concepts for any planned design upgrades for the reception, meeting rooms, break room and required support areas. Upon approval by the Client, Perkins&Will will create a finish location plan.
3. Perkins&Will will refine the architectural plan and develop the electrical and data plan and the reflected ceiling plan. Perkins&Will will select the proposed light fixtures and necessary power devices required to accommodate the Client's equipment and furnishings.
4. Perkins&Will will prepare a Design Development package and presentation consisting of:
  - Partition, electrical, phone/data device, and furniture and equipment layouts, including personnel locations for the general offices and other areas;
  - Reflected ceiling layouts showing coordination of lighting, HVAC and other ceiling features;
  - Design drawings illustrating the general construction, special area treatments and feature designs;
  - Final recommendations for interior finish selections, including materials, colors and finishes, illustrated with photographs and samples.
5. Perkins&Will will coordinate with MEP engineer as required ensuring identification of all factors impacting Design Development.
6. Perkins&Will will formally present the Design Development Package to the Client for review and approval.
7. If required/requested, a Design Development Pricing Document can be issued to a General Contract (or Construction Manager) to confirm Preliminary Pricing and further outline project design and specifications.

**Deliverable:** Design Development Package

### Construction Documentation

1. Upon approval of Design Development, Perkins&Will will start construction documentation. Perkins&Will will prepare the Construction Documents based on the approved design and will coordinate the work of the MEP Engineer for the electrical, HVAC, fire sprinkler, fire safety and plumbing and any other contracted consultants. Perkins&Will will provide outline specifications and finish and equipment schedule(s) as part of the construction documents.
2. Construction Documents to include:
  - Cover Sheet / Index to Drawings / Code Information
  - Accessibility Standards / TAS Information
  - CSI / Master Spec Short Form Specifications (Sheet Format)

- Demolition Plans
  - Dimensioned Floor Plans
  - Reflected Ceiling & Lighting Plans
  - Electrical / Data Plans w/ furniture layouts screened for reference
  - Finish Plans, Finish Schedule, Hardware Schedule
  - Elevations, Sections and Details
  - Mechanical, Electrical and Plumbing Engineering Drawings, schedules and details
3. Perkins&Will will schedule a "page turn" review of the 90% Progress construction documents with Client to obtain approval prior to issuing for bidding or construction.
  4. Perkins&Will will make one (1) round of revisions as required to secure Client approval.

**Deliverable:** Contract Documents PDF and hard copies as requested

#### **Construction Administration**

1. Upon commencement of general construction, Perkins&Will will issue the construction documents upon Client's approval to project/construction manager for bidding and will be available to answer any questions and make corrections in the form of addendums to the previously issued drawings as necessary. Perkins&Will will be available to review the bids with Client and Construction Manager.
2. Perkins&Will will submit the construction documents for required TAS (Texas Accessibility Standards) review.
3. Perkins&Will will answer questions during the bidding by issuing an addendum.
4. Perkins&Will will review and approve submittals and shop drawings required in the construction documents.
5. Perkins&Will will visit the site as required to review consistency with the design and construction documents. Total site visits including the final walk through and punch list to be confirmed once schedule is confirmed by the general contractor.
6. Perkins&Will will review and approve the contractor's pay requests.
7. Perkins&Will will answer questions and requests for information submitted by the contractor.
8. When the project is substantially complete, Perkins&Will will walk the site with the punch list prepared by the contractor and confirm and add to the punch list. Perkins&Will will walk the site when informed that the punch list is complete.

#### **Additional Services**

During the course of a Project, Additional Services may be authorized or requested by the Client. Additional Services are those services performed by Perkins&Will that you request and that are not specified in the Scope of Services; that are required as a result Schedule or Project changes not within Perkins&Will's control; or that are provided to you more than 30 days after the substantial completion of the original Project. If Additional Services are requested or if changes to the Project Schedule require fee adjustments, Perkins&Will will document the Additional Services request using an Additional Service Order Form. Perkins&Will will describe the Additional Services to be performed and will propose an appropriate fee for those services based on the Hourly Rate Schedule in effect at the time the services are proposed. Your signature will be required on the Additional Service Order form in order for Perkins&Will to proceed with the Additional Services.

# Perkins&Will

## Furniture Design

Furniture Design and Specification is a key component of any successful interior workspace. Perkins&Will offers three options for Furniture Services as described below. Additionally we are open to suggestions from the Client regarding furniture services based on your relationships with vendors or contracts.

### Option 1: FF&E DESIGN – limited services

Summary: Assumes Owner will coordinate with a selected furniture dealer. Perkins&Will will provide a coded furniture plan and a visual index of all furniture pieces, including 2-3 options per piece. Perkins&Will will provide finish recommendations and a preliminary budget. Upon Owner approval, Perkins&Will will send background floorplans to selected dealer and will review all purchase orders for conformance with Owner requirements. Dealer is responsible for coordinating all power/ data requirements with Owner and General Contractor. Dealer is responsible for managing the procurement process. Perkins&Will will coordinate with dealer to ensure procurement schedules align with Owner construction schedule. Perkins&Will will attend a walkthrough and will review the formal dealer-provided punchlist. A full description of these services and associated fees will be provided upon Owner request.

### Option 2: FF&E DESIGN – competitive bid services

Summary: Perkins&Will will assist owner with a comprehensive and competitive furniture bid process. Perkins&Will will provide a coded furniture plan and a visual index of all furniture pieces, including 2-3 options per piece. Perkins&Will will provide finish recommendations and a preliminary budget.

Upon Owner approval, Perkins&Will will prepare furniture documentation sufficient for competitive bidding among 2-3 dealers and owner price comparisons. We will review received bids and make our recommendation for award of furniture contract. We will review all purchase orders for conformance with Owner requirements. Dealer is responsible for coordinating all power/data requirements with Owner and General Contractor. Dealer is responsible for managing the procurement process. Perkins&Will will coordinate with dealer to ensure procurement schedules align with Owner construction schedule and we will monitor production of furniture from time of order to time of shipment via order tracking logs. Perkins&Will will prepare delivery and installation schedule for furniture and will monitor daily installation progress. Perkins&Will will attend a final walkthrough and will review the formal dealer-provided punchlist. A full description of these services and associated fees will be provided upon Owner request.

### Option 3: FF&E DESIGN – competitive bid services with mock ups

Summary: Perkins&Will will assist owner with a comprehensive and competitive furniture bid process, including the evaluation of project-specific mock-ups. Perkins&Will will provide a coded furniture plan and a visual index of all furniture pieces, including 2-3 options per piece. Perkins&Will will provide finish recommendations and a preliminary budget.

Upon Owner approval, Perkins&Will will prepare furniture documentation sufficient for the development and order of furniture mock-ups. The mock ups will be installed at a location of your choosing, and will include presentations by the vendors, along with forms to gather feedback from your evaluation team. Perkins&Will will review the feedback with your team and make our recommendation for the award of the furniture contract.

We will review all purchase orders for conformance with Owner requirements. Dealer is responsible for coordinating all power/data requirements with Owner and General Contractor. Dealer is responsible for managing the procurement process. Perkins&Will will coordinate with dealer to ensure procurement schedules align with Owner construction schedule and we will monitor production of furniture from time of order to time of shipment via order tracking logs. Perkins&Will will prepare delivery and installation schedule for furniture and will monitor daily installation progress. Perkins&Will will attend a final walkthrough and will review the formal dealer-provided punchlist. A full description of these services and associated fees will be provided upon Owner request.



**Additional Service Options:**

- Procurement and selection of works of art
- Computer generated 3D computer model walk through drawings
- 3D photo quality renderings
- Construction mock-ups
- Commissioning scope of services
- Development of any custom furniture solution
- Move planning, coordination; we will furnish a copy of furniture plans with the same room numbering as our Permit drawings to a move coordinator, but our services do not include developing plans with unique numbering associated with move coordination services
- Development of the overall project budget
- Development of detailed construction pricing (our scope includes scope documents and collaboration with the selected General Contractor or Construction Manager to prepare a construction budget)
- Decommissioning of existing client space that may be vacated
- Phase construction documents or phased occupancy
- Graphic design and client branding services
- Permit expeditor fee for processing permit drawings
- Sustainable design certifications (LEED, WELL Building, etc)
- If a catered Café or kitchen is required, a Food Service consultant may be required and their services are not included in our fee

**Reimbursable Expenses**

Reimbursable Expenses are in addition to the fee for services. You agree to reimburse Perkins&Will for out of-pocket expenses, which are actual expenditures made by Perkins&Will employees and consultants in connection with the Project.

The following Reimbursable Expenses are invoiced at 100% of Perkins&Will's cost: reproductions produced on Perkins&Will's premises; long distance communications; cellular telephone charges; project related websites; transportation (auto rental, taxis, buses and airfares); room and board and other expenses incurred in connection with out-of-town travel; fees paid for securing approval of authorities having jurisdiction over the Project; use of a privately owned vehicle reimbursed based at IRS approved rates; cost of any additional insurance requested by you in excess of that normally carried by Perkins&Will, the cost of outside vendor produced reproductions; messengers; photographic production; postage and handling of documents and materials; costs of outside renderings; and models and mock-ups produced internally by Perkins&Will.

b. Other advantages offered by the firm or unique qualifications that would be of benefit to the School:

## An Evidence-Based Approach

Our workplace strategists are currently refining how we assist clients in programming and defining space requirements and needs for a resilient workplace post-pandemic, to be highly adaptable. Through multiple client surveys regarding types of work, need for collaboration, required tools, etc. we can look at a group of users based on individual needs (Personas), versus relying on status quo for typical department needs. Thus translating those needs into spatial requirements. Beyond designing workplaces that are physically safe during pandemics, we are looking at mental well-being as well, in an overall effort to strengthen retainment and recruitment.



**“The Anchor”**  
Focused worker  
Remote work: **25%**  
Office work: **75%**



**“The Resident”**  
Moves freely  
Remote work: **10%**  
Office work: **90%**



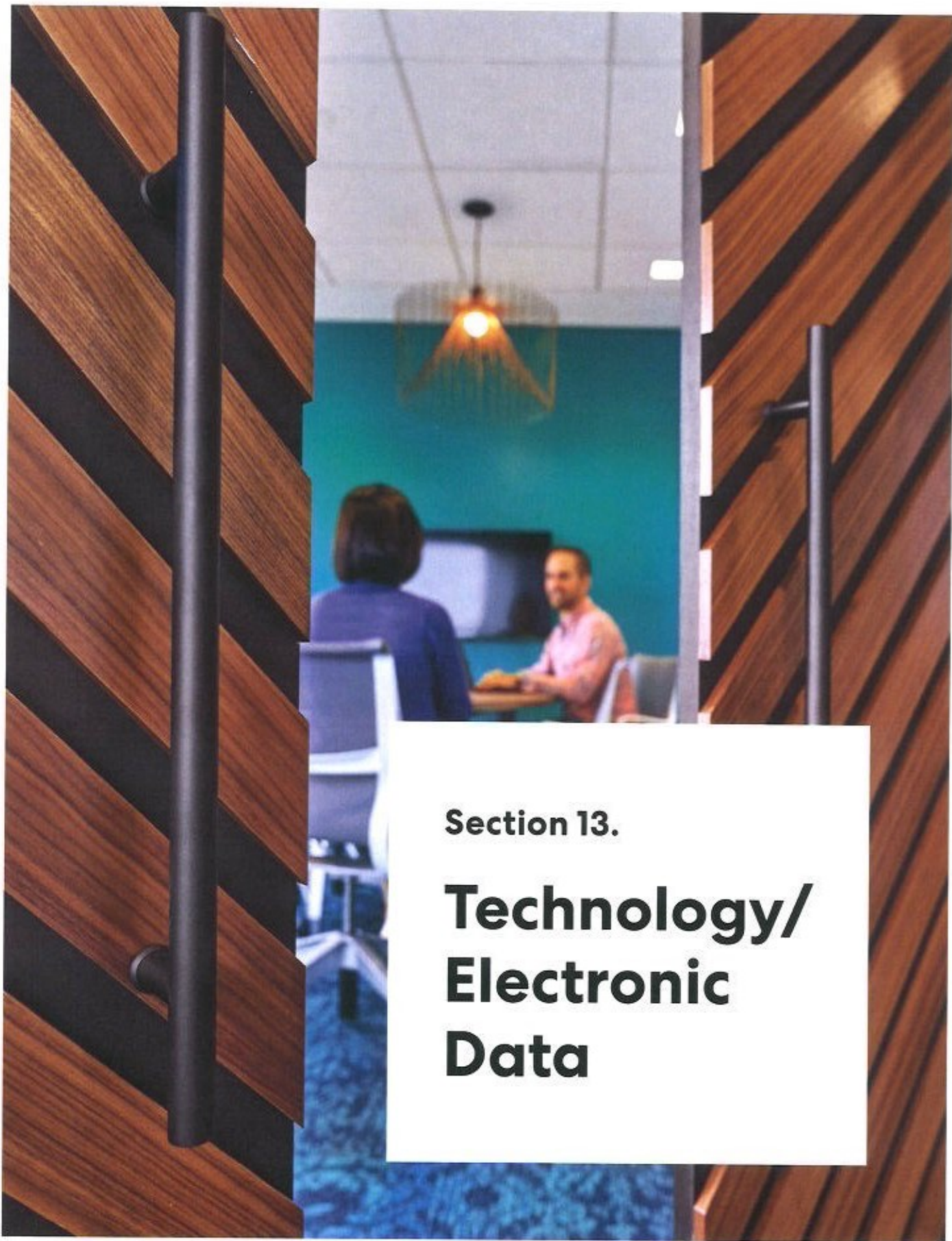
**“The Nomad”**  
Multi-tasking  
Remote work: **50%**  
Office work: **50%**



**“The Remote Worker”**  
Out of office  
Remote work: **80%**  
Office work: **20%**



**“The Trekker”**  
On the go  
Remote work: **95%**  
Office work: **5%**



**Section 13.**

**Technology/  
Electronic  
Data**

a. The School requires service providers to grant to the School a license to reproduce any and all documents, including drawings, specifications, CAD drawings, etc., for purposes of use and maintenance of the building, future alterations to the building, or future additions to the building by other Consultants, assuming the author of such works would not be liable for derivative works.

Will you comply with this request?

Yes  No



Trend Micro, Dallas, Texas

b. Please attach any additional information and/or brochures regarding technology that would provide additional information about your firm in relation to this request.

# Digital Tools

By utilizing digital technologies, we can help you experience design in eye-opening ways.

The utilization of different modes of studying space and design have changed significantly over the past few years. We continue to study spaces utilizing physical and digital models, however the depth of study and reality of the environments has become more exacting and realistic. The stronger the vision, the stronger the project.

## Primary design tools managed by our digital practice team

- Virtual Reality (VR)
- Mixed Reality (MR)
- Augmented Reality (AR)
- Artificial Intelligence (AI)
- Machine Learning
- Building Information Modeling (BIM)
- Design Coordination
- Computational Design
- And we're researching new tools every day through our research

## Visualization tools

Custom art inspiration and diagrams



Entry view



Base material palette

## Visualization Tools

Through every visualization exercise, it is critical to test the result against the vision for the project in order to determine the path forward. We utilize Revit as a base BIM platform from Programming and Planning through Construction Administration for enabling team communication and collaboration, disciplinary integration, and systems coordination. Supplementary programs are utilized for the specific reasons listed below:

- **Enscape:** The use of the Enscape visualization tool has become an integral part of our design process—bringing the ability to render spaces as they are designed in traditional 2D views, as well as immersive virtual reality. Because Enscape is directly tied to the Revit model, the spatial ramifications of changes made in the model can be immediately visualized by the client and design team as we 'walk through' the building.

**Digital Tools**

- **Dynamo:** This program provides the ability to script custom tools and workflows without the need for full coding ability. Dynamo has a dual focus, automating time consuming tasks and the ability to create complex geometry in the Revit environment. Our internal programming team has worked hand in hand with our design teams to write custom scripts that auto generate room data sheets for spaces including 3D views to help gain a greater understanding of the space.
- **dRofus:** for building program and FF&E management.
- **Rhino and Ladybug/Honeybee plug-ins:** This program provides a variety of 3D interactive graphics to support the decision-making process during the initial stages of design. It provides rapid feedback to give clients and the design team a stronger understanding of energy use and building performance.
- **Physical Models:** We utilize 3D printers and laser cutters in addition to our in-house model making abilities to allow us to study scale. From a particular detail to overall massing within the site context, a physical model continues to be a critical communication tool to make a project vision become a reality.

- **SPEED:** Developed by Perkins&Will, SPEED is a web-based and cloud-based energy/daylighting/solar design and simulation platform for early design we developed for architects enabling a 1-day turn-around from design question to a data-driven design answer. It allows the quick creation of a project to run a parametric study with hundreds or thousands of design options on the cloud in a matter of hours including statistical analysis, and interactively visualize the results and compare them against your project's EUI benchmarks and targets.

We find that most clients still find a need for 2D renderings in order to convey what the space will look like to build excitement and answer questions regarding the space. We utilize different levels of renderings at different stages within the design process in order to walk through options, review materials, and create excitement for projects depending on client needs.

**Resources and Processes**

In addition to out-of-the-box programs that we regularly use during design, our **in-house group of design computation specialists** expands our design teams' resources beyond the scope of commercially-available software packages. Our ability to engage in parametric modeling, iterative simulation, design optimization, and application customization through scripting and software programming offers our clients' uniquely agile and attentive design teams. New technological exploration is always anchored by Perkins&Will's broad and deep practice expertise.



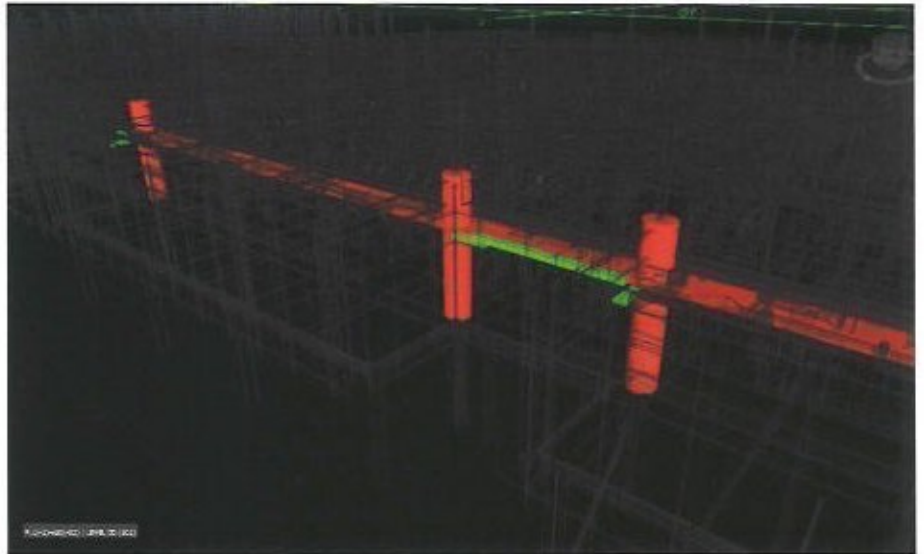
← Virtual reality 'mockup' visioning methodology. VR removes the need for interpretation of architectural drawings. Instead, clients virtually walk through a space and understand what it will be like. This accelerated comprehension helps them make quicker, better-informed design decisions.

The photo to the left shows Philips' employees utilizing VR at a Discovery Fair while in design development for the Philips North American Headquarters.



Digital Tools

→  
*Navisworks is used for clash detection. A report is created and reviewed during coordination meetings to discuss conflicts and assign responsibility to resolve the issue.*



Throughout the course of design and documentation the entire design team will be utilizing BIM 360 so that the Revit models from Perkins&Will and all consultants will automatically update with the latest information. In addition to model sharing and weekly coordination meetings, we also utilize programs such as Navisworks for clash detection in order to reduce RFI's and Change Orders during construction.

Perkins&Will has a long standing reputation for thoroughness and accuracy with respect to our construction documents and technical expertise. Our structured approach to QA/QC is in alignment with that of AECOM and reviews are completed concurrently followed by a team meeting to discuss concerns. These reviews occur at 90% of Schematic Design and Design Development and at the 50% and 90% points of the Construction Documents phase. In order to ensure quality, accuracy, and progress for all of our design documentation focus on:

- Problem identification and solution; constructability
- Code compliance
- Clarity and bid-ability of documents
- Coordination of documentation

- Completeness of documentation
- Technical accuracy
- Real-world experience on implementation relating to everything from functional tolerances to lead times and typical substitutions.

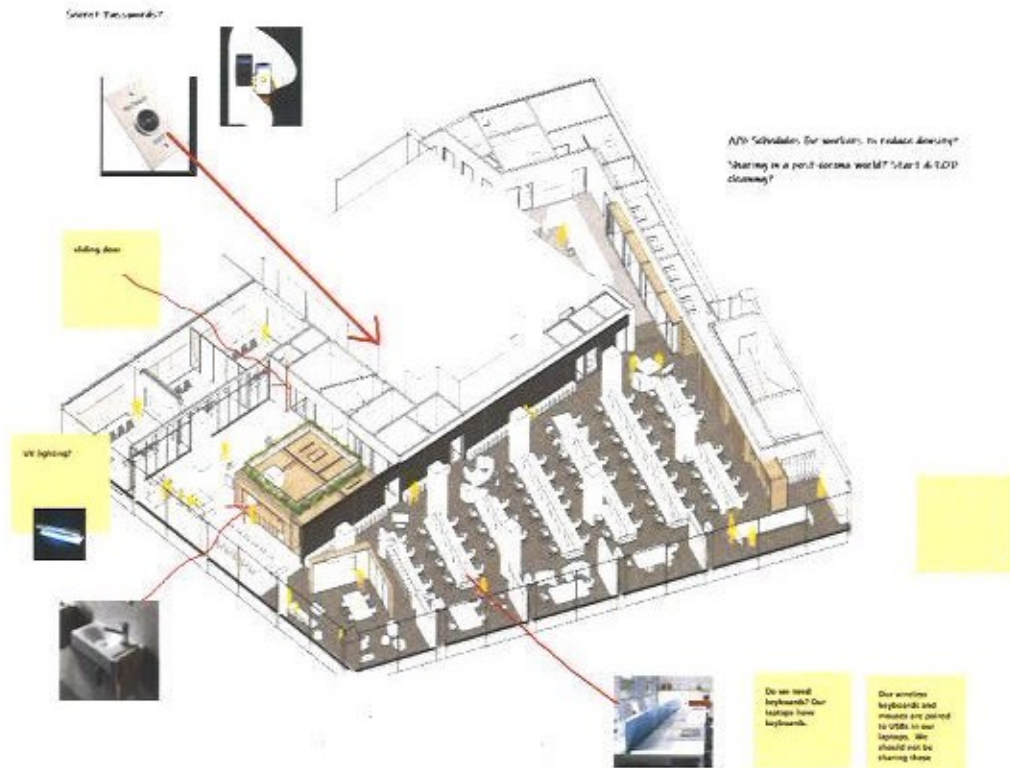
As soon as the contractor is on board, we recommend a series of meetings for a thorough review of the documents. Working closely with the contractor is critical to the success of any project. In order to ease this communication and quick coordination, we find that having a significant on-site presence throughout construction administration aids in team building and quick turn-around of issues when they do arise.



# Virtual Engagement Tools

Collaboration is essential to our work. As we transitioned to a remote work environment, we developed a Virtual Toolkit for Engagement that has kept us working and collaborating real-time with our clients.

## 03 \_ SCORECARDS



← Software like Teams, Miro and Nureva allow images and floorplans to be uploaded.

c. Describe software and other technology utilized in delivery of services offered.

## Our BIM Approach

At the start of each project, we develop a customized BIM plan that clarifies the intended uses of the model and outlines the responsibilities of each team member. We also establish the protocols for data exchange among all involved, including contractors. This shared approach allows the information to be maintained and used by the design and construction teams wherever they may be. The BIM plan defines the following items:



Finisar, Shearman, Texas



Frito Lay, Plano, Texas

### Model Use

How the model will be utilized at each stage of the project's design and construction.

### Levels of Development

The level of component modeling detail for each phase, along with each team member's duties.

### Collaboration and Communications Protocols

How, when, and what kind of electronic information will be exchanged.

### Analysis Plan

The areas this model will analyze and with which additional platforms it will work.

### Non-Graphic Data

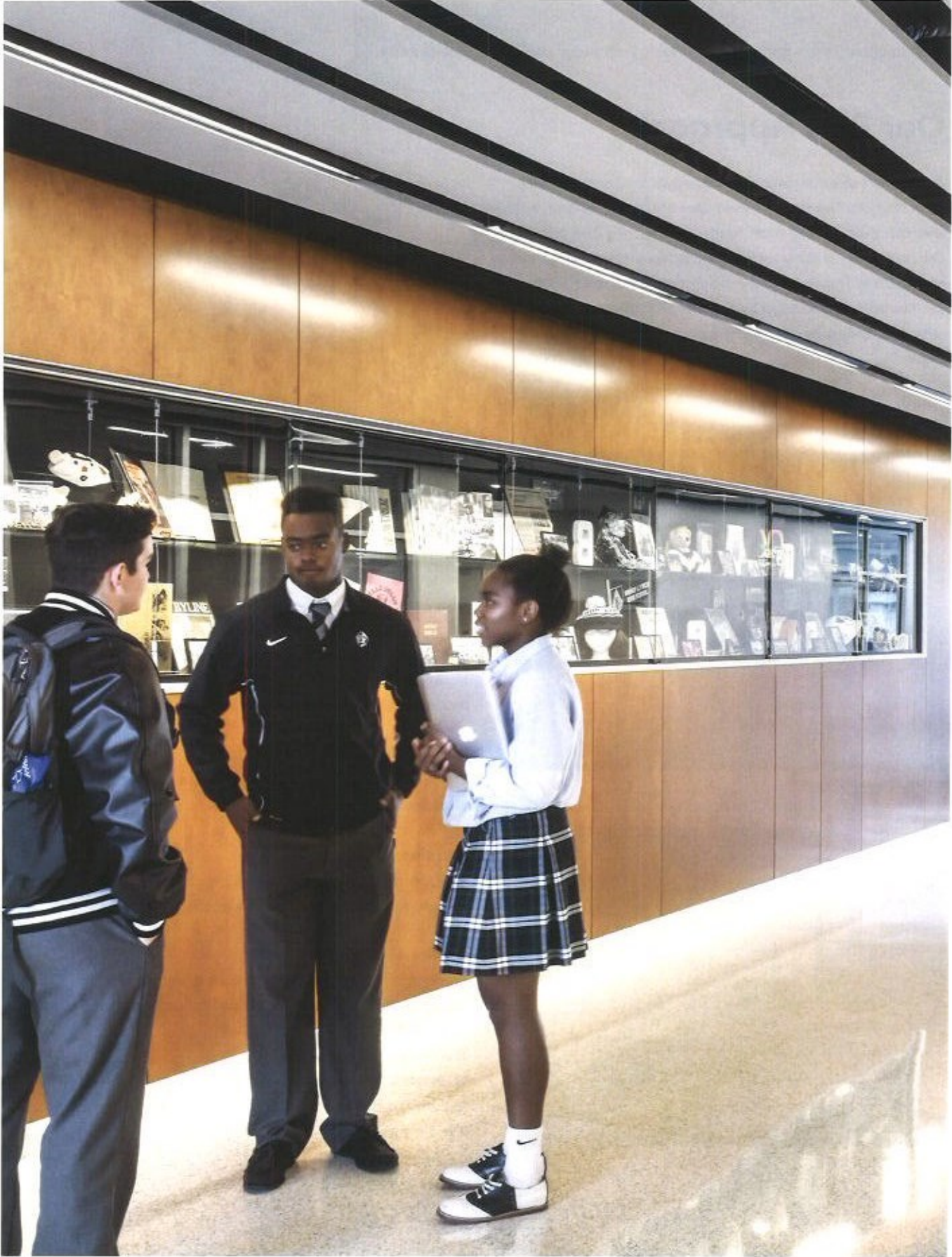
Specific information that will be extracted from the model, such as area tabulations and equipment lists

### Quality Assurance

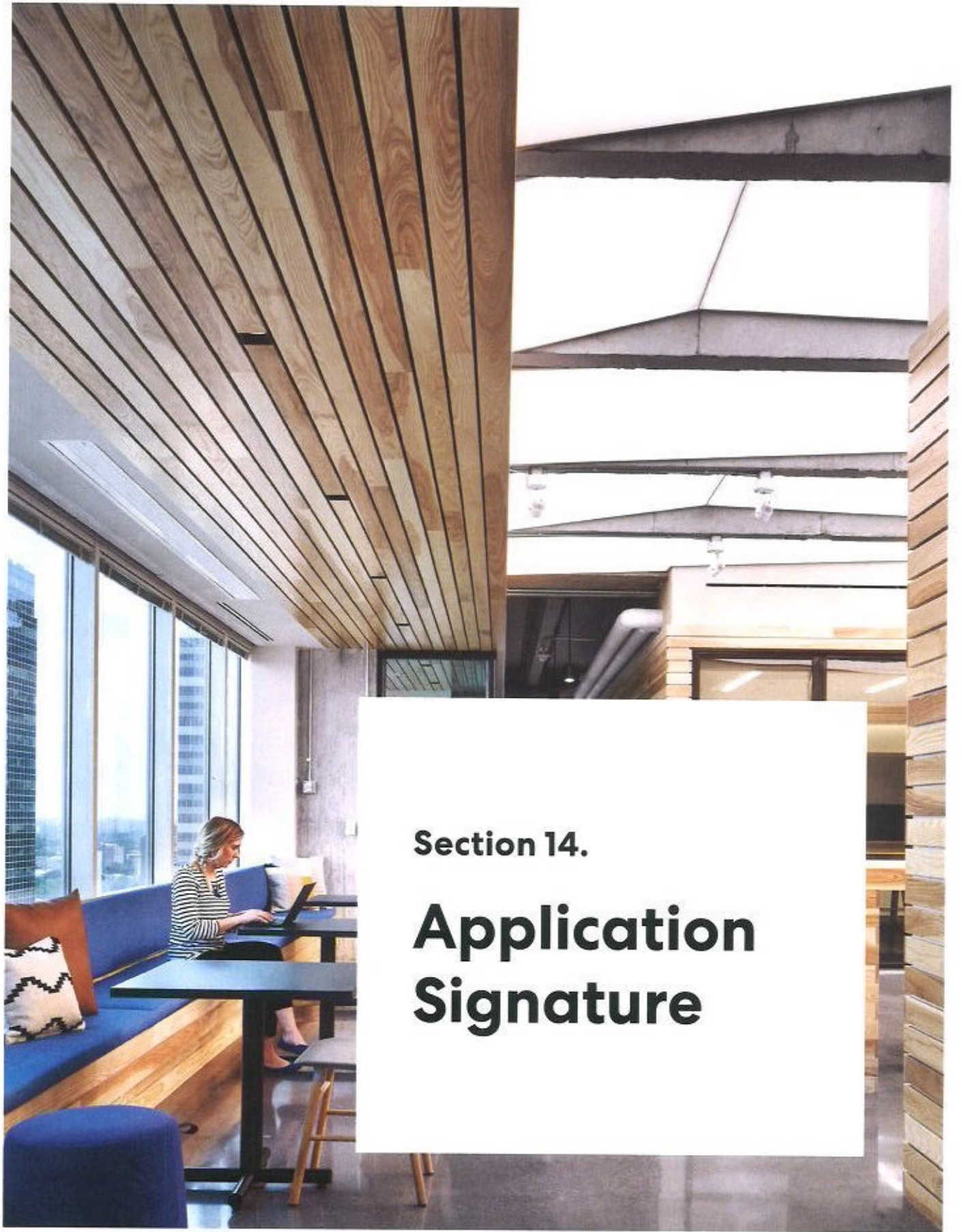
Procedures that will be put in place to ensure the model contains the information appropriate for the project's design.

### Technology Infrastructure

Hardware, software, and network infrastructure that will be required to execute the plan and maintain the common data environment.



Bishop Lynch High School, Dallas, Texas



**Section 14.**

# **Application Signature**



*Pulaski Technical College Performing Arts, North Little Rock, Arkansas*

Until a contract resulting from this process is executed, no employee, agent or representative of any professional services provider shall make available or discuss its proposal with the media in any form, electronic or printed, any appointed official or officer of the School, or any employee, agent or other representative of the School, unless specifically allowed to do so by the School.

The information contained herein is true and accurate to the best of my knowledge. By signing below, the firm agrees to allow the School to check references given and that the information regarding the size and scope of each project is accurate. Further, the signature below certifies that this Qualification Statement has been completed with no consultation, collaboration or conversation with other firms competing on the same project.

Courtney Johnston  
**NAME** (Please print or type)

Managing Principal  
**TITLE**

January 15, 2021  
**DATE**

  
**SIGNATURE**

2218 Bryan Street  
Suite 200  
Dallas, TX 75201

**Perkins&Will**