

MEMORANDUM

TO: Distribution

FROM: Ali Logmanni, Manager
Engineering Section
Office of Design and Construction

DATE: August 19, 2016

SUBJECT: Design Standards Supplement DST-16-01
Section 1.1, Proposal Preparation/Scoping Meeting/Scope of Services

Effective immediately, the following modifications shall be made to the MAA Design Standards Manual, dated April 2016:

Remove Item 1.1.4i, *Cost for proposal preparation* and replace with the following:

- i. Cost for proposal preparation
MAA will not approve and reimburse the consultants for charges associated with preparing and submitting the following types of design fee proposals:
 1. Short Form fee proposals.
 2. Supplemental fee proposals.
 3. Fee proposals prepared by subconsultants.
 4. Fee proposals for design of projects that are based on an investigation and/or a study previously prepared by the same consultant.

Remove Item 1.1.4ii, *Cost for Phase I* and replace with the following:

- ii. Cost for Phase I (Pre-Design Services, Investigation, Surveying, Geotechnical, Subsurface Utility Engineering [SUE], etc.)
 1. If the fee proposal does not include topographic surveying, geotechnical exploration, and/or SUE provide reason(s) why these services are not included.

Insert new Item 11i and 11ii:

- i. All fee proposals must include contract MBE goal; contract MBE goal obligated to-date; contract MBE goal achieved to-date; total MBE participation proposed under the task.

- ii. If the proposed MBE participation is zero, or small relative to the contract total MBE goal, provide reasonable justification and explanation for lack of MBE Subconsultant participation.

Insert new Item 1.1.14 and 1.1.15:

14. Consultants shall identify on every fee proposal, by name, the Project Manager, Task Manager, subject matter expert, and all individuals working on the proposed project. Individuals not charging to the task (i.e. administrative staff) need not be listed.
15. Provide a completed Design Checklist.

Consultants listed herein are required to distribute this design standard to their respective subconsultants.

If you believe the above design standards conflicts with any other codes or regulations, or if you should have any questions regarding this matter, please contact the Manager of Engineering Section at 410-859-7768.

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