

Request for Qualifications

DESIGN SERVICES FOR NEW COMMUNITY HUB FOR DESIGN AND HOME FOR AIA AUSTIN

Issued 2026.02.18



© Nick Berard

Submission Deadline

Submissions are due by **Wednesday, March 18, 2026 at 5 pm**. Please limit PDF size to under 10 MB and 30 pages and upload to Submittable. Please submit (1) PDF containing the entire submission.

Question Deadline

Please submit any questions about this RFQ to ingrid@aiaaustin.org by **Tuesday, March 3, 2026 at 5 pm**. Responses to questions will be distributed in an addendum no later than **Tuesday, March 10, 2026**.

Submission Checklist

- Completed Submission Form
- Qualifications (Responses to “Submission Requirements” section)

Contents

Overview.....	3
Glossary	4
Abbreviations.....	4
Background	5
Detailed Scope of Work	8
Construction Budget.....	10
Design Fees.....	10
Project Timeline	10
Selection Committee & Design Review Team.....	12
Submission Requirements	13
Evaluation Criteria.....	15
Appendix A: Historic Drawings & Photos.....	17
Appendix B: Existing Photos.....	19
Appendix C: Draft Space Program	20

Overview

AIA Austin has a unique opportunity to lease a space in a historic building at 9th and Lavaca. AIA Austin is developing the space into our new physical home to create a new anchor for the design community in downtown Austin.

For several years, AIA Austin has explored the idea of a Center for Design in Austin as a way to expand public engagement with design and strengthen the local design community. This would be the evolution of our current Center for Architecture at 12th and West. Building on that groundwork, AIA Austin is now moving forward with the development of our new home at 9th & Lavaca, conceived as an initial phase of a community design hub that can grow and evolve over time. This project will establish a visible, flexible space that supports near-term needs while allowing for future expansion as vision and resources mature.

This Project – while unique in terms of its history, landlord, and tenants – is an opportunity to shape the future of an extraordinary but underutilized building. The items that are most atypical that Respondents should consider for this RFQ includes the following:

- A Contractor that also owns the building and requires limited drawings to execute the fit-out.
- A fixed target for the construction budget that the selected firm must be flexible to work within.
- A more involved and hands-on construction observation process.
- The use of (and showcasing of) in-kind donations from vendors and fabricators in the community

AIA Austin is seeking **(1) licensed and qualified Architect** in the Austin area to provide design services for their new home at 9th & Lavaca. Respondent firms must be AIA members and registered in the state of Texas, and project teams must include at least (1) licensed architect. **2026 AIA Austin and Design Austin board members and their firms are excluded from applying.** The Project Team must all be part of the same firm.

The Scope of Work for this project is two-fold:

Part 1: the “guts” – Design services from programming through construction observation for an interior fit-out of the new tenant space.

Part 2: the “imagination” – A schematic design package with exterior renderings to envision the long-term plan for the Center.

Refer to “Detailed Scope of Work” for more information about design services.

Glossary

AIA Austin: A 501c6 nonprofit that represents the Austin Chapter of the American Institute of Architects. AIA Austin represents the Client for this RFQ.

AIA Austin Executive Committee: The primary leadership committee of AIA Austin, made up of: Executive Director, President, President Elect, Secretary, Treasurer, and Past President. The Executive Committee meets monthly.

AIA Austin board: See list of 2026 board members [here](#). Board meets on third Mondays.

Architect: The team of designers selected to perform the Project, as outlined in the detailed scope of work. All members should belong to the same architectural practice design firm.

Building Owner: 1303 Properties

Design Austin: A 501c3 nonprofit that provides programming to connect a diverse group of designers and provide programming to showcase design excellence in Austin.

Design Austin board: See list of 2026 board members [here](#).

Design Review Team: The team representing the Client during the design process. This group will review and approve deliverables, attend project meetings, and answer any Owner-directed questions during design and construction.

Project: The work completed by the Architect, as outlined in this RFQ.

Respondent: A potential Architect that responds to this RFQ but has not yet been selected.

Selection Committee: The team responsible for selecting the Architect for this Project.

Abbreviations

ADA	Americans with Disabilities Act	RFP	Request for Proposals
AIA	American Institute of Architects	RFQ	Request for Qualifications
CD	Construction Documents	SD	Schematic Design
DD	Design Development	SF	Square Feet
NOMA	National Organization of Minority Architects	TAS	Texas Accessibility Standards
RFI	Request for Information	TBD	To Be Determined



Background

AIA Austin

AIA Austin is the voice for our region’s architecture community. AIA Austin advocates for its members, the profession, career development, and design excellence. It influences public opinion and policies that shape our built and natural environment. AIA Austin remains committed to fostering a professional community rooted in justice, equity, diversity, inclusion, and belonging.

The Austin Chapter of the American Institute of Architects, AIA Austin serves 1300+ architect and associate AIA Members; and 250+ Allied Member companies in AEC fields in the greater Austin area—north from Copperas Cove and Salado, south to Buda and San Marcos, and west to Fredericksburg. AIA Austin opens doors, provides connections, keeps members and the public informed, and demonstrates a commitment to great design as the key ingredient for livable, sustainable places.

AIA Austin is a professional association incorporated as an IRS 501c6 nonprofit corporation. It is governed by an elected board of members and representatives that authorize committees to develop programs and services for our members. Committee membership is open to all members and to other interested individuals.

AIA Austin is currently located at 801 W 12th St, but will move its headquarters to the new space.

The Place

For several years, AIA Austin and Design Austin have imagined a center for design in Austin. In April of 2022 both boards adopted an integrated strategic plan to establish the Center for Design, as both a virtual and physical space. Its foundational principle is to expand the understanding and appreciation of design excellence and its myriad applications on behalf of diverse communities.

The place will engage and highlight the diverse community of designers, foster creativity, inclusivity and understanding, inform the curious public, and influence decisions regarding the design of places and spaces in the community.

9th & Lavaca

The new space is located at 209 W. 9th Street. AIA Austin is entering into an agreement to lease a space inside this building for at least the next 10 years. The space is 5500 rentable sf on the ground level with street frontage to both 9th and Lavaca. The site has nearby bus stops and will have light rail one block away after construction of the new lines.

The building was originally home to the Steck Publishing Company and has most recently been home to Cap Metro’s Transit Store.



Refer to Appendix A: Existing Drawings and Photos for more information.

Construction Delivery Method

This Project will not be competitively bid. AIA Austin will use the landlord's construction crew and sub-contractors to accomplish the tenant fit-out. This is the same landlord that has completed other tenant fit-out spaces for AIA member firms Anderson-Wise Architects and Steinberg Hart, both in downtown Austin. AIA Austin is using this delivery method to significantly reduce both the initial fit-out and annual operating costs.

Anticipated Program

There are three primary components for the space program in the new facility:

- A. Enclosed and Open office spaces for the staff of AIA Austin and room to grow
- B. A large flexible Gathering/Exhibition space that is appropriate for changing exhibits to showcase the work of AIA Austin members.
- C. A warming kitchen and required storage spaces that are appropriate for catered events for internal or external (earned revenue) uses.

The Public Restrooms are outside of the lease space but immediately adjacent to the lease space. The selected design team will need to assist the building ownership with making selections for new fixtures, toilet partitions, new finishes and lighting.

Refer to Appendix B: Detailed Program for more information.

Consultants

MEP, Structural, and AV/IT firms will be selected based on their pro bono services to assist with all phases of the work. The selections will be made by AIA Austin prior to final selection of the architectural team.

In-Kind Donations

It is the intent to receive in-kind donations from local consultants and material suppliers to help reduce the cost and to highlight AIA Austin Allied Member products. The Architect will assist in this process and demonstrate how they can view this as a design attribute to the Project.

Center Design Goals

Part 1: the “guts”

Do more with less. Stick to the budget. Prioritize the architectural moments that count. Use free design tools like proportions. Use (and showcase) in-kind donations where possible.

Future flexibility. Create spaces that are flexible in the long-term to accommodate the Center’s dreams. Create spaces that are flexible in the short-term to accommodate a wide variety of programming. Don’t over-design every inch of the space.

Design for a backup plan. The interior fit out should be successful in meeting the program and design goals even if the exterior work is significantly delayed.

Part 2: the “imagination”

Welcoming to all. The new Center is envisioned as an inclusive civic space that reflects the diversity of Austin and invites broad public participation in conversations about design. Rooted in AIA Austin’s commitment to justice, equity, diversity, and inclusion, the Center will prioritize accessibility, foster a sense of belonging, and serve as a welcoming environment for everyone in the community. Additionally, the building should have a strong street presence. It should be easy to find the entrance.

Highlights the building’s unique design opportunities. Convince the building owner, the public, and future donors of the beautiful and active street corner this building could inspire if restored.

Lively and engaging. Passersby should get a glimpse of what is happening inside the building and become curious to learn more.

Consider a variety of stakeholders. Designs should engage the variety of committees and members that shape AIA Austin our design-centric community partners.

AIA Framework for Design Excellence

Though AIA Austin does not plan to pursue sustainability certification at this time due to schedule and budget constraints, the project will use the [AIA Framework for Design Excellence](#) as a roadmap in decision-making with particular emphasis on the following principles:

- Design for Well-Being
- Design for Resources
- Design for Change

Detailed Scope of Work

The Architect shall be responsible for basic services as delineated within each “Item” described below, including any sub-consultant services it deems necessary to complete the work. Any reference to “Architect” in the scope of services below shall include any such implied sub-consultant services, as appropriate.

The scope of services covered in this RFQ is as follows:

ITEM 1: Programming & Design Goals

The Architect will provide the following services:

1. *Building Information Gathering.* The Architect will review existing base building documents and any previously prepared programming information to gain an understanding of the existing building systems. Existing building information includes a photomosaic and BIM model of the space.
2. *Programming.* Programming and visioning with members of AIA Austin board, AIA Austin staff, and key committee leaders to refine design goals and program.
3. *Building Code Analysis.* The Architect will prepare a building code analysis for the project. The Architect shall conduct a thorough review of the governing building code prior to the commencement of the Schematic Design phase. This analysis will be updated and/or revised as needed at each phase of the design process.

ITEM 2: Design & Visioning

1. *Tenant Fit Out.* Prepare one set of Schematic Design drawings for tenant fit out that include, at a minimum, floor plans, primary interior elevations, and other related graphic information. The structural, mechanical, electrical and plumbing design should also be diagrammed commensurate with the development of the architectural drawings.
 1. Make modifications, as required, to obtain the Owner’s approval. Schematic Design documents will be subject to Owner review and approval, prior to commencing to Design Development.
2. *Exterior Renderings.* Prepare a second, separate set of Schematic Design drawings that include, at a minimum, exterior elevations, floor plans, and exterior renderings.
3. *Grants and Historic Tax Credit Research.* Identify funding opportunities related to the building’s historic significance.
4. *SD pricing.* At the end of the SD phase, the contractor will estimate the work based on the drawings. A review of any scope changes will take place during the beginning of Documentation to confirm the target budget is being met.

ITEM 3: Documentation & Permitting

1. *Permit Set.* Prepare Permit Set drawings for architectural, interior and exterior work of the project for Owner review and approval. Include project specifications on the drawing sheets. Make modifications, as required, to obtain Owner approval, including design revisions required to meet Owner budget objectives. Attend periodic meetings to present documents in progress and discuss modifications. The documents shall include all architectural, structural, mechanical, electrical, plumbing, fire protection, voice and data communications and other work required for a complete and fully functioning facility renovation.
1. *Permit Process.* The Architect shall prepare plans as required by the City for required building permits and approvals. The Architect will be responsible for understanding the permitting process for the project and appropriately schedule its design activities, so the Client's overall schedule is maintained. Together, Owner and Architect will review the expected permit process and duration and verify the conformance with the overall schedule objectives. If necessary, the Architect shall be responsible for retaining the services of a permit expediter and/or code consultant. The Architect shall maintain communication with the City throughout the permit review period(s) and shall also provide periodic updates to the Owner as to the status of reviews and approvals.

ITEM 4: Construction Observation

1. **Construction Observation.** Provide normal and customary Construction Observation services, including periodic observations, payment application certifications, certificate of Substantial Completion, punch list inspections, certificate of Final Completion, and project closeout.
 1. **Weekly Progress Meetings.** The Architect shall attend weekly progress meetings during construction. The Architect's consultants are expected to attend meetings as required but not expected to be at every weekly progress meeting.
 2. **Supplemental Information.** Based on clarifications and adjustments required during the construction process, the Architect will issue Supplemental Information to support and define the intent of the Construction Documents.
 3. **Contract Changes.** Prepare and administer all Requests for Information, Proposal Requests, Construction Change Directives, Potential Change Orders, and Change Orders.
 4. **Closeout & Occupancy.** The Architect shall prepare and administer the punch list and review and validate project record documents, operation and maintenance manuals and warranties. The Architect shall assist in final Permit Approval and Occupancy. The Architect and Engineers are to provide as-built CAD drawings. These drawings can be prepared in cooperation with the contractors. Any and all close-out documents are to be provided in both a hard copy and in an electronic file format to be specified by the Owner.

Construction Budget

Initial interior tenant fit out: \$739,000, excluding any in-kind donations. FF&E, signage, equipment, and smallwares are budgeted separately.

The fit-out budget does not include any work on the exterior of the building.

Design Fees

The design fee for all parts of this Project is \$60,000.

Design fees do not include MEP, structural, or AV/IT consultants.

Project Timeline

Architect Selection Schedule

January 2026 – May 2026

Start Date	End Date	Task	Duration
	Friday, January 09, 2026	LOI signed	
	Monday, February 09, 2026	RFQ document approved by AIA Austin Executive Committee and Center Task Force	
Wednesday, February 18, 2026	Wednesday, March 18, 2026	RFQ is open	4 weeks
	Tuesday, March 03, 2026	Questions due from Respondents	
	Tuesday, March 10, 2026	Addendum with responses to questions released	
	Thursday, March 26, 2026	Shortlist announced	
Tuesday, March 31, 2026	Tuesday, April 14, 2026	Shortlist interviews and site visits	2 weeks
	Thursday, April 23, 2026	Selection committee announces selection of Architect	
Monday, April 27, 2026	Friday, May 15, 2026	Contract negotiation and board approval	3 weeks

Design Schedule

May 2026 – November 2026

Start Date	End Date	Task	Duration
Monday, May 18, 2026	Tuesday, June 09, 2026	Programming & Visioning	3 weeks
Thursday, June 11, 2026	Thursday, July 23, 2026	Schematic Design	6 weeks
	Monday, July 20, 2026	Present Schematic Design to AIA Austin board (3 rd Monday)	
	Tuesday, July 21, 2026	Schematic Design approved by Owner Design Review Team	
Thursday, July 23, 2026	Thursday, August 13, 2026	SD pricing	3 weeks
Monday, July 27, 2026	Tuesday, September 08, 2026	Documentation	6 weeks
	Thursday, September 10, 2026	Permit Set approved by Owner Design Review Team	
Thursday, September 08, 2026	Friday, November 20, 2026	Permitting	8 weeks
Monday, September 14, 2026	Tuesday, October 06, 2026	Permit Set pricing	3 weeks
Wednesday, October 07, 2026	Friday, October 30, 2026	VE / Contract Negotiation	3 weeks
	Friday, November 20, 2026	NTP approved by AIA Austin Executive Committee (3 rd Friday)	

Construction Schedule

November 2026 – May 2027

Start Date	End Date	Task	Duration
Monday, November 23, 2026	Friday, April 30, 2027	Construction	20 weeks
	Friday, April 30, 2027	Substantial Completion	
Monday, May 03, 2027	Friday, May 14, 2027	Install Owner-Provided Items	2 weeks
	Monday, May 17, 2027	Move-In	

Selection Committee & Design Review Team

The Selection Committee is made up of the following members (subject to change):

Selection Committee members and their firms are excluded from consideration for the design and prime construction of this Project.

- Ingrid Spencer, AIA Austin Executive Director
- Nkiru Gelles, AIA; AIA Austin President
- Burton Baldrige, FAIA; AIA Austin Past President
- David Carroll, AIA; AIA Austin President-Elect
- Stephanie Lemmo, AIA; AIA Austin Treasurer
- Blair McKay, AIA; AIA Austin Secretary
- Michael Hsu, FAIA; Design Austin Board Member and Center for Design Task Force Chair
- Emily Eisenhart, Design Austin Board Member
- Milton Hime, FAIA; Center for Design Task Force Chair
- Douglas Moss, AIA; Center for Design Task Force Chair
- Michelle Rossomando, AIA; Center for Design Task Force Member
- George Blume, AIA; Center for Design Task Force Member
- Arlene Ellwood, Assoc. AIA; Center for Design Task Force Member
- TBD NOMA Representative; Center for Design Task Force Member

The Design Review team is a subgroup of the selection committee, made up of the following members:

- Milton Hime, FAIA
- Douglas Moss, AIA
- Michael Hsu, FAIA

Submission Requirements

The submission should be formatted with a clear title page and should address all sections of required information, as outlined below. Please keep your total submission to no more than 30 pages.

Goals Alignment

Please answer each of the following in fewer than 250 words:

1. Why are you interested in working with AIA Austin?
2. How will a community hub for design impact your personal or professional practice?
3. What is one AIA Austin committee whose values you are excited to bring to this project, and why?
View the 2026 Committee Guide [here](#).

Design Philosophy

Please answer each of the following in fewer than 250 words:

1. Describe an example of a project your firm worked on where you had to do more with less. What were your strategies?
2. What is your firm's participatory design and engagement philosophy?
3. Relative to the [AIA Framework for Design Excellence](#), what do you see as the biggest opportunity for design excellence in this project?
4. Relative to the [AIA Framework for Design Excellence](#), what do you see as the biggest challenge to design excellence in this project?

Capacity & Experience

Structure of Practice

Describe the structure of your practice:

- Where are you headquartered? Where is your local (Austin-area) office?
- List owners or principals and describe their backgrounds. Identify the owner or principal who will be ultimately responsible for the project.
- Number of licensed architects in local office
- Number of employees
- What are the typical types of projects your firm works on? (for example, commercial, single-family residential, etc.)

Project Team

Describe the structure of the proposed project team:

- Organizational chart with the roles and responsibilities of each team member. Indicate whether each team member is involved for the entire project or only certain stages.
- Short bios or resumes of key project personnel, including number of years of relevant experience

Relevant Project Experience

Please provide 3-5 work samples of similar projects you have completed, with a particular emphasis on experience related to:

- Tenant fit-out and/or interior space planning
- Projects with atypical contractor approaches
- Small scale projects
- Office
- Event Spaces
- Community & Civic

Emphasis will be given to built projects over conceptual projects. Include any concept sketches, renderings, and other design communication instruments as well as completed photos, if available. For each work sample, include completion date, location, and budget.

Do not include any design work related to this Project in your submission.

References

Please list at least (2) client references with projects relevant to this one that may be contacted. Owner will contact references for Respondents that are shortlisted.



Evaluation Criteria

Criteria used by the Selection Committee to determine the list of shortlisted Respondents:

Goals Alignment	30
Design Philosophy	30
Capacity & Experience	40
<hr/>	
Possible Points:	100

Shortlisted Respondents will be asked to interview with the Selection Committee and will have a chance to ask clarification questions about the project.

Site Visits

Site visits will be available only to shortlisted Respondents.

Reservation of Rights

AIA Austin reserves the right at any time and for any reason to cancel this solicitation, to reject any or all proposals, or to supplement, add to, delete from, or otherwise change the RFQ if conditions dictate. AIA Austin may seek clarifications from a proposer at any time and failure to respond promptly may be cause for rejection. AIA Austin also reserves the right to interview or select only those proposers that it determines shall provide the most advantageous service.

Contract Agreement

AIA Austin intends to use the AIA small projects agreement (B105) for securing the architectural services. A preliminary version of this document will be provided for review and comment prior to final Architect selection.

Insurance

Shortlisted Respondents will be asked to provide proof of Liability, Errors & Omissions insurance up to \$1M.



Request for Qualifications

DESIGN SERVICES FOR NEW HOME FOR AIA AUSTIN

Issued 2026.02.18

SUBMISSION FORM

Please complete this form and include it as the **first page of your PDF submission.**

Name of Architect contact:

Email address for Architect contact:

Phone number for Architect contact:

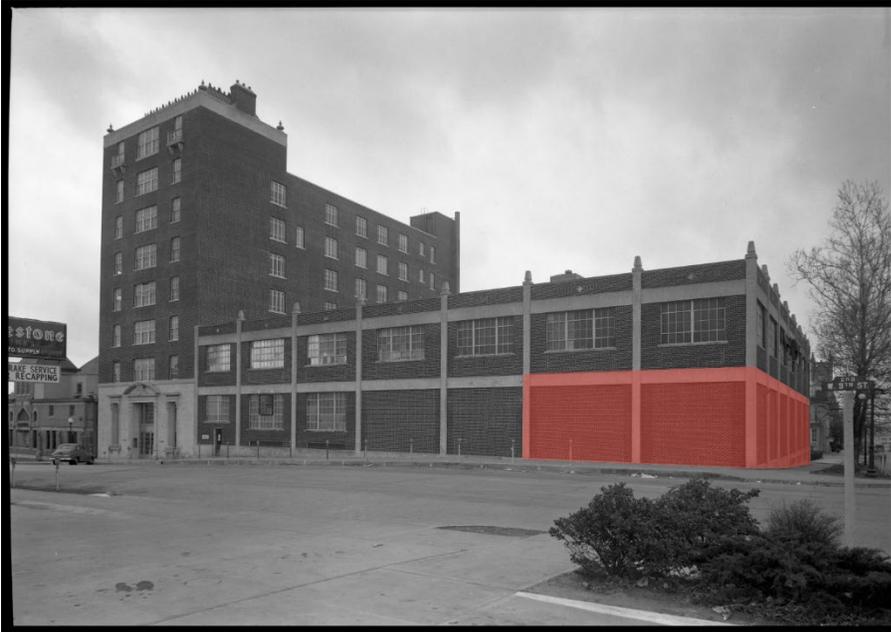
AIA member number for Architect contact:

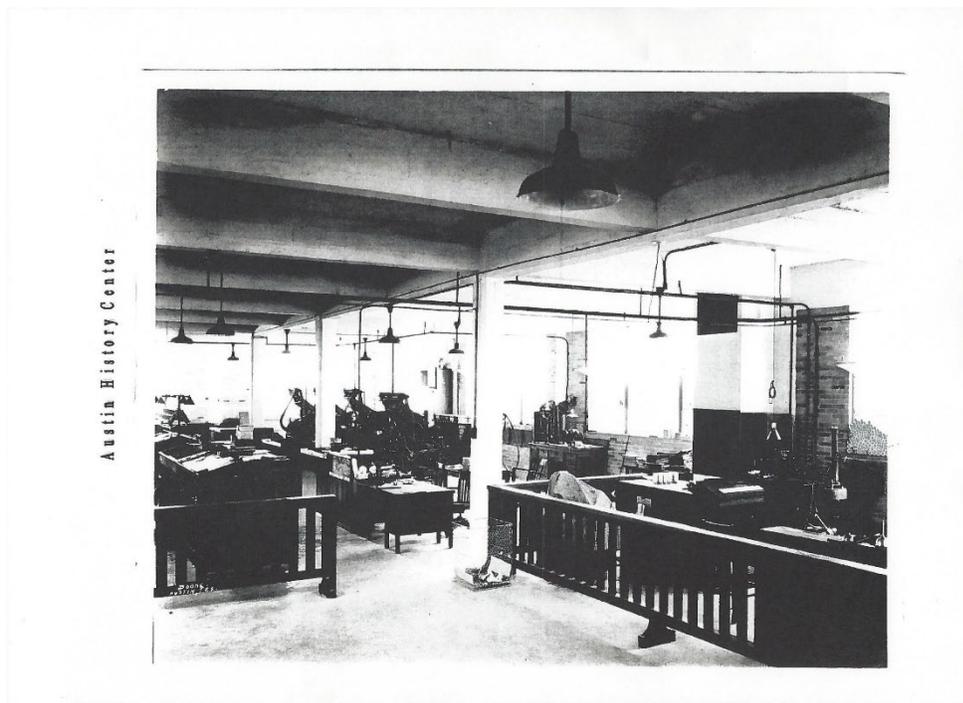
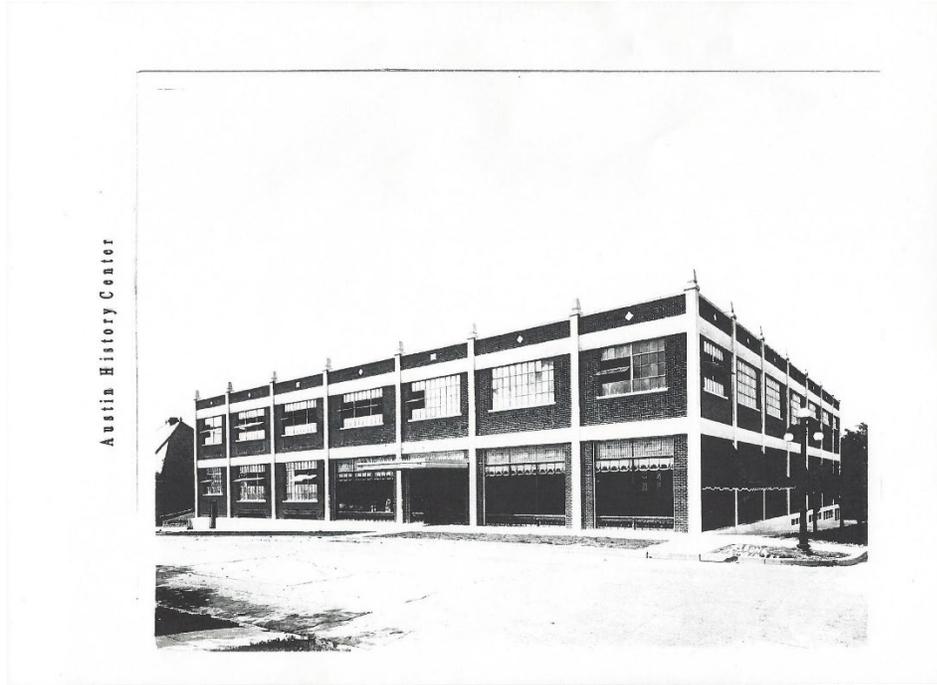
Firm Name:

Firm Address:

TBAE Registration Number:

Appendix A: Historic Drawings & Photos





Appendix B: Existing Photos



Appendix C: Draft Space Program

Room #	Space Description	Existing Space	Proposed Space	Venue Types		Notes
		801 W 12th Street	209 W 9th Street	Dining	Conf.	
WELCOME / EXHIBITION / GATHERING						
1.01	Entry - Information	124	250			Digital Info boards for AIA and Design Austin
1.02	Exhibition Space		750			Dedicated Exhibition (open to larger space); used for city of Austin Model??
1.03	Gathering/ Exhibition	550	1,100	44	92	serves as a meeting room with A/V and temporary exhibition (open to larger space) (seated at 12/SF per person; Dining at 25/SF per person)
1.04	Conference Room	265	350	18		Targeting staff and small meetings (at 20sf/person); full A/V capabilities
	Sub-Total Exhibition/ Gathering	939	2,450			
ADMINISTRATION (these areas should be securable from the exhibition/gathering areas for tenant uses)						
2.01	Executive Director- AIA	198	180			private office with conf table for four persons
2.02	Future staff office	198	180			private office with conf table for four persons
2.03	Work Station #1	193	60			low partitions, collaborative work space
2.04	Work Station #2		60			low partitions, collaborative work space
2.05	Work Station #3		60			low partitions, collaborative work space
2.06	Work Station #4		60			low partitions, collaborative work space
2.07	Work Station #5		60			low partitions, collaborative work space
2.08	Work Station #6		60			low partitions, collaborative work space
2.09	Work Station #7		60			low partitions, collaborative work space
2.10	Receptionist	52	60			integrated into the entry/information
2.11	Work Room	49	120			Copier, printer, layout space, etc
2.12	IT - A/V Closet and Racks		50			To be reviewed with AV and Tech consultants
2.13	Administration Storage	66	200			printed material, banners, swag, etc (separate lockable liquor storage)
	Sub-Total Administration	756	1,210			
SUPPORT						
3.01	Staff Pantry/ Break Room	88	120			micro, ref, dw, bar stools, lounge chairs
3.02	Warming Kitchen (for catering)		240			stainless steel counters, food warming bins, commercial ice maker
3.03	Table and Chair Storage		270			tables, chairs, lecturns, banners, etc.
3.04	General Storage		200			Could discuss with landlord about basement storage
3.05	Bike Parking		125			For staff and Visitors
3.06	Public Restrooms	119				Supplied outside lease space
	Sub-Total Support	207	955			
Total Usable Square Feet (NSF)		1,902	4,615	4,600 SF for two bays (excluding restrooms)		
Loss Factor		12%	14%			
Total Gross Square Feet (GSF)		2,165	5,375	As stated in the revised LOI (January 9, 2026)		

Addendum: Responses to Questions

DESIGN SERVICES FOR NEW COMMUNITY HUB FOR DESIGN AND HOME FOR AIA AUSTIN

Issued 2026.03.10

- 1. What is missing in your current building that you have established work arounds for in your day to day? What friction exists in your current space that we can remove or reduce to make your day-to-day operations more effective and efficient?**
- 2. What staff growth do you see this new system supporting?**
- 3. How do you foresee the space to evolve over the next 10-20 years?**
- 4. What is something you will miss about working from the 12th street building?**
- 5. What would excite you to go to work in this new office space every day?**
- 6. What does a successful partnership look like?**
- 7. What does overall success look like?**
- 8. What are the top 3 priorities that aren't design or program related?**
- 9. What are your non-negotiables or non-starters other than a secure mailbox?**
- 10. When you are in the space once complete, what feeling or energy does it exude or provoke?**
- 11. If the design is visually successful, what makes the experience and energy of the space successful?**

Items 1 to 11 are questions for the programming/visioning sessions at the outset of the project. The Task Force feels it is in the best interest of the Project to wait to answer these questions until a full group of representative stakeholders can share their voices. The Task Force looks forward to learning about each Respondent's participatory design and engagement philosophy in their RFQ response.

12. Can we propose a slightly reduced fee to offer our margin as an in kind donation?

This is generous but to keep this fair and given the breadth of scope, it will not be considered. The winning candidate is certainly welcome to give back their "margin" after the completion.

13. Interior vs. Long-Term Vision - For Part 2, the exterior schematic vision, how ambitious would you like teams to be? Should we assume that the long-term concept could involve substantial facade intervention, or would you prefer proposals to remain grounded in likely near-term feasibility?

This is a two-part project. The successful budget-oriented project to get the Center for Design into the building and functioning is paramount. The building ownership will have to finance any concepts that change the building - creativity that meets their budget. There is a desire to make the building work more effectively and the idea of other creative groups that may occupy the building.

14. Landlord-Contractor Dynamic - Given that the landlord's construction team will execute the fit-out and requires limited drawings, I'm wondering how we could learn more specifics about their expectations for documentation depth and coordination. Are there examples, like documents from a prior tenant project, that might help us calibrate our approach?

This will be discussed with the Landlord at the outset of the building.

15. Budget Flexibility & In-Kind Donations - The \$739,000 interior budget excludes in-kind donations. Is there a target or expectation for how much of the project might realistically be offset through donations? Are there specific Allied Members or material categories already in conversation?

There is hope that there will be a robust response for in-kind materials, craftsmanship, and labor. There have been no discussions and all in-kind will be considered if it works for the project.

16. Exhibition & Public Programming - How often do you anticipate the gathering/exhibition area shifting configurations? Weekly vs monthly vs twice per year? Understanding the operational cadence would help us prioritize flexibility strategies. I also know this idea might be part of Programming & Visioning, so this might be more of a design question for later in the process.

Yes, this is programming and visioning. See response to Items 1-11.

17. Community Engagement During Design - Would you like the selected architect to facilitate broader member or committee engagement during programming and SD beyond the Design Review Team? If so, could designing & managing engagement events be offered as an additional service, and are there specific committees you envision playing an active role?

There will be presentations to the broader community. It is still not determined what community engagement programs will be part of the project. This will be negotiated as part of the contract. The Task Force looks forward to learning about each Respondent's participatory design and engagement philosophy in their RFQ response.

18. Historic Strategy & Funding - Regarding historic tax credit and grant research, is there an appetite from the building owner to pursue formal designation if needed, or should the research remain exploratory?

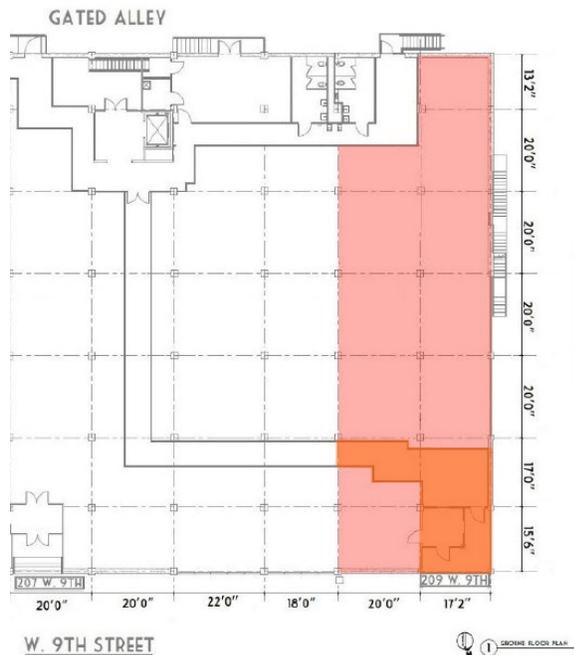
There has been discussion on tax credits and the owner of the building is interested. There is no predetermined approach to historic status or tax credits. This will be a discussion but may not be part of the project.

19. I understand the Landlord will also be the General Contractor and self-perform the Tenant Improvements for the interior work, at least, for this project. Can we get the name of the GC, or at least see examples of their work and capability? Would that be possible?

This will be discussed at the commencement of the project.

20. What appears to be the 5,500 leasable square feet includes the current common lobby space and corridor through the building (see below). Does any of that common space, highlighted in orange, need to be maintained, in effect separating that small rectangle of leasable space from the rest of it:

This configuration will change and the larger visioning project will be an exercise in the better performance of the building especially for organizations that augment the creative community that the Center may inspire.



21. Consultants - We see that MEP/Structural/AV-IT firms will be invited to work pro-bono on the project. How is that solicitation being handled? Do you have a separate RFQ process for consultants to express interest? Our understanding from the RFQ is that the selected architectural firm will not have any control over who the engineering consultants for the project will be - is that right? Will those consultants be contracted directly by AIA Austin?

We have not pre-determined that consultants will perform any pro-bono work. There is hope that there will be a consideration of lower fees and pro-bono for particular consultants. MEP will be required to carry Errors and Omissions coverage. It is not determined how the contracts for consultants will be held and the architect will participate in the selection.

22. Does AIA Austin have any specific insurance requirements for the project and what do they anticipate will be the contractual limitation of liability for the project?

The RFQ asked for one million/one million in coverage. During contract negotiation, the request can be made for a limitation of liability depending on the scope.