PART 1 - GENERAL

1.01 OVERVIEW

A. This Design Guideline Element describes minimum A/E deliverables for each Design Phase submission. This Design Guideline Element does not address intermediate submissions or supplementary information that may be required.

B. Refer to Design Guideline Element Z201001, Design Phase Deliverables, for a summary of deliverables required at submission of each Design Phase, organized by building system or component.

C. In addition to Drawings and Specifications, the A/E must submit a written narrative of design assumptions as described in Part 4 of this Design Guideline Element; Design Intent Document. A detailed outline of requirements is described within Design Guideline Element Z201002.

PART 2 - DESIGN PHASE PLANNING

2.01 OWNER’S PROJECT TEAM

A. Owner may designate a single point of contact person, such as a Design Facilitator, to represent the Owner’s Project Manager in technical matters related to design and to facilitate the overall Design Phase process. This individual will keep the Owner’s Project Manager informed of all direct communication with the A/E.

B. The Owner’s Project Manager and/or Design Facilitator will facilitate participation of facility and non-facility personnel that have expertise in, or are responsible for, certain building systems.

C. Depending on the complexity of the project, the A/E and Owner will engage in work sessions focused on specific building systems at appropriate intervals during the Design Phase to communicate design concepts and to clarify Owner’s expectations.

D. The civil, structural, HVAC, electrical, plumbing, fire protection engineering, telecommunications, security, and other consultants as applicable shall participate in all reviews, work sessions, and presentations where the appropriate discipline is involved.

2.02 WORK PLAN

A. Upon Owner’s Notice to Proceed with Design Phase services, the A/E shall prepare and submit a Work Plan for Owner’s review at the initial project meeting. The A/E’s Work Plan should address the following:

1. Milestone dates for Design Phase deliverables based on Owner’s preliminary schedule and A/E’s evaluation of the project scope.
2. Projected design submittals appropriate to the project scope and delivery method with transmittal dates. Include Owner review periods and time for resolution of review comments.

3. Identification and projected dates of work sessions with Owner’s technical project team to present and discuss design concepts, value engineering suggestions, technical evaluations and studies, and to resolve issues. Owner’s project team may include representatives from architecture, engineering, planning, and operations groups.

B. Owner and A/E will jointly adjust the Work Plan to accommodate project scope and schedule requirements.

C. Concurrent with the Work Plan, the A/E shall prepare and maintain a Pending Issues Report throughout the Design Phase to record and track issues with required actions and decision history. An example may be seen as Attachment A, Pending Issues Report. The example indicates the kind of information that should be maintained and documented for pending issues. The A/E shall submit a current Pending Issues Report with each Design Phase Submittal and upon Owner’s request.

2.03 CHANGE MANAGEMENT PROCESS

A. While the Owner’s Design Guidelines represent minimum standards for products, systems, methods, and materials, the A/E is encouraged to present alternate approaches to the design for Owner’s consideration.

B. Alternate design concepts that deviate from the Owner’s Design Guidelines and that affect the construction cost limitation are typically presented to the Owner’s Executive Management or Core Team for approval in a “Pros and Cons List” format. The Pros and Cons List states the issue, option(s) for consideration, pros and cons of each option, the recommended option, and signatures of the Owner’s project team members designating their approval.

C. The A/E shall track design-related decisions that deviate from the Owner’s Design Guidelines within a spreadsheet type format and also address deviations in narrative form within the Design Intent Document.

PART 3 - DESIGN SUBMITTALS

3.01 OVERVIEW

A. Starting from schematic or concept design and throughout the entire course of the design phase, all Drawings and Project Manuals issued for review shall identify the purpose of the document, the date the document is issued, the name of the Architect of record or name and license number of the Engineer of record, and shall conspicuously state "Not for regulatory approval, bidding, permitting, or construction" along with all other necessary indications as required by the Texas professional practice regulations (Texas Board Of Architectural Examiners / Texas Board Of Professional Engineers).

B. Not all projects follow the Schematic, Design Development, and Construction Document phasing as described within the A/E Agreement. Depending on the project schedule or complexity, interim or progress design submittals may not be necessary or feasible.
C. Owner may elect to stage or “fast-track” portions of the work. If the Owner elects to implement the Project in stages, the A/E will submit the design for Owner review in several procurement packages that may encompass multiple building components.


E. Each Design Phase or progress submittal is a continuation of design.

3.02 SCHEMATIC DESIGN SUBMITTAL

A. The primary objective of the Schematic Design Phase is to clearly define a feasible concept based on the Project scope that the Owner will understand and approve. Produce a diagrammatic representation of the Project, including site plans, general floor plans, and sketches of the building exterior and selected interior spaces. List specification sections to be incorporated, and provide the Design Intent Document as described in Part 4 and Design Guideline Element Z201002. The design shall be generated from the approved Facility Program and/or Pre-Design Report, resulting conceptual studies, and alternative schemes developed in conference with the Owner.

B. The A/E shall prepare technical evaluations and/or studies and present written recommendations during the Schematic Design Phase as required by the Agreement or as described in Design Guideline Element 1010 – Project Summary and elsewhere within these Design Guidelines.

C. Include certain minimum information on each standard drawing title block. Submit a mock-up of the title block to the Owner’s Project Manager for review before reproduction on drawing sheets or use. Information to be included on drawing title blocks shall include, at a minimum:

1. Owner's approved Project name and number.
2. A/E’s name and street address.
3. A/E’s consultants' names and professional discipline(s).
4. Location for the date of issue of the plans with space for several revision dates.
5. Location for professional seals along with the license numbers of the professional firms.

D. Include a Project Data Sheet(s) in each set of documents. The Project data sheet shall include, at a minimum, the following information specific to the Project design:

1. Abbreviations used, and their meaning.
2. Alternate bid descriptions.
3. Project address.
4. Date of documents.
5. Drawing symbols and symbol descriptions.
6. Future provisions for expansion (all design disciplines).
7. List of Drawings, Tables and Schedules.
9. A/E’s name and address.
10. A/E’s consultants’ names and addresses.
11. Project name and Owner Project number.
12. Square footage per Project level and the Project total (gross and assignable square footage).
13. Vicinity map.

E. Include a Building Code Analysis as a separate written report in the Schematic Design submittal, to be integrated into the Drawings under later submittals. Refer to Design Guideline Element Z2005, Exhibit 1 for a template.

3.03 DESIGN DEVELOPMENT SUBMITTAL

A. In addition to requirements described for the Schematic Design submittal, the Design Development submittal indicates continued development of the Project design and detailing, refinement and confirmation of program requirements and Schematic Design efforts, and specifications that fully describe the nature and intent of the Project. The design is a continuation of Schematic Design documents, resulting studies, and alternative schemes developed in conference with Owner. All remaining major design decisions shall be made during this phase.

B. In the Design Development Phase, the Project shall be developed to a level of detail necessary to establish a clear, coordinated description of all aspects of the Project. Major elements including equipment, fire protection, mechanical, electrical, structural, telecommunications, security, and plumbing systems shall be designed and coordinated through enlarged scale drawings, detailed elevations, sections and plans as required.

C. The Design Development Phase is the last opportunity for design input that involves Owner User Groups. Any change to the Project’s Scope or program after this phase will likely incur budget and schedule impacts. The A/E shall be focused on integrating all program requirements into the design and providing the Contractor with information necessary to complete a comprehensive GMP Proposal as applicable per the A/E Agreement.

D. The A/E is responsible for submitting to Owner, an updated Design Intent Document that addresses all comments received as a result of Owner’s review of this document when initially submitted as part of the Schematic Design Phase deliverable. In addition, the A/E shall provide written evaluation of design and construction components to meet LEED certification criteria, as directed by Owner on a Project-specific basis.
3.04 CONSTRUCTION DOCUMENT SUBMITTAL

A. In addition to requirements described for the Design Development submittal, the Construction Document submittal reflects completion of Drawings and Specifications that incorporate and illustrate all aspects of the Project in sufficient detail for the construction process.

B. The A/E shall submit the completed Design Intent Document that addresses all comments received as a result of Owner’s review of this document when submitted as part of the Design Development deliverable.

C. Seal, sign, and date construction documents that are issued for permitting, bidding, regulatory approval, or construction purposes in accordance with the Texas professional practice regulations (Texas Board Of Architectural Examiners / Texas Board Of Professional Engineers).

PART 4 - DESIGN SUBMITTAL REVIEW PROCESS

4.01 PURPOSE

A. The A/E will be required to present and then submit Drawings and Specifications to Owner representatives for review and comment at intervals as outlined in the Agreement. Additional reviews may be required if the Project scope changes or if an earlier review found the Drawings and Specifications unacceptable.

B. Owner reviewers perform design submittal reviews for verification of compliance with the Owner's Design Guidelines and Project Scope. The A/E is solely responsible for completeness, accuracy, code compliance and coordination of all Contract Documents.

C. The A/E must coordinate and check all documents prior to submission to Owner for review. Submittals that reveal incompleteness, lack of coordination, or failure to incorporate or resolve Owner’s prior comments with written explanation will not be accepted or reviewed. Rejection of submittals shall not alleviate the A/E’s responsibility, however, to meet the Project Schedule.

4.02 SUBMITTAL PROCESS

A. A/E will upload to Project Workspace combined PDFs with bookmarks and page labels matching the sheet number and name for drawings or section numbers and titles for specifications. Discuss with the Owner’s Project Manager whether to break up PDFs by discipline or volume. When combining drawings by volume, consider top level bookmarks by discipline.

B. Other required submittal items will be uploaded as individual files.

C. Name the files with the Owner’s project number, building acronym, submittal description (SD, 95DD, etc.) and content description. Example, #######-1MC-95CD-Specs V1. Discuss the building acronym with the Owner’s Project Manager.
4.03 OWNER REVIEW PROCESS

A. Owner will furnish review comments in a Bluebeam Session hosted by the A/E for each Design Phase submittal. The A/E will use Bluebeam to receive and review comments. Utilize PDFs with bookmarks and page labels matching the sheet number and name for drawings or section numbers and titles for specifications. The A/E shall export the comments and provide a detailed written response to each Owner review comment indicating where in the documents and how the comment has been addressed in the documents. Written responses to all previous design review comments shall be made in sufficient detail for verification purposes, such as locations of revised details, specification sections, and updated drawings. Generic responses such as “will comply”, “will add”, or “will incorporate” are not acceptable.

B. After the Bluebeam session closes, the A/E will upload a record copy of the PDFs with comments included to project workspace. Append “-RECORD” to the file name.

C. The A/E shall submit the written responses for the Design Phase submittal prior to the scheduled review meeting with the Owner’s project team, as directed by the Owner’s Project Manager. Update resulting resolutions to the written responses and transmit to the Owner’s Project Manager in order to obtain Owner’s approval to proceed to the next Design Phase.

D. To expedite the review process, the A/E must provide a response as follows:

1. Have incorporated comment (respond with date that comment was incorporated and initials of the individual who made the revision).
2. Will not incorporate revision (see response).
3. MD Anderson to provide further direction/clarification.
4. Decision pending further review – action A/E.
5. Comment conflicts with Design Guidelines or previous directive.
6. For information only.

4.04 OWNER’S APPROVAL

A. The A/E shall obtain Owner’s written approval of the Work of each Design Phase before proceeding to the next Design Phase. In addition, furnish affirmation by the firm principal that previous review comments have been fully addressed and incorporated in the current submittal.

B. Documents at any Design Phase submittal shall be considered “complete” when all areas of design (i.e. Civil, Architectural, Structural, HVAC, Electrical, etc.) are 100 percent complete as defined herein and agreed upon by Owner.

C. The A/E shall also include within each Design Phase submittal a detailed written description clearly defining any information and/or direction required from the Owner that will affect the next Design Phase.
PART 5 - DESIGN INTENT DOCUMENT

5.01 DESCRIPTION

A. As part of each Design Phase deliverable for all new building construction, building expansions and additions, and major renovation projects, the A/E shall furnish a document titled “Design Intent Document” that describes the complete architectural and engineering design intent for the Project including design guiding principles, assumptions, issues, recommendations, and narrative assessment of the architectural and infrastructure systems.

B. The purpose of the Design Intent Document is to establish early agreement between the A/E and Owner as to overall design approach and detailed design assumptions. This document shall address in written, narrative form, all assumptions and reasoning behind decisions made during the Design phases and provide a final assessment of all architectural and infrastructure systems. The A/E shall address site and building components relevant to the Project.

C. Refer to Design Guideline Element Z201002, Design Intent Document, for a detailed description of the document format and content.

PART 6 - CONSTRUCTION COST ESTIMATE

6.01 GENERAL

A. If required by the A/E Agreement, the A/E shall provide a Construction Cost Estimate by an independent estimating company, acceptable to the Owner, throughout the entire design process at the end of each design phase (or as necessary to meet the Owner’s identified Construction Cost Limitation). An example may be seen as Attachment B, Cost Quantity Survey.

B. GMP Proposal and Final Construction Cost Estimates shall be based upon detailed quantities and unit costs for all materials, labor, equipment, building systems, overhead and profit, administrative expenses, General Conditions, fees and contingencies.

PART 7 - FLOOD ELEVATION CERTIFICATION

7.01 GENERAL

A. Prepare and submit for Owner review, a Federal Emergency Management Agency (FEMA) flood elevation certificate and a flood proofing certificate (if applicable) as a deliverable to Owner for signature at the time of Project Substantial Completion.

B. Flood elevation certificate must be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify the building’s elevation information.
PART 8 - ADA COMPLIANCE

8.01 GENERAL

A. The A/E shall provide MD Anderson with copies of Texas Accessibility Standards compliance related correspondence with the Texas Department of Licensing and Regulation, and any Registered Accessibility Specialists involved with the Project. Furnish documents pertaining to the Project's registration, plan review, plan review response, inspection, inspection response, and substantial compliance.

B. Transmit copies to MD Anderson in a timely manner as soon as documents are completed or as they become available to the A/E.

PART 9 - ROOM NUMBER CONTROL SET

9.01 GENERAL

A. Allocating and maintaining room number, stair designations and elevator cab designations assignments in a controlled manner is an important component of the Owner's ability to successfully manage its facilities. These assignments are used as unique identifiers of space in the Owner's space management and asset management databases. As such, room numbers, stair designations and elevator cab designations play a critical role in the Owner's facilities maintenance and operations procedures; its master space planning efforts; and, its wayfinding systems. Maintaining accurate records is essential for meeting regulatory reporting requirements of the Texas Higher Education Coordinating Board, Joint Commission, as well as, for accurate Medicare \ Medicaid cost reporting.

B. The A/E shall provide the Owner with a comprehensive set of architectural floor plans in AutoCAD “DWG” format, hereinafter referred to as the project “Room Number Control Set” (or, “Set”), separate and distinct from other required drawing submittals. The time of the initial Set submission will be determined on a per-project basis and will be scheduled to allow the Owner sufficient time to designate room numbers, stair designations, elevator cab designations and sufficient time for the A/E to incorporate the assignments into the 100 percent Design Development document review set. The time of the initial Set submission will be identified in the A/E’s Work Plan.

C. The A/E shall provide the Owner with a list mapping the existing project area room numbers with the corresponding renovation room numbers as assigned on the room number control set drawing. The list shall be submitted through the drawing review workflow in Project Workspace and must be in Microsoft Excel format. It shall include the data shown in the graphic below.
Example of Room Number Mapping List/Worksheet

<table>
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<th>Date:</th>
<th>8/4/21</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDACC Project #:</td>
<td>FAR 190678</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pre-Renovation Room Number</th>
<th>Room Number Control Set Room Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>G1.3413</td>
<td>G1.3403</td>
</tr>
<tr>
<td>G1.3417</td>
<td>G1.3403</td>
</tr>
<tr>
<td><strong>G1.3418</strong></td>
<td><strong>None (Removed)</strong></td>
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<td>G1.3421</td>
<td>G1.3411</td>
</tr>
<tr>
<td>G1.3421</td>
<td>G1.3411A</td>
</tr>
</tbody>
</table>

D. The A/E shall resubmit the Room Number Control Set (complete set) and Room Number Mapping List any time following its initial creation that the Owner approves a change to the architectural layout. Resubmission is for the purpose of Owner’s assessment and reassignment of room numbers, stair designations and elevator cab designations as necessary.

E. The A/E shall not distribute documents for bidding or construction purposes if the documents contain changes to the architectural layout that affects one or more room numbers, stair or elevator cab assignments until the revised assignment has been obtained from the Owner and incorporated into the documents by the A/E. Distribution of documents for Owner’s review of proposed changes to the architectural layout is acceptable.

F. The A/E shall not, under any circumstance, unilaterally assign room numbers, stair designations or elevator cab designations. The Owner has sole authority to assign these designations.

9.02 ROOM NUMBER CONTROL SET REQUIREMENTS

A. The initial submittal and each resubmission shall consist of one bound paper copy and one CD-ROM containing the document in its native, electronic format.

B. The Cover Sheet shall contain at a minimum:
   1. The Owner’s Project Name
   2. The Owner’s project number
   3. The Set title: Room Number Control Set
   4. The Date of submittal

C. The Set shall contain a sheet index

D. The Set shall contain sheets of Architectural floor plan(s) representing every building level. Each sheet shall contain:
1. The most current, Owner approved, architectural layout of the associated building level (or subdivision)
2. Owner’s previously assigned Room Numbers, stair and elevator cab designations (if any)
3. Revision “clouds” keyed to a Revision log and highlighting changes to the architectural layout
4. Match lines (if any)
5. Key plan identifying floor plan subdivision (if any)

E. Each floor plan sheet shall scale 1/8”=1'-0” or larger.

F. Maximum sheet size = 30”X42”

G. Each Sheet shall have a Title Block containing:
   1. A/E’s project title block per Owner’s CADD Standard
   2. Set title: Room Number Control Set
   3. Owner’s Project Name
   4. Owner’s Project Number
   5. A completed Revision log \ history
   6. Associated Floor level
   7. Document Revision History

PART 10 - DOCUMENT REVISION HISTORY

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<tr>
<th>Issue</th>
<th>Date</th>
<th>Revision Description</th>
<th>Reviser</th>
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<tr>
<td>Rev. 1</td>
<td>20210412</td>
<td>Revision incorporating Bluebeam review standards</td>
<td>Chris Cook</td>
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<tr>
<td>Rev. 2</td>
<td>202108254</td>
<td>Revisions to Room Number Control Set and addition of Room Number Mapping List</td>
<td>Fugita Nasseri</td>
</tr>
<tr>
<td>Rev. 3</td>
<td>20220127</td>
<td>Revisions to add stair designations and elevator cab designations to the Room Number Control Set requirements</td>
<td>Rich Fitzgerald</td>
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END OF ELEMENT Z2010
## ATTACHMENT A - PENDING ISSUES REPORT EXAMPLE

**PROJECT NAME**  
THE UNIVERSITY OF TEXAS MD ANDERSON CANCER CENTER  
MD ANDERSON PROJECT NUMBER

<table>
<thead>
<tr>
<th>Action Number</th>
<th>Date Action Initiated</th>
<th>Requested By</th>
<th>Requested Action</th>
<th>Responsible Party</th>
<th>Due Date for Resolution</th>
<th>Action Item/Comment</th>
<th>Status (Open/Closed)</th>
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<tbody>
<tr>
<td>01</td>
<td>09/01/06</td>
<td>A/E</td>
<td>Chemical storage list/quantities</td>
<td>Owner</td>
<td>10/01/06</td>
<td>Per 50% CD review meeting</td>
<td>Open</td>
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<tr>
<td>02</td>
<td>09/01/06</td>
<td>Owner</td>
<td>Upgrade Roof warranty</td>
<td>CM</td>
<td>10/01/06</td>
<td>Per 50% CD review meeting</td>
<td>Accepted – 9/15/06</td>
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# ATTACHMENT B - COST QUANTITY SURVEY EXAMPLE

**PROJECT NAME**  
THE UNIVERSITY OF TEXAS MD ANDERSON CANCER CENTER

**OWNER'S PROJECT NUMBER**

**TITLE (DESIGN DEVELOPMENT OR CONSTRUCTION DOCUMENT ESTIMATE)**

**SUMMARY - BASE BID**  
(REPEAT FOR EACH ALTERNATE BID)

**DATE OF ESTIMATE**

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<td>DIVISION 05</td>
<td>METALS</td>
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<td>X.XX</td>
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<tr>
<td>DIVISION 06</td>
<td>WOOD, PLASTICS AND COMPOSITES</td>
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<td>X.XX</td>
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<tr>
<td>DIVISION 07</td>
<td>THERMAL AND MOISTURE PROTECTION</td>
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<td>OPENINGS</td>
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<td>03 30 00 Cast-in-Place Concrete</td>
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<td>200 Retaining wall 1'6&quot; deep</td>
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<td>SF</td>
<td>XX.XX</td>
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<tr>
<td>300 Concrete topping slab</td>
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<td>SF</td>
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<td>500 10’x 10’ Housekeeping pad</td>
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<tr>
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<td>100 Broom finish to concrete topping and sidewalk</td>
<td>X,XXX</td>
<td>SF</td>
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<td>REFERENCE 03 34 50 – SUBTOTAL:</td>
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