**Exhibit D**

**Staffing Plan**

This form is in 3 parts: General Management, DPOR, and Construction Team. Provide three (3) separate charts labeled as requested.

Organizational chart shall clearly depict lines of authority and reporting. The table below shall include all the roles shown and any additional roles proposed.

The first few titles are filled in showing the minimum Owner expectation of key roles. One person can be named for multiple positions.

The format merely serves as an example and may be altered as needed, such as portrait versus landscape, and additional sheets can be attached, if needed. Fonts and graphics may be altered so long as the general instructions are maintained. It is not a requirement that the organization chart and table fit on a single page.

**PART 1:** **Organizational Chart for Project General Management** – Show the DB firm’s proposed General Management personnel for this Project. This should include senior levels of the DPOR and Construction Team carried over from Parts 2 and 3. DB firm shall designate each individual in this Organizational Chart who will act as the single point of contact (SPC) for each of the following: the Project’s General Management, DPOR and Construction team. Designate these individuals with the designation SPC. One individual can be named as the SPC for any or all of these at the discretion of the DB firm.

**Organizational Chart – Project’s General Management**

**PART 1:** **Staffing Table - General Management**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role/Title** | **Authority/**  **Responsibility** | **Name of Personnel** | **Years**  **Experience** | **Proposed Time (%) dedicated to Project (if awarded)** |
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**PART 2:** **Organizational Chart forDPOR -** Show the DPOR’s internal team (Principal, Lead Architect/ Project Manager, Project Designer, Specs, QC manager, Production team, Interior design staff, CA manager/architect) and team of sub-consultants including: Civil Engineering firm/Civil engineering key personnel proposed for this project/ MEP/ Structural/ Fuel consultant/ Landscape/ AV-technology/ Code consultants/ or any other key members of the DPOR team.

**Organizational Chart – DPOR**

**PART 2: Staffing Table - DPOR**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role/Title**  **(titles below are listed as examples)** | **Authority/**  **Responsibility** | **Name of Personnel** | **Years**  **Experience** | **Proposed Time (%) dedicated to Project (if awarded)** |
| **Principal** |  |  |  |  |
| **Project Architect** |  |  |  |  |
| **Lead Designer** |  |  |  |  |
| **QA Mgr** |  |  |  |  |
| **Civil Engineer** |  |  |  |  |
| **Structural Engineer** |  |  |  |  |
| **MEP Engineers** |  |  |  |  |
| ***LEED Coordinator*** |  |  |  |  |
| **BIM/CAD Lead** |  |  |  |  |
| **Code consultant** |  |  |  |  |
| **Landscape Architect** |  |  |  |  |
| **Interior Architect** |  |  |  |  |
| **CA Lead** |  |  |  |  |

**PART 3: Organizational Chart for Construction Team** – Show the DB firm’s Construction team including: Construction Manager, Superintendent(s), CA document administrator(s), Procurement manager, QA manager, Inspectors, and key administrators during Construction Administration

**Organizational Chart – Construction Team**

**PART 3:** **Staffing Table - Construction Team.** If Respondent proposes more than one lead superintendent, such as one at each site, be sure to provide data here for those lead personnel.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Roles, Responsibilities, Experience, and Summary of Qualifications** | | | | | |
| **Role/Title** | **Authority/**  **Responsibility** | **Name of Personnel** | **Years**  **of Experience** | **Proposed Time (%) dedicated to**  **Project (if awarded)** | **CPMS Access req’d**  **Y or N** |
| **Construction Manager or Lead** |  |  |  |  |  |
| **Lead Superintendent(s)** |  |  |  |  |  |
| **QA Manager** |  |  |  |  |  |
| **Testing Service Mgr** |  |  |  |  |  |