LAKE COUNTY EXPO CENTER DESIGN CRITERIA PACKAGE
Document Control And Certification

Item	Information
Project	Lake County Event Center and Fairgrounds (LCEC)
County	Lake County, Florida
Project Location	New Lake County Fairgrounds, Tavares, Florida
Solicitation Number	
Design Criteria Professional Firm	
Lead Professional	[NAME / LICENSE / DISCIPLINE]
Issue / Date	
County Project Manager	
Related Solicitation	27-xxx Lake County Event Center and Fairgrounds P3ITN

The undersigned Design Criteria Professional certifies that this Design Criteria Package (DCP) was prepared for Lake County in accordance with sections 255.065(3)(e) and 287.055, Florida Statutes; contains concise, performance-oriented criteria sufficient to permit comparable technical, cost, schedule, operating, and financing proposals; and has been coordinated with the Lake County Expo Center P3 ITN, the County's approved public program, site information, budget, schedule, and project objectives. The Design Criteria Professional acknowledges the continuing responsibility to advise the County during evaluation and through completion of design and construction.

Certification Item	Information
Name / Firm	
Florida License No. / Discipline	
Signature / Date	
Professional Seal	

The firm preparing this package and its subconsultants may not render services under the design-build contract procured from this package.

SOLICITATION-STAGE SCOPE

This streamlined package deliberately separates information needed to price, finance, compare, and select proposals from detailed design-development materials that should be completed after selection. The County must nevertheless resolve enough program, site, quality, budget, and schedule information before issuance to make proposals comparable.

Stage	Content
Required in issued DCP	Legal description/survey reference; controlling program and capacities; schematic/reference diagrams; minimum material and system performance; site, parking, utility and stormwater requirements; County budget and schedule; County-reserved uses; proposer response and deviation requirements.
Develop after selection	Detailed room data sheets; final equipment and FF&E schedules; 30/60/90/IFC submittal matrix; detailed permit log; BIM execution plan; final calculations and equipment selections; detailed QA/QC, mockups, testing, commissioning, training, activation, and closeout plans.

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1. GENERAL REQUIREMENTS

1.1. Purpose and Legal Basis

This Design Criteria Package establishes Lake County's minimum solicitation-stage functional, performance, quality, site, budget, schedule, operating, resilience, and handback criteria for the Lake County Expo Center. It is intended to support comparable conceptual designs, cost proposals, schedules, operating plans, and financing proposals. The final package must be prepared and sealed by a Florida-licensed architect, landscape architect, or engineer employed by or retained by the County.

1.2. Performance-Oriented Nature

The criteria state required outcomes and minimum quality without completing the selected proposer's final design. Reference concepts are informational unless expressly classified as mandatory. Respondents may propose alternatives that meet or exceed the required outcome, but must identify every deviation and its cost, schedule, operating, financing, lifecycle, and public-use effects.

1.3. Order of Precedence and Reliance

Capitalized terms not separately defined in this Design Criteria Package have the meanings stated in the ITN. During the solicitation, the following order of precedence applies: (a) written addenda, with the later-dated addendum controlling; (b) the ITN and County General Terms and Conditions with respect to procurement, legal, financial, commercial, operating, ownership, risk-allocation, and contractual matters; (c) this Design Criteria Package with respect to technical, functional, performance, quality, program, and design matters; (d) County-furnished source documents only to the extent and with the reliance status stated in Appendix C; and (e) a Respondent's Reply only to the extent expressly accepted by the County in an executed Definitive Agreement. A Respondent shall identify any perceived conflict before the ITN question deadline.

Except for technical criteria expressly adopted as Mandatory Minimums or Required Performance Outcomes in this package and source documents expressly designated as reliance documents in Appendix C, County-furnished information is provided for convenience and without representation or warranty. A Respondent may rely on a designated document only to the extent and subject to the limitations stated in Appendix C. The Respondent remains responsible for reasonable independent investigation and for identifying all assumptions, exceptions, and requested risk allocations.

1.4. Technical and Commercial Allocation

This Design Criteria Package defines physical, functional, performance, quality, program, site, and design requirements. The ITN and Definitive Agreements control financing, economics, ownership, operations, legal risk allocation, remedies, default, termination, and other commercial and contractual obligations.

1.5. Respondent Responsibility

The selected Design-Build Team remains responsible for final design, calculations, code compliance, coordination, permitting, constructability, completeness, and performance. County review does not transfer professional responsibility.

1.6. Criterion Classification

1.6.1. Mandatory Minimum - must be met unless the County issues an addendum or expressly accepts a negotiated deviation

1.6.2. Required Performance Outcome - proposer may select the means and system if the outcome is achieved.

1.6.3. Reference Concept - County information used for proposal development but not a prescribed final solution.

1.6.4. Additive Alternate / Future Provision - separately priced or preserved for future

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development.

1.6.5. Excluded Scope - not included unless proposed and separately identified.

2. PROJECT OVERVIEW AND COUNTY BASELINE

2.1. Site and Mission

The Project is planned for the County's new Fairgrounds property in Tavares, Florida. The County intends a flexible, year-round public destination supporting the Lake County Fair, Renaissance Fair, trade shows, conventions, consumer exhibitions, indoor sports, meetings, entertainment, community programming, agricultural uses, tourism, and emergency response and recovery.

[DESIGN CRITERIA PROFESSIONAL TO COMPLETE: insert final address, parcel identification numbers, legal-description reference, surveyed Project limits, and Project acreage.]

2.2. Reference Program

Current reference materials depict an approximately 128,000-gross-square-foot facility with an approximately 101,457-square-foot event hall and configurations for up to 20 volleyball courts or 10 basketball courts. These figures remain County Reference Concepts until the County and Design Criteria Professional complete Appendix A. Before issuance, Appendix A must state the controlling minimum or target building area, event-hall area, required capacities, allowable tolerances, mandatory event configurations, and additive alternates. The earlier approximately 150,000-square-foot planning reference has no independent controlling effect unless expressly adopted in Appendix A.

[COUNTY TO CONFIRM: confirm the controlling gross area, event-hall area, mandatory capacities, allowable tolerances, and status of the 150,000-square-foot reference.]

2.3. County Priorities

2.3.1. Public safety, code compliance, accessibility, and operational reliability.

2.3.2. Flexible event conversion, simultaneous use, efficient loading, storage, turnover, concessions, and crowd circulation.

2.3.3. Durable, cleanable, maintainable systems with strong lifecycle value and objective handback condition.

2.3.4. Compatibility with the Fairgrounds master plan and future facilities.

2.3.5. Appropriate technology, Wi-Fi, AV, ticketing, point-of-sale, security, and emergency communications.

2.3.6. Budget and schedule certainty, open-book cost control, commissioning, and reliable completion.

2.4. Reserved County Uses

The design must support an aggregate of two County-designated months each Operating Year for the County Fair and Renaissance Fair, including the setup, event, teardown, and restoration periods stated in Appendix A, together with County emergency and recovery use. The physical criteria must address County control, simultaneous-use assumptions, access, loading, utilities, sanitation, storage, security, restoration, and resilience. The ITN and Definitive Agreements govern scheduling, operating control, revenues, damage, and other commercial matters.

[DESIGN CRITERIA PROFESSIONAL TO COMPLETE: define mandatory County Fair, Renaissance Fair, emergency, governmental, and community-use assumptions.]

2.5. County Budget and Target Schedule

2.5.1. [COUNTY TO: insert the approved total Project budget and state included/excluded cost

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categories.]

2.5.2. **[**COUNTY TO: insert target Financial Close, Notice to Proceed, substantial completion, commissioning, Occupancy Readiness, and public opening dates.]

2.5.3. The DCP milestone schedule shall use the ITN definitions of Financial Close, Notice to Proceed, Substantial Completion, Occupancy Readiness, and Operating Year. The same dates and milestone definitions must be used in the ITN financial model, proposal schedule, and final agreements**.**

3. SITE, PROGRAM, AND OPERATIONAL REQUIREMENTS

3.1. Site and Existing Conditions

Appendix C must identify the legal description, survey, title and easements, existing improvements, environmental and geotechnical information, floodplain, zoning and land use, traffic and access, utilities, stormwater, and known permitting constraints. Appendix C must designate each source as a reliance document, reference-only document, or document requiring independent verification and must state all known limitations. The final package must define the Project limits and proposal assumptions sufficiently for comparable design, price, schedule, financing, and risk allocation.

3.1.1. Building pad, finished-floor elevation, grading, accessible routes, retaining systems, erosion control, and construction staging.

3.1.2. Road geometry, event traffic, emergency access, truck/bus/RV/trailer access, pedestrian routes, rideshare, and traffic control.

3.1.3. Permanent, shared, and overflow parking; accessible, staff, vendor, bus, RV, trailer, and emergency parking.

3.1.4. Domestic and fire water, sanitary sewer, electric, telecommunications, natural gas if applicable, metering, utility relocation, and future capacity.

3.1.5. Stormwater treatment, attenuation, outfalls, roof and loading/service drainage, washdown, shared systems, and maintenance access.

[DESIGN CRITERIA PROFESSIONAL TO COMPLETE: complete quantitative site, parking, utility, stormwater, traffic, and permitting criteria and cite Appendix C source documents.]

3.2. Functional Program

Appendix A is the controlling solicitation-stage program. It must identify quantities, target net areas, required capacities or clear dimensions, mandatory adjacencies, minimum technical criteria, classification, and responsibility for major equipment. It need not contain final room data sheets or detailed finish/system schedules.

3.3. Event Hall and Event Configurations

3.3.1. Required clear dimensions and clear height; structural column limitations; floor loads, flatness, impact resistance, floor protection, anchors, and event utility boxes.

3.3.2. Required rigging, catwalks, hanging loads, scoreboard and lighting positions, dividers/curtains, show power, data, and temporary utilities.

3.3.3. Sports court dimensions, runoffs, equipment, markings, lighting, seating, officials/team support, storage, and conversion requirements.

3.3.4. Trade-show booth grid, exhibit utilities, freight, loading, registration, Internet, rigging, storage, and move-in/move-out.

3.3.5. Entertainment/assembly stage, production, sound, lighting, crowd control, artist/green-

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room, loading, and temporary systems.

3.3.6. Rodeo/livestock requirements apply only if Appendix A classifies that use as a Mandatory Minimum or Additive Alternate. Unless Appendix A does so, Respondents shall not assume that rodeo/livestock facilities, animal-support systems, or related site improvements are included in the base Project.

3.4. Public, Support, and Service Areas

3.4.1. Main/secondary entries, weather protection, security screening, ticketing, queueing, registration, pre-function, guest services, and public circulation.

3.4.2. Meeting/community, Fair administration, event offices, green rooms, operator offices, team/locker, officials, training/first aid, and County-use spaces.

3.4.3. Concessions, catering/commissary, receiving, cold/dry storage, ware washing, grease/waste, mobile concessions, and health-code need

3.4.4. Loading docks and grade-level doors, truck maneuvering, freight/staging, facility/show/sports storage, floor protection, maintenance storage, waste/recycling, and secure service circulation.

3.4.5. Code- and event-appropriate public, family/universal, accessible, staff, and support restrooms.

3.4.6. Mechanical, electrical, fire, IT/security/AV, janitorial, maintenance, and replacement-access spaces.

3.5. Event Parking and Circulation

Respondents must demonstrate the proposed parking, access, loading, pedestrian, bus, RV/trailer, vendor, staff, team, freight, livestock, and emergency circulation for the principal event scenarios. A detailed County event-by-event matrix may be developed with the selected proposer after award; at solicitation, the proposal must show that the site and design can support the mandatory scenarios.

4. MINIMUM PERFORMANCE AND QUALITY CRITERIA

4.1. Architectural and Envelope

4.1.1. Civic identity compatible with the Fairgrounds and future campus buildings; functional zoning and public/back-of-house separation.

4.1.2. Durable envelope and roofing appropriate for Central Florida wind, rain, humidity, corrosion, impact, thermal, condensation, maintenance, replacement, and warranty conditions.

4.1.3. Heavy-use, cleanable, slip-resistant, moisture- and impact-resistant interior finishes; durable doors/hardware; appropriate acoustics, wayfinding, crowd control, and event spillover control.

4.2. Structural

4.2.1. Applicable structural codes, risk category, wind, exposure, flood, seismic, and other governing loads.

4.2.2. Event-hall clear-span or approved column strategy; future flexibility and expansion; corrosion protection.

4.2.3. Slab loads, flatness/levelness, rolling and point loads, stages, bleachers, forklifts, event dirt if applicable, anchors, and repair criteria.

4.2.4. Roof/event rigging, scoreboards, curtains, catwalks, lighting, mechanical/PV, rain, wind,

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and collateral loads.

4.2.5. Foundation criteria based on geotechnical information, groundwater, settlement, and slab support.

4.3. Mechanical, Plumbing, Electrical, and Emergency Power

4.3.1. Indoor/outdoor design conditions, event and latent loads, ventilation, filtration, odor/exhaust, partial occupancy, simultaneous events, maintainability, redundancy, replacement access, and lifecycle analysis.

4.3.2. Open-protocol controls, County access, metering, alarms, trend logs, schedules, cybersecurity coordination, and performance verification.

4.3.3. Domestic/fire water, sanitary and grease waste, fixtures sized for surge occupancy, roof drainage, concessions, event water/washdown, and special systems.

4.3.4. Electrical service, spare capacity, show/stage/dock/concessions/exterior event power, sports/event lighting, emergency lighting, grounding, surge protection, and future expansion.

4.3.5. Emergency/standby power for life safety and County-defined emergency operations, including required fuel duration and load shedding.

4.4. Fire, Life Safety, Accessibility, and Public Safety

4.4.1. Code and occupancy analysis for temporary and simultaneous configurations; egress, exit discharge, seating, crowd flow, and emergency lighting.

4.4.2. Automatic sprinklers, fire alarm/voice evacuation, mass notification, radio enhancement, fire-department access, hydrants/FDCs, and special systems as required.

4.4.3. Florida Accessibility Code and ADA compliance for parking, routes, entries, seating, stages, locker/team spaces, restrooms, ticketing, concessions, temporary layouts, communications, and assistive listening.

4.5. Technology, AV, Security, Ticketing, and Data

4.5.1. Fiber/copper backbone, MDF/IDF rooms, pathways, robust public and operational Wi-Fi, outdoor coverage, redundancy, and spare capacity.

4.5.2. Event-hall sound, distributed audio, displays, scoreboards, digital signage, production/streaming, meeting AV, hearing assistance, and portable systems.

4.5.3. Access control, CCTV, intrusion, duress/intercom, screening, command/monitoring, public-safety communications, ticketing/admissions, concessions/POS, parking, and County audit access.

4.5.4. Cybersecurity, segmentation, remote access, patching, logging, backup, incident response, data ownership, and transition/handback**.**

4.6. Food Service, Sports, Event, and Specialty Equipment

Appendix B must identify the County baseline and minimum performance for major food-service, portable event, bleacher/seating, stage, floor-protection, sports, rigging, scoreboard, production, security, and technology systems. Detailed equipment schedules and final make/model selections may be developed after selection, but proposal pricing must clearly include or exclude each major system.

4.7. Sustainability, Resilience, and Emergency Operations

4.7.1. Code-baseline and proposed energy performance, utility-cost estimates, water efficiency, durable/low-emitting materials, waste reduction, and metering.

4.7.2. Hurricane, wind, flood, roof/water-intrusion, emergency power, communications, security,

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sanitation, loading, storage, and recovery criteria.

4.7.3. County-defined emergency functions and occupancy, system redundancy, temporary connections, continuity, and restoration.

[DESIGN CRITERIA PROFESSIONAL TO COMPLETE: establish measurable energy, water, resilience, emergency, useful-life, and warranty criteria.]

5. POST-SELECTION DESIGN DEVELOPMENT AND COUNTY REVIEW

5.1. Continuing Design Responsibility

The selected Design-Build Team will prepare the final design and construction documents and remains responsible for design, calculations, code compliance, coordination, permitting, constructability, completeness, and performance. The issued Design Criteria Package remains the common procurement baseline. After selection, the County may approve the selected Respondent's program reconciliation and design response demonstrating compliance, but the selected Respondent may not rewrite or reduce the issued criteria except through an expressly approved negotiated deviation that remains within the advertised scope. County review does not transfer professional responsibility.

5.2. Required Design Milestones

Milestone	Minimum Outcome
Concept Validation / Program Confirmation	Reconcile program, site plan, event configurations, code approach, system concepts, budget, financing assumptions, and schedule.
30% Schematic Design	Plans, elevations, sections, site/civil, system narratives, program/area reconciliation, outline specifications, cost and schedule update.
60% Design Development	Coordinated systems/equipment, calculations, code/egress, controls, technology, food service, security, commissioning basis, cost and schedule update.
90% / Permit Set	Near-final signed/sealed documents, specifications, calculations, permit submissions, final equipment, testing/commissioning, updated GMP and schedule.
Issued for Construction / Closeout	Approved IFC documents; record documents; O&M manuals; warranties; training; testing; commissioning; asset data; maintenance plan; handback baseline.

5.3. Items to Be Fleshed Out After Selection

5.3.1. Detailed room data sheets, finish schedules, door/hardware schedules, and final FF&E/equipment matrix.

5.3.2. Detailed design-submittal matrix, County review periods, BIM execution plan, digital deliverable protocols, and common data environment.

5.3.3. Final entitlement/permit log and agency coordination schedule.

5.3.4. Detailed QA/QC, constructability, peer review, mockup, testing, special inspection, commissioning, seasonal testing, training, warranty, closeout, and post-occupancy plans.

5.3.5. Detailed operator activation plan, staffing/training, booking and marketing launch, mock events, emergency drills, soft opening, and opening readiness.

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5.4. Cost Control and Value Engineering

Open-book estimates must be provided at each milestone and reconciled to the approved budget. Value engineering must identify cost, schedule, quality, operating, lifecycle, public-use, financing, and handback effects. No mandatory criterion may be reduced without County approval.

6. BUDGET, SCHEDULE, AND PROPOSAL COMPARABILITY

6.1. County Budget Baseline

Appendix B must state the County baseline budget, inclusions/exclusions, allowances, escalation, contingencies, pricing status, and responsibility for all major Project components. Respondents must reconcile their cost to that common baseline and separately identify variances, exclusions, alternates, and value engineering.

Cost Category	Budget	Baseline Inclusions
Building and envelope	*$[____]*	*[INCLUSIONS / EXCLUSIONS]*
Site, parking, utilities, stormwater	*$[ ]*	*[DETAIL]*
Design / professional services / permits	*$[____]*	*[DETAIL]*
MEP/fire/technology/AV/security	*$[____]*	*[DETAIL]*
Sports/event/food-service equipment and FF&E	*$[____]*	*[DETAIL]*
Testing, commissioning, training, closeout	*$[____]*	*[DETAIL]*
Bonds, insurance, contingency, escalation	*$[____]*	*[DETAIL]*
Total Project Budget	*$[____]*	*[COUNTY APPROVED]*

6.2. Responsibilities and Assumptions

Appendix B must allocate each material scope item among the County, Respondent, Design-Builder, Operator, and other parties; state whether the item is included in the GMP, County Capital Contribution eligibility, Project financing, or another source; and identify allowances and assumptions. An unresolved assumption, incomplete source document, or later variance does not automatically constitute a County-directed change, an increase in eligible County costs, or additional recoverable sponsor capital. The Respondent must identify each requested exception or risk allocation in Appendix D.

6.3. Solicitation-Stage Schedule

Milestone Group	Target Date / Range
ITN issuance / proposal due	*[DATES]*
Selection / negotiation / Comprehensive Agreement	*[DATES]*
Financial Close / Notice to Proceed	*[DATES]*
Concept validation / 30% / 60% / permit set	*[DATES]*
Construction / substantial completion	*[DATES]*
Commissioning / soft opening / Occupancy Readiness	*[DATES]*

6.4. Comparability Requirements

6.4.1. Common program and event capacities.

6.4.2. Common site, utility, parking, and stormwater assumptions.

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6.4.3. Common budget categories and inclusions/exclusions.

6.4.4. Clear pricing status for fixed costs, allowances, contingencies, escalation, and exclusions.

6.4.5. Complete responsibility and equipment scope.

6.4.6. Baseline and alternative schedules with critical path and long-lead procurement.

6.4.7. Transparent departures from County criteria and quantified effects.

7. RESPONDENT TECHNICAL RESPONSE AND DEVIATIONS

7.1. Required Technical Response

7.1.1. Narrative demonstrating understanding of the County program, public uses, site, and operating requirements.

7.1.2. Conceptual site plan showing building, parking, access, loading, utilities, drainage, outdoor-event integration, expansion, and emergency circulation.

7.1.3. Conceptual floor plan(s), event configurations, elevations, building sections, clear heights, public/back-of-house circulation, loading, and storage.

7.1.4. Program and area reconciliation to Appendix A.

7.1.5. Code/life-safety/accessibility narrative and architectural, structural, civil, MEP, fire, technology, AV, security, food-service, sports/event, resilience, and commissioning concepts.

7.1.6. Material/quality narrative and completed Appendix B baseline and responsibility schedules.

7.1.7. Design and construction schedule, critical path, long-lead procurement, open-book cost reconciliation, and assumptions.

7.1.8. Design team, licenses, key personnel, QA/QC approach, and completed Appendix D compliance/deviations matrix.

7.2. Required Conceptual Drawings

Suggested Sheet	Minimum Content
G-001 / G-002	Cover, design narrative, code/life-safety summary
C-101 through C-104	Existing conditions; conceptual site; grading/drainage/utilities; parking/traffic/event operations
A-101 / A-102	Conceptual floor plan(s) and mandatory event configurations
A-201 / A-301 / A-401	Elevations; sections/clear heights/loading; public/back-of-house circulation
S/M/P/E/FP/T-001	Structural, MEP, fire/life-safety, technology/AV/security concepts

7.3. Deviations and Alternates

Respondents must complete Appendix D. Each deviation, substitution, betterment, alternate, exclusion, and unresolved assumption must identify the exact criterion, proposed response, proposal reference, and cost, schedule, financing, operating, lifecycle, public-use, and handback effect. Silence will be treated as compliance.

8. REQUIRED EXHIBITS AND DEFERRED DELIVERABLES

8.1. Critical Solicitation-Stage Exhibits

8.1.1. The issued package must include and complete the following four solicitation-stage appendices: Appendix A - Project Program and Event Configuration Matrix; Appendix B - Budget, Quality, Responsibility, and Assumptions Baseline; Appendix C - Site and

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Reference Document Register; and Appendix D - Respondent Compliance and Deviations Matrix. Detailed room data, permit logs, BIM protocols, final calculations, commissioning plans, operator mobilization, and final lifecycle/handback plans may be developed after selection as stated below.

8.1.2. Appendix B - Budget, Quality, Responsibility, and Assumptions Baseline.

8.1.3. Appendix C - Site and Reference Document Register, including legal description/survey and the minimum County reference drawings.

8.1.4. Appendix D - Respondent Compliance and Deviations Matrix.

8.2. Separate Source Documents to Attach or Reference

8.2.1. Legal description and survey.

8.2.2. Existing conditions and Fairgrounds reference site plan.

8.2.3. Available geotechnical and environmental reports.

8.2.4. Available utility, traffic/access, parking, stormwater, zoning/land-use, and permitting information.

8.2.5. County-approved schematic/reference diagrams and current program concept.

8.3. Deferred to Selected Proposer and Definitive Agreements

The following should not be separate solicitation appendices unless the County already has complete requirements: detailed room data sheets; final FF&E/equipment schedules; detailed design-submittal matrix; detailed permit log; detailed BIM protocol; detailed testing/commissioning plan; detailed activation plan; final lifecycle and handback plan; and final operating procedures. The ITN and Definitive Agreements should require their preparation, County review, and approval after selection.

[*Appendixes to follow.*]

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Appendix A - Project Program And Event Configuration Matrix

The Design Criteria Professional must complete the controlling quantities, target areas, capacities, dimensions, adjacencies, and mandatory/optional classification before issuance. Detailed room data sheets may be developed after selection.

Space / Function	Qty.	Reference NSF	Final Area	Capacity / Dimensions	Class	Key Criteria
Event / exposition hall	*1*	101,457 reference	*[MIN / TARGET / MAX]*	*[CLEAR DIMENSIONS / HEIGHT]*	Mandatory - County to finalize dimensions /capacity	Sports, expo, assembly, entertainment, Fair, emergency
Main lobby / pre-function	*[ ]*	[ ]	*[ ]*	*Peak arrival / queueing*	*Mandatory*	Ticketing, screening, registration, guest services
Meeting / community rooms	*[ ]*	[ ]	*[ ]*	*[CAPACITY]*	*[CLASSIFY]*	Operable partitions, AV, acoustics
County / Fair / operator administration	*[ ]*	[ ]	*[ ]*	*[ ]*	*Mandatory*	Secure County-use and event offices
Green rooms / production / event offices	*[ ]*	[ ]	*[ ]*	*[ ]*	*[CLASSIFY]*	Entertainment and event support
Concessions / catering / commissary	*[ ]*	1,007 reference	*[ ]*	*[PEAK SERVICE]*	*Mandatory*	Receiving, storage, waste, grease, health code
Team / locker / officials / training	*[ ]*	Reference concept	*[ ]*	*[ ]*	*[CLASSIFY]*	Sports and event support
Public / family / accessible restrooms	*[ ]*	Reference concept	*[ ]*	*[FIXTURE COUNT]*	*Mandatory*	Surge occupancy and distributed access
Loading / staging / freight	*[ ]*	3,831 reference	*[ ]*	*[TRUCKS / DOORS]*	*Mandatory*	Shows, sports, livestock, emergency logistics
Facility / event / sports storage	*[ ]*	4,916 reference combined	*[ ]*	*[ ]*	*Mandatory*	Floor protection, bleachers, show/maintenance storage
Technology / security / AV / ticketing rooms	*[ ]*	[ ]	*[ ]*	*[ ]*	*Mandatory*	MDF/IDF, production, security, systems support
Maintenance / building support	*[ ]*	[ ]	*[ ]*	*[ ]*	*Mandatory*	MEP, fire, janitorial, workshop, replacement access

Event Configuration Summary

Use	Configuration	Capacity	Special Criteria	Class
Volleyball	*20 courts reference*	*Approx. 960 reference*	*[SETUP / CONVERSION]*	[COUNTY TO CONFIRM: Mandatory / Alternate]
Basketball	*10 courts reference*	*[CAPACITY]*	*[SETUP / CONVERSION]*	[COUNTY TO CONFIRM: Mandatory / Alternate]
Rodeo / livestock	*120 x 200 ft reference*	*Approx. 4,500 reference*	*[DIRT / PENS / RESTORATION]*	[COUNTY TO CONFIRM BEFORE ISSUANCE]
Trade show / expo	*[BOOTH GRID]*	*[OCCUPANCY]*	*[FREIGHT / UTILITIES]*	*Mandatory*
Convention / banquet / entertainment	*[CONFIGURATION]*	*[CAPACITY]*	*[STAGE / AV / SEATING]*	*[CLASSIFY]*
County Fair / Renaissance Fair	*[CONFIGURATION]*	*[CAPACITY]*	*[PROTECTED OPERATIONS]*	*Mandatory*
Emergency operations	*[FUNCTIONS]*	*[CAPACITY]*	*[POWER / HVAC / SANITATION / COMMS]*	*Mandatory*

[DESIGN CRITERIA PROFESSIONAL TO COMPLETE: calculate total net program, support area, grossing factor, and final gross building area.]

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APPENDIX B - Budget, Quality, Responsibility, And Assumptions Baseline

This appendix combines the critical pricing-baseline schedules that proposers need at solicitation. The Design Criteria Professional and County must complete the County baseline and identify whether each amount or system is mandatory, an allowance, or a proposer alternative.

B-1. Budget and Pricing Reconciliation

Cost Category	County Baseline	Inclusions / Assumptions	Pricing Status	Respondent Reconciliation
Building / envelope / interiors	*$[ ]*	*[BASELINE INCLUSIONS]*	*[FIXED / ALLOWANCE]*	*[RESPONDENT VARIANCE]*
Site / parking / utilities / stormwater	*$[ ]*	*[BASELINE INCLUSIONS]*	*[FIXED / ALLOWANCE]*	*[VARIANCE]*
Structural / MEP / fire	*$[ ]*	*[BASELINE INCLUSIONS]*	*[FIXED / ALLOWANCE]*	*[VARIANCE]*
Technology / AV / security / ticketing	*$[ ]*	*[BASELINE INCLUSIONS]*	*[FIXED / ALLOWANCE]*	*[VARIANCE]*
Sports / event / food service / FF&E	*$[ ]*	*[BASELINE INCLUSIONS]*	*[FIXED / ALLOWANCE]*	*[VARIANCE]*
Design / permits / testing / commissioning	*$[ ]*	*[BASELINE INCLUSIONS]*	*[FIXED / ALLOWANCE]*	*[VARIANCE]*
Bonds / insurance / escalation / contingency	*$[ ]*	*[BASELINE INCLUSIONS]*	*[STATUS / OWNERSHIP]*	*[VARIANCE]*
Total	*$[ ]*	*[COUNTY APPROVED]*	*[ ]*	*[ ]*

B-2. Minimum Quality / Basis of Design

System	County Baseline	Minimum Performance	Permitted Alternatives
Event hall structure / clear span	*[COUNTY BASELINE]*	*[MINIMUM PERFORMANCE]*	*[ALTERNATIVES / PROHIBITED]*
Floor slab / event floor	*[BASELINE]*	*[LOADS / FLATNESS / DURABILITY]*	*[ALTERNATIVES]*
Envelope / roofing	*[BASELINE]*	*[WIND / WATER / THERMAL / WARRANTY]*	*[ALTERNATIVES]*
HVAC / controls	*[BASELINE]*	*[ZONING / EFFICIENCY / REDUNDANCY / ACCESS]*	*[ALTERNATIVES]*
Electrical / show power / emergency power	*[BASELINE]*	*[CAPACITY / DURATION / REDUNDANCY]*	*[ALTERNATIVES]*
Technology / AV / security	*[BASELINE]*	*[CAPACITY / INTEGRATION / DATA ACCESS]*	*[ALTERNATIVES]*
Seating / sports / event / food-service systems	*[BASELINE]*	*[CAPACITY / WARRANTY / STORAGE]*	*[ALTERNATIVES]*

B-3. Responsibility and Assumptions

Item	Furnish / Perform	Install / Manage	Funding / GMP	Assumption / Allocation Notes
Land / site delivery	*County*	*County*	*County / Project*	*[NOTES]*
Survey / environmental / geotechnical	*[PARTY]*	*[PARTY]*	*[GMP / OTHER]*	*[RELIANCE / VERIFICATION]*
Design / permitting / utility coordination	*Respondent*	*Respondent*	*GMP*	*[COUNTY REVIEW]*
Building / site / parking / utilities	*Respondent*	*Respondent*	*GMP*	*[SCOPE LIMITS]*
Technology / AV / security / ticketing	*[PARTY]*	*[PARTY]*	*[GMP / ALLOWANCE]*	*[DETAIL]*
Sports / event / food-service equipment / FF&E	*[PARTY]*	*[PARTY]*	*[GMP / ALLOWANCE]*	*[DETAIL]*
Testing / commissioning / training / activation	*[PARTY]*	*[PARTY]*	*[GMP / OTHER]*	*[DETAIL]*
Operating / capital / handback reserves	*Respondent*	*Respondent*	*Project financing*	*[DETAIL]*

All unresolved assumptions and allowances must be listed in the proposal with the basis, amount, responsible party, required investigation, resolution milestone, and treatment if incorrect. They do not automatically increase County funding or create a County change.

SAMPLE Subject to change

APPENDIX C - Site And Reference Document Register

Attach the current legal description and survey and list all County-furnished source documents. The register must state whether a respondent may rely on each item and any required verification.

Document / Study	Date / Preparer	Source	Reliance	Known Limitations / Open Issues
Legal description / boundary-topographic survey	*[DATE / PREPARER]*		[COUNTY/DCP TO CONFIRM RELIANCE BEFORE ISSUANCE]	*[LIMITATIONS]*
Title / easement summary	*[DATE / PREPARER]*		*[YES / NO]*	*[OPEN ITEMS]*
Fairgrounds reference site plan / master plan	*[DATE / PREPARER]*		*Reference only*	*[STATUS]*
Environmental report(s)	*[DATE / PREPARER]*		*[YES / NO]*	*[LIMITATIONS]*
Geotechnical report	*[DATE / PREPARER]*		*[YES / NO]*	*[LIMITATIONS]*
Utility capacity / provider information	*[DATE / PROVIDER]*		*[YES / NO]*	*[VERIFICATION]*
Traffic / access / parking information	*[DATE / PREPARER]*		*[YES / NO]*	*[LIMITATIONS]*
Stormwater / drainage information	*[DATE / PREPARER]*		*[YES / NO]*	*[LIMITATIONS]*
Zoning / land-use / permitting summary	*[DATE / PREPARER]*		*Reference; verify current requirements*	*[OPEN ITEMS]*
County reference concept / event configurations	*[DATE / PREPARER]*		*Reference unless adopted as mandatory*	*[STATUS]*

Minimum County Reference Drawings to Attach or Identify

a. Overall Fairgrounds site plan and defined Project limits.
b. Reference building/site massing and functional zoning diagram.
c. Reference floor plan or program diagram sufficient to establish area and adjacency expectations.
d. Mandatory event-configuration diagrams.
e. Public, service/loading, team/vendor, livestock if applicable, and emergency circulation diagrams.
f. Expansion and future-facility interface diagram, if applicable.

SAMPLE subject to change

APPENDIX D - Respondent Compliance And Deviations Matrix

Respondent must identify each deviation, betterment, exclusion, allowance, assumption, or alternative. Add rows as necessary. Silence is treated as compliance.

DCP Section	Requirement	Status	Proposal Reference	Effect / Explanation
[SECTION]	*[REQUIREMENT]*	*Comply / Deviate / Betterment / Alternate*	*[PROPOSAL REFERENCE]*	*[COST / SCHEDULE / FINANCING / OPERATIONS / LIFECYCLE EFFECT]*
[]	*[]*	*[]*	*[]*	*[]*
[]	*[]*	*[]*	*[]*	*[]*
[]	*[]*	*[]*	*[]*	*[]*
[]	*[]*	*[]*	*[]*	*[]*
[]	*[]*	*[]*	*[]*	*[]*
[]	*[]*	*[]*	*[]*	*[]*
[]	*[]*	*[]*	*[]*	*[]*
[]	*[]*	*[]*	*[]*	*[]*
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[]	*[]*	*[]*	*[]*	*[]*
[]	*[]*	*[]*	*[]*	*[]*
[]	*[]*	*[]*	*[]*	*[]*
[]	*[]*	*[]*	*[]*	*[]*
[]	*[]*	*[]*	*[]*	*[]*
[]	*[]*	*[]*	*[]*	*[]*
[]	*[]*	*[]*	*[]*	*[]*

SAMPLE subject to change