# SCHEDULE OF SERVICES CODES

# PROJECT WORK/TASK CODES:

- .01 Project Administration
- .02 Disciplines Coord/Document Checking
- .03 Agency Consult/Approval/Code Check
- .04 Owner-Supplied Data Coordination
- .05 Project Programming
- .06 Space Schematics/Flow Diagrams
- .07 Existing Facilities Surveys/Reports
- .08 ADA Survey/Report Preparation
- .09 Economic Feasibility Studies
- .10 Project Financing Support
- .11 Interview Prep./Presentation
- .12 Owner/Architect Agreement Prep.
- .13 Site Analysis & Selection
- .14 Site Development GIS Planning
- .15 Detailed Site Utilization Studies
- .16 On-Site Utility Studies
- .17 Off-Site Utility Studies
- .18 Environmental Studies & Reports
- .19 Zoning Processing Assistance
- .20 As-Built Measure/Photography
- .21 Architectural Design/Documentation
- .22 Structural Design/Documentation
- .23 Mechanical Design/Documentation
- .24 Electrical Design/Documentation
- .25 Civil Design/Documentation
- .26 Landscape Design/Documentation
- .27 Interior Design/Documentation
- .28 Specifications/Material Research
- .29 Project Development Scheduling
- .30 Special Bidding Documents/Scheduling
- .31 Project Budgeting
- .32 Statement of Prob. Construction Cost
- .33 Presentations
- .34 Bid Documents/Negotiations
- .35 Preparation of Addenda
- .36 Bidding/Negotiations
- .37 Analysis of Alternates/Substitutions
- .38 Special Bidding Services
- .39 Bid Evaluation
- .40 Construction Contract Agreement Prep
- .41 Office Construction Admin/Shop Drawings
- .42 Construction Field Observation
- .43 Project Representation
- .44 Testing/Inspection Coordination
- .45 Supplemental Documents

# ARCHITECT'S PHASE DESIGNATIONS:

- PHASE 0 PROPOSALS / NEGOTIATIONS
- PHASE 1 PREDESIGN SERVICES
- PHASE 2 SITE ANALYSIS SERVICES

Baucentrum Urban Studio Work Codes

- PHASE 3 SCHEMATIC DESIGN SERVICES
- PHASE 4 DESIGN DEVELOPMENT SERVICES

- .46 Quotation Requests/Change Orders
- .47 Project Scheduling/Monitoring
- .48 Construction Cost Accounting
- .49 Construction Project Closeout
- .50 Maintenance & Operation Planning
- .51 Start-up Assistance
- .52 Prepare Record Drawings
- .53 Warranty Review
- .54 Post Construction Evaluation
- .55 Reproduction Services
- .56 2-D CAD Operations
- .57 3-D BIM Design
- .58 Special Computer/Video Operations
- .59 Miscellaneous Services
- .60 Project Feasibility/Analysis
- .61 Special Studies
- .62 Renderings
- .63 Model Construction
- .64 Life Cycle Cost Analysis
- .65 Value Analysis
- .66 Quantity Surveys
- .67 Detailed Construction Cost Statements
- .68 Sustainability & Energy Studies
- .69 Environmental Monitoring
- .70 Tenant-Related Services
- .71 Graphics Design
- .72 Fine Arts & Crafts Services
- .73 Special Furnishings Design
- .74 Non-Building Equipment Selections
- .75 Project Promotion/Public Relations
- .76 Leasing Brochures
- .77 Expert Witness Services
- .78 Computer Applications
- .79 Materials & Systems Testing
- .80 Demolition Design Services
- .81 Mock-Up Services
- .82 Photography & Videography
- .83 Coord. with Non-Design Professionals

PHASE 5 - CONSTRUCTION DOCUMENTS SERVICES

06/09

PHASE 6 - BIDDING/NEGOTIATION SERVICES

PHASE 8 - POST CONSTRUCTION SERVICES PHASE 9 - SUPPLEMENTAL/ADDITIONAL SERVICES

PHASE 7 - CONSTRUCTION ADMIN. SERVICES

- .84 Special Disciplines Coordination
- .85 Special Building Type Consultation
- .86 Facilities Management Analysis
- .87 Facilities Management Design
- .88 Scope/Fee Proposal Preparation
- .89 Contract Negotiations
- .90 Project Meeting

# SCHEDULE OF STANDARD DESIGNATED SERVICES

Renderings

3.62

#### PHASE 0 - PROPOSALS / NEGOTIATIONS

PHASE 1 - PREDESIGN SERVICES	
0.90	Project Meeting
0.89	Contract Negotiations
0.88	Scope/Fee Proposal Preparation

#### 1.01 **Project Administration** 4.0 1.02 **Disciplines Coord/Document Checking** 4.0 Agency Consult/Approval/Code Check Owner-Supplied Data Coordination 4.2 1.03 1.04 4.2 1.05 Project Programming 4.2 Space Schematics/Flow Diagrams 4.2 1.06 Existing Facilities Surveys/Reports 1.07 4.2 Economic Feasibility Studies Interview Prep./Presentation 1.09 4.2 1.11 4.2 1.12 Owner/Architect Agreement Prep. 4.2 As-Built Measure/Photography 4.2 1.20 1.29 Project Development Scheduling 4.2 Project Budgeting 4.3 1.31 Presentations 4.3 1.33

- 1.55 **Reproduction Services**
- **Miscellaneous Services** 1.59
- 1.60 Project Feasibility/Analysis
- Tenant-Related Services 1.70
- 1.78 **Computer Applications**
- 1.90 Project Meeting

### **PHASE 2 - SITE ANALYSIS SERVICES**

Project Administration
Disciplines Coord/Document Checking
Agency Consult/Approval/Code Check
Owner-Supplied Data Coordination
Existing Facilities Surveys/Reports
Site Analysis & Selection
Site Development GIS Planning
Detailed Site Utilization Studies
On-Site Utility Studies
Off-Site Utility Studies
Environmental Studies & Reports
Zoning Processing Assistance
As-Built Measure/Photography
Project Development Scheduling
Project Budgeting
Presentations
Reproduction Services
Miscellaneous Services
Computer Applications
Project Meeting

## PHASE 3 - SCHEMATIC DESIGN SERVICES

3.01	Project Administration
3.02	Disciplines Coord/Document Checking
3.03	Agency Consult/Approval/Code Check
3.04	Owner-Supplied Data Coordination
3.06	Space Schematics/Flow Diagrams
3.21	Architectural Design/Documentation
3.22	Structural Design/Documentation
3.23	Mechanical Design/Documentation
3.24	Electrical Design/Documentation
3.25	Civil Design/Documentation
3.26	Landscape Design/Documentation
3.27	Interior Design/Documentation
3.28	Specifications/Material Research
3.29	Project Development Scheduling
3.31	Project Budgeting
3.32	Statement of Prob. Construction Cost

- 3.33 Presentations
- **Reproduction Services** 3.55
- 3-D BIM Design 3.57
- Special Computer/Video Operations 3.58

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3.63 3.90	Model Construction Project Meeting	
PHASE 4 - DESIGN DEVELOPMENT SERVICES		
$\begin{array}{c} 4.01\\ 4.02\\ 4.03\\ 4.04\\ 4.20\\ 4.21\\ 4.22\\ 4.23\\ 4.24\\ 4.25\\ 4.26\\ 4.27\\ 4.28\\ 4.29\\ 4.31\\ 4.32\\ 4.33\\ 4.55\\ 4.57\\ 4.58\\ 4.59\\ 4.62\\ 4.63\\ 4.90\\ \end{array}$	Project Administration Disciplines Coord/Document Checking Agency Consult/Approval/Code Check Owner-Supplied Data Coordination As-Built Measure/Photography Architectural Design/Documentation Structural Design/Documentation Electrical Design/Documentation Electrical Design/Documentation Landscape Design/Documentation Interior Design/Documentation Specifications/Material Research Project Development Scheduling Project Budgeting Statement of Prob. Construction Cost Presentations Reproduction Services 3-D BIM Design Special Computer/Video Operations Miscellaneous Services Renderings Model Construction Project Meeting	
PHASE 5 - CONSTRUCTION DOCUMENTS		
5.01	Project Administration	

# PH

5.01 5.02 5.03 5.04 5.21 5.22 5.23 5.24 5.25 5.26 5.27 5.28 5.29 5.21 5.29 5.21	Project Administration Disciplines Coord/Document Checking Agency Consult/Approval/Code Check Owner-Supplied Data Coordination Architectural Design/Documentation Structural Design/Documentation Electrical Design/Documentation Civil Design/Documentation Landscape Design/Documentation Interior Design/Documentation Specifications/Material Research Project Development Scheduling Project Budgeting
5.32	Statement of Prob. Construction Cost
5.33	Presentations
5.55	Reproduction Services
5.56	2-D CAD/D Operations
PHASE 6 - BIDDING/NEGOTIATION SERVICES	

## PHASE 6 - BIDDING/NEGOTIATION SERVICES

**Project Administration** 6.01 Disciplines Coord/Document Checking 6.02 6.04 Owner-Supplied Data Coordination 6.30 Special Bidding Documents/Scheduling 6.34 Bid Documents/Negotiations Preparation of Addenda Bidding/Negotiations 6.35 6.36 6.37 Analysis of Alternates/Substitutions 6.38 Special Bidding Services 6.39 **Bid Evaluation** 6.40 **Construction Contract Agreement Prep** 6.55 **Reproduction Services PHASE 7 - CONSTRUCTION ADMINISTRATION** 7.01

- Project Administration
- Disciplines Coord/Document Checking 7.02
- Agency Consult/Approval/Code Check 7.03
- Owner-Supplied Data Coordination 7.04
- Owner/Architect Agreement Prep. 7.12

7.41	Office Construction Admin/Shop Dwgs
7.42	Construction Field Observation
7 40	Decise t December 1 at a

- 7.43 **Project Representation**
- 7.44 Testing/Inspection Coordination
- 7.45 Supplemental Documents
- 7.46 Quotation Requests/Change Orders
- Project Scheduling/Monitoring 7.47 7.48
  - Construction Cost Accounting
- Construction Project Closeout 7.49
- 7.55 **Reproduction Services**
- Materials & Systems Testing 7.79
- **Demolition Services** 7.80
- 7.81 Mock-Up Services

8. Ρ 9.01

- Still Photography 7.82
- 7.83 Motion Picture/Videotape
- Coord. with Non-Design Professionals 7.84
- 7.85 Special Disciplines Coordination

## **PHASE 8 - POST CONSTRUCTION SERVICES**

8.01	Project Administration	
8.02	Disciplines Coord/Document Checking	
8.03	Agency Consult/Approval/Code Check	
8.04	Owner-Supplied Data Coordination	
8.28	Specifications/Material Research	
8.50	Maintenance & Operation Planning	
8.51	Start-up Assistance	
8.52	Prepare Record Drawings	
8.53	Warranty Review	
8.54	Post Construction Evaluation	
8.55	Reproduction Services	
8.61	Special Studies	
PHASE 9 - SUPPLEMENTAL/ADDIT'L SERV.		

**Project Administration** 

9.02	Disciplines Coord/Document Checking
9.03	Agency Consult/Approval/Code Check
9.04	Owner-Supplied Data Coordination
9.08	ADA Survey/Report Preparation
9.10	Project Financing Support
9.59	Miscellaneous Services
9.60	Project Feasibility/Analysis
9.61	Special Studies
9.62	Renderings
9.63	Model Construction
9.64	Life Cycle Cost Analysis
9.65	Value Analysis
9.66	Quantity Surveys
9.67	Detailed Construction Cost Statements
9.68	Energy Studies
9.69	Environmental Monitoring
9.70	Tenant-Related Services
9.71	Graphics Design
9.72	Fine Arts & Crafts Services
9.73	Special Furnishings Design
9.74	Non-Building Equipment Selections
9.75	Project Promotion/Public Relations
9.76	Leasing Brochures
9.77	Expert Witness Services
9.78	Computer Applications
9.79	Materials & Systems Testing
9.80	Demolition Design Services
9.81	Mock-Up Services
9.82	Photography & Videography
9.83	Coord. with Non-Design Professionals
9.84	Special Disciplines Coordination
9.85	Special Building Type Consultation
9.86	Facilities Management Analysis
9.87	Facilities Management Design
9.90	Project Meeting

# **PROJECT PHASE DESCRIPTIONS**

# PHASE 1 - PRE-DESIGN/PROJECT FEASIBILITY

In the Predesign Phase the Owner and Architect determine the Owner's program and the financial and time requirements and limitations for the Project prior to beginning design.

Project Administration/Coordination services include: Initial consultation in development of the Project Fee proposals and professional services agreement(s) Project-related research Conferences Communications Travel Time Progress Reports In-house Scheduling Meetings

# PHASE 2 - SITE ANALYSIS SERVICES

In the Site Analysis Phase the Owner and the Architect, respectively, shall provide those services designated in the Schedule of Designated Services necessary to analyze the existing conditions of the site and any buildings consisting of field measuring and photography as necessary to verify the proper dimensions of the site and buildings so as to draw them and further check As-Built drawings provided by the Owner. Drawing the existing conditions of the site and buildings is typically done under this phase.

# PHASE 3 - SCHEMATIC DESIGN SERVICES

In the Schematic Design Phase the Owner and the Architect, respectively, shall provide those services designated in the Schedule of Designated Services necessary to prepare Schematic Design Documents consisting of drawings and other documents illustrating the general scope, scale and relationship of Project components for approval by the Owner. Designs will be conceptual in character and based on the requirements developed under previous phases and approved by the Owner, or on program requirements provided by the Owner and reviewed and agreed upon by the Architect.

## PHASE 4 - DESIGN DEVELOPMENT SERVICES

In the Design Development Phase the Owner and the Architect, respectively, shall provide those services designated in the Schedule of Designated Services necessary to prepare from the approved Schematic Design Documents, for approval by the Owner, the Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the entire Project, including architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate. Consideration shall be given to availability of materials, equipment and labor, construction sequencing and scheduling, economic analysis of construction and operations, user safety and maintenance requirements, and energy conservation.

## PHASE 5 - CONSTRUCTION DOCUMENT SERVICES

In the Construction Document Phase the Owner and the Architect, respectively, shall provide those services designated in the Schedule of Designated Services necessary to prepare, from the approved Design Development Documents, for approval by the Owner, Construction Documents consisting of Drawings, Specifications and other documents setting forth in detail the requirements for construction of the Project and bidding and contracting for the construction of the Project.

# PHASE 6 - BIDDING/NEGOTIATIONS SERVICES

In the Bidding or Negotiations Phase the Owner and the Architect, respectively, following the Owner's approval of the Construction Documents and of the most recent Statement of Probable Construction Cost, shall provide those services designated in the Schedule of Designated Services necessary for the Architect to assist the Owner in obtaining bids or negotiated proposals in awarding and preparing contracts for construction. In the case of phased construction, the Owner may authorize bidding and/or negotiation of portions of the Work prior to completion of the Construction Documents Phase.

Continued

# **PROJECT PHASE DESCRIPTIONS**

# PHASE 7 - CONSTRUCTION REVIEW SERVICES

In the Construction Review Phase the Owner and the Architect, respectively, shall provide those services designated in the schedule of Designated Services necessary for the administration of the construction contract set forth in the General Conditions of the Contract for Construction. Unless otherwise provided in the Schedule of Designated Services, the Architect's duties and responsibilities during construction shall be as set forth in the Agreement between Owner and Architect for Designated Services.

# PHASE 8- POST CONSTRUCTION SERVICES

In the Post Construction Phase the Owner and the Architect, respectively, shall provide those services designated in the Schedule of Designated Services necessary to assist the Owner in the use and occupancy of the facility. The following descriptions shall apply to those services assigned in the Schedule of Designated Services as the responsibility of the party indicated therein.

# PHASE 9 - SUPPLEMENTAL/ADDITIONAL SERVICES

This phase is to provide flexibility in a project's scope of services and may utilize any of the 90 task codes. Additional Services shall be authorized by the Principal in Charge.