
SCHEDULE OF SERVICES CODES
PROJECT WORK/TASK CODES:

.01	Project Administration	.46	Quotation Requests/Change Orders
.02	Disciplines Coord/Document Checking	.47	Project Scheduling/Monitoring
.03	Agency Consult/Approval/Code Check	.48	Construction Cost Accounting
.04	Owner-Supplied Data Coordination	.49	Construction Project Closeout
.05	Project Programming	.50	Maintenance & Operation Planning
.06	Space Schematics/Flow Diagrams	.51	Start-up Assistance
.07	Existing Facilities Surveys/Reports	.52	Prepare Record Drawings
.08	ADA Survey/Report Preparation	.53	Warranty Review
.09	Economic Feasibility Studies	.54	Post Construction Evaluation
.10	Project Financing Support	.55	Reproduction Services
.11	Interview Prep./Presentation	.56	2-D CAD Operations
.12	Owner/Architect Agreement Prep.	.57	3-D BIM Design
.13	Site Analysis & Selection	.58	Special Computer/Video Operations
.14	Site Development GIS Planning	.59	Miscellaneous Services
.15	Detailed Site Utilization Studies	.60	Project Feasibility/Analysis
.16	On-Site Utility Studies	.61	Special Studies
.17	Off-Site Utility Studies	.62	Renderings
.18	Environmental Studies & Reports	.63	Model Construction
.19	Zoning Processing Assistance	.64	Life Cycle Cost Analysis
.20	As-Built Measure/Photography	.65	Value Analysis
.21	Architectural Design/Documentation	.66	Quantity Surveys
.22	Structural Design/Documentation	.67	Detailed Construction Cost Statements
.23	Mechanical Design/Documentation	.68	Sustainability & Energy Studies
.24	Electrical Design/Documentation	.69	Environmental Monitoring
.25	Civil Design/Documentation	.70	Tenant-Related Services
.26	Landscape Design/Documentation	.71	Graphics Design
.27	Interior Design/Documentation	.72	Fine Arts & Crafts Services
.28	Specifications/Material Research	.73	Special Furnishings Design
.29	Project Development Scheduling	.74	Non-Building Equipment Selections
.30	Special Bidding Documents/Scheduling	.75	Project Promotion/Public Relations
.31	Project Budgeting	.76	Leasing Brochures
.32	Statement of Prob. Construction Cost	.77	Expert Witness Services
.33	Presentations	.78	Computer Applications
.34	Bid Documents/Negotiations	.79	Materials & Systems Testing
.35	Preparation of Addenda	.80	Demolition Design Services
.36	Bidding/Negotiations	.81	Mock-Up Services
.37	Analysis of Alternates/Substitutions	.82	Photography & Videography
.38	Special Bidding Services	.83	Coord. with Non-Design Professionals
.39	Bid Evaluation	.84	Special Disciplines Coordination
.40	Construction Contract Agreement Prep	.85	Special Building Type Consultation
.41	Office Construction Admin/Shop Drawings	.86	Facilities Management Analysis
.42	Construction Field Observation	.87	Facilities Management Design
.43	Project Representation	.88	Scope/Fee Proposal Preparation
.44	Testing/Inspection Coordination	.89	Contract Negotiations
.45	Supplemental Documents	.90	Project Meeting

ARCHITECT'S PHASE DESIGNATIONS:

PHASE 0 - PROPOSALS / NEGOTIATIONS
 PHASE 1 - PREDESIGN SERVICES
 PHASE 2 - SITE ANALYSIS SERVICES
 PHASE 3 - SCHEMATIC DESIGN SERVICES
 PHASE 4 - DESIGN DEVELOPMENT SERVICES

PHASE 5 - CONSTRUCTION DOCUMENTS SERVICES
 PHASE 6 - BIDDING/NEGOTIATION SERVICES
 PHASE 7 - CONSTRUCTION ADMIN. SERVICES
 PHASE 8 - POST CONSTRUCTION SERVICES
 PHASE 9 - SUPPLEMENTAL/ADDITIONAL SERVICES

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.