

Richard H. Dodd & Associate Scope of Services

Based on AIA Owners / Architect Standard Agreement. Prepared to outline the service provided at each phase of the project.

PREDESIGN PHASE		DESIGN PHASE		CONSTRUCTION DOCUMENT PHASE	BIDDING/NEGOTIATION PHASE	CONSTRUCTION PHASE	POST-CONSTRUCTION PHASE
1 INITIAL MEETING	2 PROGRAMMING	3 SCHEMATIC DESIGN	4 DESIGN DEVELOPMENT	5 CONSTRUCTION DOCUMENTS	6 BIDDING OR NEGOTIATIONS	7 ADMINISTRATION OF THE CONSTRUCTION CONTRACT	8 AFTER COMPLETION
<p>Architect introduces firm and potential services.</p> <p>Owner introduces potential project.</p> <p>Possible site visit.</p> <p>Remodel/Additions may require an initial walk-through.</p> <p>Formulation of proposal for service.</p> <p>Owner is requested to provide: Policy of Title Insurance Association Guidelines Topographic Survey Geotechnical Report Hazardous Material Testing Reports Existing as-built drawings.</p> <p>More extensive predesign services can be provided.</p>	<p>Upon signing of Owners/Architect Agreement, the Architect gathers information required to design project.</p> <p>Coordinate data provided by Owner. Consult with regulatory agencies. Review Association Guidelines.</p> <p>Formulate data into a written program for Owner's review. (Owners may wish to prepare written program.)</p> <p>Architect will assist Owner in contracting for Survey, Geotechnical and Hazardous Material Testing Services.</p> <p>Remodel/Additions may require as-built drawings or verification of existing as-built documents.</p>	<p>Based on the approved program, Schematic Documents are prepared.</p> <p>Bubble diagrams presenting alternate approaches are prepared.</p> <p>Schematic Documents illustrating the scale and relationship of components are prepared.</p> <p>Outline specifications are prepared.</p> <p>Submittal to Design Review when required. (May occur in Design Development Phase depending on the information required.)</p> <p>An estimate of probable cost prepared by a contractor can be obtained.</p> <p>Where required or requested, a model and/ or 3-dimensional drawings may be prepared.</p>	<p>Based on the approved Schematic Documents, Design Development Documents establishing the scope and character of the project are prepared.</p> <p>Update Specifications.</p> <p>Coordinate with consultants: • Structural • Energy</p> <p>An estimate of probable construction cost prepared by a contractor can be obtained.</p> <p>Assist Owner in selecting and contracting with additional consultants requested or required: • Civil • Geotechnical • Mechanical/ Electrical • Audio/Video/ Communications • Landscape</p>	<p>Based on the approved Design Development Documents, the Construction Documents setting forth in detail the requirements for construction, are prepared.</p> <p>Coordinate work with consultants.</p> <p>Highly detailed documents both structurally and architecturally are prepared.</p> <p>Extensive electrical plan with lighting specified is prepared.</p> <p>Schematic mechanical plan to assure feasibility.</p> <p>Specifications are tailored to your project.</p> <p>Submit documents to Building Department for plan-check. We facilitate payment of fees.</p> <p>Prepare any plan-check corrections to ensure readiness for Owner/Contractor to obtain Building Permit.</p>	<p>Based on the approved Construction Documents, we assist Owner in preparation of Bid/Negotiation Documents and selection of contractor.</p> <p>Assist in prequalification of potential contractor.</p> <p>Prepare Bid/Negotiation Documents.</p> <p>Answer questions during Bid/ Negotiation and prepare addenda for distribution to all contractors.</p> <p>Coordinate Pre-Bid/Negotiation site-meeting with Owner, Architect and Contractor to review project.</p> <p>Conduct Bid Opening.</p> <p>Assist Owner in evaluating bids/ negotiations and selection of Contractor.</p> <p>Review bid proposal for possible discrepancies and/ or omissions.</p> <p>Analyze alternate proposals.</p> <p>Review list of Subcontractors.</p> <p>Assist in completion of Owner/ Contractor Agreement.</p>	<p>Commencing with the signing of the Construction Contract, Architect will advise and consult with Owner during construction.</p> <p>Make site visit at intervals appropriate to the stage of construction.</p> <p>Review and certify Contractor's Application For Payment and process Change Orders.</p> <p>Review shop drawings, product data and samples submitted.</p> <p>Assist Owner in timely selection of items not specified in Construction Documents so as to avoid construction delays.</p> <p>Prepare final punch list.</p> <p>Assist in obtaining warranties.</p> <p>Close-out Documents: Notice of Substantial Completion Certificate of Occupancy Notice of Completion.</p> <p>Construction cost accounting can be provided upon request.</p> <p>More extensive representation at construction site can be provided.</p>	<p>A list of all Subcontractors is prepared for Owner's future reference.</p> <p>Contractors are responsible for follow up on their work.</p> <p>Architect will assist Owner in contracting appropriate Contractor as necessary.</p> <p>Richard H. Dodd & Associate take pride in the fact that we have done more than one project for individual clients. We would like to discuss any projects you may have in the future.</p>

● BASIC SERVICE

● PROVIDED AS PART OF OUR BASIC SERVICES OVER AND ABOVE THOSE SERVICES NORMALLY PROVIDED.

● ADDITIONAL SERVICES