

## Schedule A - Tiered Architectural Services

This schedule outlines our project delivery framework by phase and describes the activities included in each Architectural Service Package.

### Architectural Services Matrix

Note: The Essential Services tier may not be legally sufficient for some building occupancies or large residences. In these circumstances, more complete tiers prevail. Our service tiers are explained in greater detail by project phase in subsequent pages comprising Schedule A.

	ESSENTIAL (Client Assisted)	STANDARD (Solid Performer)	PREMIUM (Total Nirvana)
<b>Discover - Pre Design (Discovery Consultation)</b>			
• Confirm Client Vision & Existing Site Conditions & Attributes	*	*	*
• Determine potential opportunities, roadblocks & key drivers/benefits	*	*	*
• Research Planning/Zoning Requirements	*	*	*
• Develop a Preliminary Architectural Space Program	*	*	*
• Preliminary Opinion of Probable Cost	*	*	*
• Obtain Architect's Opinion on Project Feasibility	*	*	*
• Room Data Interviews (complex buildings)	*	*	*
<b>Design - Schematic Design Phase</b>			
• Develop, evaluate & explore a single (1) Design Concept	*	*	*
• Develop, evaluate & explore two (2) Design Concepts		*	*
• Develop, evaluate & explore three (3) Design Concepts			*
• Develop conceptual design schemes in 3D form (physical or digital model)			*
<b>Detail - Design Development Phase</b>			
• Develop a single (1) preferred design direction	*	*	*
• Select & Specify Exterior Finishes & Envelope Assembly	*	*	*
• Incorporate Client Selected Interior Finishes, Fixtures & Appliances	*	*	*
• Develop the preferred design in 3D form (physical or digital model)		*	*
• Interior Design (Room Finishes & Fixture Selections w/ outline specification)		*	*
• On-board Structural, Electrical & Mechanical Engineering Disciplines		*	*
• Design Coordination of relevant building systems w/ Sub-consultant(s)		*	*
• Select & Specify all interior finishes, fixtures & appliances;			*
• Incorporate Environmental / Sustainable Design or perform a Performance Assessment;			*
• Landscape Architecture to develop Site Plan (w/ Planting Schedule)			*
• Unlimited 3D walk-throughs & vignettes of design			*
<b>Document - Construction Documentation &amp; Bid/Tender Phase</b>			
• Prepare Architectural Sealed Bid/Tender Drawings with related:			
• Site, Floor, Roof Plans & Elevations w/ Construction Assembly Notes	*	*	*
• Window/Door Schedules	*	*	*
• Building/Wall Sections		*	*
• Reflected Ceiling Plans & Interior Elevations addressing primary/unique spaces		*	*
• Enlarged Plan & Section Details			*
• Door Hardware, Luminaire Schedules & Complete Specifications			*
• Design Custom Built-in Millwork (e.g. Office Reception Area, Kitchens, Bathrooms, etc.)			*
• Coordinate design w/ developed building systems across Construction Documents		*	*
• Respond to AHJ Comments and Bidder questions		*	*
• Make Development Permit & Building Permit submissions on Client's behalf;		*	*
• Team with a Pre-Qualified General Contractor prior to Construction Documents			*
• Review competitive General Contractor Bids and Negotiate on Client's behalf			*
• Establish a Letter of Intent with the approved Contractor and prepare the Construction Contract			*
<b>Build - Construction Administration Phase</b>			
• Contractor Start-Up Meeting (Attend only)	*	*	*
• Available 'On-Call' on a time basis (Hourly Rate)	*	*	*
• Administer Instructions & Changes (SI, CD, CR/CO)		*	*
• Respond to Contractor Questions (RFI) & Review Shop Drawings		*	*
• Perform Regular Monthly Field Review (FSR)		*	*
• Review Progress Certificates for Payment (CFP)		*	*
• Perform Final Walk-through/Deficiency List (Substantial Performance)		*	*
• Warranty Review (One-year anniversary of Substantial Performance)		*	*
• Perform Regular Bi-weekly Field Review (FSR)		*	*
• Architect Chairs Site Meetings and handles all Communication Processes (CMS)			*
• Attend to all Client, Construction and Coordination Issues for duration			*

Refer to Schedule C - Additional Services herein for information or inquire about our host of *Individual Services* ready to assist you.