

PRE-DESIGN

x	TASK	HRS	RATE	TOTAL	ROLES								DESCRIPTION/COMMENTS	
					FWW	LJH	EJB	AAL	ABS	REB	JES	ARC		GDR
	TOTALS	-	##### \$	-										
Blended Rate A														
	CLIENT RELATIONS													
	• O/A agreement													
	• Meetings with Clients (hours) ... SA													
	• Determine scope of services													
	• Delivery Approach												Partnering	
	• Presentations ... SA													
	• Identify Client & Client Representatives & Chain of Command												Directory of names, addresses, phones, email	
Blended Rate B														
	PROJECT ORGANIZATION													
	• Firm's goals and expectations													
	• Establish principal in charge													
	• Establish proj mgr													
	• Establish Project Responsibilities													
	• Review & Identify PROJECT PHASE DELIVERABLES													
	• Project Design Budget													
	• Disciplines Coordination/Document Checking - Struct, MEP ...													
	GENERAL													
	• Project Objectives - Client Goals & Expectations													
	• Review Owner furnished data													
	• Review existing facilities													
	• Evaluate Environmental Strategy												new	
	• Interview key people													
	• Document program													
	• Review TECHNICAL DESIGN DIAGNOSTICS													
	• Establish project budget (input from consultants)													
	• Operating Budgeting													
	• Prepare/obtain measured drawings													
	• Space Schematics/Flow Diagrams													
	• Statements of Probable Construction Cost ... SA													
Blended Rate C														
	CODES & REGULATIONS													
	• Document Code Strategies - National, State, Local, Seismic, Fire Protection, Special Req'ts													
	• Agency consultations													
	• Identify Hazardous Materials													
	SITE													
	• Site Selection													
	• Site Development Criteria													
	• Req'ts for Access, Circ, Parking, Utils, Landscaping, Lighting													
	FOUNDATIONS & SUBSTRUCTURE													
	• Performance Req'ts for Foundtns, Excavations, etc.													
	SUPERSTRUCTURE													
	• Seismic Strategy													
	• Performance Req'ts - Floor, Roof, Stair, Other Struct Elements													
	EXTERIOR CLOSURE													
	• Restrictions on Exterior Design Materials, etc													
	• Performance Req'ts for Walls, Doors, Windows, etc.													
	ROOFING													
	• Performance Requirements													
	INTERIOR CONSTRUCTION													
	• Performance Req'ts for Partitions, Finishes, Specialties													
	• Flexibility Requirements													
	VERTICAL CIRCULATION & CONVEYING SYSTEMS													
	• Performance Requirements													
	MECHANICAL SYSTEMS													
	• Performance Req'ts for Plumbing, HVAC, Fire Protection													
	• Need for Special Mechanical Systems													
	ELECTRICAL & LIGHTING SYSTEMS													
	• Performance Requirements for Lighting													
	• Performance Requirements for Power													
	• Performance Requirements for Data/Telephone													
	• Performance Requirements for Security													
	EQUIPMENT													
	• Delineation of Equipment Needs & Performance													

SITE ANALYSIS

X	TASK	HRS	RATE	TOTAL	ROLES								DESCRIPTION / COMMENTS	
					FWW	LJH	EJB	AAL	ABS	REB	JES	ARC		GDR
	TOTALS	-	\$77.44	\$0										
Blended Rate A														
	CLIENT RELATIONS	0	108	\$0										
	Meetings with Clients (hours) ...		108	\$0										
	Presentations ...		108	\$0										
	Obtain client approval ...		109	\$0										
Blended Rate B														
	PROJECT ORGANIZATION													
	Determine consultants' fees ...													
	Get civil hired, if needed.													
	Disciplines Coordination/Document Checkg ...													
	GENERAL													
	Establish desired level of quality.													
	Existing Facilities Survey													
	Obtain soils investigation													
	Get survey with topo, zoning, utilities.													
	Distribute documents to client and team.													
	Get budget input from consultants.												Design & construction cost requirements	
	Update project budget.													
	Distribute budget to client and team.													
	Get schedule input from consultants.													
	Update project schedule.													
	Distribute schedule to client and team.													
	Statements of Probable Construction Cost													
Blended Rate C														
	CODES & REGULATIONS													
	Get copy of Zoning Ordinance.													
	Zoning Investigation													
	What zoning permits required?													
	Determine zoning strategy.													
	Zoning Application/Representation													
	Environmental Assessment												What hazardous materials might apply?	
	Have env. study performed.													
	Encroachment permit needed?													
	NPDES permit needed?													
	SITE													
	Determine desired site features.												Review with M/E and Civil	
	Determine desired site systems.													
	Establish alternative building locations.													
	Site Analysis												Get client & team input.	
	Develop conceptual site plan.													
	FOUNDATIONS & SUBSTRUCTURE													
	SUPERSTRUCTURE													
	EXTERIOR CLOSURE													
	ROOFING													
	INTERIOR CONSTRUCTION													
	VERTICAL CIRCULATION & CONVEYING SYSTEMS													
	MECHANICAL SYSTEMS													
	Site Utilities Survey													
	Establish utility entances.												Review with M/E and Civil	
	ELECTRICAL & LIGHTING SYSTEMS													
	Identify scope of site lighting												Security and Aesthetic	
	EQUIPMENT													

SCHEMATIC DESIGN

X	TASK	HOURS	RATE	TOTAL	ROLES				DESCRIPTION
					STEP I	STEP II	STEP III	STEP IV	
	TOTALS	-	\$0.00	\$0					
	CODES & REGULATIONS								
	Prepare Zoning Drawings & Application					X			
	Apply for Zoning Design Review					X			
	Get Final Zoning Approvals						X		
	Get HazMat Clean-up Proposals				X				
	Schedule HazMat Clean-up						X		
	Get DOT Concept Approval					X			
	Determine NPDES Impact					X			
	Document Code Review				X				
	SITE								
	Siting Concepts				X				
	Site Forms and Massing				X				
	Access and Circulation				X				
	Views To/From Building				X				
	Concepts for Grading, Planting, Paving, etc				X				
	Acoustics and other site issues				X				
	Site Bubble Diagram				X				
	FOUNDATION & SUBSTRUCTURE								
	Subsurface Conditions and Requirements					X			
	Impacts of Program, Energy on Under-ground Building					X			
	Exploration of Special Problems					X			
	SUPERSTRUCTURE								
	Relation of Structure to Spatial Organization, Elevations, etc.					X			
	Selection of Use Modules					X			
	Basic Structural Module					X			
	Initial System Selection					X			
	EXTERIOR CLOSURE								
	Approach to Elevations, Fenestration					X			
	Views To/From Building					X			
	Initial Envelope Elements, Sizing and Selection					X			
	ROOFING								
	Roof Type and Pitch					X			
	Initial System Selection					X			
	INTERIOR CONSTRUCTION								
	Approach to Partitioning, Built-in Furnishings					X			
	Interior Design Vocabulary					X			
	Layout of Key Spaces					X			
	VERTICAL CIRCULATION & CONVEYING SYSTEMS								
	Basic Organization and Circulation Scheme					X			
	Need for and Types of Vertical Circulation					X			
	Need for Special Conveying Systems					X			
	MECHANICAL SYSTEMS								
	Impact of Mechanical Concepts on Building Planning					X			
	Initial Systems Selection					X			
	Initial Distribution Ideas					X			
	Space Allocation for Mechanical Areas					X			
	Determine Utility Entrances					X			
	Determine Division of Water Jurisdiction					X			
	Get Utility Access/Location Approvals					X			
	ELECTRICAL & LIGHTING SYSTEMS								
	Approaches to Natural, Artificial Lighting					X			
	Lighting Quality and Character					X			
	Impact of Site, Design on Electrical Systems					X			
	Determine Utility Entrances					X			
	Get Utility Access/Location Approvals					X			
	EQUIPMENT								
	Impact of Key Equipment Items on Siting and Design					X			

DESIGN DEVELOPMENT

x	TASK	HOURS	RATE	TOTAL	ROLES								DESCRIPTION	
					FWW	LJH	EJB	AAL	ABS	REB	JES	ARC		GDR
	TOTALS		0 #DIV/0!	0										
			Blended Rate A											
	Client Relations													
	Get Owner's instructions (G612)													
	Approval of DD design													
			Blended Rate B											
	Project Organization													
	Identify DD deliverables													
	Disciplines Coordination/Document Checking													
	General													
	Meetings with Clients (hours)													
	Presentations													
	Design concept elaboration													
	Schematic floor plan													
	Schematic sections													
	Update budget and schedule													
	Statements of Probable Construction Cost													
			Blended Rate C											
	Codes & Regulations													
	Document bldg code requirements on plans													
	Review for FM standards													
	Get HazMat approvals													
	Document NPDES design features													
	Site													
	Design concept elaboration													
	Initial site plan													
	Schematic grading, planting, paving plans													
	Foundations & Substructures													
	Schematic basement plan													
	Refinement of special foundation requirements													
	Selection of foundation system													
	Superstructures													
	Structural system selection													
	Outline framing plan													
	Sizes of key elements													
	Exterior Enclosure													
	Design concept elaboration													
	Selection of wall systems, material													
	Schematic elevations, fenestration													
	Roofing													
	Selection of roof system, materials													
	Interior Construction													
	Room designs													
	Layout of key areas													
	Selection of partition systems, finishes													
	Important fixtures or theme elements													
	Vertical Circulation & Conveying Sys													
	Input to plans, sections & elevations													
	Sizing of exits, other circulation areas													
	Basic elevator & escalator concepts													
	Other conveying systems concepts													
	Mechanical System													
	Mechanical systems selection													
	Refinement of service, distribution concepts													
	Input to plans, sections & elevations													
	Electrical & Lighting													
	Window, skylight & glazing design													
	Selection of lighting, electrical systems													
	Service, power & distribution concepts													
	Input to plans, sections and elevation													
	Equipment													
	Impact of key items on room design, framing plans, etc..													

CONSTRUCTION DOCUMENTS

X	TASK	HOURS	RATE	TOTAL	ROLES								DESCRIPTION		
					FWW	LJH	EJB	AAL	ABS	REB	JES	ARC		GDR	
	TOTALS	0	75.00	0											DESCRIPTION
#REF!															
Blended Rate A															
	CLIENT RELATIONS	0													
	Meetings with Clients (hours)														
	Presentations														
	approval of CD design														
Blended Rate B															
	PROJECT ORGANIZATION														
	Disciplines Coordination/Document														
	Checking														
	identify CD deliverables														
	GENERAL														
	update budget and schedule														
	Floor Plans														
	Sections														
	Typical Details														
Blended Rate C															
	CODES AND REGULATIONS														
	show encroachment permit req'ments on dwgs														
	complete NPDES design & file for permit														
	obtain NPDES permit														
	make DHBC submission (@ 80%)														
	SITE														
	Site Plan														
	Planting Plan														
	Typical Site Sections														
	Typical Site Details														
	Specifications														
	FOUNDATION & SUBSTRUCTURE														
	Foundation Plan														
	Basement Floor Plan														
	Sizing of Foundation Elements														
	Specifications														
	SUPERSTRUCTURE														
	Floor Framing Plans														
	Roof Framing Plans														
	Sizing of Elements														
	Important Details														
	Specifications														
	EXTERIOR CLOSURE														
	Elevations														
	Exterior Details														
	Specifications														
	ROOFING														
	Critical Details														
	Typical Details														
	Specifications														
	INTERIOR CONSTRUCTION														
	Input to Plans and Elevations														
	Key Interior Elevations														
	Finish Schedule														
	Specifications														
	VERTICAL CIRCULATION & SYSTEMS														
	Input to Floor Plans, Framing Plans, Sections, Elevations														
	Stair Plans and Details														
	Elevator Plans and Details														
	Specifications														
	MECHANICAL SYSTEMS		M/E rate 75												
	Detailed Systems Selection														
	System Drawings and Key Details														
	Distribution and Riser Diagrams														
	Input to Floor Plans, Framing Plans, Sections, Elevations														
	Specifications														
	Equipment List														
	submit Div. of Water design														
	obtain Div. of Water permit														
	make Health Dept. submission (@ 80%)														
	make Div. of Plumbing submission (@ 80%)														
	obtain Plumbing permit														
	ELECTRICAL & LIGHTING SYSTEMS														
	Detailed Systems Selection														
	Distribution Diagrams														
	Lighting Layouts and Ceiling Plans														
	Input to Floor Plans, Sections, Elevations														
	Specifications														
	EQUIPMENT														
	Input to Floor Plans, Sections, Elevations														
	Equipment List														
	Specifications														

CONSTRUCTION ADMINISTRATION

TASK	HOURS	RATE	TOTAL	ROLES								DESCRIPTION
				FWW	LJH	EJB	AAL	ABS	REB	JES	ARC	
TOTALS	16.5	81.22222	1275									
Project Management	1.5	92										
Meetings with Clients (hours)		92										
Presentations		92										
Disciplines Coordination/Document Checking		75										
Statements of Probable Construction Cost		75										
Structural Engineering		70										
Mechanical Engineering		75										
Electrical Engineering		75										
Project Organization												
identify CA deliverables												
update budget and schedule												
Hazardous Materials												
coordinate HazMat clean-up												
Encroachment												
obtain encroachment permit (by GC)												
Contract Administration												
letter of intent												
O/C agreement												
schedule of values												
submittals schedule												
document date of substantial completion												
Review of Submittals												
Certification of Applications for Payment												
Field Observations (visits/weeks)	15	85	1275									
Project Representation (up to 3 visits/week)												
Coordination of Inspections												
Change Orders												
Construction Progress Reports												
Construction Cost Accounting												
Project Closeout												
AREAS												
Requirements												focus in each area:
Restrictions												civil
Image												archi
Context												struct
Budget												mech
Schedule												elect
Management												plumb
												fire protect

