

SAMPLE AGREEMENT _____ FOR
ARCHITECTURAL and CONSTRUCTION ADMINISTRATION SERVICES
EXHIBIT A - STATEMENT OF WORK

Task Descriptions

Each task will be completed to the satisfaction of the County and as elaborated upon in each task description of this exhibit. Draft deliverables will be provided by the consultant to the County at the previously agreed delivery date between the involved parties. The consultant will be responsible for printing all copies and providing all documents (draft and final) as noted in the Deliverable statement under each task. Draft deliverables may be provided in electronic format only if applicable to the products.

TASK	DESCRIPTION	COMPLETION DATE	COST
Task 1	SCHEMATIC DESIGN	TBD	TBD
Task 2	DESIGN DEVELOPMENT	TBD	TBD
Task 3	CONSTRUCTION DOCUMENTS	TBD	TBD
Task 4	BIDDING PHASE	TBD	TBD
Task 5	CONSTRUCTION ADMINISTRATION	TBD	TBD
Task 6	RECORD DOCUMENTS	TBD	TBD

Task 1- Schematic Design

The consultant will review the program and proposed construction budget furnished by the County to ascertain the requirements for the project and shall review the understanding of the County’s requirements. The consultant will help the County obtaining all zoning and permitting approvals before moving forward with the following phase of the project. The consultant will meet with the public, County staff and permitting approval agencies before moving forward with the next phase of the project.

Deliverables: The consultant will provide (6) sets of 30x42 Schematic Design drawings, technical specifications on CSI format drawings, a statement of probable construction cost based on current area, volume or systems cost and all necessary graphic information illustrating the scale and relationship of the project components.

Task 2- Design Development

The consultant will prepare, based on the approved Schematic Design documents, for approval by the County, Design Development documents consisting of drawings and other documents to fix, and describe the size and character of the entire project as to architectural, structural, mechanical, plumbing electrical, low voltage systems, and any other elements as may be appropriate. The consultant will help the County obtaining all zoning and permitting approvals before moving forward with the following phase of the project. The consultant will meet with the public, County staff and permitting approval agencies before moving forward with the next phase of the project.

Deliverables: The consultant will provide (6) sets of 30x42 Design Development drawings, technical specifications on CSI format drawings, a statement of probable construction cost based on a systems cost and all necessary graphic information illustrating the scale and relationship of the project components.

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Task 3- Construction Documents

The consultant will prepare based on the approved Design Development documents, for approval by the County, Construction Documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the project. The consultant shall assist the County in the preparation of all necessary bidding information, bidding forms, etc; the consultant will prepare a refined and detailed construction cost. The consultant will help the County obtaining all zoning and permitting approvals before moving forward with the following phase of the project. The consultant will meet with the public, County staff and permitting approval agencies before moving forward with the next phase of the project.

Deliverables: The consultant will provide (6) sets of 30x42 drawings and related technical specifications on CSI format including site plans indicating existing and proposed grading and drainage site specific conditions, site utility lines of all affected and proposed conditions, site details, architectural floor plans, finish plan for interior and exterior surfaces, reflected ceiling plans, roof plans, enlarged plans and elevations of all appropriate architectural elements, interior elevations, exterior elevations, building sections, wall sections, interior millwork details and elevations, interior details, building details, door schedules, window schedules, finish schedules with legends; structural notes, structural foundation plan, foundation plans, roof framing plans, various structural details reflecting with clarity bldg and conditions; electrical notes, electrical site plans, single line diagram with panel schedule, power and signal floor plan, lighting plan, electrical schedule, DDC connectivity, various electrical details reflecting with clarity bldg and conditions; mechanical legend, title 24 compliance, mechanical equipment schedules, mechanical floor plans, mechanical roof plans, mechanical sections and enlarged floor plans of all appropriate mechanical components, flow diagrams, control diagrams; plumbing legend and notes, plumbing site plan, floor plan, roof plan, enlarged plumbing floor plans and elevations of all appropriate elements, various plumbing details reflecting with clarity bldg and conditions; general site irrigation plans, landscape planting material schedule, various landscape details reflecting with clarity bldg and conditions; fire alarm site and floor plans indicating various proposed devices, points of connections,

Task 4- Bidding Phase

Upon County's approval of the Construction Documents and the latest detailed construction cost, the consultant will assist the County in advertising, preparing clarification or addenda as required, and obtaining and coordinating with the Department of Purchasing and Contracts bids for the construction of the project.

Deliverables: The consultant will provide 30 x 42 drawings and specifications of the construction documents and any available addenda in sufficient amount as indicated by the Department of Purchasing and Contracts for General Contractors to place bids on the project.

Task 5- Construction Administration

Upon contract award, the consultant shall assist and support the County during the preconstruction meeting with the general contractor and County facilities - staff departments; the consultant shall be a representative of the County during the construction phase and provide administration services of the construction documents.

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Deliverables: The consultant shall visit the site at regular intervals to observe the construction progress of the project, represent the County during the construction phase, provide and issue instructions to the general contractor, provide report of the progress and quality of the completed work to the County; guard the County against defects and deficiencies in the work by the contractor; approve certificates of progress payments issued by the contractor, prepare change orders for the County's approval, reject work not conforming with the Contract Documents, review shop drawings product data and samples, conduct inspections to determine substantial completion and final completion, receive and review written warranties, issue a final certificate of payment;

Task 6- Record Documents

The consultant will prepare, 90 days after project construction completion, revised construction drawings showing any significant changes made during the construction process based on marked-up prints or drawings furnished by the general contractor to the consultant.

Deliverables: The consultant will provide (1) set of 30 x 42 reproducible vellum drawings, (3) set of hard copies drawings, and (1) CD containing all electronic AutoCAD drawings and specifications of all involved disciplines during the construction of the project.