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**EXHIBIT "C" TO B133 STANDARD FORM OF AGREEMENT  
INSTRUCTIONS TO DESIGNERS**

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The ARCHITECT'S Basic Services consist of the phases described in the Agreement and as further described herein. Basic services shall include the normal services of the ARCHITECT and normal complementary or supplementary services of his Consultants. Review Documents of each phase shall be submitted to the Project Manager for their review. ARCHITECT shall not proceed to any subsequent phases until the requisite written comments are received and until authorized by the Project Manager in writing to so proceed.

**Conflicts:**

In case of conflict(s), the Agreement takes precedent.

**1.0 TECHNOLOGY PLATFORMS**

**1.1 BIM (Building Information Modeling) (Only if utilized by the ARCHITECT for this Project)**

Should ARCHITECT choose to utilize BIM for this project, the following rules apply:

1. Software – Autodesk® Revit® Architecture building design software
2. At Programming Phase provide the Revit® Template that will be used with the project – provide detail for all custom families, associated fonts, etc.
3. BIM Submittals – Full model and backup at each phase (SD, DD, CD's and record documents)
4. Provide narrative documentation explaining the elements, templates, families, and any special conventions used – provide detail for any changes to the standard object visibility / graphics elements

**1.2 Prolog Converge**

Project Manager will implement Prolog Converge as the primary tool of the Project Management Control System (PMCS). The intent is to improve project work efforts by promoting timely and efficient communications and to reduce the number of paper documents. ARCHITECT will be required to utilize Prolog Converge for the following document types:

- a) Requests for Information (RFIs)
- b) Submittals
- c) Transmittals
- d) Applications for Payment
- e) Field Reports
- f) Other document types as assigned by Project Manager

Project Manager will provide ARCHITECT access to Prolog Converge at no cost.

**1.2 Microsoft SharePoint**

Project Manager will implement a Microsoft SharePoint environment as the primary document server as part of the PMCS. ARCHITECT will be required to upload and maintain documents within this environment, which will include the following document types:

- a) Meeting Minutes
- b) Photographs
- c) Drawings
- d) Supplemental Sketches
- e) Schedules
- f) Specifications
- g) Other document types as assigned by Project Manager

Project Manager will provide ARCHITECT access to the Microsoft SharePoint environment at no cost.

**1.2 BlueBeam Revu**

To standardize the document review process, ARCHITECT will be required to utilize BlueBeam Revu as the document design review platform for preparing and addressing all design review comments. ARCHITECT will submit design

documents for review in BlueBeam Revu-compatible format and respond to comments within the BlueBeam Revu platform. ARCHITECT will need to purchase licenses for the use of this commercial product.

## **2.0 DESIGN PHASE MEETINGS**

ARCHITECT shall coordinate through Project Manager all design phase meetings with OWNER's user groups. ARCHITECT may conduct up to 50% of these design phase meetings with user groups via video conferencing technologies, provided that ARCHITECT provides OWNER with access to a suitable technology platform and ARCHITECT has a local representative from a subconsultant physically present.

## **3.0 SCHEMATIC DESIGN PHASE**

### **3.1 General**

Based on the approval by the OWNER for the Space Program, the ARCHITECT shall prepare updated Schematic Design Documents. The schematic documents shall be in such format and detail as required by the Project Manager, consisting of drawings, outline specifications and other documents illustrating the general scope, scale, and relationship of the Project components for the review of the Project Manager.

### **3.2 Architectural Design/Documentation**

Services during the Schematic Design Phase shall consist of the investigation and development of design concepts that respond to the program requirements, provide optimal utilization of the site and meet the schedule and cost limitations of the project. Environmentally responsible design approaches shall be considered. Include in the design documentation narrative:

- a) Programmed functions, occupancies and floor areas associated with each (area tabulations);
- b) Building classification and applicable codes;
- c) Furniture planning considerations;
- d) Site characteristics;
- e) Landscaping;
- f) Building orientation and interaction with site;
- g) Shell components description –walls, floor, roofs, windows;
- h) Energy efficiency features of the design;
- i) Daylighting considerations;
- j) Green Building Program features, per Agreement Sections 3.3.5.1, 4.1.24, and 4.1.25;

### **3.3 Structural Design/Documentation**

Services during the Schematic Design Phase shall consist of recommendations regarding basic structural materials and systems, analyses, and development of conceptual design solutions for a structural system with a proposed grid layout.

### **3.4 Civil Design/Documentation**

Consideration of alternate materials and systems and development of conceptual design solutions for

- a) On-site utility systems
- b) Coordination with Off-site utilities work
- c) On-site Storm Water Drainage Systems
- d) Coordination with Off-site Storm Water Drainage Improvements
- e) Paving & Grading
- f) Vehicular & Bus Access to the site.
- g) Environmental
- h) FEMA Floodplain considerations

### **3.5 Mechanical Design/Documentation**

Consideration of alternate materials and systems and development of conceptual design solutions for:

- a) Energy Source(s)
  - Applicable utility incentives
  - Green Building Program, per Agreement Sections 3.3.5.1, 4.1.24, and 4.1.25

- Energy efficiency features of design
  - Envelope considerations and special loads
- b) Energy Conservation, per Agreement Sections 3.3.5.1, 4.1.24, and 4.1.25
- c) Heating, Ventilation and Air-Conditioning
  - Outdoor and indoor design conditions;
  - Considerations for selection of HVAC system type(s);
  - Proposed cooling and heating systems descriptions;
  - Special Mechanical Systems
  - General Space Requirements for Mechanical Equipment
  - Building Automation System
  - Indoor air quality considerations
- d) Plumbing
  - Applicable codes and design standards;
  - Utility services –water, sanitary, storm, gas, fire water; Domestic hot water system;
  - Building plumbing needs,
    - system descriptions
    - materials
    - fixture types
  - Irrigation needs and system descriptions
  - Energy efficiency features of design
  - Water conservation features of design
  - Green Building Program, per Agreement Sections 3.3.5.1, 4.1.24, and 4.1.25
  - Applicable utility incentives
  - Special systems –rainwater collection, gray water recycling
- e) Fire Protection. Flow tests on projects containing sprinkler installations shall be performed during the schematic design phase of projects to ensure that adequate water pressure and flow quantities are available for all buildings included in the project.
- f) Applicable codes and design standards
- g) Zoning considerations

### 3.6 Electrical Design/Documentation

Narrative defining consideration of alternate systems, recommendations regarding basic electrical materials, systems and equipment, analyses, and development of conceptual design solutions for:

- a) Power Service and Distribution
  - Applicable codes and design standards
  - Electric utility service
  - Energy efficiency features of design
  - Electrical power distribution system
  - Green Building Program, per Agreement Sections 3.3.5.1, 4.1.24, and 4.1.25
  - Applicable utility incentives
  - List Energy Conservation Measures that will be considered
- b) Lighting (types of fixtures, illumination levels, color temperature, CRF, CRI, etc.)
  - Interior lighting systems
    - illumination levels
    - light sources
    - controls
    - egress lighting
    - power density calculations
    - daylighting
  - Exterior lighting systems
    - illumination levels
    - light sources
    - controls

- power density calculations
- c) Any required Special Systems such as CATV/CCTV Distribution, Fire Alarm, Intercom/Paging, Lightning Protection, Security, Telecommunications Distribution
- d) Electrical Equipment Room Space, Quantity, Location, and Environment Allocations for all of the above
- e) Outline Plans and Specifications that include the items in this list
- f) List Energy Conservation Measures that will be considered

### **3.7 Specifications**

The ARCHITECT shall prepare outline specifications (at a table of contents level) in CSI MasterFormat 2016 edition format to adequately describe the building design and selection of building systems and materials.

### **3.8 Detailed Code Analysis**

The ARCHITECT shall prepare a detailed code analysis of the proposed building based on the applicable codes. The project will be permitted in the local municipality having jurisdiction or the county and will be subject to all current applicable codes and ordinances including the Fire Marshal's Office and Texas Department of State Health Services.

### **3.9 Preliminary Estimate of Construction Cost**

The ARCHITECT shall submit to the Project Manager a Preliminary Estimate of Construction Cost.

### **3.10 Project Time Schedule**

Based on the schematic design, the ARCHITECT shall update the project time schedule. The schedule shall include updates to specific milestones for design submittals based on the design phases identified in the contract, Project Manager reviews, bidding, construction, Owner installed equipment and Owner occupancy.

### **3.11 Sustainable Design**

The ARCHITECT shall incorporate sustainable or green building design concepts into the project when feasible.

### **3.12 NOT USED**

### **3.13 Submittals**

1. Drawings
  - i. Overall Site Plan
  - ii. Floor Plans
  - iii. Exterior Elevations
  - iv. Preliminary Building and Wall Sections
  - v. Exterior Perspective Sketches
2. Outline Specifications
3. Statement of Probable Cost
4. Structural Design Narrative
5. Mechanical Design Narrative
6. Electrical Design Narrative
7. Civil Design Narrative
8. Project Timeline
9. Area Reconciliation (Spread Sheet Comparison)
10. Historical Review Documentation (if applicable)

## **4.0 DESIGN DEVELOPMENT PHASE**

### **4.1 General**

Based on the approved Schematic Design Documents, the ARCHITECT shall prepare for review by the Project Manager, the following documents, all sufficiently complete and clear to define the quantity and quality of the work. Design documents shall be submitted to the local and state authorities having jurisdiction for preliminary review.

### **4.2 NOT USED**

### 4.3 Specifications

The ARCHITECT shall prepare specifications, first-pass edit, in CSI 2016 MasterFormat edition format for all equipment and special systems for review and approval by the Project Manager.

### 4.4 Submittals

1. Specifications with cut-sheets for all equipment and special systems.
2. Area Reconciliation (Spread Sheet Comparison)
3. Graphical Renderings - The ARCHITECT shall submit in digital format, renderings of the Project, suitable for public display on Owner's website and other print material, detailing the key elements of the Project in consultation with the Project Manager, at no cost to the Owner. At a minimum, the renderings shall include at least one (1) site plan view, three (3) exterior views, and three (3) interior views.
4. Drawings:

#### **Site Development (Civil and Landscaping) Drawings:**

- a) Site plan showing all aboveground development materials to be used:
  - Building location and configuration.
  - Existing and proposed contours and spot elevations (including finished floor elevations).
  - Site drainage systems channels, retention ponds or lakes.
  - Walks, drives, parking, retaining walls.
  - Curbs, channeled entrances, signals and signs.
  - Handicapped accessibility.
  - Preliminary site lighting layout and configuration with fixture schedule.
- b) Landscape plan:
  - Planting and areas to be irrigated.
  - Canopies, flowering shrubs, ground cover and street trees.
  - Show form, texture, color and height.
- c) Utility plan including off-site utilities or other infrastructure improvements required to obtain a permit for the building:
  - Site limits, "contract limit" boundaries and constraints.
  - Storm and sanitary sewers.
  - Building drainage systems.
  - Water lines - supply and treatment.
  - Fire lines - tanks, pumps, hydrants and connections.
  - Electrical service and distribution.
  - Gas service - meter and regulators.
  - Steam lines - condensate return and tunnels.
  - Cooling tower and/or condenser water lines.
  - Fuel storage tanks.
- d) Demolition plan and existing features to remain.
- e) Amenities areas at larger scale (if applicable):
  - Landscape, outdoor areas, etc.
  - Outside congregating areas, etc.
- f) Related sections or details as necessary to explain design and materials.
- g) Site sections as required.

#### **Architectural**

- a) Floor and Roof plans at 1/8" = 1'-0" (typically) and partial plans at 1/4" = 1'-0" for blow-up of courtrooms, judge's chambers, toilet rooms, stairs, kitchens, etc.:
  - Dimension structural bay system (column spacing).
  - Critical plan dimensions - interior and exterior, including masonry openings for windows and curtain walls.
  - In toilet areas, indicate proper amount of fixtures (per code and occupancy rate) and plumbing

chases required for same.

- Use prevailing handicap requirements.
  - Wall thickness, furring and chases.
  - Doors, door swing, windows, interior glazing.
  - Identification of spaces (rooms), door numbering system and finish schedule indicating floor, base, wall and ceiling finishes.
  - Indication of built-in furniture as part of the base contract.
  - Show larger scale plans of typical courtrooms and other special areas with furniture layouts (with seating capacity) and other fixed and moveable equipment typically used in the space including AV, etc., illustrating interior circulation and operating clearances.
  - Roof plan showing storm drains and roof slopes.
  - Identification of fire rated walls.
  - Fire exiting concept plan.
  - Door schedule
- b) Exterior Elevations at 1/8" = 1'-0" (typically):
- Indicate windows, doors, louvers.
  - Masonry expansion and control joints.
  - Screens or shades.
  - Exterior "skin" material, curtainwall pattern and all other visible material and equipment.
  - Indicate floor-to-floor dimensions and grade elevations where the building meets grade.
- c) Interior Elevations at 1/4" = 1'0" (typically):
- Interior elevations of special areas where fixed equipment, casework, millwork, mechanical and electrical devices need to be shown in elevation.
  - Indicate mounting height of casework or equipment where necessary.
  - Interior elevations of other key design features.
- d) Detailed design of special areas such as:
- Monumental stairs
  - Elevator lobbies
  - Courtrooms
  - Judges' Chambers
  - Ornamental ceilings
  - Special floor patterns
  - Other special features such as:
    - atria,
    - ornamental doors, and
    - skylights.
- e) Building transverse and longitudinal sections at 1/8" = 1'0" showing:
- Finish floor elevations, floor-to-floor heights.
  - Ceiling heights, major structural profile.
  - Partition locations and foundation profile.
- f) Reflected ceiling plans for high profile areas:
- Show light fixtures and significant devices attached to the ceiling system that impact design and coordination.
  - Verify the adequacy of the ceiling plenum space to accommodate mechanical and electrical systems.
  - All ceiling fixtures shall be coordinated across all design disciplines whether in a reflected ceiling plan or otherwise noted
- g) Wall sections typical of the principal wall systems at large scale:
- Indicate material composition of the wall.
  - Typical window unit within the wall.
  - Structural attachments.
  - Interior finishes, finish floor elevations.

- Roof coping/parapet types.
  - Special wall/roof conditions at skylights.
  - Interface of new and existing wall (if any).
  - Multi-story/atrium spaces.
  - Schematic sections of stairs, elevators, escalators, dock lever, shafts.
  - Other conditions where wall sections reveal special requirements.
- h) Custom Casework/Millwork Profiles
- i) Details
- Typical exterior details.
  - Typical interior details.
  - Typical interface details.
  - Typical stairs, escalator, elevator details.
  - Miscellaneous details.

### **Structural**

- a) Foundation plan showing typical interior and perimeter foundation with preliminary sizes and reinforcing of:
- Footings,
  - Piles,
  - Caissons,
  - Walls,
  - Beams and grade beams.
- b) Diagrammatic Framing plans for typical floor and roofs:
- Typical member sizes shown or scheduled.
  - Typical and maximum interior, edge and corner columns sizes.
  - For concrete systems, reinforcing for each type of element.
  - For steel systems, provide average topping slab reinforcing.
- c) Plans or details for the lateral load carrying system.
- d) Location of in-floor electrical distribution systems.
- e) Plans showing openings, pits, tunnels and ramps.
- f) Show locations and widths of expansion and seismic joints.
- g) Typical sections and details for connections and reinforcing.
- h) Typical edge of slab details for cladding attachment.

### **Mechanical (HVAC/Plumbing/Fire Protection)**

- a) Piping system concept plans:
- Mains and main branches.
  - Locations of risers.
  - Schematic system diagrams.
- b) Ductwork system concept plans:
- Supply, return and exhaust.
  - Mains and main branches.
  - Location of risers.
  - Schematic system diagrams.
- c) Equipment room plans showing access to and removal space for system maintenance:
- Preliminary equipment layouts.
  - Housekeeping pads' size and location.
  - Louver sizes and locations.
- d) Catalog cuts:
- Plumbing fixtures.
  - Sprinkler heads.
  - Grilles and diffusers.
- e) Typical details:

- Equipment installation.
  - Typical chases.
  - Standard room plans.
- f) Preliminary equipment schedule:
- Capacity, type and weight.
  - Electrical requirements.
- g) Site related information on Site Development Plans.

#### **Electrical**

- a) Power system concept plans:
- Panel locations.
  - Main distribution plans.
  - Schematic system diagrams.
- b) Lighting system concept plans:
- Shown on reflected ceiling plans.
  - Locations of special lighting controls.
  - Preliminary light fixture schedule.
- c) Special system concept plan diagrams (where applicable):
- Typical fire alarm system device locations.
  - Typical communication system device locations.
  - Typical electrical floor system device locations.
  - Uninterruptable power system (UPS).
- d) Equipment room plans:
- Preliminary equipment layouts.
  - Preliminary housekeeping pads' size and location.
  - Louver wires and locations.
- e) Catalog cuts:
- Light fixtures.
  - Fire alarm device cuts.
  - Special system device cuts.
- f) Preliminary equipment schedule with capacity, size and weight.
- g) Site related information on Site Development Plans.

#### **Interior Design**

- a) Color palette of principal exterior and interior components.
- b) Updated preliminary furniture, fixtures and equipment list and estimate to be presented as a separate package.

#### **Graphics**

- a) Signage requirements.
- b) Any special graphics required.

#### **Specialty Systems**

- a) Security.
- b) Acoustical.
- c) A/V, Data, Voice Network and other Courtroom Technology Systems.

## **5.0 CONSTRUCTION DOCUMENT PHASE**

### **5.1 General**

Based on the approved Design Development Documents, the ARCHITECT shall prepare for review and approval by the Project Manager and other State and Local Regulatory Agencies as required by law, the following documents bearing the ARCHITECT's seal and those of his consultants, all sufficiently complete to define the quantity and quality

of the work to bid and build the Project. This phase will not be approved by the Project Manager without the ARCHITECT acquiring all required permit approvals.

## 5.2 Drawings

Dimensioned plans, elevations, sections, details and/or schedules of all architectural, civil, landscaping, structural, mechanical, electrical, food service and other equipment and interior design work required for a completely functional Project. Should include the following:

### Site Development (Civil and Landscaping) Drawings:

- a) Site Plan showing all aboveground development materials to be used:
  - Building location and configuration.
  - Existing and proposed contours and spot elevations (including finished floor elevations).
  - Site drainage systems channels, retention ponds or lakes.
  - Walks, drives, parking, retaining walls.
  - Curbs, channeled entrances, signals and signs.
  - Handicapped accessibility.
  - Site lighting layout and configuration with fixture schedule.
- b) Landscape plan:
  - Planting and areas to be irrigated.
  - Canopies, flowering shrubs, ground cover and street trees.
  - Show form, texture, color and height.
- c) Utility plan including off-site utilities or other infrastructure improvements required to permit the building to include the following where applicable:
  - Site limits, "contract limit" boundaries and constraints.
  - Storm and sanitary sewers.
  - Building drainage systems.
  - Water lines - supply and treatment.
  - Fire lines - tanks, pumps, hydrants and connections.
  - Electrical service and distribution.
  - Gas service - meter and regulators.
  - Steam lines - condensate return and tunnels.
  - Cooling tower and/or condenser water lines.
  - Fuel storage tanks.
- d) Demolition plan and existing features to remain.
- e) Amenities areas at larger scale (if applicable):
  - Landscape, outdoor areas, etc.
  - Outside congregating areas, etc.
- f) Related sections or details as necessary to explain design and materials.
- g) Site sections as required.

### Architectural

- a) Floor and Roof plans at 1/8" = 1'-0" (typically) and partial plans at 1/4" = 1'-0" for blow-up of special courtrooms, judges' chambers, toilet rooms, stairs, kitchens, etc.:
  - Dimension structural bay system (column spacing) and grid.
  - Plan dimensions - interior and exterior, including masonry openings for windows and curtain walls.
  - In toilet areas, indicate proper amount of fixtures (per code and occupancy rate) and plumbing chases required for same.
  - Use prevailing handicap requirements.
  - Wall thickness, furring and chases.
  - Doors and door swing with schedule indicating exterior or interior material, dimensions, types and hardware associated with door.
  - Identification of spaces (rooms), door numbering system and finish schedule indicating floor, base, wall and ceiling finishes.

- Windows and interior glazing with schedules
  - Indication of built-in furniture as part of the base contract.
  - Show larger scale plans of typical courtrooms and other special areas with furniture layouts (with seating capacity) and other fixed and moveable equipment typically used in the space including AV, etc., illustrating interior circulation and operating clearances.
  - Roof plan showing storm drains, ridges and valleys, and roof slopes using arrows to show drainage.
  - Identification and details of fire rated walls, smoke barriers, fire doors and curtains.
  - Fire exiting plan.
- b) Exterior Elevations at 1/8" = 1'-0" (typically):
- Indicate windows, doors, louvers.
  - Masonry expansion and control joints.
  - Screens or shades.
  - Exterior "skin" material, curtainwall pattern and all other visible material and equipment.
  - Indicate floor-to-floor dimensions and grade elevations where the building meets grade.
- c) Interior Elevations at 1/4" = 1'-0" (typically):
- Interior elevations of special areas where fixed equipment, casework, millwork, mechanical and electrical devices need to be shown in elevation.
  - Indicate mounting height of casework or equipment where necessary.
  - Interior elevations of other key design features.
- d) Detailed design of special areas such as:
- Monumental stairs;
  - Elevator lobbies;
  - Courtrooms;
  - Judges' Chambers
  - Ornamental ceilings;
  - Special floor patterns; and
  - Other special features such as:
    - - atria,
    - - ornamental doors, and
    - - skylights.
- e) Building transverse and longitudinal sections at appropriate scale showing:
- Finish floor elevations, floor-to-floor heights.
  - Ceiling heights, major structural profile.
  - Partition locations and foundation profile.
- f) Reflected ceiling plans for high profile areas:
- Show light fixtures and significant devices attached to the ceiling system that impact design and coordination.
  - Verify the adequacy of the ceiling plenum space to accommodate mechanical and electrical systems.
  - All ceiling fixtures shall be coordinated across all design disciplines whether in a reflected ceiling plan or otherwise noted
- g) Wall sections typical of the principal wall systems at large scale:
- Indicate material composition of the wall.
  - Typical window unit within the wall.
  - Structural attachments.
  - Interior finishes, finish floor elevations.
  - Roof coping/parapet types.
  - Special wall/roof conditions at skylights.
  - Interface of new and existing wall (if any).
  - Multi-story/atrium spaces.
  - Sections of stairs, elevators, escalators, dock lever, shafts.

- Other conditions where wall sections reveal special requirements.
- h) Custom Casework/Millwork Profiles
- i) Typical and Non-Typical Details
- Exterior details.
  - Interior details.
  - Interface details between materials and levels.
  - Stairs, escalator, elevator details.
  - Miscellaneous details.

### **Structural**

- a) Foundation plan showing interior and perimeter foundation with sizes and reinforcing of (as applicable):
- Footings,
  - Piles,
  - Caissons,
  - Walls,
  - Beams and grade beams.
- b) Framing plans for floor and roofs:
- Member sizes shown or scheduled.
  - Interior, edge and corner columns sizes.
  - For concrete systems, reinforcing for each type of element.
  - For steel systems, provide topping slab reinforcing.
- c) Plans or details for the lateral load carrying system
- d) Location of in-floor electrical distribution systems.
- e) Plans showing openings, pits, tunnels and ramps.
- f) Show locations and widths of expansion and seismic joints (if required).
- g) Typical and non-typical sections and details for connections and reinforcing.
- h) Edge of slab details for cladding attachment.

### **Mechanical (HVAC/Plumbing/Fire Protection)**

- a) Piping system plans:
- Mains and main branches.
  - Locations of risers.
  - System diagrams.
- b) Ductwork system plans:
- Supply, return and exhaust.
  - Mains and main branches.
  - Location and details of risers.
  - System diagrams.
- c) Equipment room plans showing access to and removal space for system maintenance:
- Equipment layouts.
  - Housekeeping pads' size and location.
  - Louver sizes and locations.
- d) Schedules for:
- Plumbing fixtures.
  - Sprinkler heads.
  - Grilles and diffusers.
- e) Typical details:
- Equipment installation.
  - Typical chases.
  - Standard room plans.
- f) Equipment schedule:
- Capacity, type and weight.
  - Electrical requirements.

- g) Site related information on Site Development Plans.

#### **Electrical**

- a) Power system plans:
  - Panel locations.
  - Main distribution plans.
  - System diagrams.
- b) Lighting system plans:
  - Shown on reflected ceiling plans.
  - Locations of special lighting controls.
  - Light fixture schedule.
- c) Special system plans (where applicable):
  - Typical fire alarm system device locations.
  - Typical communication system device locations.
  - Typical electrical floor system device locations.
  - Uninterruptable power system (UPS) if applicable.
- d) Equipment room plans:
  - Equipment layouts.
  - Housekeeping pads' size and location.
  - Louver wires and locations.
- e) Schedules:
  - Light fixtures.
  - Fire alarm devices
  - Special system devices.
- f) Equipment schedule with capacity, size and weight.
- g) Site related information on Site Development Plans.

#### **Interior Design**

- a) Color palette of principal exterior and interior components.
- b) Updated preliminary furniture, fixtures and equipment list and estimate to be presented as a separate package.
- c) Floor patterns, plans of significant spaces, as required by design

#### **Graphics**

- a) Signage requirements, including location plans for typical floors, signage elevations, and schedules
- b) Any special graphics required.

#### **Specialty Systems**

- a) Security.
- b) Acoustical.
- c) Infrastructure within construction contract for A/V, Data, Voice Network and other Courtroom Technology Systems

### **5.3 Technical Specifications**

Identification of the materials, processes or systems to be incorporated in the work, using the MasterFormat 2016 edition format of the Construction Specifications Institute.

### **5.4 Bidding and Construction Contract Forms**

The Project Manager will furnish to the ARCHITECT policy requirements that the ARCHITECT must include in his Documents including the following: Advertisement for Bids, Instructions to Bidders, Bid Form, General Conditions, Supplementary General Conditions, Agreement between Owner and Construction Manager, Performance and Payment Bond, Non-Collusion Affidavit, and other forms used by the Owner.

### **5.5 NOT USED**

**5.6 Plan Review Pre-Conference**

The ARCHITECT shall at least ninety (90) days prior to the completion of the construction documents arrange and attend a meeting with the City for the purpose of informing the city of the proposed construction projects and to receive direction regarding potential and or anticipated code compliance issues in the preparation of the plans and specification.

**5.6.A Preliminary Plan Review**

During the design phase of a project, the ARCHITECT shall respond to code issues raised by the applicable city department pertaining construction code compliance, traffic, driveway and parking lot layout, fire protection, landscaping, trees, historic preservation, drainage, storm water detention and floodplain, platting, zoning, utility extension or upgrades, and other such areas of the city's authority and control.

**5.6.B Conditional Building Permits**

It is not acceptable for the ARCHITECT to request a Conditional or Limited Building permit from the city.

**5.6.C Portable Buildings**

A building permit shall be obtained from the City prior to moving and setting any portable building as required for the project. This work shall be included in the preliminary plan review.

**5.7 Design Calculations**

The ARCHITECT shall submit one bound copy of all design calculations on the Project. The Project Manager will not review or comment on the design calculations for engineering integrity. This shall be the sole responsibility of the ARCHITECT.

**5.8 Ductwork Design Calculations**

The ARCHITECT shall include in the construction contract or separate construction contract, a requirement to pressure test the ductwork for mechanical systems where replacement is necessary. Provide the results and engineering analysis of the results of this test to the Project Manager.

**5.9 NOT USED**

**5.10 Furniture Layouts & Specifications**

The ARCHITECT shall include in the Construction Documents coordination layouts of the furniture, fixtures, and equipment to be provided by OWNER. ARCHITECT will provide OWNER, in consultation with OWNER and PROJECT MANAGER, a listing of the furniture types to be standardized on the PROJECT. ARCHITECT shall provide a listing and specification of all furniture to be used by OWNER to procure the proposed furniture, fixtures, and equipment.

**5.11 Submittals**

The ARCHITECT shall prepare and submit one color board for the owner's use indicating the color selections/recommendations for all interior and exterior finishes.

**6.0 NOT USED**

**7.0 CONSTRUCTION ADMINISTRATION PHASE**

**7.1 General**

The ARCHITECT shall provide administration of the Construction Contract as set forth in the Agreement and as described herein and in the Construction Documents. The ARCHITECT, as a representative of the Owner during the Construction Phase, shall advise and consult with the Owner through the Project Manager and communicate all instructions to the Construction Manager in writing.

**7.2 Testing**

The Owner shall engage and pay for the services of an independent testing laboratory to perform inspection and tests of materials and construction as defined in the General Conditions, including Test and Balance services.

### **7.3 Notices, Reports & Meetings**

#### **7.3.1 Pre-Construction Conference**

After the execution of the Construction Contract, the Project Manager will issue a Notice to Proceed to the Construction Manager. The Project Manager will notify the ARCHITECT to arrange for and conduct a pre-construction conference.

#### **7.3.2 Weekly Progress Meetings**

The ARCHITECT shall instruct the Construction Manager to establish and conduct a regular schedule of weekly progress meetings to be held on the job site each week throughout the construction period, and shall require attendance at the meetings by representatives of his principal Consultants. The Project Manager shall be notified of such meetings and will be represented. It shall be the principal purpose of these meetings, or conferences, to effect coordination, cooperation and assistance to facilitate and maintain the project schedule and complete the project per the contract. ARCHITECT will be responsible for recording and distributing the minutes from these meetings.

#### **7.3.3 Monthly Progress Reports**

The ARCHITECT shall prepare and submit to the Project Manager and Construction Manager a monthly Status Report on the Project. The form of the Report shall be approved by the Project Manager. The ARCHITECT shall submit all field reports (for the month in progress) with this Monthly Progress Report. The ARCHITECT's Status Report shall be submitted to the Project Manager monthly along with the Construction Manager's Certificate for Payment and ARCHITECT's Invoice for Professional Services.

### **7.4 Site Observations**

The ARCHITECT and his principal consultants shall visit the project as often as necessary to become generally familiar with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the contract documents. Such visits by the ARCHITECT shall not be less than once per week when the work is in progress. On the basis of the ARCHITECT's on-site observations, he shall endeavor to guard the Owner against defects and deficiencies in the Work of the Construction Managers.

A written report of each visit by the ARCHITECT to the project shall be electronically transmitted to the Project Manager and Construction Manager within forty-eight (48) hours after each visit.

The ARCHITECT shall give prompt written notice to the Project Manager if the ARCHITECT becomes aware of any fault, defect, error, omission or inconsistency in the project or in the Contract Documents.

### **7.5 ARCHITECT's Construction Administrator**

The ARCHITECT agrees that his designated representatives on the construction project shall be qualified by training and experience to make decisions and interpretations of the Construction Documents and such interpretations shall be binding upon the ARCHITECT as if made by him. All such decisions shall be confirmed in writing immediately with copies to the Project Manager and Construction Manager conditioned that such decisions and interpretations shall not modify adversely the requirements of the contract documents.

### **7.6 Certificates of Payment**

Based on observations at the site and on the Construction Manager's Applications for Payment, the ARCHITECT shall determine the amount owing to the Construction Manager and shall issue to the Project Manager Certificates for Payment in such amounts. Applications for payment shall be reviewed on a monthly basis.

No Certificate of Payment shall be issued until a schedule of values has been submitted by the Construction Manager, reviewed by the ARCHITECT, and approved by the Project Manager.

The ARCHITECT shall process Construction Manager applications for payment within seven (7) calendar days from the time the certified application is received by the ARCHITECT from the Construction Manager. The ARCHITECT

shall submit the original signed copies to the Project Manager with copies to the Construction Manager. If a certificate is held up or adjusted for any reason, written notice stating the reasons for the delay or adjustment must be given to the Construction Manager and Project Manager within seven (7) calendar days. If a certificate is incorrect or has major adjustments, it shall be returned to the Construction Manager immediately with a written explanation for the return. It is the intent of the Project Manager that the certificates be thoroughly reviewed by the ARCHITECT prior to the weekly progress meeting subsequent the Construction Manager's submittal (pencil copy review) and adjusted accordingly at the meeting in order to expedite the payment process.

**7.7 Shop Drawings and Submittals**

The ARCHITECT shall promptly review, as to not cause delays, shop drawings, samples and other submissions of the Construction Manager for conformance with the design concept of the Project and for compliance with the information given in the Contract Documents.

The ARCHITECT shall maintain one complete set of approved shop drawings to be turned over to the Project Manager at the completion of the project.

The ARCHITECT shall submit for owner approval any changes to the final color selections submitted at the construction documents phase.

**7.8 Change Orders**

Only with the authorization of the Project Manager, shall the ARCHITECT prepare Change Orders. The ARCHITECT shall obtain from the Construction Manager his estimate of cost and time changes in accordance with the Contract Documents for the Change Order, review and approve same, and submit it to the Project Manager for review before any changes are made in the Contract. No additional compensation shall be due the ARCHITECT for preparation of Change Orders.

**7.9 Construction Managers Request for Information**

The ARCHITECT shall answer each properly-prepared / Construction Manager generated Request for Information (RFI) within seven (7) days after receiving it. The ARCHITECT shall copy all RFI's (with responses) correspondence to the Project Manager. In the event a complete answer cannot be provided within the allotted time frame, a written acknowledgment shall be provided to the Project Manager and Construction Manager. Include in the acknowledgment the anticipated answer time frame.

**7.10 Construction Closeout**

**6.10.1 Substantial and Final Completion**

ARCHITECT to comply with the Agreement for procedures relative to issuing substantial and final completion.

**6.10.2 Close-out Documents**

ARCHITECT shall receive, review and forward to the Project Manager guarantees, operation and maintenance manuals, keys and other close-out documents as required by the Contract Documents. ARCHITECT shall confirm all training required for the local staff for all systems and operations equipment. ARCHITECT shall obtain a written receipt for these and forward same to the Project Manager, together with copies of all guarantees and warranties.

After acceptance of the Project by the Owner, the ARCHITECT shall prepare and furnish to the Project Manager:

- a) A Final Report in the format and containing information as required by the Project Manager,
- b) One set of Record Drawings (As-Builts) prepared by the ARCHITECT in an archival format.
- c) Electronic version of the Record Drawings in the latest Autodesk® format. The Record Drawings shall be prepared on the basis of information furnished by the Construction Manager and the change orders and shall be reviewed with and approved by the Construction Manager prior to submission. Provide a PDF set of documents also.

- d) ARCHITECT shall inspect and approve completion of "punch-list" items remaining after acceptance and shall certify final payment to the Construction Manager.

**7.11 One-Year Correction Period Phase**

The ARCHITECT shall be required to follow up on items to be corrected during the "one-year correction period" and shall arrange for and conduct inspections as per the Agreement. The ARCHITECT shall be required to inform the Project Manager and Construction Manager of any items to be corrected and shall inspect the Project as required until the work is completed, without additional compensation.