

SECTION 00 2413

REQUESTED SCOPE OF SERVICES

GENERAL INFORMATION, STUDIES, INVESTIGATIONS, & REPORTS

1.01 EXISTING SPACE UTILIZATION SURVEY

- A. Perform an existing space utilization survey by walking through the project limits to verify space utilization, including occupant names, room numbers, room names/use, department name, etc..
 - 1. Deliverables: Final Space Utilization Survey Report, including:
 - a. Executive Summary.
 - 1) Floor Plan identifying:
 - (a) Room number.
 - (b) Space usage.
 - (c) Department occupying the space.
 - (d) Occupant's name and position in the organization.
 - (e) Major building elements/obstructions.

1.02 INVESTIGATION STUDIES

- A. Develop overall project study schedule, including schedule to meet with Spectrum Project Team, as necessary.
- B. Investigative Phase
 - 1. Review "as-built" record drawings and/or digital files provided by Spectrum, as applicable.
 - 2. Field-verify all existing conditions, as necessary.
 - 3. Photograph existing conditions, as necessary.
 - 4. Meet with Spectrum staff regarding project history, information regarding the specific location, and specifics regarding proposed project.
 - 5. Code Analysis: complete preliminary code analysis of project spaces as well as impact of project on existing and adjacent areas. Some areas to verify include but not limited to:
 - a. Egress Travel distances
 - b. Occupant Loads
 - c. Egress capacity
 - d. Occupancy separation
- C. Deliverables: Final Report, including:
 - 1. Plans and diagrams, as applicable.
 - 2. Investigative data used, as applicable.
 - 3. Written and graphical recommendations, as applicable.

1.03 COMMISSIONING

- A. This project maybe Commissioned by a third Party Commissioning Authority (CxA).
- B. See Section 00 0102 Project Information for details of the Commissioning requirements for this project.
- C. Design team is expected to coordinate with CxA for drawing progress reviews, submittal reviews, close out procedures, and other commissioning activities as detailed in Section 01 9113.

1.04 BUILDING INFORMATION MODELING

- A. Projects will be required to be designed and documented from building information models (BIM). Model to be completed with Revit 2017.
- B. Project geometry should be minimum Level of Design 300.
- C. Building information models shall be created to include all geometry, physical characteristics, and product data needed to describe the design and construction work. All drawings and schedules required for assessment, review, bidding, and construction shall be derived from the model.
- D. Design elements to be checked for interference (clash) prior to issuance of final bid documents.

- E. Architect to assist with selected Construction Management firm or General Contractor for the Construction Clash Detection phase.

1.05 PROJECT MEETINGS

- A. All meetings required to design, permit, construct, and occupy the project are required to be attended by the architect or designated party.
- B.

SCHEMATIC DESIGN (DESIGNATED)

2.01 GENERAL:

- A. Based upon the Project Requirements and program agreed upon with Spectrum, the Design Professional shall prepare and present for the Owner's approval a preliminary design illustrating the scale and relationship of the Project Program elements, requirements, and Project components.
 - 1. Develop schedule to meet with Project Team, Leadership Team, and User Groups, as necessary to refine conceptual plan.
 - 2. Based upon meetings with Project Team, Leadership, and User Groups and investigative phase information continue to develop planning for review by Spectrum.
 - 3. Upon approval by Spectrum of the above referenced preliminary design the Design Professional will prepare Schematic Design Phase Documents consisting of:
 - 4. Drawings and other documents including, but not limited to:
 - a. Preliminary building plans.
 - b. Sections and elevations.
 - c. May include some combination of study models, perspective sketches, or digital modeling.
 - d. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.
 - 5. Schematic Design Documents should highlight all areas of work on plans, including other floors if necessary.
- B. The Design Professional shall coordinate their design work with that of their sub-consultants, and between their sub-consultants
- C. Design Workshop: the Design Professional shall lead a one-day on-site design workshop with the project's key stakeholders. The intent of this workshop is to include key stakeholders in the design process to develop and validate a functional plan that satisfies Spectrum Health's primary project objectives and goals.
- D. The Design Professional shall submit Schematic Design Documents to Spectrum for review and approval.
- E. Anything in the Work Authorization for Contract to the contrary notwithstanding, Spectrum's approval of the Schematic Design Documents shall not (1) be construed as a waiver by Spectrum with respect to the Design Professional's obligations under the Terms and Conditions of Contract Document, including, but not limited to, Design Professional maintaining Spectrum's budget for the cost of the Project as set forth in the initial information, or (2) relieve the Design Professional of responsibility for negligent acts, errors or omissions, or the completeness, constructibility, accuracy and suitability of any of the Design Professional's documents.
- F. If, at the conclusion of the Schematic Design Phase, revisions to the Schematic Design Documents are required to comply with Spectrum's Project Budget for the Cost of the work, the Design Professional shall incorporate the required revisions in the Design Development Phase at its sole cost and expense. Notwithstanding the forgoing, if the estimate of the cost of work at the Schematic phase exceeds the budget due to factors outside Design Professional's control (such as cost estimating errors or unforeseeable increases in market costs), Design Professional's incorporation of revisions in the Schematic phase shall be an additional service.

2.02 DELIVERABLES:

- A. The following represents the minimum deliverables, if applicable to the project, required for a Schematic Design phase review and approval. It is the design professional's responsibility to meet the requirements within the time frames published in the project schedule. Submissions that do not meet the requirements will not be reviewed, and will be returned to be completed and resubmitted at no additional cost to Spectrum.
- B. Architectural & Interior Design
 - 1. Cover Sheet.
 - 2. Owner's Approval Signature Sheet.
 - 3. Preliminary Code Review Data/Information & other General Information of project area and impact on adjacent areas.
 - 4. Preliminary Phasing Plans (1/8" = 1'-0" scale minimum), as applicable, noted.
 - 5. Preliminary Infection Control Measures Plan (1/8" = 1'-0" scale minimum) indicating areas in need of isolation, contractor staging areas, material delivery and removal routes, as applicable, noted.
 - 6. Preliminary Life Safety Plans (1/8" = 1'-0" scale minimum) indicating general egress routes and other Life Safety information such as exit signs, EM lights, etc..
 - 7. Preliminary Demolition Plans (1/8" = 1'-0" scale minimum) indicating elements to be removed, as applicable.
 - 8. Floor Plans (1/8" = 1'-0" scale minimum), indicating arrangement of spaces, wall types and fire ratings, doors, glazing, built-in casework, etc.
 - 9. Preliminary Reflected Ceiling Plans (1/8" = 1'-0" scale minimum) indicating ceiling finishes.
 - 10. Roof Plans (1/8" = 1'-0" scale minimum), as necessary.
 - 11. Exterior Elevations (1/8" = 1'-0" scale minimum) indicating general arrangement and heights of building elements, and types of finish materials, as required.
 - 12. Building Sections (1/8" = 1'-0" scale minimum) indicating floor to floor heights, fire separation requirements, etc., as required.
 - 13. Preliminary Equipment Plans (1/8" = 1'-0" scale minimum) indicating the general location of all major medical equipment.
 - 14. Noted Furniture & Fixture Plans (1/8" = 1'-0" scale minimum)
 - 15. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing for all applicable Sections of Divisions 1 through 14 using CSI MasterFormat.
 - 16. Preliminary 3D models of spatial arrangements, perspective views of design elements and features of the spaces, or other images that maybe beneficial for client understanding.
- C. Heating Ventilating & Air Conditioning (HVAC)
 - 1. Owner's Approval Signature Sheet.
 - 2. Site Plan, as necessary.
 - 3. Preliminary Demolition Plans (1/8" = 1'-0" scale minimum), as necessary.
 - 4. Preliminary single-line Air Distribution Plans (1/8" = 1'-0" scale minimum), indicating the location of major HVAC equipment, air distribution, return and exhaust.
 - 5. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing for all applicable Sections of Division 23 using CSI MasterFormat, including general description of control systems.
- D. Plumbing & Med Gas
 - 1. Owner's Approval Signature Sheet.
 - 2. Preliminary Site Utility Plan, as necessary.
 - 3. Preliminary Demolition Plans (1/8" = 1'-0" scale minimum), as necessary.
 - 4. Preliminary Water Distribution Piping Plans (1/8" = 1'-0" scale minimum).
 - 5. Preliminary Medical Gas Distribution Piping Plans (1/8" = 1'-0" scale minimum).
 - 6. Preliminary Waste Piping Plans (1/8" = 1'-0" scale minimum).

7. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing for all applicable Sections of Division 22 using CSI MasterFormat.
- E. Fire Protection Systems
1. Owner's Approval Signature Sheet.
 2. Preliminary Site Utility Plan, as necessary, indicating FDC, PIV, etc.
 3. Preliminary Demolition Plans (1/8" = 1'-0" scale minimum), as necessary.
 4. Preliminary Floor Plans (1/8" = 1'-0" scale minimum), indicating number and locations of sprinkler heads, and any chemical based systems.
 5. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing for all applicable Sections of Division 21 using CSI MasterFormat.
- F. Electrical
1. Owner's Approval Signature Sheet
 2. Preliminary Site Lighting Plan.
 3. Preliminary Demolition Plans (1/8" = 1'-0" scale minimum), as necessary.
 4. Preliminary Power Floor Plans (1/8" = 1'-0" scale minimum).
 5. Preliminary Lighting Floor Plans (1/8" = 1'-0" scale minimum).
 6. Preliminary Riser Diagrams.
 7. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing for all applicable Sections of Division 26 using CSI MasterFormat.
- G. Information Systems & Communication
1. Owner's Approval Signature Sheet.
 2. Preliminary Site Plan, as necessary.
 3. Preliminary Demolition Plans (1/8" = 1'-0" scale minimum), as necessary.
 4. Preliminary Floor Plans (1/8" = 1'-0" scale minimum).
 5. Preliminary Riser Diagrams.
 6. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing for all applicable Sections of Division 27 using CSI MasterFormat.
- H. Structural
1. Owner's Approval Signature Sheet.
 2. Preliminary Demolition Plans (1/8" = 1'-0" scale minimum), as necessary.
 3. Preliminary Foundation Plans (1/8" = 1'-0" scale minimum).
 4. Preliminary Floor & Roof Framing Plans (1/8" = 1'-0" scale minimum).
 5. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing for all applicable Sections of Divisions 3 through 5 using CSI MasterFormat.
- I. Civil/Site Design
1. Preliminary Site Plan
 2. Preliminary Grading Plan
 3. Preliminary Landscape Plan
 4. Preliminary Utility Plan
 5. Preliminary Site Lighting Plan
- J. Food Service
1. Owner's Approval Signature Sheet
 2. Preliminary Equipment Plans (1/8" = 1'-0" scale minimum)
 3. Preliminary Equipment Selections.

DESIGN DEVELOPMENT (DDS)

3.01 GENERAL:

- A. The intent at the conclusion of the Design Development phase is to have a fixed understanding of the overall total project cost.
- B. The Design Development Phase shall further develop the project information established at the conclusion of the Schematic Design Phase.
- C. Once the Design Development process begins, any revisions requested by the end users to the project design or project scope that will have cost/budget or schedule impact must be approved in writing by either the Spectrum Project Leader or Construction Project Manager before proceeding.
- D. The Design Development Phase will resolve major conflicts between site requirements and utilities, site planning and zoning, disciplines and trades, systems and infrastructure, code issues, and support for major medical equipment.
- E. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and such other elements as may be appropriate, such as equipment and furniture and fixtures.
 - 1. All Design Development Document floor plans, including architectural, structural, MEP, Fire Protection, IT, and security should highlight all areas of work on plans, including other floors, if necessary.
- F. The Design Professional shall coordinate their design work with that of their sub-consultants, and between their sub-consultants
- G. The Design Professional shall submit the Design Development Documents with an estimate of probable total project costs to Spectrum for review and approval before proceeding with the Construction Documents Phase.
- H. Anything in the Work Authorization for Contract to the contrary notwithstanding, Spectrum's approval of the Design Development Documents shall not (1) be construed as a waiver by Spectrum with respect to the Design Professional's obligations under the Terms and Conditions of Contract Document, including, but not limited to, Design Professional maintaining Spectrum's budget for the cost of the Project as set forth in the initial information, or (2) relieve the Design Professional of responsibility for negligent acts, errors or omissions, or the completeness, constructibility, accuracy and suitability of any of the Design Professional's documents. Notwithstanding the forgoing, if the estimate of the cost of work at the Design Development phase exceeds the budget due to factors outside Design Professional's control (such as cost estimating errors or unforeseeable increases in market costs), Design Professional's incorporation of revisions in the Design Development phase shall be an additional service.
- I. If, at the conclusion of the Design Development Phase, revisions to the Design Development Documents are necessary to comply with Spectrum's Project Budget for the cost of the Work, the Design Professional shall incorporate the required revisions in the Construction Documents Phase at its sole cost and expense.
- J. Owner may pause this project after this phase to conduct GMP Pricing with Construction Managers. Project may be canceled, redesigned, or authorized to move into CD's after this pricing exercise.

3.02 DELIVERABLES:

- A. The following represents the minimum deliverables, if applicable to the project, required for a Design Development phase review and approval. It is the design professional's responsibility to meet the requirements within the time frames published in the project schedule. Submissions that do not meet the requirements will not be reviewed, and will be returned to be completed and resubmitted at no additional cost to Spectrum.

B. Architectural & Interior Design

1. Cover Sheet.
2. Owner's Approval Signature Sheet.
3. Preliminary Code Review Data/Information & other General Information.
4. Noted Site Plan, as applicable.
5. Noted Phasing Plans (1/8" = 1'-0" scale minimum), as applicable.
6. Noted Infection Control Measures Plan (1/8" = 1'-0" scale minimum), as applicable.
7. Noted Life Safety Plan (1/8" = 1'-0" scale minimum).
8. Noted Demolition Plans (1/8" = 1'-0" scale minimum), as necessary.
9. Noted Floor Plans (1/8" = 1'-0" scale minimum).
10. Noted Reflected Ceiling Plans (1/8" = 1'-0" scale minimum).
11. Noted Roof Plans (1/8" = 1'-0" scale minimum), as necessary.
12. Noted Exterior Elevations (1/8" = 1'-0" scale minimum).
13. Noted Building Sections (1/8" = 1'-0" scale minimum).
14. Noted Wall Sections (1/2" = 1'-0" scale minimum).
15. Noted Interior Room Elevations (3/8" = 1'-0" scale minimum), indicating built-in casework.
16. Room Finish & Openings (Door & Window) Schedules.
17. Noted Equipment Plans (1/8" = 1'-0" scale minimum), and preliminary Equipment Schedule.
18. Noted Furniture & Fixture Plans (1/8" = 1'-0" scale minimum), and preliminary Schedule.
19. Outline Technical Specifications of materials and installation requirements for all applicable Sections of Divisions 1 through 14 using CSI MasterFormat.
20. Images, perspectives, or renderings of interior and exterior spaces as required for approval meetings and client sign off.
 - a. Interior views; a minimum of 3 interior views required.
 - b. Exterior views; all facades / elevations of exterior

C. Heating Ventilating & Air Conditioning

1. Owner's Approval Signature Sheet.
2. Site Plan, as necessary.
3. Noted Phasing Plans (1/8" = 1'-0" scale minimum), as applicable.
4. Noted Demolition Plans (1/8" = 1'-0" scale minimum), as necessary.
5. Noted Single-line Air Distribution Plans (1/8" = 1'-0" scale minimum), indicating major supply and return duct sizes.
6. Noted Typical Details, and preliminary control system wiring diagrams.
7. Outline Technical Specifications of materials and installation requirements for all applicable Sections of Division 23 using CSI MasterFormat.

D. Plumbing & Med Gas

1. Owner's Approval Signature Sheet.
2. Site Utility Plan, as necessary.
3. Noted Phasing Plans (1/8" = 1'-0" scale minimum), as applicable.
4. Noted Demolition Plans (1/8" = 1'-0" scale minimum), as necessary.
5. Noted Water Distribution Piping Plans (1/8" = 1'-0" scale minimum).
6. Noted Waste Plans (1/8" = 1'-0" scale minimum), indicating storm/rain leaders.
7. Noted Medical Gas Distribution Piping Plans (1/8" = 1'-0" scale minimum).
8. Noted Typical Details.
9. Outline Technical Specifications of materials and installation requirements for all applicable Sections of Division 22 using CSI MasterFormat.

E. Fire Protection Systems

1. Owner's Approval Signature Sheet.
2. Site Utility Plan, as necessary (FDC, PIV, Fire Hydrant, etc. locations).
3. Noted Phasing Plans (1/8" = 1'-0" scale minimum), as applicable.
4. Noted Demolition Plans (1/8" = 1'-0" scale minimum), as necessary.

5. Noted Floor Plans (1/8" = 1'-0" scale minimum), indicating FACP, sprinkler head locations, any chemical based systems, etc.
 6. Noted Typical Details.
 7. Outline Technical Specifications of materials and installation requirements for all applicable Sections of Division 21 using CSI MasterFormat.
- F. Electrical
1. Owner's Approval Signature Sheet.
 2. Noted Site Lighting Plan locating fixtures and preliminary foot candle light distribution.
 3. Noted Phasing Plans (1/8" = 1'-0" scale minimum), as applicable.
 4. Noted Demolition Plans (1/8" = 1'-0" scale minimum), as necessary.
 5. Noted Power Floor Plans (1/8" = 1'-0" scale minimum), indicating all power outlets and connections, and circuiting.
 6. Noted Lighting Floor Plans (1/8" = 1'-0" scale minimum).
 7. Preliminary Panel Schedules.
 8. Noted Riser Diagrams.
 9. Noted Typical Details.
 10. Outline Technical Specifications of materials and installation requirements for all applicable Sections of Division 26 using CSI MasterFormat.
- G. Electronic Safety & Security
1. Coordinate and work with owner's consultant to develop all required plans
- H. Structural
1. Owner's Approval Signature Sheet.
 2. Noted Phasing Plans (1/8" = 1'-0" scale minimum), as applicable.
 3. Noted Demolition Plans (1/8" = 1'-0" scale minimum), as necessary.
 4. Noted Foundation Plans (1/8" = 1'-0" scale minimum).
 5. Noted Floor & Roof Framing Plans (1/8" = 1'-0" scale minimum).
 6. Noted Column and beam schedules, as necessary.
 7. Noted Typical Details.
 8. Outline Technical Specifications of materials and installation requirements for all applicable Sections of Divisions 3 through 5 using CSI MasterFormat.
- I. Civil/Site Design
1. Noted Site Plan
 2. Noted Site Demolition Plan
 3. Noted Grading Plan
 4. Noted Landscape & Irrigation Plan
 5. Noted Utility Plan
 6. Noted Site Lighting Plan
 7. Preliminary Lighting Level Plan
 8. Outline Technical Specifications of materials and installation requirements for all applicable Sections of Divisions 31 through 35 using CSI MasterFormat.
- J. Food Service
1. Owner's Approval Signature Sheet
 2. Noted Equipment Plans (1/8" = 1'-0" scale minimum)
 3. Noted Equipment Selections.
 4. Outline Technical Specifications of Equipment

CONSTRUCTION DOCUMENTS (CDS)

4.01 GENERAL:

- A. Work cannot proceed on Construction Documents until owner has approved and signed off on Design Development and have given written notice to proceed.
- B. The intent at the conclusion of the Construction Documents Phase is for the A/E to have set forth through Drawings and Technical Specifications in detail the quality levels of materials and systems and other requirements for the construction of the project.

- C. The Design Professional shall incorporate into the Construction Documents the design requirements of all governmental Authorities Having Jurisdiction (AHJs) over the Project.
- D. Prior to the conclusion of the Construction Documents Phase (approx. 90%) the Design Professional shall submit the Construction Documents and an estimate of probable total project costs to Spectrum, and review the documents with Spectrum and their cost consultant, if applicable.
 - 1. If revisions are required after the review to bring the project within the Project Budget, the Design Professional shall make such revisions at no cost to Spectrum.
- E. The final Construction Documents shall provide all necessary information to properly convey the intent of the Design Professional's design, interior design, Systems, and landscaping and irrigation designs in either drawing/graphical format or technical specifications, or both, for the contractor to properly install and provide a full and complete project.
 - 1. All Construction Document floor plans, including architectural, structural, MEP, Fire Protection, IT, and security should highlight all areas of work on plans, including other floors, if necessary.
- F. The Design Professional shall coordinate their design work with that of their sub-consultants, and between their sub-consultants
- G. The Design Professional shall develop an Estimate of Probable Total Project Costs.
- H. The Design Professional shall submit the final Construction Documents with an estimate of probable total project costs to Spectrum for review and written approval.
- I. Anything in the Work Authorization for Contract to the contrary notwithstanding, Spectrum's approval of the Schematic Design Documents, Design Development Documents or Construction Documents shall not (1) be construed as a waiver by Spectrum with respect to the Design Professional's obligations under the Terms and Conditions of Contract Document, including, but not limited to, Design Professional maintaining Spectrum's budget for the cost of the Project as set forth in the initial information, or (2) relieve the Design Professional of responsibility for negligent acts, errors or omissions, or the completeness, constructibility, accuracy and suitability of any of the Design Professional's documents. Notwithstanding the forgoing, if the estimate of the cost of work at the Construction Documentation phase exceeds the budget due to factors outside Design Professional's control (such as cost estimating errors or unforeseeable increases in market costs), Design Professional's incorporation of revisions in the Construction Documentation phase shall be an additional service.
- J. If, after review of the Construction Documents by Spectrum, revisions to the Construction Documents are necessary to comply with Spectrum's Total Project Budget for the cost of the Work, the Design Professional shall revise the Construction Documents Phase until the Total Project Cost no longer exceeds the Total Project Budget at its sole cost and expense.

4.02 DELIVERABLES:

- A. The following represents the minimum deliverables, if applicable to the project, required for a Construction Document phase review and approval. It is the design professional's responsibility to meet the requirements within the time frames published in the project schedule. Submissions that do not meet the requirements will not be reviewed, and will be returned to be completed and resubmitted at no additional cost to Spectrum.
- B. Architectural & Interior Design
 - 1. Cover Sheet.
 - 2. Owner's Approval Signature Sheet.
 - 3. Code Review Data/Information & other General Information.
 - 4. Dimensioned & Noted Site Plan.
 - 5. Dimensioned & Noted Phasing Plans (1/8" = 1'-0" scale minimum), as applicable.
 - 6. Dimensioned & Noted Infection Control Measures Plan (1/8" = 1'-0" scale minimum), as applicable.
 - 7. Dimensioned & Noted Life Safety Plan (1/8" = 1'-0" scale minimum).
 - 8. Dimensioned & Noted Demolition Plans (1/8" = 1'-0" scale minimum).

9. Dimensioned & Noted Floor Plans (1/8" = 1'-0" scale minimum).
 10. Dimensioned & Noted Reflected Ceiling Plans (1/8" = 1'-0" scale minimum) indicating locations of all ceiling items such as light fixtures, HVAC items, exit lights, sprinkler heads, speakers, etc.
 11. Dimensioned & Noted Roof Plans (1/8" = 1'-0" scale minimum), as necessary.
 12. Dimensioned & Noted Exterior Elevations (1/8" = 1'-0" scale minimum).
 13. Dimensioned & Noted Building Sections (1/8" = 1'-0" scale minimum).
 14. Dimensioned & Noted Wall Sections (1/2" = 1'-0" scale minimum).
 15. Dimensioned & Noted Interior Room Elevations (3/8" = 1'-0" scale minimum) indicating built-in casework and other miscellaneous wall mounted items (i.e., grab bars, exit lights, strobes, paper towel dispensers, glove boxes, sharps containers, etc.).
 16. Dimensioned & Noted Enlarged Plans (1/4" = 1'-0" scale minimum).
 17. Room Finish & Openings (Door & Window) Schedules.
 18. Dimensioned & Noted Details (1-1/2" = 1'-0" scale minimum).
 19. Dimensioned & Noted Equipment Plans (1/8" = 1'-0" scale minimum) and Equipment Schedule.
 20. Noted Interior Finishes Plan (1/8" = 1'-0" scale minimum).
 21. Noted Furniture & Fixture Plans (1/8" = 1'-0" scale minimum) and Schedule.
 22. Technical Specifications detailing materials, installation requirements, and warranties for all applicable Sections of Divisions 1 through 14 using CSI MasterFormat.
- C. Heating Ventilating & Air Conditioning
1. Owner's Approval Signature Sheet.
 2. Noted Site Plan, as required.
 3. Dimensioned & Noted Phasing Plans (1/8" = 1'-0" scale minimum), as applicable.
 4. Dimensioned & Noted Demolition Plans, as necessary.
 5. Noted Distribution, Return, and Exhaust Plans (1/8" = 1'-0" scale minimum).
 6. Noted Enlarged Area Plans, as required (1/4" = 1'-0" scale minimum).
 7. HVAC Equipment Schedules.
 8. Dimensioned & Noted Details, and control wiring diagrams.
 9. Technical Specifications for all applicable Sections of Division 23 using CSI MasterFormat.
- D. Plumbing & Med Gas
1. Owner's Approval Signature Sheet .
 2. Noted Site Plan, as required.
 3. Dimensioned & Noted Phasing Plans (1/8" = 1'-0" scale minimum), as applicable.
 4. Dimensioned & Noted Demolition Plans, as necessary.
 5. Noted Distribution Piping Plans (1/8" = 1'-0" scale minimum).
 6. Noted Waste Plans (1/8" = 1'-0" scale minimum), as well as storm/rain leaders.
 7. Noted Enlarged Area Plans as required (1/4" = 1'-0" scale minimum).
 8. Riser Diagrams.
 9. Plumbing fixture and Med Gas Schedules.
 10. Dimensioned & Noted Details.
 11. Technical Specifications detailing materials, installation requirements, and warranties for all applicable Sections of Division 22 using CSI MasterFormat.
- E. Fire Protection Systems
1. Owner's Approval Signature Sheet
 2. Noted Site Plan, as required
 3. Dimensioned & Noted Phasing Plans (1/8" = 1'-0" scale minimum), as applicable.
 4. Dimensioned & Noted Demolition Plans, as necessary.
 5. Noted Floor Plans (1/8" = 1'-0" scale minimum), indicating FACP, sprinkler head locations, any chemical based systems, etc.
 6. Noted Enlarged Area Plans as required (1/4" = 1'-0" scale minimum).
 7. Riser Diagrams, as required.
 8. Schedules and Calculations.

9. Dimensioned & Noted Details.
 10. Technical Specifications detailing materials, installation requirements, and warranties for all applicable Sections of Division 21 using CSI MasterFormat.
- F. Electrical
1. Owner's Approval Signature Sheet.
 2. Noted Site Lighting Plan, as required.
 3. Dimensioned & Noted Phasing Plans (1/8" = 1'-0" scale minimum), as applicable.
 4. Dimensioned & Noted Demolition Plans, as necessary.
 5. Noted Power Floor Plans (1/8" = 1'-0" scale minimum).
 6. Noted Lighting Floor Plans (1/8" = 1'-0" scale minimum).
 7. Noted Enlarged Area Plans as required (1/4" = 1'-0" scale minimum).
 8. Riser Diagrams.
 9. Panel Schedules.
 10. Dimensioned & Noted Details.
 11. Technical Specifications detailing materials, installation requirements, and warranties for all applicable Sections of Division 26 using CSI MasterFormat.
- G. Information Systems & Communication
1. Coordinate and work with owner's consultant to develop all required plans
- H. Electronic Safety & Security
1. Owner's Approval Signature Sheet.
 2. Noted Site Plan indicating final camera locations and other security measures, as required.
 3. Dimensioned & Noted Phasing Plans (1/8" = 1'-0" scale minimum), as applicable.
 4. Dimensioned & Noted Demolition Plans (1/8" = 1'-0" scale minimum), as necessary.
 5. Noted Floor Plans (1/8" = 1'-0" scale minimum) Plan indicating final camera locations and other security measures, as required.
 6. Noted Enlarged Area Plans as required (1/8" = 1'-0" scale minimum).
 7. Noted Riser Diagrams and wiring diagrams.
 8. Schedules.
 9. Dimensioned & Noted Details.
 10. Technical Specifications detailing materials, installation requirements, and warranties for all applicable Sections of Division 28 using CSI MasterFormat.
- I. Structural
1. Owner's Approval Signature Sheet.
 2. Dimensioned & Noted Site Plan, as required.
 3. Dimensioned & Noted Phasing Plans (1/8" = 1'-0" scale minimum), as applicable.
 4. Dimensioned & Noted Demolition Plans (1/8" = 1'-0" scale minimum), as necessary.
 5. Dimensioned & Noted Foundation Plans (1/8" = 1'-0" scale minimum).
 6. Dimensioned & Noted Floor & Roof Framing Plans (1/8" = 1'-0" scale minimum).
 7. Dimensioned & Noted Enlarged Area Plans as required (1/4" = 1'-0" scale minimum).
 8. Column & Beam Schedules.
 9. Dimensioned & Noted Details.
 10. Technical Specifications detailing materials, installation requirements, and warranties for all applicable Sections of Divisions 3 through 5 using CSI MasterFormat.
- J. Civil/Site Design
1. Dimensioned & Noted Site Plan
 2. Dimensioned & Noted Site Demolition Plan
 3. Dimensioned & Noted Grading Plan
 4. Dimensioned & Noted Landscape & Irrigation Plan
 5. Dimensioned & Noted Utility Plan
 6. Dimensioned & Noted Site Lighting Plan
 7. Schedules and Details as required
 8. Final Lighting Level Plan

9. Technical Specifications detailing materials, installation requirements, and warranties for all applicable Sections of Divisions 31 through 35 using CSI MasterFormat.
- K. Food Service
1. Owner's Approval Signature Sheet
 2. Dimensioned & Noted Equipment Plans (1/8" = 1'-0" scale minimum)
 3. Dimensioned & Noted Equipment Selections.
 4. Equipment Schedules.
 5. Technical Specifications detailing Equipment installation requirements, and warranties for all applicable Section of Division 11, 21, 23, and 26.

BIDDING & NEGOTIATION

5.01 THE DESIGN PROFESSIONAL WILL ASSIST SPECTRUM IN OBTAINING EITHER COMPETITIVE BIDS OR NEGOTIATED PROPOSALS.

- A. Competitive Bidding: the Design Professional shall assist Spectrum in Bidding the Project by:
1. Facilitating the reproduction of Bidding Documents for distribution to prospective bidders.
 2. Participating in a pre-bid conference for prospective bidders.
 3. Responding to Contractor inquires and questions, and issuing any clarifications or addendum's.
- B. Negotiated Proposals: The Design Professional shall assist Spectrum in:
1. Facilitating the reproduction of Bidding Documents for distribution to prospective bidders.
 2. Participating in a pre-bid conference for prospective bidders.
 3. Responding to Contractor inquires and questions, and issuing any clarifications or addendum's.

5.02 ISSUING ADDENDA

- A. The Design Professional shall issue changes or adjustments made to the Construction Contract Documents by way of Addenda before bids are received.
- B. Addenda shall not be issued less than five working days before bids are due.

5.03 REQUESTS FOR INFORMATION (RFIS):

- A. The Design Professional shall respond to all Requests for Information from bidders made at seven days prior to bids being received.
- B. Response shall be made available to all prospective bidders, or issued as an Addendum to the Construction Contract Documents.

5.04 ASSISTING WITH BID REVIEW:

- A. The Design Professional shall assist Spectrum in the review of and assessment of all bids received for the project.

5.05 VALUE ENGINEERING:

- A. The Design Professional shall assist Spectrum in review and assessment of all contractor proposed Value Engineering items (VE).
- B. Design Professional to recommend approval or denial of all proposed VE items.
- C. Design Professional to amend drawings and documentation as required to incorporate all approved changes.

CONSTRUCTION CONTRACT ADMINISTRATION (CCA)

6.01 CONSTRUCTION PROGRESS MEETINGS

- A. The A/E firm's designated Project Manager is expected to attend all Construction Progress Meetings. If the designated Project Manager is unable to attend, the firm shall have someone attend in the Project Manager's place.
- B. The Design Professional is expected to review the progress of the work of the Contractor and confirm that it is in substantial compliance with Drawings and Technical Specifications.

6.02 BULLETINS

- A. The Design Professional shall issue Bulletins for all changes or adjustments made to the Construction Documents after bids are received and a Contract for Construction is signed.
- B. Bulletins shall be issued in one of the following formats:
 - 1. Supplemental Instructions (ASIs)
 - a. From time-to-time the Design Professional may be required to issue Design Professional's Supplemental Instruction to the contractor. These instructions are intended to be issued as clarifications to the Construction Documents which will not result in a change in either the Amount or Time of the Construction Contract.
 - 2. Responding to Contractor's Request for Information (RFI)
 - a. The Contractor may issue Requests for Information (RFI) requesting the Design Professional for clarifications to the Construction Contract Documents.
 - b. Since time is of the essence, the Design Professional shall respond to the RFI within 10 working days, and may either issue a Bulletin or respond in the space provided directly on the Contractor's RFI form.
 - 3. Construction Change Directives (CCDs)
 - a. From time-to-time the Design Professional may be required to issue a Construction Change Directive to the contractor. Construction Change Directives are intended to be issued:
 - 1) When the change is required by unforeseen conditions or circumstances,
 - 2) When time is of the essence to keep the project on schedule, and
 - 3) When there is a proposed change in either the amount of time of the Construction Contract and the Construction Contract that Spectrum the Contractor or Construction Manager and Design Professional have agreed will be adjusted by Change Order at a later time.
 - 4) Upon issuance of a Construction Change Directive, the Design Professional shall commence the process for issuing and getting approvals for a Change Order.

6.03 PROPOSAL REQUESTS:

- A. The Design Professional shall issue Proposal Requests for all proposed changes to the Construction Contract.
 - 1. Prior to issuing a Proposal Request, the design Professional shall obtain agreement and approval from Spectrum that a Proposal Request shall be issued for that particular change to the Construction Contract.

6.04 CHANGE ORDERS (COS):

- A. The design professional shall review all Change Order requests for validity, appropriateness, costs, additional contract time, and, if in agreement with the Change Order Request, shall approve all such requests prior to forwarding them to Spectrum for approval and signature.

6.05 SUBMITTALS:

- A. The Design Professional shall keep a log of all submittals required by the Specifications indicating the Section number, name of the submittal, the date of submission, date of review, date forwarded to Spectrum for review, and the date the submittal was returned to the Contractor.
- B. Submittal review process:
 - 1. The Design Professional and their sub-consultants shall review all submittals within 10 working days of the day they are received from the Contractor for compliance with the design intent.
 - 2. Design Professional shall stamp each submittal with one of the following three or similar language:
 - a. Reviewed, No Comments
 - b. Reviewed, Revise and Resubmit
 - c. Reviewed, As Noted

3. Upon the Design Professionals review of the submittal, if corrections need to be made to the submittal by the submitting contractor, the Design Professional shall return the submittal to the contractor for the changes to be made.
4. If no corrections need to be made to the submittal by the submitting contractor the Design Professional shall forward each reviewed submittal to Spectrum for review for compliance with Spectrum Facilities Standards.
 - a. Spectrum Facilities team will review submittals within 10 working days of the day received and return a copy to the Design Professional with noted adjustments or changes to be included in the submittal review the Design Professional returns to the Contractor.

6.06 SITE VISITS AND FIELD OBSERVATIONS

- A. The Design Professional shall visit the site on a regular basis (at least once every two weeks) and record site observations related of the progress of the work in a Field Report indicating contractors on site, date, time of day, and temperature, etc.
- B. If the design Professional observes any anomaly in the progress of the work, omission by the Contractor or sub-contractors, poor workmanship or installation, poor product or material quality, an unapproved product being installed he shall notify Spectrum immediately and record such in his Field Report.
- C. The Design Professional shall submit copies of Field Reports of site visits and field observations to Spectrum with three (3) working days of the site visit or observation.

6.07 LOGISTICAL ASSISTANCE

- A. The Design Professional shall provide the Spectrum Construction Project Manager a combined Furniture/Furnishing and Equipment Plan to assist Spectrum in the logistics of occupying the Project.

6.08 REVIEW AND APPROVAL OF PERIODIC CONTRACTOR'S PAY APPLICATIONS

- A. The Design Professional shall review and approve the Contractor's periodic Pay Applications before forwarding to Spectrum's Construction Project Manager for approval and payment.
- B. The Design Professional shall review all documents attached to the Contractor's period Pay Application for accuracy and completeness, including, but necessarily limited to, partial and full releases of mechanic's liens.

6.09 SUBSTANTIAL COMPLETION

- A. When the Contractor notifies the Design Professional that the Project construction is sufficiently complete, in accordance with the Construction Documents, so Spectrum can occupy or utilize the Project for the use for which it is intended, the Design Professional shall review the Punch List items generated by the Contractor, walk through the project with Spectrum to verify the items on the list, and add additional items as necessary including outstanding any items on the Commissioning Report.
- B. When generation of the Punch List items is complete and agreed upon by the Contractor, Design Professional, and Spectrum, the Design Professional shall issue a Certificate of Substantial Completion certifying the project construction is sufficiently complete, in accordance with the Construction Documents, so Spectrum can occupy or utilize the Project for the use for which it is intended, and attach the Punch List.
- C. The Date of Substantial Completion shall serve as the date of commencement of all warranties required by the Construction Documents, except those items listed on the Punch List.

6.10 FINAL COMPLETION/CONTRACTOR FINAL PAYMENT

- A. Prior to issuing a Certificate of Final Completion or Final Payment, the Design Professional shall:
 1. Walk through the project with Spectrum to verify all Punch List items have been completed, including items noted on the Commissioning Report.
 2. Received and reviewed all Project Closeout Documents provided by the Contractor, including Owner' Operations and Maintenance Manuals.

3. Review and verify all sub-contractor releases of mechanics liens.
 4. Receive and review any Surety releases and/or approval for final payment.
 5. Shall receive from the Contractor all "As-built" drawings and documents.
- B. The Design Professional shall issue a Certificate of Final Completion and authorization of Final Payment to the Contractor by Spectrum.

PROJECT CLOSE OUT

7.01 RECORD DRAWINGS

- A. The design Professional is responsible for obtaining from the Contractor all information to be updated and recorded in documents labeled as "Record Drawings".
- B. A final set of Contract Documents, including Technical Specifications that includes all changes made during the construction of the Project shall be delivered to the Spectrum Project Leader in the following digital file formats:
 1. PDF
 2. AutoCAD, 2015 version
 3. BIM: Revit or some other Building Information Modeling (BIM) format that is readable by Revit 2017.
- C. Final Payment will not be made to the Design Professional until "Record Drawing" documents are delivered to, reviewed, and approved by the Spectrum Project Leader.

END OF SECTION 00 2413