



SCOPE OF SERVICES (TYPICAL)

I prefer to begin projects on an **hourly basis** to provide **Consulting Services** to achieve the following goals:

1. Consult with client regarding project needs/goals (including an inventory of spaces).
2. Review information about space or site to assess it's acceptability.
3. Ascertain any special issues that might affect development (asbestos, site development issues (zoning, environmental, grading/detention/water quality), soil characteristics (general), views, etc.) The site related issues are often done in conjunction with a local Civil Engineer familiar with developing projects in the area. May need Topographic and Tree Survey to adequately analyze the site.
4. Build a relationship of trust and knowledge with the client.
5. Develop the scope of work to be performed.
6. Produce preliminary/schematic drawings that may include Preliminary Site Plan (if new building) and Preliminary Floor Plan.

Upon completion of the above consulting services and after establishment of the scope of services needed, I can provide a **stipulated sum (fixed fee) agreement** for **Comprehensive Services** including:

1. **Design and Documentation Services**; consists of further design development drawings and Construction Documents culminating in the following (as applicable to the project):

- **Architectural Drawings:**
 - Architectural Cover Sheet (Project Data, Maps, Notes, etc.)
 - Architectural Site Plan and Details
 - Architectural Floor Plan (Dimensioned with notes, wall types, key notes, etc.)
 - Door Types, Door & Hardware Schedules, Interior Door and Window Details, etc.
 - Exterior Door and Window Details
 - Roof Plan and Details
 - Building Sections
 - Walls Sections
 - Building Elevations
 - Interior Elevations (Cabinet and Room)
 - Millwork Details
 - Reflected Ceiling Plan and Details
 - Equipment Plan and Notes
 - Project Manual/Specifications Book
- **Civil Engineering Drawings** (by Civil Engineer under separate contract); Topographic and Tree Survey, plus Geotechnical Testing (Soils) will need to be performed prior to prior to commencement of their work.
- **Structural Engineering Drawings:**
 - Foundation Plan (with Details and Notes)
 - Framing Plans (Details, Roof and Special Conditions)
- **MEP Engineering Drawings** (Mechanical, Electrical and Plumbing):
 - Mechanical Plan (HVAC with Equipment Schedules and Details)
 - Electrical Plans (Power, Lighting, Fixture Schedules, and Details)
 - Plumbing Plans (Wastewater, Venting, Domestic Water, Air, Vacuum and Medical Gases); also, Plumbing Riser Diagrams with Plumbing Notes and Schedules.
- **Interior Design Drawings** (Furniture, Art and Accessories is NOT included):
 - Floor Finish Plan and Finish Schedule
 - Wall Finish Plan

2. Construction Administration Services:

- Bidding Coordination (issuance of Bid Sets, Addenda, etc.)
- Permitting Coordination (including Review for Texas Accessibility Standards compliance)
- Execution of Construction Contract (with selected General Contractor)
- Initial Site Visit/Pre-Construction Conference followed by regular Site Visits based on completion of work to be observed (in long distance projects, some of this work may be done thru local professionals).
- Processing of submittals, shop drawings, change orders, and fielding questions during Construction.
- Monthly review of progress and processing of Payment Applications for Owner's Lender.
- TAS Inspection (at completion of work)
- Final Punchlist and Certificate of Substantial Completion at end of construction. Final payment and release of liens.

Project durations can vary, but generally free-standing buildings take ~6+ months for Design and Documentation (including Permitting) and Construction takes approximately the same amount of time (~6+ months) Therefore, new buildings should ideally have ~14 months (and sometimes more) for the entire process. Lease spaces generally take about half the amount of time (~6-7 months) for all phases. These are estimates based on past projects; individual project timelines may vary due to workload, client decision-making, municipality requirements, etc.