

OWNER-ARCHITECT CONTRACT
DEFINITION OF SERVICES

BASIC SERVICES: Preliminary (usually called Schematic) Design, Design Development, preparation of Construction Documents (drawings and specifications), Assistance in the Bidding or negotiation process, Administration of the agreements between the Owner and the Contractor, construction observation, team meeting attendance during construction (frequency depends upon need, could be weekly, in some cases).

ADDITIONAL SERVICES: Pre-design, Programming, Land Survey Services, Geotechnical Services, Space Schematics/Flow Diagrams, Surveys of Existing Facilities, Marketing and Economic Feasibility Studies, Budgeting and Financing Packages, Site Analysis and Selection Studies, Site-Use and Utilities Studies, Environmental Studies and Reports, Owner-Supplied Data Coordination, Schedule Development and Monitoring, Planning and Zoning Applications, Civil Design beyond 5-ft, Landscape Design, Interior Design, Specialized Consultants (e.g., vibration, audio/ visual/ telecommunications/ security, parking consultant and parking design, laboratory layout consultants, health consultants, preservation consultants, graphics consultant, fire protection consultant, Code consultant, food services consultant), Special Bidding or Negotiation, Value Analysis, Energy Analysis, Detailed Cost Estimating, FF&E Services (selection, purchasing, installation), On-Site Project Representation, Construction Management, Materials & Systems Testing, Start-Up Assistance, Record Drawings, Post-Contract Evaluation, Occupancy Related Services, Special Presentation Drawings and Models, LEEDS Certification, Extended Contract Administration, and other services as specifically designated by the Owner.

REIMBURSABLES: Include but are not limited to: Expense of data processing and photographic production techniques when used in connection with Additional Services, premium expense of overtime services of non-salaried personnel; Expense of renderings, models, and mock-ups requested by the Owner; Expense of any additional insurance coverage or limits, including professional liability insurance, requested by the Owner in excess of the required minimum of \$1,000,000; Expense of long distance communications, reproductions, postage and handling of drawings, specifications, and other documents; Expense incurred during travel other than to the site; Expense of out-of-state labor, transportation, living expenses, long distance communications in connection with out-of-town travel and fees paid for securing approval of authorities having jurisdiction over the Project; Expense of overtime work requiring higher than regular rates.