

SCOPE OF SERVICES

SCHEMATIC DESIGN PHASE

- The development of concept floor plans, a site plan, and exterior/design aesthetics will be developed based on the approved scope. In addition, design solutions will be provided for exterior elevation studies.
- Exterior renderings will be produced for review and approval by your project representatives.
- Building code analysis and review of site requirements.
- Hold a meeting for review and approval of the Schematic Design Phase documents and drawings with associated costs.

DESIGN DEVELOPMENT PHASE

- Prepare necessary drawings to convey the next level of detail based on the approved Schematic Design Phase. Brunton Architects & Engineers will refine the design, prepare draft specifications, and prepare color and material options for your review and approval.
- Coordination with the civil, structural, mechanical, electrical, and plumbing design teams.
- Develop interior design concepts for review and approval with your project representatives.
- Refine the Opinion of Probable Cost to reflect the construction costs of the project more specifically.

CONSTRUCTION DOCUMENTATION PHASE

- Preparation and coordination of detailed architectural, interiors, structural, mechanical, civil, and electrical plan and specification drawings in preparation for permit review and City approval.
- Final construction documents meeting for review and approval with your project representatives.
- Refine the Opinion of Probable Cost to reflect the construction cost of the project.
- Final Review of the International Building Code and Minnesota State Building and ADA accessibility code compliance.

BIDDING PROCESS

- Provide Bidding Services to ensure compliance with construction documents.
- Prepare required addenda, as necessary, during bidding.
- Assist in the review of bid results and preparing construction contracts.

CONSTRUCTION ADMINISTRATION PHASE

- Provide Construction Administration services for overseeing the construction phase and for compliance with the approved building permit and construction documents.
- Site visits to ensure compliance with construction documents.
- Provide a review of all submitted architectural and engineering shop drawing submittals.
- Generate a list of items in need of repair / replacement at project close out.
- Perform 1-year walk-through with you (12 months from date of completion) to verify that the finished product continues to meet your expectations.

* Services are not necessarily sequential, and will be staggered as necessary to issue separate bid packages.