



## Scope of Services

### **Client Brief**

- Fill out Client Questionnaire.
- Visit project location.
- Prepare and sign proposal.
- Need Topographic Survey or Plat of Survey.

### **Design Development**

- Verify existing conditions including taking photographs.
- Meet to exchange information and project planning.
- Provide one concept design floor plan and elevations.
- Review and approve concept design.
- Provide preliminary cost estimate.

### **Construction Documents**

- Prepare construction documents including dimensioned floor plan, site plan, elevations plumbing floor plan, electrical plan, MEP & FP plans, schedules and details.
- Provides structural, MEP & FP consultants, as necessary.
- Submit construction documents for permit.

### **Bidding**

- Issue construction documents to contractor.
- Review bids.
- Make contractor recommendation.

### **Construction Administration**

- Construction site observation.
- Review shop drawings.
- Approve payment request along with Waivers.