**ATTACHMENT A**

DOCUMENT/DELIVERABLES REQUIREMENTS

This Attachment lists the documents to be provided by the A/E to the extent that items of work are related to the project. The Owner and A/E shall review the list and agree and indicate which items are included in Basic Services (BS) in Article II in the Conditions of the Agreement or are Additional Services (AS). This list is not all inclusive nor is it limited to any items referred to or implied in other parts of the Agreement or normally provided under Article II of the Conditions of the Agreement.

| **Item** | **Bs** | **As** | **Schematic****Phase** | **Bs** | **As** | **Design****Development****Phase** | **Bs** | **As** | **Construction** **Document****Phase** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Specifications | [x]  | [ ]  | System & Material Narrative Descriptions | [ ]  | [ ]  | Outline Specifications | [ ]  | [ ]  | Complete Specifications |
| Construction Cost Estimate | [x]  | [ ]  |  | [x]  | [ ]  |  | [x]  | [ ]  |  |
| Schedule | [x]  | [ ]  |  | [x]  | [ ]  |  | [x]  | [ ]  |  |
| Site | [ ]  | [ ]  | Existing conditions | [ ]  | [ ]  | Pedestrian circulation | [ ]  | [ ]  | Pipe sizes |
|  | [ ]  | [ ]  | Site footprints | [ ]  | [ ]  | Utility details | [ ]  | [ ]  | Connection details |
|  | [ ]  | [ ]  | Site entrance | [ ]  | [ ]  | Dimensions | [ ]  | [ ]  | Contractor parking |
|  | [ ]  | [ ]  | Demolition | [ ]  | [ ]  | Traffic flow plan | [ ]  | [ ]  | Construction area  |
|  | [ ]  | [ ]  | Site utilities | [ ]  | [ ]  | Handicapped flow plan | [ ]  | [ ]  | Construction phasing |
|  | [ ]  | [ ]  | Utility requirements | [ ]  | [ ]  | Lighting plan | [ ]  | [ ]  | Site development  |
|  | [ ]  | [ ]  | Roads and driveways | [ ]  | [ ]  | Stairway connections |  |  | phasing |
|  | [ ]  | [ ]  | Loading dock location | [ ]  | [ ]  | Waste containers | [ ]  | [ ]  | Street use plan |
|  | [ ]  | [ ]  | Future expansion | [ ]  | [ ]  | Bicycle facilities |  |  |  |
|  | [ ]  | [ ]  | Walkway locations | [ ]  | [ ]  | Site drainage |  |  |  |
|  | [ ]  | [ ]  | Stairway locations | [ ]  | [ ]  | Site utilities  |  |  |  |
|  | [ ]  | [ ]  | Parking locations | [ ]  | [ ]  | Reference elevations |  |  |  |
|  | [ ]  | [ ]  | Waste/recycle collection locations |  |  |  |  |  |  |
| Landscaping | [ ]  | [ ]  | Existing conditions | [ ]  | [ ]  | Irrigation plan | [ ]  | [ ]  | Soil preparation and planting specification |
|  | [ ]  | [ ]  | Existing irrigation | [ ]  | [ ]  | Planting plan | [ ]  | [ ]  | Pipe sizes |
|  | [ ]  | [ ]  | Irrigation legend |  |  |  | [ ]  | [ ]  | Piping diagrams |
|  |  |  |  |  |  |  | [ ]  | [ ]  | Design calculations |
|  |  |  |  |  |  |  | [ ]  | [ ]  | Guying details |
|  |  |  |  |  |  |  | [ ]  | [ ]  | Existing tree protection |
| Building  | [ ]  | [ ]  | Typical elevations | [ ]  | [ ]  | Typical wall sections | [ ]  | [ ]  | Flashing details |
| Exterior | [ ]  | [ ]  | Building cross sections | [ ]  | [ ]  | Typical window details | [ ]  | [ ]  | Roof mounted equipment |
| Envelope | [ ]  | [ ]  | Fenestration layout | [ ]  | [ ]  | Exterior door details | [ ]  | [ ]  | Exterior details |
|  | [ ]  | [ ]  | Material designations | [ ]  | [ ]  | Roof & drainage plan | [ ]  | [ ]  | Roof details |
|  | [ ]  | [ ]  | Energy code requirements | [ ]  | [ ]  | Parapet & coping  |  |  |  |
|  | [ ]  | [ ]  | Roof layout |  |  | details (typ.) |  |  |  |
| Structural | [ ]  | [ ]  | Structural scheme | [ ]  | [ ]  | Structural sections | [ ]  | [ ]  | Structural details |
|  | [ ]  | [ ]  | Written description including seismic analysis of  | [ ]  | [ ]  | Typical floor framing plan | [ ]  | [ ]  | Foundation details |
|  |  |  | existing bldg. & proposed  | [ ]  | [ ]  | Main member sizing | [ ]  | [ ]  | Beam & column schedules |
|  |  |  | strengthening techniques | [ ]  | [ ]  | Foundation plan | [ ]  | [ ]  | Structural notes |
|  | [ ]  | [ ]  | Structural legend |  |  |  | [ ]  | [ ]  | Calculations |
| Building Interior | [ ]  | [ ]  | Typical floor plans (min. 1/16” scale) | [ ]  | [ ]  | All floor plans (min. 1/8” scale) | [ ]  | [ ]  | Dimensioned floor plans |
|  | [ ]  | [ ]  | Area use identification and area in sq. ft. | [ ]  | [ ]  | Partition types | [ ]  | [ ]  | Finish schedules |
|  | [ ]  | [ ]  | Janitor closet(s) location (s) | [ ]  | [ ]  | Defined seating, serving & kitchen facilities | [ ]  | [ ]  | Door & hardware schedules |
|  | [ ]  | [ ]  | Circulation paths | [ ]  | [ ]  | Fixed seating | [ ]  | [ ]  | Interior elevations |
|  | [ ]  | [ ]  | Preliminary layouts of major specialized spaces | [ ]  | [ ]  | Wall types | [ ]  | [ ]  | Reflected ceiling plans |
|  | [ ]  | [ ]  | Show flexibility for expansion and alterations | [ ]  | [ ]  | Equipment and furniture layouts | [ ]  | [ ]  | Partition details |
|  | [ ]  | [ ]  | All room numbers | [ ]  | [ ]  | Vertical shaft locations | [ ]  | [ ]  | Interior details |
|  | [ ]  | [ ]  | Area tabulations compared to program requirements | [ ]  | [ ]  | Specialized area floor plans min 1/4” scale |  |  |  |
|  | [ ]  | [ ]  | Code study: exiting, area separation, etc. |  |  |  |  |  |  |
|  | [ ]  | [ ]  | Mechanical, electrical & other service rms |  |  |  |  |  |  |
| Elevators | [ ]  | [ ]  | Elevator location | [ ]  | [ ]  | Elevator shaft section | [ ]  | [ ]  | Dimensioned plans |
|  | [ ]  | [ ]  | Equipment room location | [ ]  | [ ]  | Equipment description | [ ]  | [ ]  | Complete specification |
|  | [ ]  | [ ]  | Elevator legend |  |  |  | [ ]  | [ ]  | Door and frame details |
|  |  |  |  |  |  |  | [ ]  | [ ]  | Interior details with lighting |
| Plumbing | [ ]  | [ ]  | Location of header(s) | [ ]  | [ ]  | Water header diagram | [ ]  | [ ]  | Pipe sizes |
| & Piping | [ ]  | [ ]  | Location of pipe chases | [ ]  | [ ]  | Chilled water header  | [ ]  | [ ]  | Radiation riser diagram |
|  | [ ]  | [ ]  | Fixture locations |  |  | diagram | [ ]  | [ ]  | Plumbing riser diagram |
|  | [ ]  | [ ]  | Mechanical legend | [ ]  | [ ]  | Steam header diagram | [ ]  | [ ]  | Water header diagram |
|  |  |  |  | [ ]  | [ ]  | Piping plans | [ ]  | [ ]  | Chilled water riser diagram |
|  |  |  |  | [ ]  | [ ]  | Fixture list | [ ]  | [ ]  | Coil detail |
|  |  |  |  | [ ]  | [ ]  | Material cut sheets | [ ]  | [ ]  | Convector detail |
|  |  |  |  |  |  |  | [ ]  | [ ]  | Water heater detail |
|  |  |  |  |  |  |  | [ ]  | [ ]  | Design calculations |
| HVAC | [ ]  | [ ]  | Identify all systems | [ ]  | [ ]  | Preliminary calculations | [ ]  | [ ]  | Equipment details |
|  | [ ]  | [ ]  | One line flow diagrams | [ ]  | [ ]  | One line duct layout | [ ]  | [ ]  | Duct sizes |
|  | [ ]  | [ ]  | Energy code requirements | [ ]  | [ ]  | Equipment list | [ ]  | [ ]  | Installation detail |
|  | [ ]  | [ ]  | Special occupancy zones | [ ]  | [ ]  | Equipment location | [ ]  | [ ]  | Cross sections |
|  | [ ]  | [ ]  | Mechanical legend | [ ]  | [ ]  | Control diagram | [ ]  | [ ]  | Connection to FA & MCC |
|  | [ ]  | [ ]  | Air intake & exhaust  | [ ]  | [ ]  | Sequence of operation | [ ]  | [ ]  | Design calculations |
|  |  |  | location(s) | [ ]  | [ ]  | Mechanical room layout |  |  |  |
|  |  |  |  | [ ]  | [ ]  | Utility shaft layout &  |  |  |  |
|  |  |  |  |  |  | sections |  |  |  |
|  |  |  |  | [ ]  | [ ]  | Equipment cut sheets |  |  |  |
| Fire Protection  | [ ]  | [ ]  | Connection to utility | [ ]  | [ ]  | Riser diagram | [ ]  | [ ]  | Complete specifications |
| (Mechanical) | [ ]  | [ ]  | Location of sprinkler valve | [ ]  | [ ]  | One line layout | [ ]  | [ ]  | Sprinkler valve details |
|  | [ ]  | [ ]  | Sprinkler legend |  |  |  | [ ]  | [ ]  | Design calculations |
| Lighting | [ ]  | [ ]  | Typical spaces w/foot  | [ ]  | [ ]  | Fixture/switching layout | [ ]  | [ ]  | Fixture schedule |
|  |  |  | candles | [ ]  | [ ]  | Light level calculations | [ ]  | [ ]  | Control diagrams |
|  | [ ]  | [ ]  | Energy code requirements | [ ]  | [ ]  | Fixture types | [ ]  | [ ]  | Installation details |
|  |  |  |  | [ ]  | [ ]  | Lighting cut sheets | [ ]  | [ ]  | Lighting calculations |
|  |  |  |  |  |  |  | [ ]  | [ ]  | Final energy code calculations |
| Electric | [ ]  | [ ]  | One line service diagram | [ ]  | [ ]  | Equipment layout | [ ]  | [ ]  | Panel schedules |
| Power | [ ]  | [ ]  | Electric vault location(s) | [ ]  | [ ]  | Panel location(s) | [ ]  | [ ]  | Load calculations |
| Distribution | [ ]  | [ ]  | Electric closet location(s) | [ ]  | [ ]  | One line power diagram | [ ]  | [ ]  | Fault current calculations |
|  | [ ]  | [ ]  | Electric legend | [ ]  | [ ]  | Receptacle locations | [ ]  | [ ]  | MCC details |
|  |  |  |  |  |  |  | [ ]  | [ ]  | Branch circuit details |
| Fire Alarm | [ ]  | [ ]  | Connection for monitoring | [ ]  | [ ]  | Fire alarm zones | [ ]  | [ ]  | Connection details |
|  | [ ]  | [ ]  | Panel location | [ ]  | [ ]  | Smoke zones | [ ]  | [ ]  | Connection to MCC & HVAC |
|  |  |  |  | [ ]  | [ ]  | Device locations | [ ]  | [ ]  | Riser diagram |
|  |  |  |  | [ ]  | [ ]  | Riser diagram |  |  |  |
| Telecommuni- | [ ]  | [ ]  | Building & local  | [ ]  | [ ]  | Riser diagram(s) | [ ]  | [ ]  | Raceway plan(s) |
| cations |  |  | distribution | [ ]  | [ ]  | Material cut sheets | [ ]  | [ ]  | Raceway details |
|  | [ ]  | [ ]  | Frame closet locations &  | [ ]  | [ ]  | Voice/data outlet locations |  |  |  |
|  |  |  | size | [ ]  | [ ]  | Device cut sheets |  |  |  |
|  | [ ]  | [ ]  | Cable tray locations | [ ]  | [ ]  | Assisted listening  |  |  |  |
|  | [ ]  | [ ]  | Backboard Locations |  |  | equipment |  |  |  |
| Service  | [ ]  | [ ]  | Loading dock | [ ]  | [ ]  | Waste containers | [ ]  | [ ]  | Details for all accessory and  |
| Facilities | [ ]  | [ ]  | Service elevator | [ ]  | [ ]  | Recycle holding | [ ]  | [ ]  | support apparatus in each  |
|  | [ ]  | [ ]  | Service road | [ ]  | [ ]  | Bottled gas area | [ ]  | [ ]  | area |
|  |  |  |  | [ ]  | [ ]  | Any special waste handling |  |  |  |
|  |  |  |  | [ ]  | [ ]  | Service vehicle parking area |  |  |  |
| Universal  | [ ]  | [ ]  | Accessible locations | [ ]  | [ ]  | Ramped access | [ ]  | [ ]  | Details for all associated  |
| Design/ADA | [ ]  | [ ]  | Restrooms | [ ]  | [ ]  | Same path of travel  |  |  | accessories and provisions |
|  | [ ]  | [ ]  | Accessibility design review | [ ]  | [ ]  | between buildings |  |  |  |
|  | [ ]  | [ ]  | Common entrance for all | [ ]  | [ ]  |  |  |  |  |
| Commissioning |  |  |  | [ ]  | [ ]  | Documentation of design criteria and assumptions | [ ]  | [ ]  | Production of the document required in accordance with  |
|  |  |  |  | [ ]  | [ ]  | One-line diagrams | [ ]  | [ ]  | Owner’s Requirements |
|  |  |  |  | [ ]  | [ ]  | Calculations |  |  |  |
|  |  |  |  | [ ]  | [ ]  | System zoning |  |  |  |
|  |  |  |  | [ ]  | [ ]  | Sequences of operation |  |  |  |
| Sustainable  | [ ]  | [ ]  | Eco-Charette |  |  |  |  |  |  |
| Design | [ ]  | [ ]  | LEED Scorecard | [ ]  | [ ]  | LEED Scorecard | [ ]  | [ ]  | LEED Scorecard |
|  | [ ]  | [ ]  | Summary of sustainable design strategies used to meet green building goals | [ ]  | [ ]  | Summary of sustainable design strategies used to meet green building goals | [ ]  | [ ]  | Summary of sustainable design strategies used to meet green building goals |

End of Attachment A