

## EXHIBIT A

### ARCHITECT SERVICES AGREEMENT SCOPE OF WORK

The City and Architect agree to the following scope of services to be provided by Architect through the end of construction.

#### **A. SCHEMATIC DESIGN**

1. The Architect shall provide the services necessary to prepare Schematic Design Documents consisting of Drawings and Outline Specifications from the approved program and other illustrative and technical documents to confirm the general scope, scale, and relationship of project components for approval by the Owner and Project Manager/Owner's Representative (PM/OR).
2. Facilitation of a work session with the Owner and PM/OR to define and establish sustainability goals for the project, including providing documentation for Energy Trust of Oregon incentives.
3. Development of materials and finishes boards to convey options for building components.
4. Conduct weekly Project Team Meetings with Owner's team to assure project communications.
5. Development and participation in outreach programs enabling public and employee communication and feedback.
6. Assist Contractor's Cost Consultant in the development of Schematic Design level Statement of Probable Construction cost.
7. Presentations of Schematic Design to Owner and employee groups as required.
8. If Statement of Probable Construction Cost indicates that Architect's design exceeds Owner's budget, Architect will work diligently with the Owner, PM/OR, and CM/GC in a value engineering effort to refine the design to conform to Owner's budget and at no extra cost to the Owner.

#### **B. DESIGN DEVELOPMENT**

1. The Architect shall provide services necessary to define and refine Schematic Design Documents to Design Development level of completion. Architect will prepare documents using Building Information Management (BIM) tools approved by Owner.
2. Design Development Documents shall consist of Drawing and Outline Specifications and other related documents to describe the entire project, including selection of Structural, Heating, Ventilating, Plumbing and Electrical systems.
3. Furnishing layouts will be prepared for all rooms.
4. Further development of illustrative materials and participation in follow-up outreach programs enabling additional public and employee communication and feedback.
5. Presentations of Design Development to Owner and employee groups as required.
6. Conduct weekly Project Team Meetings with Owner's team to assure project communications.
7. Prepare room data sheets and a security plan for the building.

8. Conduct preliminary meetings with Authority Having Jurisdiction to review / confirm zoning, building, life safety, access, and other applicable code compliance issues.
9. Assist Contractor's Cost Consultant in the development of Design Development level Statement of Probable Construction cost.
9. If Statement of Probable Construction Cost indicates that Architect's design exceeds Owner's budget, Architect will work diligently with the Owner, PM/OR, and CM/GC in a value engineering effort to refine the design to conform to Owner's budget and at no extra cost to the Owner. Once budget conformance has been reached, it is anticipated that CM/GC will issue a Guaranteed Maximum Price (GMP).

#### **C. CONSTRUCTION DOCUMENTS**

1. Based upon the approved Design Development Documents and schedule the Architect shall prepare for approval by the Owner Construction Documents. The Architect shall ascertain, consistent with professional standards, that the Construction Documents are complete, accurate and fully coordinated between the architectural work and the work of the engineering and other involved disciplines for the Project.
2. Prepare bid alternative packages if required.
3. Conduct weekly Project Team Meetings with Owner's team to assure project communications.
4. Presentations to Owner, as required.
5. Assist Owner's CM/GC in the development of Construction Documents that confirm conformance with the approved GMP.

#### **D. BIDDING AND PERMITTING**

1. The Architect and CM/GC will assist Owner and PM/OR in preparation of General Conditions, Instructions to Bidders, bidding forms, and other similar documents.
2. The Architect will work in close collaboration with the Owner while CM/GC solicits and obtains bids from contractors.
3. The Architect will take the lead on preparing the Land Use Application and securing the Land Use Permit with assistance from the Owner and PM/OR.
4. The Architect will coordinate Design Review Approval, Plan Check, and assist the Owner and CM/GC in procurement of the Building Permit.
5. Assist with pre-bid conferences with prospective bidders to familiarize bidders with the bidding documents and with any special systems, materials, or methods called for by the documents.
6. The Architect will respond to and evaluate substitution requests.
7. The Architect will prepare addenda to bid documents, if required.
8. Refine bid packages, if required.

#### **E. CONSTRUCTION ADMINISTRATION**

1. The Architect and CM/GC, as applicable, will work in close collaboration to provide project coordination and Construction Administration.
2. The Architect is to assist in the identification of long lead items to assist CM/GC in development of construction and installation schedules.

3. After CM/GC has completed their review, the Architect shall review shop drawings and submittals for compliance with approved design concepts and specifications set forth in the Construction Documents.
4. The Architect (in this case specifically, the Project Architect identified for this project) shall participate (no less than twice per month, but as required for each particular phase of the work), in site visits and site meetings to observe and document quality of the work and guard against defects or deficiencies in the work of the contractors, manufacturers, or vendors.
5. In coordination with the PM/OR, the Architect shall review the General Contractor's application for payments, noting contradictions between the amount requested and the actual work in place.
6. During construction and installation, remain available, as needed, to ensure that installation is in accordance with the documents.
7. In conjunction with the Owner's team, conduct a punch list inspection and produce a document detailing items for CM/GC to remedy.