

# Services and Deliverables

Interior Projects | AIA B152 2007



This is a list of the Architect's services and deliverables described in the AIA Document B152™ – 2017 © AIA.

## BASIC SERVICES

SERVICES NOT INCLUDED IN THIS LIST ARE ADDITIONAL SERVICES

### PRELIMINARY SERVICES

#### THE ARCHITECT SHALL:

1. Manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.
2. Coordinate its services with those services provided by the Owner and the Owner's consultants.
3. **DELIVERABLES:** Prepare and periodically update, a **schedule of Architectural Interior Design Services** that identifies milestone dates for decisions required by the Owner, services furnished by the Architect and completion of documentation to be provided by the Architect.
  - 3.1. Coordinate the Architectural Interior Design Services schedule with the Owner's Project schedule.

### PROGRAMING PHASE SERVICES AND DELIVERABLES

#### THE ARCHITECT SHALL:

1. Consult with representatives of the Owner to review the applicable requirements of the Project in order to understand the goals and objectives of the Owner with respect to their impact on the Owner's space requirements.

2. Assist the Owner in the preparation of a budget for the WorPROk and a Project schedule.
3. Gather information furnished by the Owner's representatives to aid the Architect in understanding the Owner's present, short-term and long-term personnel and space requirements, including special equipment needs, organizational structure, adjacencies and workflow.
4. Conduct interviews with the Owner's representatives and shall observe existing conditions at the Owner's facilities.
5. **DELIVERABLES:** Develop personnel space standards based upon an evaluation of the functional requirements and standards of the Owner. Personnel space standards shall take into consideration the design and layout of furniture system workstation environments, if applicable. Submit the **proposed space standards** for the Owner's review and approval.
6. Develop a general understanding of the Owner's equipment requirements, including data and telecommunications equipment, reproduction equipment and the corresponding environmental conditions required to maintain such equipment.
7. **DELIVERABLES:** Prepare a written summary of observations and make recommendations with respect to the planning of the facility AND prepare a **written space program** for the Owner's review and approval.

### PRE-LEASE ANALYSIS AND FEASIBILITY PHASE

SERVICES AND DELIVERABLES - NOTE: These might be considered **additional services**.

#### THE ARCHITECT SHALL:

1. Evaluate alternative buildings (number as specified in the Agreement) with respect to the Owner's programmatic requirements.
  - 1.1. The Architect shall review the alternative buildings with respect to gross, usable or rentable area, building configuration and architectural features.

- 1.2. **DELIVERABLES:** The Architect shall prepare **one (1) test floor plan in each alternative building**.
- 1.3. The Architect shall review the quality and quantity of the building standards being offered in the landlord's workletter.
- 1.4. **DELIVERABLES:** The Architect shall **report to the Owner observations and recommendations** based on the evaluation of the alternative buildings.

#### SCHEMATIC DESIGN PHASE SERVICES AND DELIVERABLES THE ARCHITECT SHALL:

1. **DELIVERABLES:** Based on the approved written program, prepare for the Owner's approval **adjacency diagrams** showing the general functional relationships for both personnel and operations.
2. Review with the Owner alternative designs and methods for procurement of the furniture, furnishings and equipment, and shall notify the Owner of anticipated impacts that such designs and methods may have on the Owner's program, financial and time requirements, and on the scope of the Project.
3. **DELIVERABLES:** Upon approval of the adjacency diagrams, prepare a **space plan that delineates the location of walls, doors, rooms, offices, workstation areas and special-use areas to conform to program requirements**. The Architect shall submit the space plan for the Owner's review and approval.
4. Prepare the design concept for the Project, indicating the types and quality of finishes and materials and furniture, furnishings and equipment.
5. **DELIVERABLES:** Assist the Owner in the preparation of a preliminary Project schedule and when the Project requirements have been sufficiently identified, prepare a **preliminary estimate of the Cost of the Work**.

#### DESIGN DEVELOPMENT PHASE SERVICES AND DELIVERABLES THE ARCHITECT SHALL:

1. **DELIVERABLES:** Based on the approved Schematic Design, prepare and present, for approval by the Owner, **Design Development Documents**, which shall consist of drawings and other documents describing the size and character of the interior construction of the Project.

2. Obtain product data and prepare illustrations for furniture, furnishings and equipment as may be appropriate for the Project, including specially designed items or elements, to indicate finished appearance and functional operation.
3. **Illustrate the architectural and decorative character of the Project.** Such illustrations may include drawings, plans, elevations, sections, renderings and photographs, and samples of actual materials, colors and finishes.
4. Assist the Owner in the preparation of adjustments to the preliminary schedule and estimate of the Cost of the Work.

#### CONSTRUCTION DOCUMENTS PHASE SERVICES AND DELIVERABLES THE ARCHITECT SHALL:

1. **DELIVERABLES:** Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval.
  - 1.1. The Contract Documents shall include plans, elevations, sections, details and specifications required to describe the interior construction work.
2. Prepare, for the Owner's approval, **documents describing the requirements for the procurement, fabrication, shipment, delivery and installation of furniture, furnishings and equipment for the Project**.
3. Assist the Owner in the preparation of the necessary Quotation and Bidding Documents.
4. Assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

#### BIDDING AND QUOTATION PHASE SERVICES AND DELIVERABLES THE ARCHITECT SHALL:

1. Following the Owner's approval of the Contract Documents, the Architect shall assist the Owner in establishing a **list of prospective contractors for construction and vendors for furniture, furnishings and equipment**.

2. Assist the Owner in obtaining competitive bids or negotiated proposals for construction and quotations for furniture, furnishings and equipment.
  - 2.1. Bidding Documents shall consist of bidding requirements and the proposed Contract Documents.
  - 2.2. Quotation Documents shall consist of quotation requirements and the proposed Contract Documents.
3. Prepare written responses to questions from prospective contractors and vendors and provide written clarifications and interpretations of the Bidding and Quotation Documents in the form of addenda.
4. Assist the Owner in reviewing bids and quotations. The Architect shall assist the Owner in awarding and preparing agreements for the Project.
5. If the Owner and Architect agree that the Architect will purchase furniture, furnishings and equipment on behalf of the Owner with funds provided by the Owner, the duties and compensation related to such additional services shall be set forth in a separate agreement.

#### CONSTRUCTION PHASE SERVICES | General THE ARCHITECT SHALL:

1. Provide administration of the Contract between the Owner and Contractor as set forth below and in the AIA Document A201–2007, General Conditions of the Contract for Construction. If the Owner and the Contractor modify AIA Document A201–2007, those modifications shall not affect the Architect’s services under the Agreement unless the Owner and the Architect amend the Agreement.
2. Advise and consult with the Owner during the Construction Phase Services.
  - 2.1. The Architect shall have authority to act on behalf of the Owner only to the extent provided in the Agreement unless otherwise modified by written amendment.
  - 2.2. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, fabrication, procurement, shipment, delivery or installation, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor’s failure to

perform the Work in accordance with the requirements of the Contract Documents.

- 2.3. The Architect shall be responsible for the Architect’s negligent acts or omissions but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.
3. The Architect’s responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.
4. Interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect’s response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.
  - 4.1. Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of Drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both the Owner and Contractor, shall not show partiality to either, and shall not be liable for the results of interpretations or decisions rendered in good faith. The Architect’s decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.
  - 4.2. Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in A201–2007, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

#### CONSTRUCTION PHASE SERVICES | Evaluations of the Work

##### THE ARCHITECT SHALL:

1. Visit the site at intervals as required by the Owner-Architect Agreement to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents.

- 1.1. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work.
- 1.2. On the basis of the site visits the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.
2. The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed.
  - 2.1. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.

#### CONSTRUCTION PHASE SERVICES | Certificates for Payment

##### THE ARCHITECT SHALL:

1. The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion; (2) the results of subsequent tests and inspections; (3) the correction of minor deviations from the Contract Documents prior to final completion; and (4) specific qualifications expressed by the Architect.
2. The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made

exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences or procedures of construction, fabrication, procurement, shipment, delivery or installation; (3) reviewed copies of requisitions received from subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment; or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

3. Maintain a record of the Applications and Certificates for Payment.

#### CONSTRUCTION PHASE SERVICES | Submittals

##### THE ARCHITECT SHALL:

1. The Architect shall review and approve the Contractor's submittal schedule and shall not unreasonably delay or withhold approval. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness, while allowing sufficient time in the Architect's professional judgment to permit adequate review.
2. In accordance with the Architect-approved submittal schedule, the Architect shall review and take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures of construction, fabrication, transportation or installation. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
  - 2.1. If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect

shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor that bear such professional's seal and signature when submitted to the Architect. The Architect shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals.

3. **DELIVERABLES:** Review and respond to requests for information about the Contract Documents. The Architect shall set forth in the Contract Documents the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall **prepare and issue supplemental Drawings and Specifications** in response to requests for information.
4. **DELIVERABLES:** The Architect shall maintain a **record of submittals** and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

#### CONSTRUCTION PHASE SERVICES | Changes in the Work

##### THE ARCHITECT SHALL:

1. The Architect may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in Contract Sum or an extension of the Contract Time. Subject to Section 4.3, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents
2. Maintain records relative to Changes in the Work.

#### CONSTRUCTION PHASE SERVICES | Construction Completion

##### THE ARCHITECT SHALL:

1. Conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; receive from the Contractor and forward to

the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating that the Work complies with the requirements of the Contract Documents.

- 1.1. The Architect's inspection shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.
2. When the Work is found to be substantially complete, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.
3. **DELIVERABLES:** The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

#### FURNITURE, FURNISHINGS AND EQUIPMENT CONTRACT ADMINISTRATION PHASE SERVICES

##### THE ARCHITECT SHALL:

1. Provide administration of the contracts for furniture, furnishings and equipment only as set forth below and in AIA Document A251™–2007, General Conditions of the Contract for Furniture, Furnishings and Equipment.
2. Assist the Owner in coordinating schedules for fabrication, delivery and installation of the Work, but shall not be responsible for any failure of a vendor to meet schedules for completion or to perform its respective duties and responsibilities in conformance with such schedules.
3. Review and approve or take other appropriate action upon the Vendor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

- 3.1. As the buyer of goods, the Owner shall receive, inspect and accept or reject furniture, furnishings and equipment at the time of their delivery to the premises and installation unless otherwise provided. The Architect is not authorized to act as the Owner's agent in contractual matters.
- 3.2. Review final placement and inspect for damage, quality, assembly and function in order to determine that furniture, furnishings and equipment are in accordance with the requirements of the Contract Documents. The Architect may recommend to the Owner acceptance or rejection of furniture, furnishings and equipment.
- 3.3. Visit the Project premises at intervals appropriate to the stage of the Vendor's installation to become generally familiar with and to keep the Owner informed about, the progress and quality of the portion of the Work completed and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. The Architect shall not have control over, charge of, or responsibility for the means, methods, techniques, sequences or procedures, fabrication, shipment, delivery or installation, or for the safety precautions and programs in connection with the Work.

THIS IS THE END OF BASIC SERVICES

## ADDITIONAL SERVICES

1. These are services that the Architect can provide after the execution of the Agreement if needed.
2. The Architect shall only provide these after the written consent by the Owner is received. EXAMPLE: Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor prepared coordination drawings, or prior Project correspondence or documentation.
  - 2.1. Measured Drawings.
  - 2.2. Existing FF&E inventory.
  - 2.3. Valuations/Appraisals of existing FF&E.
  - 2.4. Special Studies and surveys.
  - 2.5. Graphics and signage design.
  - 2.6. Art selection and/or procuring.
  - 2.7. Special Consultants
  - 2.8. Studies related to Furniture FF&E
  - 2.9. Detailed cost estimates
  - 2.10. Detail Quotation Review
  - 2.11. Receive/inspect/accept/reject/furniture
  - 2.12. Post-occupancy evaluations
  - 2.13. Operating cost analysis
  - 2.14. Extending services after project completion
  - 2.15. Review of extensive number of claims
  - 2.16. Vendor default services
  - 2.17. Damage replacement consulting
  - 2.18. Public or legal proceeding activities
  - 2.19. On-site project representation
  - 2.20. Equipment testing and training
  - 2.21. Other

