

Start the Project!

Identify services & DD and SD deliverables

THE RMW/OWNER CONTRACT

The following are the RMW master Contracts that we use for our projects:

ARCHITECTURAL SERVICES:

- RMW Abbreviated Agreement for Architectural Services
- RMW Proposal Contract for Architectural Services
- AIA B101-2017 Owner-Architect Agreement 2017
- AIA B101SP Owner Architect Agreement - Sustainable Project
- AIA B104-2017 Owner Architect Agreement for a Project of Limited Scope.
- AIA A 201 General Conditions for the Contract for Construction

INTERIOR DESIGN SERVICES:

- RMW Abbreviated Agreement for Interior Design Services
- RMW Abbreviated Agreement for Space Planning Services
- RMW Proposal Contract for Interior Design Services
- RMW Proposal Contract for TI Design Services.
- AIA B 152 2007 Owner-Architect Agreement for Architectural Interior Design.

WHERE TO LOOK FOR THE SERVICES

When using one of these contract (or other contracts), find the following in the project's contract so you can design your WORK PLAN:

- In the RMW Model Contracts, the BASIC services are listed in the second paragraph. DO NOT LIST ADDITIONAL SERVICES unless they have been approved by the Principal as services to be provided under the project contract.

2. BASIC SERVICES - GENERAL

- 2.1. RMW's services shall commence on [Date] and completed by [Date].

<Consulting services below ARE INCLUDED in RMW's fee.>

- 2.2. Design services include normal [civil,] [landscape,] [structural,] [fire protection,] [mechanical,] [and] [electrical] consulting services.
- 2.3. Basic Services consist of the following:
- [Pre-Design Services as follows: [Insert description].]
 - [Schematic Design as follows: [Insert description]].]
 - [Design Development as follows: [Insert description]].]
 - [Construction Documents as follows: [Insert description]].]
 - [Contract Administration Services as follows: [Insert description]].]

3. ADDITIONAL SERVICES

- 3.1. Changes in RMW's Services, including services by RMW's consultants, may be accomplished by mutual agreement of the Owner and RMW recorded in writing in the RMW form entitled "Authorization of Additional Services" or another form acceptable to the Owner and RMW. Below are some of the services provided by RMW as Additional Services.

- In the AIA Documents, the BASIC SERVICES are listed by phases (design, construction, etc). **TAKE IN ACCOUNT** that most of the architect's services during CA are listed in the "General Conditions of the Contract for Construction" documents (i.e. the AIA A 201) because they are tied to the Contractor's services.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on (1) the accuracy and completeness of the services and information furnished by the Owner and (2) the Owner's approvals. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.2 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.3 The Architect shall 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.

§ 3.2 Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

IMPORTANT

The deliverables listed here are intended to be a guide to what standard professional practice requires, and the lists are intended to be used as a general guidelines.

The final project deliverables will also be determined by the manner in which electronic drawings are produced in RMW and the available template sheets; the client; the project type; the fee, and other project characteristics.

WHERE TO LOOK FOR THE DELIVERABLES

The deliverables for your project are listed in the Owner/Architect Contracts without descriptions of the contents.

The following are “general” deliverables by stage listed in the AIA Manual of Practice, Bradford Perkins, FAIA.

Deliverables will vary with the type of Project and Project Team. Check with the project principal to make sure you have a list of deliverables complete enough to incorporate in the project schedule.

SCHEMATIC DESIGN DELIVERABLES

USE this list to review your submittals - select items as appropriate to your project.

- Site Plan - Conceptual showing land use; general building locations; general parking arrangement; and major site features.
- Floor Plans of each level - Showing major components, blocking and stacking indicated; structural grid; major M/E/P components indicated;
- Exterior Elevations - For each building facade, indicating fenestration, entrances, major finishes.
- Key Sections - Conceptual, to indicate building shape or spacial features.
- Outline Specifications.
- A summary of the design characteristics and comparison with the program.
- Preliminary construction cost estimate.
- Other materials that will help to present the design concept.

DESIGN DEVELOPMENT SUBMITTALS

USE this list to review your submittals - select items as appropriate to your project.

- Cover Sheet
- Site Plan - Survey is done. Plan scaled with dimensions for building location on the site, streets, property lines, setbacks, and easements. Preliminary grades reviewed with civil consultant. Parking lots dimensioned. Plans of Each Level - Scaled, with building perimeter, structural grid, and elements dimensionally fixed; major M/E/P systems determined and indicated; interior partitions shown; doors and windows systems indicated.
- Enlarged Plans - Generally not required. Provide only if needed for critical areas.
- RCP - Generally not required. Include only if needed to define design elements and in critical areas.
- Exterior Elevations - For each facade, including materials, systems, fenestration, extras special features, floor levels (top of concrete), other significant levels, and vertical dimensions.
- Enlarged Elevations - Generally not required. Include if required to defined critical elements.
- Building Sections - Provide where required to illustrate building shape or spatial features. Include full-height sections with basic building configuration for typical locations, show materials, structure, foundations, parapets, etc.
- Enlarged Exterior Details - Generally not required. Typical details in template sheets may be included, but check if applicable to the project.
- Door Schedules: Generally not required. Provided only where generic door types are used in the project. May provide a list of special doors if you have it. Same for hardware groups.
- Door Details - Generally not required. May include those in template sheets that will be used in the project.
- Interior Finishes Schedule - May be included by generic designations (i.e. “Carpet Tile” w/o specific products) and partition types.
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- Partition Types - Typical in Template Sheets may be included. Elevator Sections and Details - Included to determine type of elevator and accommodations (pit, penthouse, machine room, etc.) and to start talking to elevator manufacturer.
- Stairs - Fire stairs may be included - since they are typical. Include feature stairs only to the extent of indicating the design intent, location, and general construction assemblies. Interior Elevations - Provide as in general format to show location of fixtures in bathrooms, casework, and other general items.
- Interior Details: Generally not required but may include typical details in template sheets.
- Specifications: Full length sections that are typical for type of project; short form for sections which are unique for the project.

NOTE HOW submittals are mentioned in our contract but not described in detail:

3. DESIGN DEVELOPMENT

- 3.1. Provide Design Development Documents, for approval by the Owner, based on the approved Schematic Design Documents and any adjustments authorized by the Owner in the Project program and budget for the Cost of the Work. The Design Development Documents shall describe the design of the Project by establishing the scope, relationships, forms, size and character of the Project, including architectural and structural components, mechanical and electrical systems, materials, and such other elements as may be appropriate. Design Development Documents shall consist of:
 - a. Plans, elevations, and sections.
 - b. Typical construction details and equipment layout.
 - c. Outline Specifications.
- 3.2. Establish, in conjunction with its consultants, relationships and dependencies among the building systems, and the architectural implications of the engineering requirements.
- 3.3. Perform necessary research on proposed materials.
- 3.4. Review code issues with the building officials as necessary, and advise the Owner of required modifications to the design.
- 3.5. Update the preliminary estimate of the Cost of the Work.
- 3.6. This phase consists of [Number] meetings to a maximum of [Number] hours, [Number] presentations, and [Number] revisions.

INFORMATION TAKEN FROM THE AIA "The Architect's Handbook of Professional Practice" 14th Edition and the CSI Project Resource Manual, Fifth Edition

THE END