

Schedule 'A' – Schedule of Services

Phase	Item No. ¹	Item ²	Fixed Fee Services	Hourly Rate Services	Client Responsibilities
PRE-DESIGN	1.01	Site Analysis	✓		
	1.02	Presentations	✓		
	1.03	Concept Development Study	✓		
	1.04	Agency Review			
	1.05	Off-Site Utility Review	✓		
	1.06	Project Scheduling	✓		✓
	1.07	Project Budgeting	✓		✓
	1.08	Owner Supplied Data Coordination	✓		
	1.09	Programming Review	✓		
	1.10	Preparation of Owner/Consultant Services Agreement			✓
	1.20	Re-Zoning Applications			
	1.21	Presentations	✓		
	1.22	Soils Report and Surveys			✓
	1.23	On-Site Utility Studies	✓		
	1.24	Market Studies			
	1.25	Economic Feasibility Studies			
	1.26	Specific Fit Programming			✓
	1.27	Existing Facility Surveys			✓
	1.28	Site Analysis and Selection			✓
		1.29			
	1.30				
	1.31				
	1.32				
SCHEMATIC DESIGN	2.01	Project Administration ⁹	✓		
	2.02	Disciplines Coordination/Document Checking	✓		
	2.03	Agency Consulting/Review/Approval	✓		
	2.04	Owner Supplied Data Coordination	✓		
	2.05	Architectural Design/Documentation	✓		
	2.06	Structural Design/Documentation	✓		
	2.07	Mechanical Design/Documentation	✓		
	2.08	Electrical Design/Documentation	✓		
	2.09	Materials Research/Specifications	✓		
	2.10	Project Scheduling	✓		✓
	2.11	Construction Cost Updates			✓
	2.12/2.20	Civil Design/Documentation	✓		
	2.13/2.21	Landscape Design/Documentation	✓		
	2.14/2.22	Interior Design/Documentation	✓		
	2.23	Coordination of Specialist Services	✓		
	2.24	Food Services Design/Documentation	✓		
	2.25	Furnishings Design/Documentation			✓
	2.26	Solar Array / Equipment Design / Documentation	✓		
	2.27	Radon System Design / Documentation	✓		
		2.28			
	2.29				
	2.30				

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DESIGN DEVELOPMENT	3.01	Project Administration ⁹	✓		
	3.02	Discipline Coordination/Document Checking	✓		
	3.03	Agency Consulting/Review/Approval	✓		
	3.04	Owner Supplied Data Coordination	✓		
	3.05	Architectural Design/Documentation	✓		
	3.06	Structural Design/Documentation	✓		
	3.07	Mechanical Design/Documentation	✓		
	3.08	Electrical Design/Documentation	✓		
	3.09	Materials Research/Specifications	✓		
	3.10	Project Scheduling	✓		
	3.11	Construction Cost Updates	✓		✓
	3.12/3.20	Civil Design/Documentation	✓		
	3.13/3.21	Landscape Design/Documentation	✓		
	3.14/3.22	Interior Design/Documentation	✓		
	3.23	Coordination of Specialist Services			
	3.24	Food Services Design/Documentation	✓		
	3.25	Furnishings Design/Documentation			✓
	3.26	Solar Array / Equipment Design / Documentation	✓		
	3.27	Radon System Design / Documentation	✓		
	3.28				
3.29					
CONSTRUCTION DOCUMENTS	4.01	Project Administration ⁹	✓		
	4.02	Disciplines Coordination	✓		
	4.03	Agency Consulting/Review/Approval	✓		
	4.04	Owner Supplied Data Coordination	✓		
	4.05	Architectural Drawings and Specifications	✓		
	4.06	Structural Drawings and Specifications	✓		
	4.07	Mechanical Drawings and Specifications	✓		
	4.08	Electrical Drawings and Specifications	✓		
	4.09	Bidding Documents/Scheduling	✓		
	4.10	Project Schedule Update	✓		
	4.11	Construction Cost Update (Pre-Tender Estimate) ⁵	✓		✓
	4.12	Application for Building Permits	✓		
	4.13/4.21	Civil Design/Documentation	✓		
	4.14/4.22	Landscape Design/Documentation	✓		
	4.15/4.23	Interior Design/Documentation	✓		
	4.20	Provision of Building Permits			
	4.24	Coordination of Specialist Consultants			
	4.25	Special Bidding Documents/Scheduling			
	4.26	Food Services Design/Documentation	✓		
	4.27	Furnishings Design/Documentation			✓
	4.28	Solar Array / Equipment Design / Documentation	✓		
4.29	Radon System Design / Documentation	✓			
4.30					
4.31					

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BIDDING OR NEGOTIATIONS	5.01	Project Administration ⁹	✓		
	5.02	Bidding Materials	✓		✓
	5.03	Addenda	✓		✓
	5.04	Bidding/Negotiations	✓		✓
	5.05	Analysis of Alternates/Substitutions	✓		
	5.06	Bid Evaluation	✓		✓
	5.07	Construction Contract Agreements			✓
	5.20	Special Bidding Services	✓		
	5.21	Coordination of Specialist Services	✓		
	5.22				
	5.23				
	5.24				
	5.25				
	CONSTRUCTION CONTRACT ADMINISTRATION	6.01	Project Administration ⁹	✓	
6.02		Discipline Coordination (Checking)	✓		
6.03		Agency/Consulting/Review/Approval	✓		
6.04		Owner Supplied Data Coordination	✓		
6.05		Office Construction Administration	✓		
6.06		Construction Field Observation	✓		
6.07		Field Observation Coordination	✓		
6.08		Quotation Requests/Change Orders	✓		
6.09		Project Schedule Monitoring	✓		
6.10		Construction Cost Monitoring	✓		
6.11		Project Closeout/Substantial Performance	✓		
6.12		Systems Startup			
6.13		Civil	✓		
6.14		Landscape	✓		
6.15		Interior	✓		
6.16		Systems Documentation for Operations and Maintenance Manuals ³			
6.17		Field Verification of Electronic Systems ⁴	✓		
6.18		Witness / Verification of Fire Alarm System ⁴	✓		
6.20		Project Representation/Clerk-of-Works			
6.21		Supplemental Documents	✓		
6.22		Coordination of Specialist Services	✓		
6.23		Additional Administration			
6.24		Safety/Prime Contractor Responsibilities			✓
6.25		Application for Occupancy Permits	✓		
6.26		Food Services Design/Documentation	✓		
6.27		Furnishings Design/Documentation			✓
6.28		Solar Array / Equipment Design / Documentation	✓		
6.29		Radon System Design / Documentation	✓		

⁹ Distribution of addenda (but not their preparation) is a *Client* responsibility.

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POST-CONSTRUCTION	7.01	Project Administration	✓		
	7.02	Maintenance and Operational Programming			
	7.03	Record Drawings and Operations and Maintenance Manuals Review	✓		
	7.04	Startup Assistance			
	7.05	Year End Warranty Inspection	✓		
	7.20	Building Commissioning			✓
	7.21	Deficiency Inspections Beyond Final Inspection			
	7.22	Redrawing of Record Drawings			
	7.23	Preparation of As-Built Documents	✓		
	7.24	Preparation of Operations and Maintenance Manuals			
	7.25	Preparation of Small Scale Plans	✓		
SUPPLEMENTAL SERVICES	8.01	Special Studies			
	8.02	Renderings	✓		
	8.03	Model Construction			
	8.04	Life Cycle Cost Analysis			
	8.05	Value Analysis ⁶			
	8.06	Quantity Surveys			
	8.07	Detailed Construction Cost Estimates			
	8.08	Energy Studies			
	8.09	Environmental Studies and Reports			
	8.10	Environmental Monitoring			
	8.11	Tenant-Related Services			
	8.12	Graphic Design			
	8.13	Fine Arts and Crafts Services			
	8.14	Special Furnishings Design Investigation/Research			
	8.15	Non-Building Equipment Selections			
	8.16	Project Promotion/Public Relations			
	8.17	Leasing Brochures			
	8.18	Expert Witness/Arbiter			
	8.19	Computer Application			
	8.20	Presentations	✓		
	8.21	Reproduction/Printing/Copying	✓		
	8.22	Travel ⁷	✓		
	8.23	Legal Consulting			
	8.24	Contractor Insolvency			
	8.25	Computer Modeling			
	8.26	Providing Special Insurance			
	8.27	Research and Development/Innovative Design			
	8.28	Fund Raising			
	8.29	Materials and Systems Testing			
	8.30	Photographic Records			
	8.31	Coordination with Non-Design Professionals	✓		
	8.32	Safety/Prime Contractor Responsibilities			
	8.33	Attain LEED Silver Certification ⁸	✓		
	8.34	Radon System Inspection ¹⁰	✓		

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End Notes to Schedule of Services

- ¹ These item numbers correspond to the item numbers in the May 1998 edition of the "Schedule of Designated Services for Recommended Conditions of Engagement and Schedule of Professional Fees for Building Projects" published jointly by the Alberta Association of Architects and the Association of Professional Engineers, Geologists, and Geophysicists of Alberta (the "AAA/APEGGA Schedule") which is hereby incorporated into this *Contract* by reference.
- ² The scope of service to be provided by the *Architect* with respect to each required item is as described, in more detail, in the AAA/APEGGA Schedule, except where otherwise indicated in these End Notes or elsewhere in this *Contract*. Items in shaded boxes are items not identified or described in the AAA/APEGGA Schedule.
- ³ This item 6.16, Systems Documentation for Operations and Maintenance Manuals, is not described in the AAA/APEGGA Schedule. The service consists of preparation of written, and where necessary graphic, descriptions of the design intent for architectural, structural, mechanical, and electrical systems, and submission thereof to the contractor, for inclusion in contractor prepared Operations and Maintenance Manuals.
- ⁴ This item 6.17, Field Verification of Electronic Systems, is not described in the AAA/APEGGA Schedule. The service consists of selective field verification of at least ten percent of contractor performed tests of devices, points and software for electronic and computer based alarm, monitoring, communication, and control systems, for correct connection, calibration and operation. This requirement may be met by witnessing contractor performed tests or by duplicating such tests, at the discretion of the *Architect's* consultants. This item also includes providing the services of a Verifying Engineer for directing the verification of **Item 6.18, Witness Verification of Fire Alarm System**, in accordance with ULS-S537, including issuance of the verification certificate.
- ⁵ This item 4.11, Construction Cost Update (Pre-Tender Estimate) is expanded from the description provided from the AAA/APEGGA Schedule, as follows: Provide a construction cost pre-tender estimate with supporting detail to be used by the Client as a basis of determining value for money. The estimate should be organized by design discipline and provide the scope, description, quantities and unit rates. Where a discipline has multiple items they are to be identified separately as detailed line items with description, quantities and unit rates.
- ⁶ The scope of this item 8.05, Value Analysis, is expanded from the description provided in the AAA/APEGGA Schedule, as follows: If the *Client* requires value management by a value management specialist consultant, whether retained by the *Architect* as an *Additional Service* or directly by the *Client*, the *Architect* will provide all necessary data to the value management facilitator. The *Architect* will also attend value management workshops, typically requiring 2 to 5 days depending on project complexity
- ⁷ The scope of this item 8.22, Travel, is revised from the description provided in the AAA/APEGGA Schedule, as follows: If travel is indicated as an hourly rate service, travel *time* is payable as set out in the Agreement Form. If travel is indicated as a fixed fee service, travel *time* is included in the fixed fee and is not separately payable.
- ⁸ This item 8.33, Attain LEED Silver Certification, is not described in the AAA/APEGGA Schedule. The service consists of applying integrated design and sustainable design concepts, completing the registration and documentation, and bearing all associated administrative costs required to attain a "silver" certification under the Leadership in Energy and Environmental Design (LEED) program from the Canada Green Building Council.
- ⁹ This scope of items 2.01, 3.01, 4.01, 5.01, 6.01, and 7.01, Project Administration, is expanded from the description provided in the AAA/APEGGA Schedule, as follows: The *Architect* will attend project meetings, record minutes of meetings including "Action By" items where required, and distribute copies to the Client and all attendees within seven days after the meeting.
- ¹⁰ This item 8.34, Radon System Inspection, must be completed by a certified mitigation professional (C-NRPP). Four (4) Radon System Inspections must be completed for all components and rough in installations. The results of these inspections shall be photographed and documented in written inspection reports, prepared by the Professional and provided to the Province. While the Certified Mitigation Professional is not responsible for the radon system design, he or she shall provide review comments.