

SERVICES (A) 10% CONCEPTUAL DESIGN	SERVICES (A) 30% SCHEMATIC DESIGN (see Note 1)	SERVICES (B) 60% DESIGN DEVELOPMENT (see Note 1)	SERVICES (C) 95% CONSTRUCTION DOCUMENTS (see Notes 2 & 3)
GENERAL DESCRIPTION			
1. Scope of work narrative	1. Annotated comments of Services (A) 10% review	1. Annotated comments of Services (B) 30% review	1. Annotated comments of Services (C): a. 60% review b. 90% review for 100% submittal c. 100% review for bid document submittal
2. Review and update Project Program document	2. Track & estimate changes in scope of work	2. Track & estimate changes in scope of work	
3. List of applicable building codes & building code review narrative	3. Building code review & describe means of code compliance	3. Documentation on drawings as required by building codes	2. Documentation on drawings as required by building codes
4. List of sustainable design concepts	4. Description of sustainable design concepts	4. Sustainable design features & details	3. Sustainable design features & details
5. Engineering systems description	5. Engineering systems analysis	5. Cx program requirements & special testing	4. Cx program specifications & forms
6. Energy use & conservation description	6. Energy use & conservation analysis	6. Identification of construction phasing plan	5. Construction phasing plan
		7. List of proposed alternates & unit cost allowances	6. Final list of alternates & unit cost allowances
	7. Equipment lists	8. Updated equipment lists	7. Final equipment lists: OFCI, OFOI, etc.
7. Conceptual Drawings (as described in following sections)	8. Schematic Drawings (as described in following sections)	9. Preliminary Documents (as described in following sections)	8. Final Contract Documents (as described in following sections)
8. Project Schedule	9. Updated Project Schedule	10. Updated Project Schedule	9. Updated Project Schedule
9. Preliminary cost estimate (system-by-system)	10. Updated cost estimate by materials	11. Updated cost estimate by materials	10. Updated cost estimate by materials
10. Minutes of Meeting	11. Minutes of Meeting	12. Minutes of Meeting	11. Minutes of Meeting
11. Drawing reviews: UAB	12. Drawing reviews: UAB AL DCM	13. Drawing reviews: UAB	12. 90% drawing review : UAB 13. 100% drawing review: UAB AL DCM City of Birmingham Jefferson County Sewer Dept (fixture count)
SPECIFICATIONS			
1. Systems narrative & description of materials	1. Outline specifications with same section numbering as final	1. Complete specifications including draft front end documents	1. Final specifications including front end documents
Provided by Owner: Site Survey Geotechnical Report Hazardous Materials Assessment	Provided by Owner: Cx: MEP Systems, Exterior Envelope (if applicable)	Provided by Owner: Cx: MEP Systems, Exterior Envelope (if applicable) Construction Materials Testing	Provided by Owner: Cx: MEP Systems, Exterior Envelope (if applicable) Construction Materials Testing

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SITE / CIVIL			
1. Existing conditions including: 1.1 Topographic survey 1.2 Boundary Survey	1. Site prep plans to include: 1.1 Existing conditions 1.2 Demolition 1.3 Preliminary grading plan 1.4 Soil retention 1.5 Dewatering during construction	1. Updated site prep plans to include: 1.1 Extent of construction area and access 1.2 Staging area 1.3 Fencing plan 1.4 Traffic plan if existing roads/walks are impacted 1.5 Erosion control for both construction & occupancy	1. Final site prep plans to include: 1.1 Construction signage 1.2 Construction phasing plan
2. Site plan to include: 2.1 Building outline(s) 2.2 Future expansion 2.3 Clearly show "build-to" line, right-of-way, set back, etc.	2. Site improvement plans to include: 2.1 Building outline(s) 2.2 Future expansion 2.3 Site entrance 2.4 Roads & driveways 2.5 Parking location(s) 2.6 Bus stop/shelter location 2.7 Loading dock location 2.8 Waste/recycling location 2.9 Walkways 2.10 Stairways 2.11 Emergency help phone location(s) 2.12 Emergency vehicle access	2. Updated site improvement plans 3. Site improvement details	2. Final site improvement plans & details
3. Water retention concepts	3. Water retention plan	4. Water retention plan & details	3. Final water retention plan & details
4. Identify utility requirements, to include: 4.1 Electrical power 4.2 Site Lighting 4.3 Domestic Water 4.4 Fire Water, with current BWVB pressure 4.5 Sanitary Sewer 4.6 Storm water management 4.7 Telecommunications entry fiber 4.8 Central chilled water 4.9 Central steam & condensate 4.10 Natural gas	4. Utility plans with connection pionts, to include: 4.1 Electrical power 4.2 Site Lighting 4.3 Domestic Water 4.4 Fire Water 4.5 Sanitary Sewer 4.6 Storm water management 4.7 Telecommunications entry fiber 4.8 Central chilled water 4.9 Central steam & condensate 4.10 Natural gas	5. Updated utility plans to include: 5.1 Connection details 5.2 Vault locations & details, if applicable 5.3 Entry points to the building 5.4 Pipe sizes	4. Final utility plans & details
5. Exterior equipment locations	5. Exterior equipment locations	5. Exterior equipment locations & details	5. Final exterior equipment locations & details

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LANDSCAPING / IRRIGATION			
1. Existing conditions 1.1 Landscaping 1.2 Irrigation 3. Landscaping concepts	1. Planting plan 2. Planting legend 3. Irrigation plan 4. Irrigation Legend	1. Protection for existing trees 2. Soil preparation & planting specifications 3. Guying diagrams 4. Piping diagrams 5. Pipe sizes 6. Landscape details 7. Site furnishings plan	1. Final landscaping plans and details
STRUCTURAL			
1. Narrative of proposed foundation system 2. Narrative of proposed structure construction 3. Design Criteria	1. Foundation plan 2. Foundation sections & details 3. Typical floor framing plan with member sizes 4. Framing plan(s) at unique features 5. Structural sections & details 6. Special loading conditions (if applicable)	1. Foundation plan 2. Foundation sections & details 3. Framing plan with member sizes 4. Definition of control joints 5. Structural sections, details & notes 6. Mechanical & electrical concrete pads 7. Testing & inspection requirements	1. Foundation reinforcing information 2. Beam, column, & slab schedules 3. Calculations (90%) 2.1 Index for structural calculations 2.2 Narrative of design methodology & assumptions used for gravity & lateral sys. 2.3 Key plan with member designations correlated to calculations 2.4 Input & output design summary for all gravity & lateral load carrying elements
ELEVATORS			
1. Elevator location(s) 2. Equipment room location(s)	1. Equipment description	1. Dimensioned plans 2. Enlarged plans & details 3. Sections & details of pit & hydraulic cylinder, if applicable 4. Description of shaft sump pit(s) 5. Elevator car & equipment support details 6. Description of controls & fixtures 7. Door & frame details 8. Interior details including lighting 9. Elevator shaft section	1. Dimensioned plans 2. Enlarged plans & details 3. Sections & details of pit & hydraulic cylinder, if applicable 4. Description of shaft sump pit(s) 5. Elevator car & equipment support details 6. Description of controls & fixtures 7. Door & frame details 8. Interior details including lighting 9. Elevator shaft section

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BUILDING EXTERIOR ENVELOPE			
1. Typical elevations (1/8" scale min.)	1. All building elevations with dimensional heights	1. Roof & drainage plan	1. Roof & drainage plan
2. Fenestration designation	2. Typical wall sections	2. Roof mounted equipment	2. Roof mounted equipment
3. Energy code requirements	3. Overall building cross sections (1/8" scale min.)	3. Roof details	3. Roof details
	4. Roof layout (1/8" scale min.)	4. Parapet & coping details	4. Parapet & coping details
		5. Exterior details	5. Exterior details
		6. Flashing details	6. Flashing details
		7. Control joint definition & details	7. Control joint definition & details
		8. Expansion joint details	8. Expansion joint details
		9. Exterior door details	9. Exterior door details
		10. Typical window details	10. Typical window details
		11. Curtainwall / storefront details	11. Curtainwall / storefront details
		12. Metal panel details	12. Metal panel details
		13. Details of unique features	13. Details of unique features
		14. Large scale building cross-sections	14. Large scale building cross-sections
BUILDING INTERIOR			
1. Typical floor plans (1/16" scale min) w/ legend	1. Typical floor plans (1/16" scale min) w/ key plans	1. Updated floor plans (1/16" scale min) w/ key plans	1. Final floor plans (1/16" scale min) w/ key plans
2. Area tabulations compared to program requirements	2. Preliminary Life safety plans	2. Updated Life safety plans	2. Final Life safety plans
3. Locate mech, electrical, IT, building services rooms/closets	2. Address existing hazardous materials, if applicable	2. Address existing hazardous materials, if applicable	2. Address existing hazardous materials, if applicable
4. Preliminary layout of major spaces with fixed equip.	3. Demolition plan(s), if applicable	3. Updated Demolition plan(s), if applicable	3. Final Demolition plan(s), if applicable
5. Show flexibility for expansion & alterations	4. Identify room description/use with sq. ft.	4. Room numbers (provided by UAB)	4. Room numbers (provided by UAB)
	5. Wall types, fire ratings, smoke control zones	5. Wall types, fire ratings, smoke control zones	5. Wall types, fire ratings, smoke control zones
		6. Defined seating, serving & kitchen facilities	6. Defined seating, serving & kitchen facilities
		7. Equipment & furniture layouts	7. Equipment & furniture layouts w/ Dimensions
		8. Interior elevations	8. Interior elevations
		9. Preliminary finish schedule	9. Final finish schedule with Color Boards
		10. Preliminary door schedule	10. Final door schedule

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HVAC			
1. Identify all systems	1. Upload design criteria for each mech system	1. One-line flow diagrams for all mech systems; chilled water, steam, heating hot water, etc.	1. One-line flow diagrams for all mech systems; chilled water, steam, heating hot water, etc.
2. Exterior equipment locations	2. One-line diagrams & other materials as required to describe the fundamental design concept for all mechanical systems	2. Floor plans w/ all components and required service access drawn to scale. Indicate duct sizes and airflow quantities relative to each room, including CFM in and out of all doors. Indicate location of control panels.	2. Floor plans w/ all components and required service access drawn to scale. Indicate duct sizes and airflow quantities relative to each room, including CFM in and out of all doors. Indicate location of control panels.
3. Special occupancy zones	3. Indication of the amount of redundancy for all major pieces of mech equipment, e.g. "two pump 100% capacity each"	3. Locate valves and volume control boxes (engineer to identify each with unique number)	3. Locate valves and volume control boxes (engineer to identify each with unique number)
4. Alabama State Energy Conservation Code requirements	4. Overall building air flow diagram indicating air handlers, exhaust fans, duct risers, and duct mains	4. Provide a schedule that indicates the control sequence that applies to each room (room #, room description & control sequence #)	4. Provide a schedule that indicates the control sequence that applies to each room (room #, room description & control sequence #)
	5. Plans indicating shaft, chase recess requirements	5. Detailed floor plans of mech rooms with all components and required service areas drawn to actual size	5. Detailed floor plans of mech rooms with all components and required service areas drawn to actual size
	6. Duct layout for typical space	6. Cross sections through mech rooms and areas where there are installation/coordination issues (tight space, zoning of utilities), indicate required service access area	6. Cross sections through mech rooms and areas where there are installation/coordination issues (tight space, zoning of utilities), indicate required service access area
	7. Equipment schedules, major equipment	7. In common mech space, indication of space zoning by system	7. In common mech space, indication of space zoning by system
	8. Equipment locations w/ enlarged mech plans	8. Connections to fire alarm & campus control system	8. Connections to fire alarm & campus control system
	9. Control diagrams (concept form) for all mech & plumbing systems	9. Equipment details, including structural support requirements	9. Equipment details, including structural support requirements
	10. Description of major sequences of operation	10. Penetration and installation details	10. Penetration and installation details
	11. Central automation operation	11. Duct construction schedule (on the drawing), including materials and pressure class for each duct system	11. Duct construction schedule (on the drawing), including materials and pressure class for each duct system
	12. M/E smoke control scheme	12. Detailed controls drawings, including clear differentiation of trade responsibility for control, fire & control power wiring	12. Detailed controls drawings, including clear differentiation of trade responsibility for control, fire & control power wiring
	13. Preliminary calculations	13. Detailed sequences of operation	13. Detailed sequences of operation
	14. Air intake & discharge locations	14. Design calculations actual scale	14. Design calculations actual scale
	15. Mechanical legend		
	16. Efficiency of HVAC system		
	17. Ventilation requirements ASHRAE-62-2004		
	18. Verify ASHRAE Energy Standard 90-2004 is met		

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PLUMBING AND PIPING			
1. Main water supply 2. Restroom locations 3. Location of water & gas meter	1. Updated design criteria for each plumbing system including set points, water quality levels, etc. 2. One-line diagrams, etc. that describe the fundamental design concept for all plumbing systems 3. Piping plans (domestic & process) with indication of required service access area 4. Water header diagram 5. Central cooling water header diagram 6. Steam header diagram 7. Steam metering concept	1. Water riser diagram, including assumed fixtures counts per floor 2. Waste & vent riser diagrams including assumed fixture counts per floor 3. Radiation riser diagram 4. Central cooling water riser diagram 5. Chilled water riser diagram 6. Riser diagram of other plumbing systems, such as natural gas & pure water 7. Foundation drains 8. Pipe sizes 9. Typical plumbing details including structural support requirements 10. Water heating piping details 11. Coil piping details 12. Convactor piping detail 13. Penetration details 14. Design calculations 15. Location & size of water & gas service meter	1. Water riser diagram, including assumed fixtures counts per floor 2. Waste & vent riser diagrams including assumed fixture counts per floor 3. Radiation riser diagram 4. Central cooling water riser diagram 5. Chilled water riser diagram 6. Riser diagram of other plumbing systems, such as natural gas & pure water 7. Foundation drains 8. Pipe sizes 9. Typical plumbing details including structural support requirements 10. Water heating piping details 11. Coil piping details 12. Convactor piping detail 13. Penetration details 14. Design calculations 15. Location & size of water & gas service meter
FIRE PROTECTION			
N/A	1. Document adequacy of utility including City water pressure 2. Connection to utility 3. Optional F.P. systems	1. Riser diagram 2. Floor Plans 3. Fire pump sizing calculations	1. Final Riser diagram 2. Final Floor Plans 3. Notes and Details

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LIGHTING			
N/A	1. Typical lighting plan 2. Fixture / switching layout 3. Fixture types & schedule 4. General light fixture description 5. Light level calculations 6. Energy code requirements	1. Lighting plans of all areas 2. Control diagrams 3. Installation details including structural support requirements 4. Design calculations with cut sheets of all light fixtures	1. Lighting plans of all areas 2. Control diagrams 3. Installation details including structural support requirements 4. Design calculations with cut sheets of all light fixtures
ELECTRICAL POWER			
1. Service location for site power and communication equipment	1. Electrical equipment location 2. Receptacle locations	1. Load summary 2. Panel schedules 3. Details of power service to building 4. Power distribution plans that indicate the location of all receptacles 5. Plans & details of emergency power generation systems & controls 6. Connections to other building systems including fire alarm & HVAC 7. Details of special terminal devices 8. MCC details 9. Penetration details 10. Design calculations 11. Normal power riser diagram with circuit breaker & fuse sizes 12. Emergency power riser diagram with circuit breaker & fuse sizes	1. Load summary 2. Panel schedules 3. Details of power service to building 4. Power distribution plans that indicate the location of all receptacles 5. Plans & details of emergency power generation systems & controls 6. Connections to other building systems including fire alarm & HVAC 7. Details of special terminal devices 8. MCC details 9. Penetration details 10. Design calculations 11. Normal power riser diagram with circuit breaker & fuse sizes 12. Emergency power riser diagram with circuit breaker & fuse sizes
FIRE ALARM			
N/A	1. Fire alarm criteria and notes	1. Fire alarm floor plans 2. Fire alarm riser diagram 3. Fire alarm smoke control panel	1. Final fire alarm floor plans 2. Fire alarm details

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TELECOMMUNICATIONS			
N/A	1. UAB Telecommunications Standards 2. Site plan showing entry conduits 3. Telecommunications equipment room locations	1. Floor plans with preliminary data locations. CAD files required for submission to UAB IT for Wireless Access Point (WAP) locations 2. Enlarged floor plan of equipment rooms 3. Telecommunications riser diagram(s)	1. Final floor plans with data and WAP locations 2. Telecommunications details
SECURITY SYSTEMS			
N/A	1. General security/CCTV system description 2. General description of card access system	1. Floor plans with security equipment locations 2. Equipment closet layout & elevations 3. Security system riser diagrams	1. Final floor plans with security equipment locations 2. Security installation details - doors, cameras 3. Security functional diagram
RENDERINGS			
N/A	1. Renderings(s), model, and information regarding line-of-sight impact, scale and massing of new construction as it relates to existing buildings in the immediate area of the new construction.	1. Renderings necessary for BOT approvals: Aerial/bird's eye view Exterior elevations - two (2) perspectives	1. Renderings necessary to convey interior design, furniture layouts, etc.

NOTES:

- Each of the requested documents noted in this service shall contain, at a minimum, 60% of the information required for each document.
- Each of the requested documents noted in this service shall contain, at a minimum, 90% of the information required for each document.
- 100% (Final Review) shall incorporate all revisions of the 95% phase review.
- All plan drawings, including enlarged plans and plan details, shall include north arrow.
- All text shall be 1/8" minimum height for drawings on 24" x 36" sheet size or larger.
- Required Milestone Municipal Reviews:
 - Alabama Department of Construction Management (DCM)
 - Preliminary Design (30%)
 - Final Design
 - City of Birmingham Plan
 - Final Design
 - Jefferson County Sewer Department
 - Final Design