**Delivery Package Definitions**

***Dear Client: For our project, XYZ Building, these are the deliverables you are going to receive in each phase of the project. Project phases are outlined in the milestone schedule and included here for reference. Please review and let me know if you have any questions.***

# **Phase 1: CONCEPT DESIGN**

**Concept Design:** The primary goal for the concept design phase is to establish the vision for the project and test whether the team’s project vision can be effectively implement on the site within the project schedule and budget. The concept design deliverable will serve as the basis for all future phases.

**Concept Design Information and Deliverables:**

1. Milestone project schedule.
2. Weekly meeting agendas.
3. Project team directory with identified roles and responsibilities.
4. Record keeping and project administration.
	1. Software platforms:
		1. BIM standards: ensure the methodology and standards for constructing the BIM model is consistently applied across all disciplines.
	2. Project management technology and tools.
	3. Establish measurement methodologies.
	4. Date and time for project meetings.
	5. Team directory and team hierarchy.
5. Owner’s program and project goals.
6. Owner provided civil engineering survey inclusive of property lines, metes and bounds, topography, utility infrastructure, easement, proffers and other constraints.
7. Third party market analysis and owner provided collateral material.
8. Target project budget.
9. Up to three design/layout alternates with supporting programmatic tabulations.
10. Neighbor agreements (crane swing, tieback and underpinning, if applicable)

**Concept Design package minimum deliverables:**

1. Statement of design intent.
2. All drawings to be dated with orientation marker and bar scale.
3. Overall Roof/Site Plan.
4. Concept floor plans of all levels.
5. Site sections as required to convey concept.
6. Tabulation of Areas.
7. Draft LEED scorecard as/if required.
8. Building character:
9. Image Board showing precedents and possibilities in support of the overall design concepts as required to convey concepts.
10. Rendered sketch image(s) as required to convey building character concept.
11. Landscape concept plan.
12. One final design presentation.
13. Preparation of draft basis of design narrative.
14. Zoning and code analysis.

**For XYZ Building to be delivered on:**

# **Phase 2: CONCEPT DESIGN**

**Schematic Design:** The goal of the schematic design phase is to further develop the approved concept design package and incorporate the work of the sub‐consultant team. The schematic design deliverable will serve as the basis for all future phases.

**Schematic Design Information and tasks:**

1. Review owner comments on concept design package.
2. Review updated budget based on concept design set.
3. Review and update project schedule. Add detail and link all activities to determine critical path.
4. Weekly interim design progress meetings.
5. Schedule Sub‐consultant programming and coordination session (s):
	1. Civil
	2. Landscape
	3. Interior architect
	4. Traffic
	5. Structural programming and coordination
	6. MEP systems programming and coordination
	7. Sustainability programming and coordination
	8. Acoustic
	9. Lighting
	10. Elevator
	11. Signage, graphics and wayfinding
	12. Technology and security
	13. Code and Life Safety coordination
	14. Misc. consultant programming and coordination
6. Advance design and materialization of secondary programmatic areas, features or elements. Provide up to three alternatives for each subject area. Work with general contractor’s subs as required to vet constructability.
7. Work with ownership team and general contractor to strategically identify areas of the project scope to be advanced based on market conditions.[If the Owner has a cost consultant involved, include that entity]
8. Update zoning and code analysis.

**Schematic Design package minimum deliverables:**

1. Validation of concept design statement of intent. Restate as appropriate.
2. Basis of design narrative.
3. Area tabulations.
4. All drawings to be dated with orientation marker and bar scale.
5. All team member to utilize the same coordinated base plans, section, elevations and data.
6. Site plan showing building (s), landscape, streetscape, parking ingress, service area, etc.
7. Floor plans of all levels.
8. Rendered exterior building elevations of all major facades describing materials and their extent clearly noted.
9. Hand drawn sketches of details to convey design and material intent.
10. Key design sections through the buildings.
11. Structural system studies.
12. MEP systems options.
13. Elevator count, types and sizes verification.
14. Civil package.
15. Landscape/hardscape package.
16. LEED Scorecard as/if required.
17. Preliminary code analysis.
18. Specialty consultant reports and analyses:
	1. Elevator traffic study.
	2. Acoustic analysis and recommendations.

**Schematic Design document details menu (edit to reflect the specific project requirements):**

**Civil:**

1. Civil site plan to scale coordinated with other disciplines showing surrounding street network; building placement; building entrance points; spot elevations; utility tie in points; property lines; hardscape and landscape features and site furnishings; curb and gutter; miscellaneous site features as applicable, etc.

**Landscape:**

1. Hardscape/landscape site plan to scale coordinated with other disciplines showing surrounding street network; building placement; building entrance points; hardscape and landscape features and site furnishings; curb and gutter; miscellaneous site features as applicable, etc.
2. Hardscape/landscape plan (s) of all other levels as applicable depicting all items noted in

#1 above as applicable.

1. Paving details showing proposed sandwich of materials for every paving/hardscape condition. Details for site furnishings such as benches, tree grates, bicycle racks, lighting features and unique elements as applicable.
2. Third party product data for off the shelf elements such as benches, light fixtures, drains, racks, etc.
3. Planting schedule and performance requirements.
4. Any unique jurisdictional requirements.

**Architectural:**

1. Site plan providing a comprehensive analysis of site utilization including, amongst other things, site contours, utility lines (overhead and buried), utility tie in points, sanitary and water lines, landscaping, roads, easements and other restrictions, etc.
2. Drawings to scale for all levels of the building inclusive of all rooms, doors with door swings, columns, shear walls, rated partitions, shafts and stairs. All rooms labeled. Parking spaces identified as standard, compact or accessible and all parking slopes shown and noted with rate of slope and spot elevations. Loading dock and trash pickup areas to include vehicle turning movement diagrams. Electric connections and spaces for designated electric cars.
3. All primary building elevations indicating location of all fixed and operable windows, doors, overall dimensions, and floor to floor heights. Indicate exterior finish materials, cladding systems and lighting locations along with graphics clearly indicating areas of major skin components for take‐offs by others.
4. Minimum two complete building sections, two interior section/elevations of the main lobby, and preliminary exterior wall sections. Show overall dimensions, floor to floor heights and mechanical plenums in all sections.
5. A basis of design narrative in CSI format verbally describing performance assumptions, code requirements and all major systems and component of the proposed project. The narrative would include the major mechanical, electrical, plumbing, structural and architectural components and systems, major interior and exterior material choices and preliminary unit layouts for residential projects, and public finishes. Such specification shall identify relevant assumptions such as watts per square foot, structural loading, etc.
6. A statistical summary of the design area and other characteristics in comparison to the program, using measuring standard methods as directed by the Owner.
7. Up to three (3) colored renderings (developed “in‐house” by the Architect).
8. A written and graphic review of the site survey indicating any obstacles to the proposed development such as easements, property line encroachments, existing utilities to be removed or relocated, existing streets, alleys and setbacks, indicating entry points for all utilities, available vault spaces and the extent of required offsite utilities work and/or road work, etc.
9. An indication of which spaces may require special heating, ventilating, air conditioning, electrical, lighting and plumbing requirements in the space plan so that engineers may program and provide for them in their drawings, and an indication, on the drawings, of special areas requiring additional reinforcement.
10. Code analysis along with occupant loads and life safety plans with egress routes for all levels. Egress routes are to be coordinated with phasing and building access control design.
11. ADA / FHA analysis and incorporation of required accessible elements and spaces including but not limited to accessible routes, ramps and rest rooms.
12. LEED Score Card as/if required.
13. List of and drawings of any deviations from the plans approved by applicable zoning authorities.

**Structural:**

1. Foundation plan to scale coordinated with other disciplines showing locations of all foundation elements. Foundation elements types, size and composition scheduled.
2. Structural plan (s) of all other levels showing and locating at minimum slab edge, columns, shear walls, slab openings and penetrations, areas of increased strength and all unique structural elements. Column sizes and structural data scheduled.
3. Provide structural details for unique elements or areas.
4. Any unique jurisdictional requirements.

**MEP:**

1. Floor plans of all levels to scale coordinated with other disciplines showing:
	1. Plumbing – locations, orientation and size of major equipment, risers, lines and connections. Provide enlarged plans showing layout for all equipment and plumbing infrastructure. Show dotted all required clearances with dimensions.
	2. Mechanica – locations, orientation and size of major equipment, ductwork, lines and connections. Provide enlarged plans showing layout for all equipment and mechanical infrastructure. Show dotted all required clearances with dimensions. Provide complete draft riser diagrams.
	3. Electrical – locations, orientation and size of all major equipment, risers, lines and connections. Provide enlarged plans showing layout for all equipment and electrical infrastructure. Show dotted all required clearances with dimensions. Provide lighting plans all levels and fixture schedule. Provide electrical distribution diagram.
2. Provide standard and unique plumbing details as required for pricing.
3. Provide mechanical details both standard and for unique elements, conditions or areas.
4. Any unique jurisdictional requirements.

At the conclusion of the schematic design phase, the project team may elect to meet with key individuals in the jurisdictions building permit agency to summarize the project and garner feedback.

**For XYZ Building to be delivered on:**

# **Phase 3: DESIGN DEVELOPMENT**

**Design Development:** The primary goal for the design development (DD) phase is to build upon and advance the approved schematic design efforts. Additionally, the intent of the DD phase is to provide adequate project documentation to obtain an accurate hard cost budget. At the conclusion of the DD phase the project documentation should be equal to minimum 30% construction documentation completion.

Based on Owner and Contractor input/comments and approval of the Schematic Design documents, and directions on any Value Engineering options proposed, the design team shall prepare Design Development Documents consisting of drawings and other documentation to fix and describe the size and character of the project as to those architectural, structural, mechanical and electrical systems, materials and other elements designed by the project team.

At the conclusion of this phase, the project participants do not anticipate that any substantial Owner changes or VE exercises will occur, as it is the intention of Project participants that these issues have previously been resolved and included as part of the design. To the extent that there are substantial changes or VE exercises at the conclusion of this phase, whether the design team will be afforded additional time or an equitable adjustment will be determined under the Contract Documents. For the avoidance of doubt, this statement of intention of the parties does not supplement, supplant or modify any terms of the Contract Documents which remain in full force and effect and are unaffected by this statement of the parties' intention.

**Design Development Information and tasks:**

1. Review owner comments on schematic design package.
2. Review updated budget based on schematic design set.
3. Value engineering options identified, selected and incorporated during this phase.
4. Review and update project schedule. Reevaluate critical path.
5. Sub‐consultant detailed programming and coordination sessions:
	1. Civil
	2. Landscape
	3. Interior architectural design and finish selection
	4. Structural
	5. MEP
	6. Sustainability
	7. Acoustic
	8. Lighting
	9. Elevator
	10. Signage, graphics and wayfinding
	11. Technology and security
	12. Code and Life Safety
	13. Misc. specialty consultants
6. Detailed design and materialization of secondary programmatic areas, features or elements.

For example, if an apartment building, provide all unit layouts in CAD – composite plan, individual unit enlarged plans, representation unit reflected ceiling plans and enlarged interior elevations coordinated with building systems and infrastructure.

1. Work with ownership team and general contractor to strategically identify areas of the project scope to be advanced based on market conditions. For example, if market conditions warrant, provide an early release glass and glazing bid package.
2. Update zoning and code analysis.
3. Internal Coordination/Work sessions with consultants Attendance/participation at progress meetings every other week (including preparation of minutes).

**Design Development Deliverables:**

1. Dated with orientation marker and bar scale.
2. All team members to utilize the same coordinated base plans, section, elevations and data.
3. Floor plans of all levels.
4. Enlarged plans of unique programmatic areas.
5. Enlarged plans at service and utility areas.
6. Reflected ceiling plans of typical public areas.
7. Reflected ceiling plan (s) of unique programmatic areas.
8. All building elevations including basic material designations.
9. Enlarged building elevations with dimensions and material designations of typical conditions.
10. Representative building sections and wall sections.
11. Stair plans and sections.
12. Typical partition types.
13. Structural plans of all levels.
14. Representative structural details and column and beam sizes.
15. MEP plans of all levels and areas
16. Typical riser diagrams, details and MEP schedules
17. Updated Energy Model. Code and zoning analyses update.
18. Civil package.
19. Landscape package.
20. Draft full specification.
21. Early release package (s).
22. Mock up requirements.
23. Specialty consultant reports and analyses:
	1. Updated elevator traffic study.
	2. Updated acoustic analysis and recommendations.
	3. Lighting layout plans and cut sheets.
	4. Etc.
24. Design development presentation (s).
25. Area tabulations.
26. LEED ® Analysis Action List/Score Card.

**Design Development document details menu (edit to reflect the specific project)**

**Civil:**

1. Reference sheet: General requirements, abbreviations, reference symbols and other reference tags utilized throughout the set, utility contacts, jurisdictional requirements proffers and other

site requirements.

1. Demolish plan dimensioned, noted and referenced.
2. Phasing plan.
3. Site plan inclusive of site improvements, adjacent utility infrastructure, metes and bounds, property lines, topography/spot elevations, public space improvements, adjacent urban context, etc. dimensioned, noted and referenced.
4. Enlarged streetscape plans and sections with profiling of the street improvements relative to existing or proposed utility infrastructure.
5. Utility plan inclusive of the tie in points, proposed utility infrastructure, layout and profiling. These plans coordinated with utility company for approvals.
6. Water and sanitary profiles with supporting data.
7. Erosion and sediment control plan.
8. Erosion and sediment control plan notes and details.
9. Storm sewer or BMP computations and profiles.
10. Storm water vault details.
11. Sight line studies as required.
12. Fire service plan.
13. Site details dimensioned, noted and referenced such as storm sewer catch basins and manhole, tanks, pits, steps, light fixtures base, pipe and bedding details, water service connections, ADA curb cut layout and design, standard curb drop inlet, mounting for bike racks and other street furnishings, etc.
14. Dry utility plan.
15. Photometric plans.
16. Street light details.

**Landscape:**

1. Overall composite landscape/hardscape plan depicting all materials and arrangements coordinated with architectural and civil packages. Dimensioned, noted and referenced. The overall plan should note spot elevations at all entrance points, specialty elements and features.
2. Enlarged plan (s) for typical and unique areas depicting elements, features, clearances, coordination of specialty equipment, finish arrangements, etc. Dimensioned, referenced and noted.
3. Grading plan (s) with detailed spot elevations and topography depicting the integration of the proposed project features into the surrounding context.
4. Hardscape plan and section details dimensioned, noted and referenced showing all materials, products, coordination of infrastructure and arrangements.
5. Landscape plan and sections details dimensioned, noted and referenced showing all materials, products, coordination of infrastructure and arrangements.
6. Landscape/hardscape product information: Model number or references, description, entity contact information and notes as required.
7. Tree inventory and conservation plan.
8. Tree protection measures if required.
9. Plant list including quantity, key, genus, species, variety, heights, calipers, color, size, remarks, etc.
10. Draft full project specifications.
11. Schedule constraints (depending on the schedule, landscape may be affected)

**Architectural:**

1. Cover sheet: Dated with project identification, team index, drawing list, etc.
2. Demolition plans and specification as required.
3. Reference sheet: Abbreviations, reference symbols, architectural symbols and other reference tags utilized throughout the set.
4. Jurisdictional and other regulatory requirements: Code summary, zoning summary, LEED Scorecard, etc.
5. Area tabulations: Based on agreed to methodology.
6. Ground floor/architectural site plan: Dimensioned, referenced and noted depicting and coordinating the work of the project team. Locate the building and all infrastructure to the property lines.
7. Floor plans of all levels of the building inclusive of all rooms, doors with door swings, columns, shear walls, rated partitions, shafts and stairs. All rooms labeled. Parking spaces identified as standard, compact or accessible and all parking slopes shown and noted with rate of slope and spot elevations. Loading dock and trash pickup areas to include vehicle turning movement diagrams.
8. Enlarged floor plans for unique programmatic requirements depicting clearances, coordination of specialty equipment, code or jurisdictional requirements, unique assemblies, finish arrangements, etc. Dimensioned, referenced and noted.
9. Reflected ceiling plans for all areas depicting finishes, coordination of specialty features and lighting, code or jurisdictional requirements, unique assemblies, finish arrangements, etc. Dimensioned, referenced and noted.
10. All building elevations indicating location of all fixed and operable windows, doors, overall dimensions, and floor to floor heights. Indicate exterior finish materials, cladding systems and lighting locations along with graphics clearly indicating areas of major skin components for take‐ offs by others.
11. Enlarged elevations of typical and unique areas keyed to overall plans depicting finishes, coordination of specialty features and lighting, code or jurisdictional requirements, unique assemblies, finish arrangements, etc. Dimensioned, referenced and noted.
12. Building sections showing building infrastructure; slabs, columns, exterior wall assemblies, equipment, adjacent context, etc. Provide overall dimensions, floor to floor heights and any unique information required to convey intent. Dimensioned, referenced and noted.
13. Sections and/or section details through unique programmatic requirements depicting clearances, coordination of specialty equipment, code or jurisdictional requirements, unique assemblies, finish arrangements, etc. Dimensioned, referenced and noted.
14. Typical wall sections showing construction composition: Coordinated, dimensioned, referenced and noted.
15. Atypical wall sections at unique areas or elements necessary to vet cost and/or constructability.
16. Egress stair plans, sections and details dimensioned, referenced and noted.
17. Typical (90% conditions) plan and section details both exterior and interior dimensioned, referenced and noted.
18. Wall and partition types.
19. Door schedule with depiction of door and frame types.
20. Door hardware schedule coordinated with door schedule and draft specification. Include security locking and controls.
21. Finish schedule by room or location annotating floor, base, wall and ceiling finishes with remarks as required to explain intent.
22. Full draft project specification.

**Structural:**

1. Framing/floor plans of all levels of the building inclusive of all columns, shear walls, bearing partitions, foundation elements, slopes, changes in floor slab elevations, spot elevations, shafts, stairs, etc. Dimensioned, noted and referenced. General notes to specify any unique requirements such as shoring of adjacent structures; provision for under slab drainage or constructability requirements.
2. General notes and annotations inclusive of design loads, footing requirements based on geotechnical report, excavation shoring bracing and underpinning requirements, frame requirements for each floor above and/or below grade, reinforcing requirements, formwork and shoring requirements, lateral bracing systems, post‐tensioning requirements, miscellaneous metal requirements, slab opening requirements, architectural veneer requirements, masonry, embeds,

light gauge steel framing, etc.

1. Typical structural details dimensioned, noted and referenced.
2. Atypical structural detail impacting cost or schedule dimensioned, noted and referenced.
3. Sleeving, coring and bracing details dimensioned, noted and referenced.
4. Column and footing schedule referenced to column grid and floor level with size dimensioned.
5. Draft full specification.

**MEP:**

1. Plumbing:
	1. Reference sheet: General requirements, abbreviations, reference symbols, plumbing symbols and other reference tags utilized throughout the set.
	2. Typical plumbing details. For example, pipe support, floor penetration, oil interceptor, fire pump, fire protection, wet stack, mounting instructions, access panels, etc.
	3. Floor plans of all levels of the building inclusive of all rooms, doors with door swings, columns, shear walls, rated partitions, shafts and stairs. All rooms labeled. Dimensioned, referenced and noted. Document all anticipated piping distribution, incoming service and discharge, drains, risers, transitions, devises, piping, equipment, required clearances, etc.
	4. Enlarged floor plans for unique programmatic requirements depicting clearances, coordination of infrastructure, code or jurisdictional requirements, unique assemblies, clearances, etc. Dimensioned, referenced and noted. For example toilet rooms

and rooftop penthouse.

* 1. Sections showing plumbing infrastructure relative to ductwork, slabs, equipment, adjacent context, etc. Provide overall dimensions, floor to ceiling heights and any unique information required to convey intent. Dimensioned, referenced and noted.
	2. Riser diagrams, supply and waste.
1. Mechanical:
	1. Reference sheet: General requirements, abbreviations, reference symbols, HVAC symbols and other reference tags utilized throughout the set.
	2. Typical mechanical details. For example, pipe support, diffusers, partition interface, dampers, insulation requirements, floor penetration, access panels, etc.
	3. Floor plans of all levels of the building inclusive of all rooms, doors with door swings, columns, shear walls, rated partitions, shafts and stairs. All rooms labeled. Dimensioned, referenced and noted. Document all anticipated distribution, duct transitions, terminal devises, piping, equipment, etc.
	4. Enlarged floor plans for unique programmatic requirements depicting clearances, coordination of mechanical infrastructure, code or jurisdictional requirements, unique assemblies, clearances, etc. Dimensioned, referenced and noted. For example, office core and rooftop penthouse.
	5. Plenum sections showing mechanical infrastructure relative to slabs, exterior wall assemblies, equipment, adjacent context, etc. Provide overall dimensions, floor to ceiling heights and any unique information required to convey intent. Dimensioned, referenced and noted.
	6. Equipment piping diagrams.
	7. Mechanical riser diagrams. These diagrams to include a building wide depiction of the piping distribution inclusive of connected equipment and terminal devises.
2. Electrical:
	1. Reference sheet: General requirements, abbreviations, reference symbols, electrical symbols and other reference tags utilized throughout the set.
	2. Light fixture schedule referencing, product description, manufacturer, catalog number, physical dimensions, mounting, lamping, power requirements and remarks.
	3. Electrical site plan inclusive of all devices, lighting and distribution dimensioned referenced and noted.
	4. Floor plans of all levels of the building inclusive of all rooms, doors with door swings, columns, shear walls, rated partitions, shafts and stairs. All rooms labeled. Dimensioned, referenced and noted. Document and locate all anticipated branch distribution, incoming service locations, devises, lighting, equipment, etc.
	5. Enlarged floor plans for unique programmatic requirements depicting clearances, coordination of electrical infrastructure, code or jurisdictional requirements, unique assemblies, clearances, etc. Dimensioned, referenced and noted. For example, office core and rooftop penthouse.
	6. Building wide electrical distribution diagram (s) inclusive of all panels, equipment, wiring, electrical distribution, devices, and infrastructure annotated with pertinent data such

as amperages, voltage, conduit sizing, etc. noted and referenced.

* 1. Typical electrical details, wiring diagrams. For example, pipe support, diffusers, partition interface, dampers, insulation requirements, floor penetration, etc.
	2. Fire alarm riser diagram.
	3. Electrical panel schedules.
	4. Provide lighting plans all levels and fixture schedule. Provide electrical distribution diagram.

**For XYZ Building to be delivered on:**

# **Phase 3: DESIGN DEVELOPMENT**

**Construction Documents:** The construction documents phase of the project provides the final documentation and coordination of the base building, engineering and specialty consultant’s work. Based upon the approved design, budget and schedule from the design development phase and directions on any value engineering options, the design team will prepare final construction contract drawings, specifications and other documents necessary for bidding and contracting the construction. During this phase, in addition to the final construction set, any interim sets such as permit will be provided.

**Contract documents permit issuance:** The building permit package will be issued to the Owner for their submission to the jurisdiction. This submission may also be used for an early foundations‐to‐grade permit. The project team will coordinate with the Owner’s permit expeditor or third-party permit reviewer to provide responses to the review comments.

**Contract documents construction cost control and value engineering:** At the beginning of the contract documents phase the project team shall review general contractor estimates and confirm the project budget. Final selections for value engineering to be identified and incorporated into the project. At the 50% document completion level, the project team will issue a 50% set to the Owner’s general contractor to update and confirm the project remains within budget. The project team will assist the cost consultant in establishing

an accurate cost model.

**Contract documents – coordination and final review:** The project design team will review documents and specifications with the owner for approval. The architectural team will coordinate the documents with the engineering and specialty consultants. At the 50% issuance and bid and permit issuance, the project team will issue the documents for the Owner to review. Concurrent with the Owner’s bid/permit set review, the project team will conduct a final comprehensive interdisciplinary coordination review.

Written comments from the Owner’s review and from the project team’s interdisciplinary review will be incorporated into the final set of contract documents.

**Contract documents meetings and coordination sessions:** The project design team will conduct regular progress update meetings once every two weeks with the Owner’s team and general contractor and key consultants as necessary. Meeting agendas and minutes will be prepared by the architect.

**Contract document tabulations:** The project design team will update the area tabulation report. A update will be provided at the 50% and bid set/permit issuances, plus one final report to be issued at the end of this phase. This will conclude the area tabulations for the project.

**Contract document – peer review:** The owner may choose to engage an independent third party to conduct a review of the final contract documents. The entity engaged should have extensive experience in the subject project type. [Is this now or earlier in the process? Does it make a difference if the owner is using a GMP or a fixed price contract? Are all of these tasks the same, regardless?]

**Contract document Information and Tasks:**

1. Review owner comments on design development package.
2. Review updated budget based on design development set.
3. Value engineering options identified, selected and incorporated during this phase.
4. Review and update project schedule. Reevaluate critical path.
5. Sub‐consultant detailed coordination sessions:
	1. Civil
	2. Landscape
	3. Interior architectural design and finish selection
	4. Structural
	5. MEP
	6. Sustainability
	7. Acoustic
	8. Lighting
	9. Elevator
	10. Signage, graphics and wayfinding
	11. Technology and security
	12. Code and Life Safety
	13. Misc. specialty consultants
6. Confirm Interim and Final Deliverables
	1. 50% contract documents.
	2. Bid set/permit documents.
	3. Final contract documents.
7. One area tabulation report at 50% issuance, another at bid/permit issuance completion and a final at the close of the phase.

**For XYZ Building to be completed by**

**Plans submitted for review and permit:**