

# **Exhibit A**

## **Consultant's Services**

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## **ARTICLE A.1 PROJECT ADMINISTRATION SERVICES**

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|  | <b>A.1.1 Project Administration.</b> Consult with the Owner and administer the Project on the Owner's behalf, including, attending and conducting Project meetings, communicating with members of the Project Team, and issuing progress reports to the Owner.   |
|  | <b>A.1.2 Agency Consultation/Review/Approval.</b> 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 and not otherwise the responsibility of the Design-Builder. The Consultant's obligation with respect to this Section A.1.2 is limited to the following approvals: |
|  | <b>A.1.3 Schedule Development/Monitoring.</b> Prepare and periodically update the Project schedule, which shall include the milestone dates of the Agreement and identify additional milestone dates for decisions and approvals required of the Owner, services furnished by the Consultant, and completion of documentation provided by the Consultant.  |

## **ARTICLE A.2 INFORMATION GATHERING SERVICES**

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|  | <b>A.2.1 Information Gathering Services</b>  |
|  | <b>A.2.1.1 Site Investigation</b>  |
|  | <b>A.2.1.2 Geotechnical Studies and Reports</b><br>Review and coordinate Owner's consultant's services for project design.   |
|  | <b>A.2.1.3 Existing On-Site Utilities Survey</b><br>Review and coordinate Owner's consultant's services for project design.  |
|  | <b>A.2.1.4 Existing Off-Site Utilities Survey</b><br>Review and coordinate Owner's consultant's services for project design.   |
|  | <b>A.2.1.5 Identification of Reviewing Agencies/Groups and Required Approvals</b><br>Prepare and submit necessary documents for permit (excluding wetlands and building permit). |
|  | <b>A.2.1.6 Identification of Applicable Regulations</b>  |

## **ARTICLE A.3 PROGRAMMING AND PLANNING SERVICES**

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|  | <b>A.3.1 Provide Programming and Planning Services</b> to establish and document requirements of the Project, which may include design objectives and concepts; approximate gross facility areas and space requirements; space adjacencies, flexibility and expandability requirements; and special equipment and systems requirements. The Consultant shall perform the Programming and Planning Services designated in Section A.3.2. In conjunction with the Programming and Planning Services designated in Section A.3.2, the Consultant shall perform the following services. |
|  | <b>A.3.1.1 Review of Programming and Planning Requirements</b><br><b>A.3.1.1.1</b> Facilitate a meeting with the programming participants to identify, discuss, and prioritize values and goals that will impact the Project, including institutional purposes; growth objectives; and cultural, technological, temporal, aesthetic, symbolic, economic, environmental, safety, sustainability, and other relevant criteria.  |

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|  | <p><b>A.3.1.1.2</b> Prepare and provide to the Owner a written evaluation of the identified Project values and goals; addressing functional efficiency, user comfort, building economics, safety, environmental sustainability, and visual quality.</p> <p><b>A.3.1.1.3</b> Meet with the Owner to confirm and finalize the Owner's and user's priorities, values, and goals that will impact the Project.</p> <p><b>A.3.1.1.4</b> Identify and confirm the Owner's objectives for the Project, including such elements as image, efficiencies, functionality, cost and schedule.</p> <p><b>A.3.1.1.5</b> Confirm the intended use of the program documents and services with the Owner.</p> <p><b>A.3.1.1.6</b> Identify and evaluate the constraints and opportunities that will have an impact on the existing or proposed facility, such as governmental requirements, financial resources, location, access, visibility and building services.</p> |
|  | <p><b>A.3.1.2 Preparation of Draft Program Document.</b> Prepare and deliver to the Owner a written draft Program Document, (1) describing all programming and planning requirements identified by the Consultant or provided by the Owner, (2) identifying alternate concepts to address those requirements, and (3) providing the Consultant's recommendations.</p>   |
|  | <p><b>A.3.1.3 Preparation of Final Program Document.</b> Revise the draft Program Document in response to the Owner's comments, prepare a final Program Document, and provide the final Program Document to the Owner for review and approval.</p>  |
|  | <p><b>A.3.2 Programming and Planning Services</b></p>   |
|  | <p><b>A.3.2.1 Site Planning</b></p> <p>Verify existing site conditions and perimeter infrastructure.</p>  |
|  | <p><b>A.3.2.2 Master Planning</b></p> <p>Verify preliminary site layout of building and site, allowing for future expansion.</p>  |
|  | <p><b>A.3.2.3 Preliminary Cost Estimating</b></p> <p>To be provided with Program Completion and Schematic Design.</p>   |
|  | <p><b>A.3.2.4 Scheduling</b></p> <p>Provide updated project schedule.</p>   |
|  | <p><b>A.3.2.5 Services in Support of the Owner's Other Consultants</b></p> <p>Traffic, Geotechnical, Environmental.</p>   |
|  | <p><b>A.3.2.6 Space Adjacencies/Flow Diagrams</b></p> <p>As a part of Program Completion.</p>   |

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|  | <b>A.3.2.7 Detailed Site Utilization Studies</b><br>As a part of Schematic Design.   |
|  | <b>A.3.2.8 Off-Site Utility</b><br>Analysis for capacity to accommodate project.   |
|  | <b>A.3.2.9 Narrative of Program Requirements/Objectives</b><br>As a part of Program Completion.  |
|  | <b>A.3.2.10 Narrative of Design Goals and Project Objectives</b><br>As a part of Program Completion.   |
|  | <b>A.3.2.11 Project Concept Diagrams and Documents</b><br>As a part of Program Completion and Schematic Design.                                      |
|  | <b>A.3.2.12 Project Schedule</b><br>Including all Owner's requirements determined to be necessary during progress of services of this Contract.      |
|  | <b>A.3.2.13 Zoning Analysis</b><br>Zoning requirements shall be coordinated into Masterplan, Schematic Design.                                       |
|  | <b>A.3.2.14 Traffic Studies</b><br>Traffic Impact study provided by Owner's consultant shall be coordinated into Masterplan, Schematic Design.       |
|  | <b>A.3.2.15 Attend Agency Meetings</b><br>« »  |
|  | <b>A.3.2.16 Other Programming and Planning Services</b><br>Drainage Impact Study by Designer shall be coordinated into Masterplan, Schematic Design. |

#### **ARTICLE A.4 SCHEMATIC DESIGN SERVICES**

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|  | <b>A.4.1 Schematic Design Services.</b> Schematic Design Services are performed to provide a functional, aesthetic, and quality framework for the Project. The Schematic Design Documents will be part of the Owner's Criteria provided to the Designer and incorporated into the Owner-Designer Contract. The Schematic Design Documents shall include the following: planning criteria (area, volume, equipment, finishes, technical services, and other relevant functional requirements for typical spaces); specifications and performance requirements (including sustainable design criteria) for |
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|  | materials, systems, components and assemblies organized in accordance with a standard classification system; drawing, building information modeling, and documentation standards (including requirements for interim and final contract document deliverables); typical design details of selected conditions; and procurement, contracting and general requirements. The Consultant shall perform the Design Services designated in Section A.4.2. In conjunction with the Services designated in Section A.4.2, the Consultant shall perform the following services.  |
|  | <p><b>4.1.1 Schematic Design Documents.</b> Based upon the information provided by the Owner and any information developed by the Consultant pursuant to this Agreement, prepare and submit Schematic Design Documents to the Owner. The Schematic Design Documents shall consist of drawings and other documents including, the following:</p> <ul style="list-style-type: none"> <li>.1 Confirmation of the allocations of program functions;</li> <li>.2 Site plan;</li> <li>.3 Building plans, sections</li> <li>.4 Structural system;</li> <li>.5 Selections of major building systems, including but not limited to mechanical, electrical and plumbing systems; and</li> <li>.6 Outline specifications or sufficient drawing notes describing construction materials.</li> </ul> |

#### **ARTICLE A.5 SITE DEVELOPMENT PACKAGE SERVICES**

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|  | <p><b>A5.1</b> Provide Site Development services to design, bid, and construct site features that shall include the following:</p> <ul style="list-style-type: none"> <li>.1 Drainage Impact Studies (Stormwater)</li> <li>.2 Sewer Main and Lift Station, Sewage</li> <li>.3 Utilities: Gas, Fire Water, Domestic Water, Power, Communications</li> </ul> |
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#### **ARTICLE A.6 BUDGETING AND COST ESTIMATING SERVICES**

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|  | <p><b>A.6.1</b> Budgeting and cost estimating services are intended to aide in the development of the Owner's Criteria, and the evaluation of the Owner's Criteria in light of the Owner's budget for the Project. The Consultant's budgeting and cost estimating services represent the Consultant's professional judgment. It is recognized, however, that neither the Consultant nor the Owner has control over the cost of labor, materials or equipment; the methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Consultant cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Project or from any evaluation or estimate of the Cost of the Work of the Project. The Consultant, when preparing estimates of overall Project cost, shall include contingencies for design, bidding and/or negotiation, and price escalation. If the design-build contract award has not occurred within 90 days of the date shown on the schedule referred to in Section 1.1.7 of the Agreement, the overall Project budget shall be adjusted to reflect changes in the general level of prices in the applicable construction market.</p> |
|  | <p><b>A.6.1.1 Preliminary Estimate.</b> When the Owner's Criteria requirements have been sufficiently identified, prepare a preliminary estimate of the overall Project cost. This estimate may be based on information provided by the Owner and on current area, volume, or similar estimating techniques.</p>   |
|  | <p><b>A.6.1.2 Updated Estimate.</b> As appropriate to the progress of the development of the Owner's Criteria for the Project and the Bridging Documents, update and refine the Preliminary Estimate. Advise the Owner of any adjustments to previous estimates made necessary by changes or refinements in Project requirements, or by changes in general market conditions.</p>  |
|  | <p><b>A.6.2 Recommendation to Adjust Project Parameters.</b> At the request of the Owner, make recommendations to adjust the Project's size, quality, budget or other parameters.</p>  |