

6.4.3

FACILITIES: DRAWINGS AND SPECIFICATIONS

ADOPT: APRIL 8, 1985

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There shall be four basic stages included in major project design services provided by architects and engineers:

A. Schematic Design Phase -- includes conferences with professionals and the preparation of schematic sketches based upon the scope and function of the project.

B. Design Development Phase -- includes the development from the District-approved schematic design studies of those drawings necessary to integrate the design, explain the project fully, and provide the basis for an accurate, preliminary estimate of costs. Design drawings, site plans, elevations, and other drawings must include outline specifications of structural, mechanical, and electrical systems and equipment.

C. Construction Documents Phase -- includes the preparation of contract working drawings and specifications, based upon the District-approved design development documents, prescribing in workmanship, finishes and equipment required, and including structural, mechanical and electrical work, integrated site work, and service connected equipment.

D. Construction Administration Phase -- includes assisting the District in obtaining proposals, awarding and preparing construction contracts, and preparing addenda. Also included is the general administration of the contract between the District and the contractor, which involves periodically visiting the site, checking the shop drawings, checking contractors' requests for payment, authorizing payment of approved amounts, and preparing change orders in the work approved by the District. Should the District engage the services of a certified construction management firm, the architect shall be required to coordinate construction oversight responsibilities with the construction manager.