



1.02 SCHEMATIC DESIGN PHASE

GENERAL

The Architect shall prepare Schematic Design studies illustrating the scale and relationship of project components for approval by the Owner's Representative. All such studies are presented to the University Architect and shall indicate site conditions, plan arrangement, and the general scope and character of the Project.

The number of Schematic Design studies actually presented will vary with the complexity of the project and the experience level of the Architect with respect to the specific facility being designed. Generally, the minimum number of fully developed studies will be two with the average being four. The Architect is expected to continue generating studies until the requirements of Project are met and a Schematic Design is approved by the Owner's Representative. The Architect shall not proceed to the Design Development Phase until written approval has been received from the Owner's Representative.

SUBMITTAL REQUIREMENTS

Drawings

All Schematic Design Drawings submitted to the University shall be dated, show scale and orientation of drawing and shall carry the title of the project and the architect. Each project is given an official title which must be used with consistency on all documents.

The Schematic Submittal Phase requirements shall be per the DCM Manual of Procedures Chapter 3.

In addition, floor plans are to have rooms identified by the Program Numbers and Program Name. Gross area of each floor and total gross area of the building shall be noted on the floor plan drawings.

Interior Design Material Finish Package

USA Facilities Management Interior Design shall provide to the Architect the electronic doc. final reviewed/approved interior building material finish package (2 to 3 months prior to the AE consultant DCM final submittal package).

The Architect shall incorporate the USA interior building material finish package into their DCM final submittal package.

Tabulation of Areas

The Architect shall prepare a tabulation of areas for each of the Schematic Design studies that are presented to the Owner's Representative. The tabulation shall indicate the Net Assignable Square Feet (NASF) of all spaces. Programmed spaces shall be identified by Program Number and Program Name. The tabulation shall list programmed NASF where applicable and indicate the amount of the space is either over or under the programmed amount.

Cost Estimate

When required by the Agreement Between Owner and Architect, the Architect shall prepare a statement of probable construction cost of each Schematic Design study. Appropriate amounts for contingency and inflation shall be included in the construction estimate to reflect anticipated condition at the time of bidding. When the Owner employs an independent Cost Consultant, the Architect shall review the Cost Consultant's reports and notify the Owner in writing if the Architect takes exception to any item or items in said reports.

Models and Perspective Drawings

For most projects, the Architect will be required to provide the Owner's Representative with a perspective rendering and/or a presentation quality model of the project as a part of the basic services. The actual requirements for each project will be specified in the Agreement Between Owner and Architect.



When models are required, they should show as much detail as possible at the scale to which they are built. Usually the required scale is 1/16" – 1 ft. The model should be on a base large enough to permit inclusion of adjacent streets, approach drives and walks and associated parking and service facilities, and should be provided with a clear plastic cover.

When a perspective is required, it should show the proposed building on its actual site, not in a vacuum without surrounding or adjacent buildings, nor with unrealistic entourage. A pedestrian's view rather than a bird's eye vantage point is preferred.

A prime purpose for preparing either models or perspectives is for photographic reproduction for slide presentations and for general publicity purposes. The Architect shall provide the Owner's Representative with a minimum of one set of slides and 8" x 10" color prints fully describing the model and/or perspective. Additional sets of slides and/or prints, if requested, will be considered reimbursable expense under the terms and conditions of the Agreement Between Owner and Architect.

All perspectives or models described above become the property of the Owner.

Study models made by the Architect are encouraged by the University to help in developing the design and communicating it to the Building Committee. Study models will be considered a part of the Architect's basic service.

Design Booklet

For most major projects, a Design Booklet will be required by the Agreement Between Owner and Architect. This booklet will describe in narrative and graphics the design process and the reasoning behind the final design. Reproduction expenses for the booklet are generally considered to be part of the Architect's basic service. The booklet should include the following as a minimum:

Title Page

Table of Contents

Participants - List those individuals that were involved in the planning process including but not limited to the Planning Committee.

Project Design Statement - A brief statement recapping the major criteria of the project.

Project Design Narrative - A brief statement of the Architect's interpretation of the requirements of the project and the steps that led to the final design.

Site Planning Narrative - A brief description of the factors that influenced the site plan and a description of the solution.

Exterior Materials Narrative - A brief description of proposed exterior materials and the reasons for their selection. If a range of materials are being considered for a particular application, discuss the criteria for selection.

Structural Design Narrative - A brief description of the structural system of the building and reasons for selection.

Mechanical Design Narrative - A brief description of the mechanical system of the building and reasons for selection.

Electrical Design Narrative - A brief description of the mechanical system of the building and reasons for selection.

Drawings - Reduced size of all drawings required above and photographs of model if available.

Area Summary - A summary of the Tabulation of Areas required above listing NASF and GSF per floor and totals for project.



Life Cycle Cost Studies

Reviews

The first formal University review is made after a single Schematic Design has been selected by the Planning Committee.

The Schematic Design submittal will be reviewed in detail by the Planning Committee. Written comments will be assembled by the Owner's Representative and will be transmitted to the Architect for inclusion in the design or for further study or discussion. Each comment requires a written response from the Architect and/or consultant.

The Architect shall at this time submit the design to the Division of Construction Management and shall furnish the Owner's Representative with copies of resulting comments.

A presentation to the University Board of Trustees may be required by the Architect at this stage, if the project budget is \$1,000,000 or more.

After the Schematic submittal has been approved, the Architect will be notified, in writing, by the University's Project Manager to begin preparation of the Design Development Documents.