



## Exhibit A

### ARTICLE 1 - ARCHITECT/ENGINEER OF RECORD'S SCOPE OF SERVICES

#### 1.1 General

1.1.1 Services to be provided by the Architect/Engineer of Record ("AOR") shall at a minimum consist of the activities and stages set forth in Article 2 and Article 3, and any services necessary to comply with the ORC Section 3379.10 Percent for Arts Program.

### ARTICLE 2 - MINIMUM PRECONSTRUCTION STAGE SERVICES

#### 2.1 Program Verification Stage

##### 2.1.1 AOR's Program Verification Stage Submission.

2.1.1.1 The AOR shall prepare the following documents to be included in the DB's Program Verification Stage Submission:

- .1 an identification of any unresolved issues related to compliance with Applicable Law; and
- .2 a written description of all modifications of the Owner-provided program information.

#### 2.2 Schematic Design Stage

2.2.1 During the Schematic Design Stage, the AOR shall:

2.2.1.1 identify and analyze requirements of Applicable Law;

2.2.1.2 review and provide recommendations concerning Site use and improvements and alternative approaches to selection of materials, building systems, and equipment; and

2.2.1.3 provide recommendations on value engineering, constructability, logistics, site use and improvements, availability and suitability of materials, equipment, labor and systems, long-lead items, safety and security plans, quality control, time requirements for construction, and factors related to the cost of the Project including costs of alternative designs or materials, preliminary budgets and possible economies.

##### 2.2.2 AOR's Schematic Design Stage Submission.

2.2.2.1 The AOR shall prepare the following documents to be included in the DB's Schematic Design Stage Submission:

- .1 a conceptual site plan and preliminary building plans, sections, and elevations;
- .2 if not noted on the drawings, a written description of preliminary selections of major building systems and construction materials; and
- .3 a written description of all modifications of the Approved Program of Requirements.

#### 2.3 Design Development Stage

2.3.1 During the Design Development Stage, the AOR shall:

2.3.1.1 resolve all issues related to compliance with Applicable Law; and

2.3.1.2 provide recommendations on value engineering, constructability, logistics, site use and improvements, availability and suitability of materials, equipment, labor and systems, long-lead items, safety and security plans, quality control, time requirements for construction, and factors related to the

cost of the Project including costs of alternative designs or materials, preliminary budgets and possible economies.

### 2.3.2 AOR's Design Development Stage Submission.

2.3.2.1 The AOR shall prepare the following documents to be included in the DB's Design Development Stage Submission:

- .1 plans, sections, elevations, typical construction details, and equipment layouts that illustrate and describe the refinement of the Project's design and the size and character of the Project in terms of architectural, structural, mechanical, plumbing, and electrical systems, materials, and other elements as may be appropriate;
- .2 specifications sufficient to identify the quality and other characteristics of the proposed or selected materials, equipment, finishes, fixtures, and systems;
- .3 the AOR-prepared Design Intent Statement; and
- .4 a written description of all modifications of the Approved Program of Requirements.

## 2.4 GMP Proposal and Amendment

2.4.1 The AOR shall prepare conformed drawings, specifications, and other design-related documents to be included in the GMP Amendment.

## 2.5 Construction Documents Stage

2.5.1 As the AOR develops the Construction Documents, the AOR shall promptly notify the Contracting Authority and the DB in writing of any revision of the Project that would cause a change in the Contract Sum or Contract Times.

### 2.5.2 AOR's Construction Documents Stage Submission.

2.5.2.1 The AOR shall prepare the following documents to be included in the DB's Construction Documents Stage Submission:

- .1 as appropriate for a design-build project delivery system, Drawings setting forth in detail the requirements for the construction of the Project; and
- .2 as appropriate for a design-build project delivery system, Specifications prepared in accordance with the most-current *CSI MasterFormat* and that establish in detail the quality levels of all materials and systems required for the Project and include all stipulations pertaining to the furnishing and installation of the Work as required for completion of the Project.

## ARTICLE 3 - MINIMUM CONSTRUCTION STAGE SERVICES

### 3.1 Site Visits and Observation

3.1.1 During the Construction Stage, the AOR shall:

3.1.1.1 maintain familiarity with the progress and quality of the Work on the Project, to observe and check the progress and quality of the Work, and to take action as necessary or appropriate to achieve conformity with the Contract Documents; and

3.1.1.2 visit the Project at such intervals as the DB requires, to review the Work of Subcontractors for Defective Work, to become familiar with the progress and quality of the Work on the Project, and to determine if the Work is proceeding in conformity with the Contract Documents.

- .1 Such visits shall specifically include, but are not limited to, observation of large excavations, observation of footings during placement of concrete and observation of masonry work, structural steel erection, roofing work and interior finishes.

3.1.2 If the AOR becomes aware, either through such visits or otherwise, of any Defective Work on the Project, then the AOR shall immediately report all Defective Work to the DB.

### 3.2 Interpretations

3.2.1 The AOR shall render interpretations of the Contract Documents necessary for the proper execution or progress of the Work on the Project.

3.2.2 The AOR shall keep a log of all RFIs and their respective responses.

### 3.3 Submittal Review

3.3.1 The AOR shall review Submittals such as Shop Drawings, Product Data, and Samples for conformity with design intent and conformity with the Contract Documents.

3.3.2 The AOR shall also review drawings, calculations, and designs required of Subcontractors and provided with such Submittals (except calculations and designs of manufacturers of original equipment and systems to be installed in the Project and except calculations and designs which the Contract Documents expressly make the sole responsibility of one or more Subcontractors, Material Suppliers, or other persons).

### 3.4 Contract Modifications

3.4.1 The AOR shall revise the Drawings, Specifications, and other design-related documents as necessary on account of Modifications of the DB's Contract with the Contracting Authority.

### 3.5 Record Documents

3.5.1 The AOR shall revise the Contract Documents and related electronic files with the information contained on the As-Built Documents submitted by the DB and its Subcontractors.

3.5.2 The AOR shall label the revised Contract Documents and related electronic files as "Record Documents" and reflect the date of the AOR's incorporation of the As-Built Documents.

3.5.3 The Record Documents, to the best of the AOR's knowledge based upon the As-Built Documents delivered to the AOR by the DB and its Subcontractors and the AOR's observations during the progress of the Project, shall detail the actual construction of the Project and contain such annotations by the AOR as may be necessary for someone unfamiliar with the Project to understand the changes that were made to the Contract Documents.

**END OF DOCUMENT**