

Scope of Services:

- Project Definition, Programming and Planning
 - Discuss with client project design goals and objectives, project timeline and project budget
 - Discuss with client operational, staffing and spatial requirements
 - Develop and approve Program for Design (PFD) inclusive of staffing and area requirements per room category
- Space Planning (25% project completion)
 - Once the PFD is approved by client a universal master plan will be developed at the building level and at the department and floor level. An open plan layout may be proposed for similar floors to ensure an optimal utilization of space and reduced construction costs.
 - With a universal master plan approved we will proceed to develop detailed space plan layouts to integrate the specific staffing, spatial and furniture requirements based on the approved PFD.
 - Area calculations will be performed to ensure building and departmental square footages are as delineated in the PFD, additionally a preliminary construction budget and time schedule will be developed.
 - Space Plans, construction budget and time schedules shall be approved by client prior to proceeding with the Schematic Design.
- Schematic Design (50 % project completion)
 - Exterior and interior design characteristics and vocabulary will be discussed with client.
 - Preliminary finishes, furniture and equipment will be discussed with client.
 - Presentation boards will be submitted to discuss the design intent, design goals and objectives and the exterior and interior finishes and furnishings proposed for the project.
 - Schematic Design including Master Plans, Architectural Construction Floor Plans, Space Plans, Exteriors and Interiors Elevations and Sections and Preliminary Materials and Furniture Specifications will be submitted for client approval.
 - Based on the approved Schematic Design preliminary civil, mechanical, electrical, lighting and structural design will be developed and submitted for approval.
 - Project Budget and Timeline will be reviewed and submitted for approval.
- Design Development (75% project completion)
 - Based on the approved Schematic Design Architectural and Engineering Construction Drawings and Specifications will be developed at 75% completion for client approval.

- Project Budget and Timeline will be reviewed and submitted for approval.
- Contract Documents and Specifications (100% project completion)
 - Based on the approved Design Development phase Architectural and Engineering Construction Drawings and Specifications will be developed at 100% completion for client approval.
 - Project Budget and Timeline will be reviewed and submitted for approval.
- Project Bidding and Negotiation
 - Preparation and submittal of Construction Bid package.
 - Clarification to bids during bidding process.
 - Review and a recommendation for the lowest responsive bidder will be submitted.
 - Preparation of Construction AIA Contract
- Construction Permits
 - Construction permit documentation will be prepared and processed by SPACES.architects
 - All associated permit fees will be paid directly by the owner at the time of permit submittal.
 - Use permit and any other permits that may be required will be processed by the owner and/or selected contractor.
- Construction Management:
 - Weekly site meetings will be held between General Contractor, Owner and SPACES. Architects to review construction process.
 - Preparation of weekly meeting minutes documenting project progress and highlighting items that require attention with time and responsibilities specifications
 - Approval of Shop Drawings.
 - Contractor Schedule of Payment will be reviewed and approved.
 - Punch list items will be submitted to the contractor for correction of deficient work at substantial and final completion.
 - Final Certificates for payment will be approved based upon timely completion of each phase and compliance with the Contract Documents and Specifications.
- Post Occupancy Evaluation
 - A facility evaluation will be conducted six months after the facility has been fully occupied and in use.
 - The evaluation will include surveys with a sampling population inclusive of all stakeholder groups that use the facility, facility and archival data analysis
 - Final report to summarize the facility findings at a glance, these will include a statistical analysis of the survey results as well as a graphical representation of the facility and archival analysis. The facility report will provide recommendation and best practices to be integrated in future projects.

▪ Additional Services:

- Furniture selection, bidding and installation coordination and supervision
- Additional studies such as soil tests and geotechnical studies
- Construction Inspection, Construction supervision services a general observation of the construction has been included above in the description of services; however inspection services can be provided. Inspection reports establishing the construction progress and dollar value to date need to be prepared as required by the regulatory agencies to obtain the Use Permit.

Qualifications:

SPACES.Architects has earned a reputation for excellence in design, timely and professional performance, and construction management providing architectural and engineering professional services in Puerto Rico to a constant group of qualified clients. Our projects are varied however we specialize in the development of building design and interior architecture for Corporate Clients and Government entities. We feel confident that with our productive years of experience in the field we have cultivated an impeccable reputation by surpassing our client expectations as it relates to innovative design solutions and effective and efficient project delivery cycles. Most recently and as part of our Quality Control Program we offer our clients a Post Occupancy Evaluation to assess how the facility design meets the initial design intent and promotes a positive experience, operational efficiency and a healthy and sustainable environment. Our design successes and challenges will be measured based on the users' perceptions through the implementation of surveys and facility and operational documentation and analysis. The results of this study can benefit our clients by recognizing best practices that should be implemented in future designs. Additionally it can inform the guidance criteria that may be used for future projects of **your company**. Through this evaluation program we can ensure that our Company is committed to continuous quality improvement in the project design and delivery process.