

Originals:  Architect  SGI Program Office  District

**EXHIBIT "A"**  
**WORK AUTHORIZATION No.**  
**FIRM: \_\_\_\_\_**

**PURCHASE ORDER NUMBER: \_\_\_\_\_**

**CAMPUS: \_\_\_\_\_**  
**PROJECT NAME: \_\_\_\_\_**  
**PROJECT NUMBER: \_\_\_\_\_**

This Work Authorization is issued pursuant to the Master Agreement for Architectural Services ("Agreement") dated July 1<sup>st</sup> 2008, for services rendered between ("Architect") and East Side Union High School District ("District"). This Work Authorization shall be for an amount not to exceed **\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)**. The date of this Work Authorization is, **\_\_\_\_\_, 20\_\_**.

**Scope of Services and Deliverables:**

The Architect shall perform the following services and deliverables in accordance with the terms of the executed Agreement and this Work Authorization. The specific services and deliverables that the Architect will provide are as shown in Attachments as listed below incorporated by reference herein and the Architect's proposal and/or scope of services for the following work:

Item No.	Description	Reference
01	<i>Design Phase Deliverables:</i> 1. <i>Schematic Design</i> 2. <i>Design Development</i> 3. <i>Construction Documents</i> <i>Construction Phase Deliverables:</i> 1. <i>Construction Administration</i> <i>Close-Out Phase</i> 1. <i>DSA Certification Letter</i>	<i>Master Agreement dated _____, 20__</i>
02	<i>The project scope is described in the attached Project Information Packet.</i>	
05	<i>Preliminary Project Schedule- From _____ - _____, 20__</i>	
	<i>Budgeted Construction Cost</i>	

**Performance:**

All work must be completed in a manner which is acceptable of the District and to industry standards. Payment will not be made for work deemed unacceptable. Performance will be based upon the deliverables identified above.

This Work Authorization covers the period from \_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_. All work covered by this Work Authorization shall be provided to the District by the completion date indicated.

**Project Schedule:**

Time is of the essence for the completion of this project. This Work Authorization includes a Preliminary Project Schedule that references major project milestone dates. The Architect shall review this Preliminary Project Schedule and use it as a basis in the development of their Project work plan/ schedule document. It is recognized that some milestone dates may need to be adjusted based upon issues beyond the Architect’s and Owner’s control. The Architect shall provide a copy of their Project work plan/ schedule document within one month from the start date for this Project.

**Reimbursable Expense:**

The Architect may be reimbursed a sum for its reasonable out-of pocket expenses that are incurred and paid for by the Architect in furtherance of performance of its obligations under this Work Authorization in accordance with Section 5.3 of the Agreement.

**Assigned Personnel and Schedule of Hourly Rates:**

The Architect agrees that the following individual(s) shall be associated with the Project in the following capacities under this Work Authorization:

Architect	Name	Approved Hourly Rates
Principal In Charge	_____, AIA, Partner	
Project Lead		
Project Architect(s)		
Project Architect(s)		
Other		
Other		

Major Consultants	Name
Structural	
Mechanical	
Electrical	
Technology Consultant	
Civil	
Landscape Architect	
Cost Consultant	
Other	

Architect shall not change any of the key personnel listed above without prior written approval by the District, unless said personnel cease to be employed by the Architect and or its Consultants. In either case, District shall be allowed to interview and approve replacement personnel.

### **Meetings/Site Visits/Workshops:**

The Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below. The Architect shall chair, conduct and take minutes of all coordination meetings during the entire design phase with its consultant(s). The Architect shall invite the District and/or its consultant/representative to participate in these meetings, providing the District representatives reasonable notice. The Architect shall keep a separate log to document design/coordination comments generated in these meetings.

- .1 As required, the Architect shall provide at no additional cost to the District copies of all documents or other information needed for each meeting, site visit, and workshop.
- .2 Each meeting shall last as long as necessary to sufficiently discuss/resolve all items on the agenda and shall be held at the District office or at one of the Project site, unless otherwise indicated.
- .3 The Architect shall provide a draft copy of the minutes to the District within (5) working days per section 4.1.12 of the Master Agreement.
- .4 **Project Initiation Phase Meeting**
  - a. Within the first week of execution of the Work Authorization, or as directed by the District, the Architect shall participate in a Project kick-off meeting for all site(s) to determine the Project intent, scope, budget and schedule.
- .5 **Initial Site Visits**
  - a. The Architect shall visit the Project sites to inventory and document the existing conditions.
    - i. Specific special inspections may be required in addition to the initial site visits.
    - ii. The Architect is responsible for verifying all field conditions, including, but not limited to, as specified in Section 4.1.10 of the Agreement.
- .6 **Schematic Design Phase Meeting(s)**
  - a. Within the first two (2) weeks following the start of the Schematic Design Phase, the Architect shall conduct a minimum of one (1) design workshop, per site, with the District, District Consultant, and Site personnel to complete a basic design framework. This workshop shall be ongoing and may include several meetings and shall not be concluded until each attendee has indicated his or her acceptance with the Architect's preliminary design.

**.7 Design Development Phase Meetings**

b. At the time designated for completion of the Design Development Phase, the Architect shall conduct a minimum of one (1) meeting, per package of deliverables, with the District or District Consultant to review the following:

- i. Presentation of the Design Development package for review and comments, in order to proceed with preparation of final plans and specifications.
- ii. Current scope, budget, and schedule.

**b. Value Engineering Workshop**

The Architect shall conduct value engineering workshop(s), as requested by the District, including all of the Architect's Consultant(s), the District, and the District Consultant during the Design Development Phase. This workshop shall be ongoing and may include several meetings.

**.8 Construction Document Phase Meetings**

a. Prior to beginning work on the fifty percent (50%) design deliverable package, the Architect shall conduct at a minimum of one (1) meeting, per package of submittal, with the District or District Consultant to revise the Design Development package and receive comments.

b. At the time designated for completion of the fifty percent (50%) deliverable package, the Architect shall conduct one (1) meeting, per package or submittal with the District or District Representative to review the following:

- i. Presentation of the fifty percent (50%) submittal package for review and comment to proceed with preparation of final plans and specification.
- ii. Current scope, budget, and schedule.

c. At the time designated for completion of one hundred percent (100%) Construction/Contract Document deliverable package, the Architect shall conduct at a minimum one (1) meeting, per package, with the District or District Consultant to review the following:

- i. Presentation of the one hundred percent (100%) Construction/Contract Document package for review and comment to proceed with preparation of final plans and specifications.
- ii. Current scope, budget, and schedule.

**.9 Bidding Phase Meetings**

- d. The Architect is to attend and take part in all pre-bid job conferences with potential bidders, District, District Consultant, and Project Manager.

**.10 Construction Administration Phase Meetings (plus weekly project meetings until entire project is complete)**

- e. The Architect shall visit the Project site as necessary or when requested, and in no case less than once per week, sufficient to determine that the Project is being constructed in accordance with the plans and specifications, and to resolve discrepancies in the Contract Documents and to monitor the progress of the construction of the Project.
- f. The Architect shall ensure that consultant(s) visit the project site(s) as necessary to insure project completion and acceptance by the District.

**Compensation:**

District agrees to pay Architect according to the terms of the Agreement and this Work Authorization Form.

Professional fee compensation is a fixed fee as submitted in the Architect's Selection Questionnaire Form. The fee is not connected to the price of construction at bid.

In the event of delays by DSA, the Architect shall provide written proof that all required DSA final close-out documentation has been submitted and received by DSA. The Architect shall provide copies of such documentation to the District in a properly and clearly labeled binder. In addition, the Architect shall provide an electronic copy of referenced documents on CD Rom to the District.

**Changes:**

Any change(s) to the Scope of Services and Deliverables, Schedule, Assigned Personnel and/or Compensation shall be approved in advance by District and will require an amendment to this Work Authorization.

IN WITNESS WHEREOF, the parties hereto have executed this Work Authorization under and in connection with the Agreement referenced above.

**[Architect]**

**East Side Union High School District**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **SCHEMATIC PHASE DELIVERABLES**

### **Schematic Drawings**

#### **General Information**

- Life Safety Plan with egress routes, ADA accessibility and Title 24 calculations
- Occupant Loads
- Fire apparatus access

#### **Site**

- Site Plan
- Parking stall types and locations
- Landscaping

#### **Plans**

- Floor Plans with overall dimensions
- Roof Plan
- Utility main locations
- Mechanical single line Distribution Plan
- Mechanical, Electrical and Telecom Room layouts,
- Structural plan with column spacing and shear walls locations
- Preliminary Furniture Plan
- Preliminary Lab Equipment Plan
- Preliminary Kitchen and Specialty Equipment Plan
- Reflected Ceiling Plan of major spaces
- Casework location
- Occupancy Separations and Rated wall locations
- Door locations
- Vertical Circulation locations and sizes

#### **Elevations**

- Exterior Elevations indicating location of windows, doors, overall dimensions and floor-to-floor heights
- Exterior finish materials
- Exterior cladding systems
- Roof profile and finish material
- Interior Elevations of major/complicated spaces

#### **Sections**

- Building Sections showing floor-to-floor heights, space relationships, and mechanical plenums
- Preliminary Exterior Wall Sections

#### **Details**

- Preliminary Significant Exterior Wall Details
- Significant Structural Details
- Preliminary Mechanical Equipment Schedules
- Other \_\_\_\_\_
- Other \_\_\_\_\_

Other \_\_\_\_\_

**Renderings**

Rendering of project from most representative viewpoint,

**Project Manual**

- Outline specifications
- MEPS Basis of Design Narratives with load requirements and distribution plan (including controls)
- Interior Finish Narrative
- Soils Report
- Narrative for specialty items, AV, Card Readers, CCTV, and Security

Estimated Project Construction Cost at 100% Schematic Submittal

- 1 Provide an estimate of the total construction cost of the project. Estimates for building projects shall be arranged in CSI Uniform format detailed to **Level 2**.
- 2 Provide a written narrative explaining in detail any deviation from the initial project budget.
- 3 Bring any unusual cost item to the attention of **District Consultants or District Representative**.

## DESIGN DEVELOPMENT PHASE DELIVERABLES

### Design Development Drawings

#### **General Information**

- Life Safety Plan with egress routes, ADA accessibility and Title 24 calculations
- Occupant Loads
- Fire apparatus access

#### **Site**

- Site Plan
- Parking stall types and locations
- Bike rack locations
- Site Furnishings
- Exterior Equipment/Storage such as trash enclosures, generators, tanks, etc.
- Landscaping
- Irrigation Plan
- Other \_\_\_\_\_
- Other \_\_\_\_\_

#### **Plans**

- Floor Plans with dimensions
- Occupancy Separations & fire rated walls
- Enlarged Plans
- Enlarged Stair and Elevator Plans
- Roof Plan with roof pads, drains, equipment screens and OSHA compliance
- Utility main locations
- Utility entrance locations
- Cable tray/J-hook locations
- Mechanical single line Distribution Plan
- Mechanical, Electrical and Telecom Room layouts,
- Electrical Power Plans
- Electrical Lighting Plans
- Structural plan with column spacing and shear walls locations
- Furniture Plans
- Interior Finish Plans
- Lab Equipment Plan
- Kitchen and Specialty Equipment Plan
- Reflected Ceiling Plans
- Casework location
- Rated wall locations
- Door locations and handing
- Vertical Circulation locations and sizes
- Specialty locations (whiteboards, screens)
- Audio Visual Equipment locations
- Card Reader locations
- Security/CCTV locations
- Other \_\_\_\_\_
- Other \_\_\_\_\_



**Elevations**

- Exterior Elevations indicating location of fixed and operable windows, doors, overall dimensions and floor-to-floor heights
- Casework elevations
- Exterior finish materials
- Exterior cladding systems
- Exterior lighting locations
- Roof profile and finish material
- Interior Elevations of major/complicated spaces
- Other \_\_\_\_\_
- Other \_\_\_\_\_

**Sections**

- Building Sections showing floor-to-floor heights, space relationships, and mechanical plenums
- Exterior Wall Sections
- Stair, elevator and shaft sections
- Other \_\_\_\_\_
- Other \_\_\_\_\_

**Details**

- Exterior Wall Details
- Waterproofing Details
- Wall Types
- Interior Details
- Significant Structural Details
- Window types
- Door and Door Frame types
- Door and Window Schedule
- Mechanical Equipment Schedules
- Electric Panel Schedules
- Specialty Walls
- Other \_\_\_\_\_
- Other \_\_\_\_\_

**Project Manual**

- Preliminary Construction Specifications
- Commissioning Process
- MEPS Basis of Design Narratives with load requirements and distribution plan
- Cable tray/J-hook requirements
- Fume Hood and Lab equipment inventory
- Signage Narrative
- Vibration Analysis
- Soils Report
- Acoustical requirements
- Lighting level requirements
- Other \_\_\_\_\_
- Other \_\_\_\_\_

Estimated Project Construction Cost at 100% Design Development Submittal

- 1 Provide an estimate of the total construction cost of the project. Estimates for building projects shall be arranged in CSI Unifomat format detailed to **Level 2**.
- 2 Provide a written narrative explaining in detail any deviation from the initial project budget.
- 3 Bring any unusual cost item to the attention of **District Consultants or District Representative**.

## CONSTRUCTION DOCUMENT PHASE DELIVERABLES

### Construction Documents Drawings

#### **General Information**

- Life Safety Plan with egress routes, ADA accessibility and Title 24 calculations
- Occupant Loads
- Fire apparatus access
- Sheet Index
- Other \_\_\_\_\_
- Other \_\_\_\_\_

#### **Site**

- Site Plan
- Parking stall types and locations
- Bike rack locations
- Site Furnishings
- Landscaping
- Irrigation Plan and Details
- Other \_\_\_\_\_
- Other \_\_\_\_\_

#### **Plans**

- Floor Plans with dimensions
- Enlarged Plans
- Enlarged Stair and Elevator Plans
- Roof Plan with roof pads, drains, equipment screens and OSHA compliance
- Utility main locations
- Utility entrance locations
- Mechanical single line Distribution Plan
- Mechanical, Electrical and Telecom Room layouts,
- Electrical Power Plans
- Electrical Lighting Plans
- Structural plan with column spacing and shear walls locations
- Furniture Plans
- Interior Finish Plans
- Lab Equipment Plan
- Kitchen and Specialty Equipment Plan
- Reflected Ceiling Plans with dimensions and heights above finished floor
- Casework location
- Rated wall locations
- Door locations and handing
- Vertical Circulation locations and sizes
- Specialty locations (whiteboards, projections screens, etc.)
- Audio Visual Equipment locations
- Card Reader locations
- Security/CCTV locations
- Fire Alarm and Sprinkler Shop Drawings

- Other \_\_\_\_\_
- Other \_\_\_\_\_

### **Elevations**

- Exterior Elevations indicating location of fixed and operable windows, doors, overall dimensions and floor-to-floor heights
- Casework elevations
- Exterior finish materials
- Exterior cladding systems
- Exterior lighting locations
- Roof profile and finish material
- Interior Elevations of major/complicated spaces
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### **Sections**

- Building Sections showing floor-to-floor heights, space relationships, and mechanical plenums
- Exterior Wall Sections
- Stair, elevator and shaft sections
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### **Details**

- Exterior Wall Details
- Waterproofing Details
- Roof Details
- Floor Details
- Wall Types
- Casework Details
- Ceiling Details
- Interior Details
- Significant Structural Details
- Window types
- Door and Door Frame types
- Door and Window Schedule
- Mechanical Equipment Schedules
- Mechanical Details
- Electric Panel Schedules
- Electrical Details
- Plumbing riser diagrams
- Plumbing Details
- ADA and Title 24 code required details
- Specialty Walls (blast walls, dust barriers etc.)
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### **Project Manual**

- Preliminary Specifications
- MEPS Basis of Design Narratives with load requirements and distribution plan
- Cable tray/J-hook requirements
- Fume Hood and Lab equipment inventory

- Signage Narrative
- Vibration Analysis
- Soils Report
- Acoustical requirements
- Lighting level requirements
- Hardware Schedule with Types
- General Requirements with Bidding
- Other \_\_\_\_\_
- Other \_\_\_\_\_

Estimated Project Construction Cost at 100% Construction Document Submittal

- 1 Provide an estimate of the total construction cost of the project. Estimates for building projects shall be arranged in CSI Unifomat format detailed to **Level 2**.
- 2 Provide a written narrative explaining in detail any deviation from the initial project budget.
- 3 Bring any unusual cost item to the attention of **District Consultants or District Representative**.