

3715.011 San Francisco, Swiss House Mission Street Project

Manager's and Architects's Scope of Duties 21. January 2022

1. Administration

Manager's Role:	Architect's Role and Additional Notes:
a. GENERAL: Manage all consultants and contractors on Project and the overall Project including the Project Budget, Project Schedule, and general communication with Owner, BBL, Swissnex, and the local Consulate (the " <i>Client Group</i> ") and regulatory agencies.	Architect will be responsible for all design and will coordinate with Manager and Owner's other consultants, cost estimator, and selected General Contractor (" <i>GC</i> "), however, Manager will manage the overall Project including maintaining the Project Budget, Project Schedule, and general communication with Client Group and regulatory agencies.
b. Participate in Request for Proposals for consultants and assist in identifying project team, roles, and communication channels.	Architect to have primary responsibility to determine consulting team and shall directly engage the following consultants (and to advise Owner is any other consultants are recommended or necessary): (i) Structural Engineer; (ii) Civil Engineer; (iii) Geotechnical Engineer (not including borings and soil capacity invasive testing); (iv) Mechanical, Electrical, Plumbing, Fire Protection, and California Title 24 Engineers; (v) Lighting Designer; (vi) Elevator Consultant; (vii) Audiovisual, Technology, and Security Consultant; (viii) Specifications Consultant (if necessary); (ix) Acoustical Consultant; (x) Waterproofing Consultant; and (xi) Landscape Architect (if necessary).
c. Establish procedures for decisions and approvals with Owner including draw payment procedures.	
d. Co-manage weekly design meetings and Owner / Architect / Contractor (" <i>OAC</i> ") meetings with Architect.	Co-manage OAC weekly meetings with Manager. Architect shall produce and distribute meeting minutes from such meetings at least two (2) business days prior to the next weekly scheduled meeting.

e. Review, approve (or object as necessary) and maintain OAC meeting minutes prepared by Architect and communicate with Owner regarding same.	Architect to revise OAC meeting minutes as appropriate.
f. Communicate with Owner on a regular basis, no less than once a week, either in email or by telephone.	Architect shall communicate with Manager continuously during Project.
g. Provide monthly written reports which shall include project updates, budget and schedule tracking, current risks, and impending tasks.	Architect to assist Manager with preparation of monthly reports by responding to requests for information in a timely manner.
h. Maintain organized project files.	

2. Initial Design and Budget Management

Manager's Role:	Architect's Role:
a. Assist Owner with evaluation of and comment on conceptual design and programming documents produced by Architect.	Concept and Programming Phase: During the Conceptual Design and Programming Phase, Architect to lead meetings with Client Group regarding space programming needs including but not limited to: <ul style="list-style-type: none"> (i) gather program requirements from Client Group and produce final program document in both square feet and square meters; (ii) coordinate with design team including all engineering disciplines to confirm technical viability of program; and (iii) explore permissibility and requirements for additional residential and/or meeting space to be added on roof level.
b. Assist Owner with evaluation of and comment on SD documents produced by Architect	Schematic Design ("SD") Phase: During the SD Phase, Architect shall coordinate and manage design team to generate a SD level drawing set. Architect shall, among other things: <ul style="list-style-type: none"> (i) prepare floor plans including new roof level expansion layout and sidewalks; (ii) prepare elevations (exterior and unique interior conditions) including new roof level expansion bounds and layout; (iii) prepare sections and details as needed to convey design intent to Owner; (iv) prepare specification development appropriate to SD level drawings with consideration for early procurement;

Manager's Role:	Architect's Role:
	(v) recommend and select the type of HVAC system; (vi) select structural strategy and determine preliminary requirements; (vii) make presentations and attend feedback meetings with Owner and Manager to refine design according to Owner's requests and requirements and to receive approval to proceed; (viii) produce 50% SD Plan Set for pricing by cost estimator;
c. Based on the 50% SD Plan Set, develop and maintain Project Budget including a cash flow of actual expenditures and projections. Manager to rely on the cost estimator's work during this process.	Architect to participate in evaluating estimating SD Cost Estimate and to perform value engineering if required in order to set construction budget
d. Based on the 50% SD Plan Set, review and analyze cost estimates and bids and lead efforts on value engineering as necessary.	Architect to participate in evaluating cost estimates and to perform value engineering if required in order to set construction budget and coordinate with Owner's other consultants, not limited to Manager, any pre-construction contractor, cost estimator, and selected General Contractor (GC).
e. Coordinate Owner's approval of the 50% SD Plan Set following value engineering in order to allow Architect to prepare 50% SD Plan Set for submission to San Francisco Planning Department.	Following Owner's approval of the 50% SD Plan Set, produce 100% SD Plan Set.
f. Assist Owner with evaluation of and comment on Design Development Documents produced by Architect.	Design Development Phase (DD): Architect shall coordinate and manage design team to define and coordinate all building systems (Mechanical, Electrical, Plumbing, Structural, Fire/Life Safety, Audio-Visual, Information Tech, Security/Access Control and Acoustical among others) with architectural design to meet the Program and approved construction budget. Architect shall, among other things: (i) Further develop all interior and exterior plans, elevations, sections, and details including unique circumstances; (ii) Develop vertical circulation systems drawings; (iii) Analyze and determine horizontal and vertical personnel access, flow, capacity and exiting requirements;

Manager's Role:	Architect's Role:
	<ul style="list-style-type: none"> (iv) Prepare reflected Ceiling Plans showing device and lighting locations; (v) Develop interior and exterior (building envelope) assemblies including floors, walls, window and door framing, roof, and penetrations; (vi) Prepare furniture systems specifications and coordinate with Client Group on selection; (vii) Prepare material Schedules including for doors, windows, finishes, hardware, accessories, and equipment; (viii) Further develop Specifications, with consideration for any long lead or early procurement materials and equipment as well as for Client Group' review of any materials or equipment that may have an impact on Project Schedule; (ix) Make presentations of DD Plan Set to Client Group and hold feedback meetings to define changes and reach alignment on design for approval to proceed. (x) Produce 100% DD Plan Set for pricing by cost estimator.
g. Based on the 100% DD Plan Set, update Project Budget and review and analyze updated cost estimates and bids and lead efforts on value engineering as necessary.	Participate in evaluating estimate and value engineering if required in order to stay within budget
h. Assist Owner with evaluation of and comment on CD Phase Documents produced by Architect	<p>Construction Documentation Phase (CD): Architect to coordinate and manage design team to finalize, and detail documents for all required permits from San Francisco Department of Building Inspection (DBI) and other applicable permitting agencies as well as for tender for bid to GCs including but not limited to:</p> <ul style="list-style-type: none"> (i) Developer, coordinate and consolidate all required code analysis drawings and calculations for submittal to DBI. (ii) Complete development of plans, reflected ceiling plans, details, exterior and interior elevations, wall and building sections, vertical circulation systems, all interior and exterior assembly types, all interior and exterior construction details

Manager's Role:	Architect's Role:
	<p>and schedules necessary to permit, build, and construct Project.</p> <p>(iii) Complete all millwork drawings, details, and specifications necessary to permit, build, and construct Project.</p> <p>(iv) Complete finishes plans and final finishes specifications including furniture systems and other FF&E.</p> <p>(v) Complete building specifications necessary to permit, tender, build, and construct Project.</p> <p>(vi) Present proposed CD Plan Set and pertinent specifications to Client Group to confirm alignment and receive approval to proceed with construction based on the CDs and Specifications.</p> <p>(vii) Produce Permit Set which may be either 50% CD or other agreed upon deliverable timeframe.</p> <p>(viii) Produce 100% CD Plan Set to be used for tender.</p>
i. Based on the 100% CD Plan Set, update Project Budget and review and analyze updated cost estimates and bids and lead efforts on value engineering as necessary.	Participate in evaluating estimate and value engineering if required in order to stay within budget
j. At each phase, inform Owner on variances to budget and obtain necessary consent for budget changes.	
k. Review invoices and contractor payment applications for approval on a monthly schedule. Manage disputed payments with consultants and contractors.	
l. Monitor insurance compliance of design professionals and contractors. Submit to Owner's risk manager/administrator for final evaluation as necessary.	

3. Schedule Management

Manger's Role:	Architect's Role:
a. Prepare Master Development Schedule including an outline of responsibilities of team members. Contractor will maintain more detailed construction schedule during construction or during pre-construction if brought on early.	

Manger's Role:	Architect's Role:
b. Manage team to adherence to schedule. Notify Owner of variances and recommendations for correction.	
c. Monitor and make effectual the timely submission of project documents including pricing sets, estimates, permit applications, and other requested documentation.	

4. Entitlements

Manger's Role:	Architect's Role:
a. Manage the entitlement process including working with Owner's land use attorney to submit a Planning Application.	Based on approved 50% SD Plan Set, Architect to include specific portions of 50% SD Plan Set in Planning Application for submission to San Francisco Planning Department
b. Coordinate and attend subsequent meetings and communication with San Francisco Planning Department.	<ul style="list-style-type: none"> • Architect to attend meetings with the San Francisco Planning Department, as requested by Owner • Architect to assist Manager in preparing responses and adjustments required by Planning Department. The Owner's Manager will manage this regulatory process with the City and Owner's other consultants.
c. Manage Architect and communicate with Owner on when decisions need to be made and the content of the response.	
d. Present or assist Architect in presentation to San Francisco Planning Department, Planning Commission and Board of Supervisors as necessary to achieve entitlements.	Present to San Francisco Planning Department, Planning Commission and Board of Supervisors as necessary to achieve entitlements.
e. Conduct community and neighbor outreach as necessary.	

5. Design Management

Manger's Role:	Architect's Role:
a. Negotiate agreements with design professionals, consultants, and pre-construction contractors not yet contracted.	
b. Provide feedback to legal counsel on contracts.	
c. Organize kick-off that will include a partnering session to ensure alignment of goals and a cross-collaborative approach between all design and construction consultants.	Attend kick-off meeting
d. Manage design, constructability, and cost meetings with design team and contractor.	
e. Provide design and value engineering recommendations to Owner.	Architect to participate in evaluating estimate and value engineering if required in order to stay within approved construction budget.
f. Manage compliance to entitlement conditions of approval.	Architect to assist as necessary.
g. Manage the timely preparation and submission of tender and permit documents.	Prepare tender and permit documents sets
	<p>Note that as part of Design Management, Architect shall:</p> <ul style="list-style-type: none"> (i) Perform full design, documentation, and construction administration of code compliant interior and exterior of Project as further defined by the tasks below. (ii) Stamp and sign permit drawings with current California State Architect's license. (iii) Manage and be responsible for Architect's sub-consultants' work, schedule, and fees. (iv) Generate and maintain Revit models of "base building" to be used as current as-built field conditions by full design team; provided the General Contractor shall create the final as-built documents (v) Maintain files and compiled drawing record sets throughout the project using file sharing host websites as approved by Manager and Owner. (vi) Manage notification, continuous access, and distribution and to project

Manger's Role:	Architect's Role:
	team of all drawing sets. All drawings or documents shall be in both empirical and metric format.

6. Bid/Negotiation and Permit Management

Manger's Role:	Architect's Role:
a. Oversee production of tender documents, bid forms, bid process, interviews, award and negotiation of construction contracts, including (i) leveling bids; (ii) preparing one set of requests for information (RFIs) to be submitted to Architect; and (iii) coordinating submission of plan check comments to Architect	<p>Architect to provide coordinated responses to one set of questions from the bidding GCs.</p> <p>Architect to provide assistance as requested and required by the Manager to evaluate bid and scope packages provided by bidding GCs.</p> <p>Architect to participate in value engineering if required in order to stay within approved construction budget.</p> <p>If required, Architect to produce an 'Issued For Construction Set' of documents for the selected GC.</p> <p>Architect to coordinate with design team to respond to plan check comments by permitting agencies.</p>
b. Work with Owner's construction contract attorneys.	
c. Assist Owner in procurement of furniture, fixtures, and equipment (FF&E) not in construction contract.	
d. If necessary, hire permit expediting firm either directly to Owner or as a sub-consultant.	

7. Construction Project Management

Manger's Role:	Architect's Role:
a. Oversee General Contractor and design team in the construction of the project to stay on-schedule and on-budget including attending weekly OAC meetings and other on-site issues meetings.	<ul style="list-style-type: none"> Architect to continue to attend weekly OAC meetings throughout the course of Construction and to prepare minutes as provided above
b. Manage the timely processing of RFIs, submittals, and mock-ups.	<ul style="list-style-type: none"> Architect to have primary responsibility to prepare coordinated responses to Requests For Information (RFIs) from the GC, Sub-Contractors, or other members

Manger's Role:	Architect's Role:
	<p>of the design team to resolve unforeseen conditions, conflicts found in the field, design gaps and omissions, and as related to the GC's means and methods or schedule constraints.</p> <ul style="list-style-type: none"> • Architect to have primary responsibility to review of submittals and mock-ups by the GC and their Sub-Contractors (and Client Group in the case of Owner Furnished/Contractor Installed (OFCI) materials and equipment) for approval, comment and revision, or record.
c. Coordinate review of applications for payment, change order requests, change orders.	<ul style="list-style-type: none"> • Architect to have primary responsibility to review and coordinate comments with design team on applications for payment, change order requests, change orders. • Architect to have primary responsibility to review and approval sign-off of GC's applications for timely payment with monthly "pencil draw" draft application meetings, site walks as needed to review and confirm percentage completion, and commentary to Manager and GC on necessary revisions.
d. Track and collect certificates of occupancy, lien releases, Substantial Completion, and Final Completion certificates.	<ul style="list-style-type: none"> • Architect to prepare certificates of Substantial Completion and Final Completion.
e. Attend punch walks and coordinate with end users on appropriate reviews.	<ul style="list-style-type: none"> • Architect to have primary responsibility to generate logs and monthly progress reports tracking typical CA activities, deliverables, and milestones. • As needed (monthly minimum) Architect to perform site walks of the building and issuance of field reports to Manager, GC, and design team. • Architect to review and add to/amend preliminary punch list of items by the GC prior to project Final Completion.
f. Manage close-out including ensuring a complete package of warranties, O&M manuals and as-built drawings.	GC to prepare final as-built drawings
g. Manage timing and installation of FF&E by vendors. Attend punch walks and close-out documentation.	