

Guidelines for Development of Design Phase Deliverables

Document Type	100% SD	100% DD	80% CD	100% CD
Plans	Overall typical layout plans and sketches. General descriptive notes on materials. Entire plan shown on sheet.	All floor plans with fixed equipment, grid lines and column locations. Overall dimensions and detailed notes on materials. Entire plan shown on sheet.	All plans with fixed equipment, grid lines and column locations. Substantially coordinated and constructible dimensions and detailed notes on materials. Entire plan shown on sheet.	All plans with fixed equipment, grid lines and column locations. Fully coordinated and constructible dimensions and detailed notes on materials. Entire plan shown on sheet.
Enlarged/Partial Plans	Typical conditions. 1/4"=1'-0" scale minimum. Same content as Plans.	Majority of unique conditions. 1/4"=1'-0" scale minimum. Same content as Plans.	All unique conditions. Substantially coordinated and constructible dimensions and notes.	All unique conditions. Fully coordinated and constructible dimensions and notes.
Sections	Overall typical longitudinal and cross sections. Overall dimensions and descriptive notes on materials. Entire building section shown on sheet.	Majority of unique conditions. Floor to floor dimensions and descriptive notes on materials. Entire building section shown on sheet.	All unique conditions. Substantially coordinated and constructible dimensions and notes on materials. Entire building section shown on sheet.	All unique conditions. Fully coordinated and constructible dimensions and notes on materials. Entire building section shown on sheet.

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Enlarged/Partial Sections	Typical conditions. 1/4"=1'-0" scale minimum. Same content as Sections.	Majority of unique conditions. 1/4"=1'-0" scale minimum. Same content as Sections.	All unique conditions. Substantially coordinated and constructible dimensions and notes.	All unique conditions. Fully coordinated and constructible dimensions and notes.
Wall Sections	Typical conditions. Overall dimensions and descriptive notes on materials. 1/4"=1'-0" scale minimum.	Majority of unique conditions. Detailed dimensions and notes on materials. 1/2"=1'-0" scale minimum.	All unique conditions. Substantially coordinated and constructible dimensions and notes on materials. 1/2"=1'-0" scale minimum.	All unique conditions. Fully coordinated and constructible dimensions and notes on materials. 1/2"=1'-0" scale minimum.
Details	Typical conditions. Overall dimensions and descriptive notes on materials. 1-1/2"=1'-0" scale minimum.	Majority of unique conditions. Detailed dimensions and notes on materials. 3"=1'-0" scale minimum.	All unique conditions. Substantially coordinated and constructible dimensions and notes on materials. 3"=1'-0" scale minimum.	All unique conditions. Fully coordinated and constructible dimensions and notes on materials. 3"=1'-0" scale minimum.

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Exterior Elevations	<p>Typical and public/street facing elevations.</p> <p>Overall dimensions, massing, fenestration, and descriptive notes on materials and colors.</p> <p>Entire elevation shown on sheet.</p>	<p>All elevations and majority of unique conditions.</p> <p>Floor to floor dimensions and notes on materials and colors.</p> <p>Entire elevation shown on sheet.</p>	<p>All elevations and unique conditions.</p> <p>Substantially coordinated and constructible dimensions and notes.</p> <p>Entire elevation shown on sheet.</p>	<p>All elevations and unique conditions.</p> <p>Fully coordinated and constructible dimensions and notes.</p> <p>Entire elevation shown on sheet.</p>
Enlarged/Partial Exterior Elevations		<p>Majority of unique conditions.</p> <p>Floor to floor dimensions and notes.</p> <p>1/2"=1'-0" scale minimum.</p>	<p>All unique conditions.</p> <p>Substantially coordinated and constructible dimensions and notes.</p> <p>1/2"=1'-0" scale minimum.</p>	<p>All unique conditions.</p> <p>Fully coordinated and constructible dimensions and notes.</p> <p>1/2"=1'-0" scale minimum.</p>
Schedules (include finish, window, door, hardware & mechanical)	<p>General descriptions of typical conditions, finishes, types and sizes of units and components.</p>	<p>Majority of typical conditions, units' data, sizes, finishes, types, elevations and sizes of units and components.</p>	<p>All conditions, finishes, units' data, types, elevations and sizes of units and components.</p> <p>Substantially coordinated and constructible details, dimensions and notes.</p>	<p>All conditions, finishes, units' data, types, elevations and sizes of units and components.</p> <p>Fully coordinated and constructible details, dimensions and notes.</p>

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Reflected Ceiling Plans	<p>Typical grid and room layouts and types of ceilings in major spaces.</p> <p>Entire RFP shown on sheet.</p>	<p>Majority of grid and room layouts and types of ceilings in majority of spaces.</p> <p>Light fixtures, diffusers, and other items attached or within ceiling.</p> <p>Majority of unique conditions with typical details, dimensions and notes.</p>	<p>All of grid and room layouts and types of ceilings in all spaces.</p> <p>All unique conditions with substantially coordinated and constructible details, dimensions and notes.</p> <p>All items and devices shown on ceiling plans, substantially coordinated with mechanical, electrical, fire protection, and other applicable engineering design.</p>	<p>All of grid and room layouts and types of ceilings in all spaces.</p> <p>All unique conditions with fully coordinated and constructible details, dimensions and notes.</p> <p>All items and devices shown on ceiling plans, fully coordinated with mechanical, electrical, fire protection, and other applicable engineering design</p>
Diagrams (include riser, flow & wiring)	<p>Single line with descriptive notes at typical conditions and risers.</p>	<p>Single line with detailed notes on majority of conditions and risers.</p>	<p>Single line with detailed notes on all conditions and risers.</p> <p>System substantially coordinated.</p>	<p>Single line with detailed notes on all conditions and risers.</p> <p>System fully coordinated.</p>
Written Documents	<p>Narratives and Outline Specification format.</p>	<p>Standard CSI Format</p>	<p>Standard CSI Format</p>	<p>Standard CSI Format</p>
Reports	<p>Consultants' observations, analyses and recommendation reports.</p>	<p>Consultants' observations, analyses and recommendation reports</p>	<p>Consultants' observations, analyses and recommendation reports</p>	<p>Consultants' observations, analyses and recommendation reports</p>

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Document Type	100% SD	100% DD	80% CD	100% CD
Project Schedule	MS Project, or equivalent software showing major design tasks, milestones and preliminary critical path from DD phase through construction closeout. (CM to be consulted)	Design Schedule by Architect, detailed critical path construction schedule by CM	Detailed critical path construction schedule by CM	Detailed critical path construction schedule by CM
Sizes of Components and Members	Typical conditions and sizes shown for each applicable discipline.	Majority of unique conditions with estimated sizes shown for each applicable discipline.	All unique conditions with all final sizes shown for each applicable discipline. Calculations available on request.	All unique conditions with all final sizes shown for each applicable discipline. Calculations available on request
Fixtures, elements and similar devices	Typical quantities and locations shown on documents.	Majority of quantities and locations shown on documents.	All quantities and locations shown on documents, substantially coordinated with engineering design.	All quantities and locations shown on documents, fully coordinated with engineering design.
Document coordination and cross referencing <i>within same discipline.</i>	General agreement between typical notes, reference symbols, section lines, plans, equipment, members, elevations, sections and details.	General agreement between majority of notes, reference symbols, section lines, plans, equipment, members, elevations, sections and details.	Substantial agreement between all notes, reference symbols, section lines, plans, equipment, members, elevations, sections and details.	Full agreement between all notes, reference symbols, section lines, plans, equipment, members, elevations, sections and details.

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Document coordination and cross referencing <i>with other related disciplines and systems</i>	General agreement between typical related systems noted in other disciplines' documents.	General agreement between majority of the related systems noted in other disciplines' documents.	Substantial agreement between all the related systems noted in other disciplines' documents.	Full agreement between all the related systems noted in other disciplines' documents.
Design Loads, Capacities and Calculations	Conceptual and for typical conditions.	Consistent with the Deliverables on member sizes and detailed systems noted above.	Consistent with the Deliverables on member sizes and detailed systems noted above.	Consistent with the Deliverables on member sizes and detailed systems noted above.