

Designing With Light - Scope of Project Services

I General:

The Lighting Designer provides professional services as hereafter stated:

II Project Definition Phase

- (1) Assist in defining the scope of services for the project
- (2) Review special design features and coordination needed with other disciplines.
- (3) Establish project schedule with milestones for meetings with other disciplines and channels of communication.
- (4) Prepare and submit contract applicable to AIA agreement.

III Schematic Design Phase

- (1) Attend initial meetings and develop design parameters.
 - A. Identify applicable codes and restrictions governing the project.
 - B. Coordinate with Electrical Engineer respective lighting responsibilities and associated information distribution.
 - C. Review building and site geometry, unique architectural features and special environmental conditions.
 - D. Identify special studies and research for site, environmental and architectural elements.
- (2) Prepare initial design:
 - A. Establish design with up to 3 options.
 - B. Review elements of design with Architects and/or other design disciplines to achieve selected design scheme.
 - C. Review budget analysis of lighting elements with respect to equipment cost, installation ramifications and sustainability.

- D. Submittal of “Basis of Design” documents for owner review with budgeting analysis as requested.

IV Design Development Phase

- (1) Analysis of public areas for adherence to standards and practices as established by “Illuminating Engineering Society”. IES criteria available upon request.
 - A. Specific development of lighting analysis calculations for:
 - 1. Parking lots and driving areas
 - 2. Building surrounds
 - 3. Indoor public areas
 - 4. Offices and employee work spaces
 - B. Prepare and coordinate with Architect and Electrical Engineer Drawings for lighting design.
 - 1. Meeting with architectural and other design disciplines for design coordination.
 - 2. Finalization of design for lighting.
 - 3. Submittal of design drawings to Electrical Engineers for inclusion into final documents.
 - C. Prepare specifications of lighting equipment and submit to Electrical Engineer for inclusion into documentation.
 - D. Design architectural dimming systems and/or coordinate with consulting Audio/Visual disciplines as required.
 - 1. Submittal of Dimming System design and specification to Electrical Engineer for inclusion into documentation.
 - E. Budget reviews with Architect and Owner for lighting and Lighting controls systems.

V Contract Documentation Phase

- 1. Meeting with Electrical Engineers for review of drawings and

Specification documents for project.

- A. Assist with addendums and alterations of documents as necessary.

VI Bidding Phase

1. Review request for information and provide answers when appropriate.
2. Review requests for alternates and substitutions to the specification.
3. Review contractor's submittals relevant to lighting.
4. Review final cost relevant to lighting upon request by owner or Architect.

VII Construction Administration Phase

1. Assist in establishing procedure of communication of interpretation of contract documents.
2. Provide lighting design intent clarification as required
3. Site visits
 - A. The purpose of the visits to the construction site by the Lighting Designer is to visually observe the quality and progress of the construction work relative to drawings and specifications.
 - B. Two site visits coordinated with the contractor for document or product clarification. Additional visits can be conducted as required.
 - C. During or after each visit, document conditions observed and report clarifications as required. Distribute reports through established channels.

Disclaimer: On the basis of professional judgment and experience, the Lighting Designer is to ascertain whether the work is generally in conformance with the Design Documents. The Lighting Designer does not guarantee, direct and is not responsible for superintending the contractor's work, methods, safety in, on or near the construction site, timeliness in performance of the work, nor any other aspect of construction for which the Contractor has responsibility. The Lighting Designer is not responsible for the acts or omissions of the contractors, subcontractors or any of them to carry out the work in accordance with the Contract Documents.