

## Responsibility Matrix for Collaboration

Client/Developer

Lead Designer

Local Architect of Record -

P = Prime Responsibility

S = Support Role (provide support drawings as necessary) N = No Role

N/A = Not Applicable

A = Advisory

I = In the Loop

\*\*\* = Shared Responsibility

\* = must be reviewed and approved by Designer

| Design Phase / Activity  | Designer | Architect of Record | Client |
|--|----------|---------------------|--------|
| <b>General</b>   |          |                     |        |
| Staffing   |          |                     |        |
| Code Interpretation  | S***     | P                   |        |
| Presentation to Local Authorities and Community  | P***     | A                   | P      |
| Zoning Calculations  | S***     | S                   |        |
| Building Permit Filing   | S***     | S                   | P      |
| Building Department Liaison Issues   | S***     | S                   | P      |
| Certificate of Occupancy Filing (including sign-off for work)                                      | I        | P                   | P      |
| Review Drawings for Code Compliance (all design phases)  | S***     | P                   |        |
| Review Drawings for Constructability (taking into account local means and methods; DD & CD phases) | I        | P                   |        |
| General Subtotal   |          |                     |        |
| <b>Concept Design Phase</b>  |          |                     |        |
| Staffing   |          |                     |        |
| Client Conference  | S***     | S                   |        |
| Requirements for City Approvals  | S***     | S                   | P      |
| Building Program   | S***     | S                   | P      |
| Civil coordination   | S***     | S                   |        |
| Site Investigation (Community Perspective)   | S***     | S                   |        |
| Space Requirements / Relationships   | S***     | S                   | P      |
| Program Blocking and Stacking  | S***     | S                   | A      |
| General Subtotal   |          |                     |        |
| <b>Design Phase / Activity</b>   |          |                     |        |
|  | Designer | Architect of Record | Client |
| <b>Preparation of Schematic Design Documents:</b>  |          |                     |        |
| Staffing   |          |                     |        |
| Site Plan 1/16" = 1'-0"  | S***     | S                   |        |
| Ground Floor Plan 1/8" = 1'-0"   | S***     | S                   |        |
| Typical Plans 1/8" = 1'-0"   | S***     | S                   |        |

|   |      |   |   |
|---|------|---|---|
| Elevations (all) 1/16" = 1'-0"                                    | S*** | S |   |
| Cores Plans (typical floors) 1/4" = 1'-0"                         | S*** | S |   |
| Section Details (typical) 1/4" = 1'-0"                            | S*** | S |   |
| Selection of Major Building Materials                             | S*** | S |   |
| Project Description   | S*** | S |   |
| Zoning Calculations   | S*** | S |   |
| Area Calculations (gross and program analysis)                    | S*** | S |   |
| Direct Coordination of Structural/Mechanical/Electrical Engineers | S*** | S |   |
| Coordination of Renderings, Models, Photography, Brochures        | S*** | S |   |
| Code Interpretation   | S*** | S |   |
| Review with Authorities having Jurisdiction                       | S*** | S | P |
| Collation of Schematic Design Materials                           | S*** | S |   |
| Presentation to Owner   | S*** | S | P |
| Costing/Budgets   | S*** | S | P |
| Owner Approval  | S*** | S | P |
| General Subtotal  |      |   |   |

| Design Phase / Activity | Designer | Architect of Record | Client |
|-------------------------|----------|---------------------|--------|
| <b>Approvals</b>        |          |                     |        |
| Staffing                |          |                     |        |
| City Approvals - Design | S***     | S                   | P      |
| General Subtotal        |          |                     |        |

| Design Phase / Activity  | Designer | Architect of Record | Client |
|--|----------|---------------------|--------|
| <b>Design Development Phase:</b>   |          |                     |        |
| Staffing   |          |                     |        |
| Project Management   | N        | P                   |        |
| Client Conferences   | A        | P                   |        |
| Coordination of Design Details and Specifications Recommended or Prepared by Other Sub-consultants | N        | P                   |        |
| Building and Zoning Code Analysis  | S***     | P                   | P      |
| General Subtotal   |          |                     |        |

| Design Phase / Activity   | Designer | Architect of Record | Client |
|---|----------|---------------------|--------|
| <b>Preparation of Design Development Documents:</b>               |          |                     |        |
| Staffing  |          |                     |        |
| Site Plans 1/8" = 1'-0"   | I        | P                   |        |
| Plans (all floors) 1/8" = 1'-0"                                   | I        | P                   |        |
| Sections (typical) 1/8" = 1'-0"                                   | I        | P                   |        |
| Elevations (all) 1/8" = 1'-0"                                     | I        | P                   |        |
| Below Grade 1/8" = 1'-0"  | I        | P                   |        |
| Core Plans 1/4" = 1'-0"   | I        | P                   |        |
| Washrooms (plans, sections, elevations, details) 1/2" = 1'-0"     | I        | P                   |        |
| Elevator Cabs (plans, sections, elevations, details) 1/2" = 1'-0" | I        | P                   |        |
| Section Details 1/4" = 1'-0"                                      | I        | P                   |        |
| Curtain Wall Details 1/4" = 1'-0"                                 | I        | P                   |        |

|  |      |   |   |
|--|------|---|---|
| Material Selection   | A    | P |   |
| Specifications   | I    | P |   |
| Area Calculations (gross and program analysis)             | A    | P |   |
| Coordination of Structural/Mechanical/Electrical Engineers | A    | P |   |
| Coordination of Renderings, Models, Photography, Brochures | S*** | S |   |
| Collation of Design Development Documents                  | I    | P |   |
| Review with Authorities having Jurisdiction                | A    | P |   |
| Presentation to Owner                                      | S*** | S |   |
| Costing/Budgets  | I    | P | P |
| Owner Approval   | S*** | S | P |
| General Subtotal   |      |   |   |

| Design Phase / Activity  | Designer | Architect of Record | Client |
|--|----------|---------------------|--------|
| <b>Construction Document Phase:</b>  |          |                     |        |
| Staffing   |          |                     |        |
| Project Manager  | N        | P                   |        |
| Client Conferences   | A        | P                   |        |
| Coordination of Design Details and Specifications Recommended or Prepared by Other Sub-consultants | N        | P                   |        |
| General Subtotal   |          |                     |        |

| Design Phase / Activity  | Designer | Architect of Record | Client |
|--|----------|---------------------|--------|
| <b>Preparation of Construction Documents:</b>                    |          |                     |        |
| Staffing   |          |                     |        |
| Site Plan 1/16" = 1'-0"  | I        | P                   |        |
| Floor Plans 1/8" = 1'-0"   | I        | P                   |        |
| Core Plans 1/4" = 1'-0"  | I        | P                   |        |
| Building Sections 1/8" = 1'-0"                                   | I        | P                   |        |
| Building Elevations 1/8" = 1'-0"                                 | I        | P                   |        |
| Stair Plans 1/4" = 1'-0"   | I        | P                   |        |
| Stair Sections 1/4" = 1'-0"                                      | I        | P                   |        |
| Stair Details 1/2" = 1'-0"                                       | I        | P                   |        |
| Elevator Plans 1/4" = 1'-0"                                      | I        | P                   |        |
| Elevator Sections 1/4" = 1'-0"                                   | I        | P                   |        |
| Wall Sections at Building Base 1/2" = 1'-0"                      | I        | P                   |        |
| Curtain Wall Details 1/2" = 1'-0"                                | I        | P                   |        |
| Elevations at Exterior Wall 1/2" = 1'-0"                         | I        | P                   |        |
| Exterior Wall Details 1/2" = 1'-0"                               | I        | P                   |        |
| Washroom Plans, Elevations and Details 1/4" = 1'-0"              | I        | P                   |        |
| Elevator Cab Plans, Elevations and Details 1/4" = 1'-0"          | I        | P                   |        |
| Area Calculations  | I        | P                   |        |
| Room Finish Schedule   | I        | P                   |        |
| Finish Schedule  | I        | P                   |        |
| Submittal of CDs to Authorities having Jurisdiction (Permitting) | I        | P                   |        |
| Presentation of CDs to Owner                                     | I        | P                   |        |
| Costing/Budgets  | I        | P                   | P      |
| Owner Approval   | I        | P                   | P      |
| General Subtotal   |          |                     |        |
| <b>Bidding Negotiation:</b>                                      |          |                     |        |

|  |   |   |  |
|--|---|---|--|
| Staffing   |   |   |  |
| Project Management   | N | P |  |
| Preparation of Bid Documents                                     | N | P |  |
| Reproduction and Distribution of Plans and Specs                 | N | P |  |
| Preparation of Addenda   | N | P |  |
| Process of Contractor's Questions and Information During Bidding | N | P |  |
| General Subtotal   |   |   |  |

| Design Phase / Activity | Designer | Architect of Record | Client |
|-------------------------|----------|---------------------|--------|
|-------------------------|----------|---------------------|--------|

**Construction Administration Phase:**

|   |   |   |   |
|---|---|---|---|
| Staffing  |   |   |   |
| Project Management  | N | P |   |
| Coordination of Engineering Service   | N | P |   |
| Administration of the Construction Observation  | N | P |   |
| Periodic Site Review  | N | P |   |
| Review/Approve Shop Drawings, Mock-ups and samples of all Architectural Items for commons Areas, Facades, Main Lobby, Typical Floor Lobbies, Bathrooms etc. | N | P |   |
| Material and Color Selection  | A | P |   |
| Drawings and Clarifications   | N | P |   |
| Response to RFI's   | N | P |   |
| Review Change Orders  | N | P |   |
| Change Order Approval   | N | P | P |
| Process Payment Certificates  | N | P | P |
| Substantial Completion Review   | N | P |   |
| Final Completion Review   | N | P |   |
| Mock Ups  | I | P |   |
| Testing   | I | P |   |
| General Subtotal  |   |   |   |

|             |  |  |  |
|-------------|--|--|--|
| Grand Total |  |  |  |
|-------------|--|--|--|