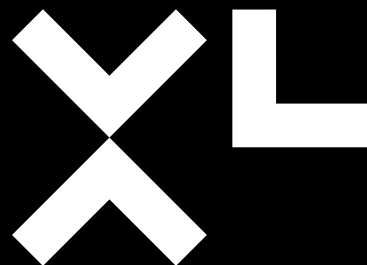


Scope of Services Checklist

XL Group
Insurance



Design Professional

Scope of Services Checklist



BASIC SERVICES	INCLUDED	NOT INCLUDED	REMARKS
PROJECT DEVELOPMENT PHASE			
1. Define scope of structural services			
2. Assist in development of schedule			
3. Assist in determining channels of communication			
4. Assist in determining responsibility for dimensions			
5. Assist in determining drawing standards and specifications format			
6. Assist in determining number of meetings and number of site visits			
7. Negotiate fees and payment schedule			
8. Execute contract			
SCHEMATIC DESIGN PHASE			
1. Attend meetings			Max. of
2. Establish structural design criteria			
3. Prepare studies of alternative structural systems			Max. of
4. Assist in selection of structural system			
5. Provide structural criteria for geotechnical consultant			
6. Assist in determining need for special studies			
DESIGN DEVELOPMENT PHASE			
1. Attend meetings			Max. of
2. Prepare preliminary foundation drawings			
3. Prepare preliminary structural design calculations for typical elements			
4. Prepare preliminary framing layout drawings			
5. Prepare typical detail sheets			
6. Identify pre-engineered structural elements			
7. Prepare or edit outline specifications for structural items			
8. Assist in preparing preliminary opinion of cost of construction			
9. Review results of special studies			
10. Coordinate structural design with special design criteria			
11. Submit design development documentation for approval			




BASIC SERVICES	INCLUDED	NOT INCLUDED	REMARKS
CONTRACT DOCUMENT PHASE			
1. Prepare structural design of primary structural system			
2. Designate elements to be designed by specialty engineers, and specify structural criteria for specialty engineers' design of pre-engineered structural elements			
3. Review effect of secondary or non-structural elements attached to primary structural system			
4. Attend meetings			Max. of
5. Assist in coordination with building code officials			
6. Complete structural calculations			
7. Complete structural drawings			
8. Prepare or edit specifications for the primary structural system			
9. Assist in establishing testing and inspection requirements			
10. Perform checking and coordinatin of the structural documents			
CONSTRUCTION ADMINISTRATION PHASE			
1. Bidding and award			
a. Assist in evaluating bidder's qualifications			
b. Provide structural addenda and clarifications			
c. Assist in bid evaluation			
2. Pre-construction services			
a. Attend meetings			Max. of
b. Assist in establishing communications procedures			
c. Assist in establishing procedures for testing and inspections			
d. Assist in confirming submittal agency			
e. Assist in selection of testing procedures			
f. Advise client and contractor which structural elements require construction observation by structural engineer			
g. Respond to building department and peer reviewer comments			
3. Submittal review			
a. Review special submittals for items designed by structural engineer			
b. Review submittals for pre-engineered structural elements			
4. Site visits			
a. Make site visits at intervals appropriate to construction stage			Max. of
b. Prepare site visit reports			
5. Materials testing and inspection			
a. Review testing and inspection reports			
b. Initiate appropriate action to those reports, if required			



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