

October 26, 2020

## CONSTRUCTION DOCUMENTS WORK PLAN

Waukesha Public Library & Parks | Renovation & Addition  
Engberg Anderson Project No. 193025

TO: **Bruce Gay, Director**  
FROM: Eric Blowers, Architectural Designer  
RE: CD Work Plan

**Waukesha Public Library**  
Engberg Anderson

### PHASE OBJECTIVES

Architectural services are typically divided into 5 components or phases. The Contract Documents constitutes 35% of the total effort.

PHASE	SCHEMATIC DESIGN	DESIGN DEVELOPMENT	CONTRACT DOCUMENTS	BIDDING	CONSTRUCTION ADMINISTRATION
Effort	15%	20%	35%	5%	25%
Focus	Concepts	Specifics	Detail on how to build	Bids	Quality control

The Contract Documents phase emphasizes coordination between the various specialty disciplines, in particular the building engineers for the structural, mechanical and electrical systems, telecommunications, audio-visual and furnishings. The value of a well-coordinated set is in a more accurate bid and in fewer problems during construction. Our approach is to define a set of standards for all of the consultants and hold everyone to this standard using a series of checklists and coordination printings.

The Architect provides Construction Documents based on the approved Design Development Documents and updated budget for the Cost of the Work.

### WORK PLAN

The Construction Documents shall set forth in detail the requirements for construction of the Project. The Construction Documents shall include Drawings and Specifications that establish in detail the quality levels of materials and systems required for the Project.

During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of:

- (1) bidding and procurement information which describes the time, place and conditions of bidding; bidding or proposal forms; and the form of agreement between the Owner and the Contractor; and
- (2) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect also shall compile the Project Manual that includes the Conditions of the Contract for Construction and Specifications and may include bidding requirements and

sample forms.

In addition to the meetings with the consultants, there are 4 milestone meetings with the Owner for general review and to guarantee conformance with the design intent.

The first meeting establishes the expectations for the quality, documentation standards and coordination effort. The tools needed include a draft project manual and a drawing mock-up set with time allocations, staff assignments and coordination activities. A CD Checklist will be distributed at the start of the phase.

The final meeting is coincidental with a large-scale review of all the documents by the project team and an independent auditor to ensure completeness and accuracy. Objective reviewers are included on the project review.

Team members review the work of others on the team – not their own work. Specific review assignments include

- Overall legibility and document logic
- Dimensional accuracy
- Moisture control
- Mechanical integration
- Site/building interface
- Coordination of drawings and project manual
- Constructability
- Structural/architectural coordination
- Electrical integration
- ADA and building code compliance.

## CALENDAR

Meeting No. 01 | Parks RR Review (Parks Department only)

- Review of Parks RR layout, fixtures, and finishes

Meeting No. 02 | 25% CD Review

- Review Millwork details
- Review Doors and Hardware
- Review Furniture & finishes
- Review of finish selections and locations

Meeting No. 03 | 50% CD Review

- Furniture & finishes updated
- Review of Mechanical, Electrical, and plumbing systems

Meeting No. 04 | 90% CD Review

- Review complete set of documents and specifications

Meeting No. 05 | CD Sign-off authorization to Bid

EA File Name: 193025 WPL Interior CD Work Plan 10-26-2020