



SUMMARY OF TRADITIONAL CONSULTING SERVICES PROVIDED BY ICS

1.0	<i>PHASE 1 - Schematic Design</i>
1.1	Assist in establishing the Performance Criteria for the Building Enclosure, in coordination with Project Structural Engineer or Structural Consultants, "PERFORMANCE".
1.2	Assist in the development of the basic design elements and requirements of the Curtain Wall and Cladding Systems including but not limited to system types (unitized vs stick) , movement joints and framing dimensions, "CONCEPT DESIGN"
1.3	Prepare conceptual details for incorporation into SD submittal, "DESIGN DETAILS".
1.4	Prepare basic outline specification for incorporation into SD submittal, "OUTLINE SPECS".
1.5	Meetings and or telephone conferences with the Architect, Owner and or other consultants as required to perform the work in timely manner. Assumed attendance to project meetings at Architects / Clients offices on a monthly basis. Attendance to weekly phone and video converences as required, "COMMUNICATION".
2.0	<i>PHASE 2 - Design Development</i>
2.1	Assist in the development of details, in ACAD format, inclusive of basic structural analysis, for typical curtain wall and cladding scope, based on design intent provided by the Design Architect. Design Development will include transitions between wall systems, attachment details to primary structure, integration of operable components, if any, integration of air intake and outlet requirements, shading, insulation, fire safing and other components related to the exterior building enclosure, "SPECIFIC DETAILS".
2.2	Propose and advise on the uses and applications of materials that comprise the building exterior, for optimum performance (wind and impact) and appearance (heat gain, solar control, thermal transmittance, fire safing, insulation, acoustic, material finishes, durability, maintenance, etc), "APPLICATIONS".
2.3	Preparation of DD Specifications, "SPECIFICATIONS".
2.4	Continued coordination with Architect and other Consultants during DD regarding special requirements, "COORDINATION".
2.5	Meetings and or telephone conferences with the Architect, Owner and or other consultants as required to perform the work in timely manner. Assumed attendance to project meetings at Architects / Clients offices on a monthly basis. Attendance to weekly phone and video converences as required, "COMMUNICATION".
3.0	<i>PHASE 3 - Contractor Prequalification / Bidding Process</i>
3.1	Advise Project Team and make recommendations during pre-selection of suitable Design Build Glazing Contractors and "major" material suppliers, "SELECTION".
3.2	Assist in preparation of prequalification criteria for Glazing Contractors, "CRITERIA".
3.3	Develop, in coordination with the Project Team, bid forms for incorporation into RFP package to be issued to glazing contractor candidates, " BID DOCUMENTS".
3.4	Answer RFI's and clarify issues regarding the bid documents during the bid phase, "RFP-RFI".
3.5	In cooperation with the Project Team, evalaute the proposals from Glazing Contractors, which will include a detailed review of the technical and commercial aspects for compliance with the Contract Documents and summarize findings in clear comparison report "EVALUATION".
3.6	Attend Post-Bid meetings with Project Team (and Glazing Contractor) and make recommendations to Project Team regarding final selection of the Contractor, "RECOMMENDATION".



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4.0	<i>PHASE 4 - Construction Documents</i>
4.1	Continuation of Preparation of Design Development Details for exterior building enclosure components, in conjunction with the Design Team. Interaction with Design Team will be in ACAD format, allowing Design Team to incorporate details into Project Construction Document Drawings, "CONSTRUCTION DOCUMENTS"
4.2	Develop Specifications for main components of the exterior façade, in coordination with Project Team. Specifications will include requirements for performance mock-ups, as well as visual mock-ups, "SPECIFICATIONS"
4.3	Telephone Conferences and Meetings at Project Teams Office (location to be determined), and telephone and video conferences as required, "COMMUNICATION".
5.0	<i>PHASE 5 - Project Execution / Construction Administration</i>
5.1	Shop Drawing review for Project and Performance Tests (mock-ups), including review of structural calculations prepared by Glazing Contractor for compliance with Contract Documents, "DRAWING REVIEW".
5.2	Review and Develop, in coordination with the selected Glazing Contractor, a comprehensive Quality Control Manual for the project, stating frequencies and types of inspections for all critical steps and elements during the fabrication, assembly and installation processes, "QUALITY PROCEDURES".
5.3	Attend performance test and inspect test specimen prior, during and after testing for compliance with the Drawings and Specifications. A total of two (2) mock-up specimens are assumed to be required. Our involvement prior to testing will include random inspections for compliance with the Drawings and Specifications, "PERFORMANCE TESTING".
5.4	Issue comprehensive and detailed test report(s) for the Owner's and Architect's review and records. Reports will include recommendations for improvements or changes, if and when required, "REPORTING".
5.5	Inspect visual mock-ups for technical and visual compliance to design intent, "MOCK UP INSPECTIONS".
5.6	Review other submittals, inclusive but not limited to, samples and product data relevant to the exterior façade, "SUBMITTAL REVIEW".
5.7	Perform Factory Inspections at Glazing Contractor's Facility to confirm compliance with Drawings and Specifications. Inspections will also include evaluation of assembly techniques, including but not limited to, testing and inspection of sealant application. Present reports with findings and recommendations for improvement, if any, for each factory inspection, "FACTORY INSPECTIONS".
5.8	Perform Job-Site Inspections during installation to confirm compliance with Drawings and Specifications. Compile reports with findings and recommendations for improvement, if any, for each job site inspection, JOB SITE INSPECTIONS.
5.9	Assist Architect and Contractor in addressing specific field conditions, in order to ensure that repair or remedial work will not compromise performance or aesthetics with respect to the exterior enclosure, "FIELD CONDITIONS"
5.10	Evaluate warranty (close-out) documents for compliance with Contract Documents, "PROJECT CLOSE OUT".