

STANDARD SCOPE OF SERVICES

Phase I: Planning

The Interior Designer shall consult with the Client as required in order to establish a clear basis for the implementation of the Interior Design, project schedules and functional criteria required for the development of schematic floor plans. This will include a site survey to confirm as built plans. Once the design brief has been agreed, it should be signed by all parties.

The Interior Designer shall incorporate the Client's requirements in the schematic planning of all areas stipulated under the Scope of Work.

This Phase shall be deemed to be completed upon written submissions by the Interior Designer and written approval has been given by the Client of schematic plans for all areas of the Hotel as listed in the Scope of Works.

Phase II: Concept

Based upon the Client's written approval of the Phase I (Schematic Plans), the Interior Designer shall develop FF&E plans, material and furniture selections and colour perspectives of all major areas listed which will identify the basic Interior design. These documents will take into consideration architectural, structural, electrical, mechanical and plumbing facilities.

The Interior designer shall submit line item budgets, (loose items only), for the Client's Purchasing Agent in preparing the estimated costs.

This Phase shall be deemed to have been completed upon the submission and by the letter requesting approval by the Interior Designer and written approval has been given by the Client of the design and estimated costs.

Phase III: Design Development

Based upon the Client's written approval of the Phase II (Concept Design), the Interior Designer will finalise all plans, elevations, reflected ceiling plans and appropriate sections, incorporating any revisions from Phase II. This may also include initial critical architectural information, dimensioned plans, floor changes and ceiling profiles.

The Interior Designer will develop a generic finishes and fixture schedule for all areas to be submitted for approval.

This Phase shall be deemed to have been completed upon the submission and by the letter requesting approval by the Interior Designer and written approval has been given by the Client.

Phase IV: Contract Documents

The Interior Designer shall prepare final working drawings and specifications. These shall be developed in such a form as to constitute the basis of the Client's bid documents and shall be appropriate to be offered for bidding purposes. These working drawings apply to furnishings and millwork items.

The Working Drawings and Specifications shall consist of the following:

- a) Fixture & Furnishing Plans, Elevations & Sections as required
- b) Complete Specifications book - Public areas and Guestrooms
- c) Complete Finishes and Fixture schedule book
- d) Reflected Ceiling plans indicating heights, finishes and decorative light fixtures
- e) Electrical plans indicating wall and floor outlet locations
- f) Floor Finishes plans indicating finishes, colours, material specification and level changes
- g) Guestroom book with complete plans, elevations, specifications, finishes and information on each room type, including a mock up if required. This book(s) will be developed separately from the Public area design
- h) Final Finishes & Fixtures Schedule book will include all wall, floor, cabinet and millwork finishes for all areas. The design will provide simple quantities for the FF&E. items only

The Client's Purchasing Agent or QS will check that the details shown in the above documents fall within the Client's budget at this point of the project.

This Phase shall be deemed to have been completed upon the submission and by the letter requesting approval by the Interior Designer and written approval has been given by the Client.

Phase V: Bidding & Negotiation

The Interior Designer shall work with the Client, Operator, and/or Purchasing Agent to confirm, assist with, and/or revise the documents listed to insure that the cost of implementing the FF&E is within the approved budget in the event that contractor prices after negotiation are over budget.

Review and approval of all shop drawings, custom furniture, finishes millwork, cabinetry and materials.

Phase VI: Installation

The Interior Designer shall work with the Client, Operator and/or Purchasing Agent to assist with the installation and placement of fixtures, furnishings, artwork and planting. This service is considered an additional item to the scope of work.

Phase VII: Supervision

Supervision of the Interior Design work during the post-contract period is not included in this contract within the design fees and expenses agreed. This service is considered an additional item to the Scope of Work.

Implementation of the Interior Design

In order to ensure that the Interior Design intentions are fully and properly understood, it is a condition of this proposal that the following responsibilities are agreed to:

The Client, Operator and local I.D. shall furnish to the Interior Designer full information as to their program and design requirements and shall furnish the Interior Designer with all such information as shall be pertinent to the creation and execution of the Interior Design.

The Interior Designer shall provide only the various design documents and services as listed in the Scope of Services: Phases I-V. Should the Interior Designer be requested by the Client to design any areas in addition to those stipulated herein, a separate fee shall be negotiated on an item by item basis.

All Interior Design drawings and specifications shall become the property of the Client upon full payment of the design fees and expenses. However, they shall not be used for any other purpose than that covered by this agreement, i.e. except for replacement or expansion.

The Interior Designer may nominate specialist suppliers, artists/craftsmen for the execution of special features such as sculpture and mural work, engraved glass and paintings, etc. The nomination of artists/craftsmen shall be subject to approval by the Client. Notwithstanding the appointment of such artists/craftsmen shall be the liability of the Client. The Client shall receive written quotations of the fees involved before confirming any such appointment.