

3K Design Process

1. The DM/DPM shall forward the 3K survey checklist from the 3K2022 folder in SCAN and the 3K Fee Proposal Template.
2. The DM/DPM shall discuss the schedule and deliverables with the consultant. The standard design duration shall be 4 months. The deliverables shall be the *Landlord Scope of Work*, *3K Field Report*, the 60% Design Documents, the 100% Design Documents, and the Project Turnover Bid Documents.
3. Once the scope of work required to be done by the landlord is established, the Consultant shall prepare the *Landlord Scope of Work* document that shall be provided to SCA Real Estate for the lease negotiation as early as possible.
4. The project shall have weekly progress meetings until the floor plans are finalized and the HVAC system is selected. At such time, the *3K Field Report* can be submitted. The meeting invitees shall be based on the Capacity Project Invite Matrix.
5. The Consultant shall submit their fee proposal based on the *3K Field Report Cost Estimate*. This proposal shall be provided to CCU for negotiation.
6. The design review process shall be as follows:
 - a. 3K Field Report – Onboard Review
 - b. 60% Set – Onboard Review
 - c. 100% - Full review by DCS. One week turnaround time for review comments to be issued in Bluebeam.
7. The cost estimate shall be prepared in CES (ProEst).
8. The project shall be turned over in TOBBS.
9. The project shall be filed with the DOB. The DOB paperwork shall be forwarded to Real Estate for signatures by the landlord. The Consultant shall file the Alt 2 filing as professional certified and file the project as a Directive 14.