

## Chapter 4 – Submission Phase Guidelines

### 4.1 PROFESSIONAL CONSULTATION REPORTS AND STUDIES

#### A. GENERAL INFORMATION

1. Professional Consultations and Studies are services that differ from the Program Phase process in that the conclusions reached do not necessarily include design options and costs intended as a design phase scope of services. In some cases the recommendations of work will be performed by the Client Agency.
2. Professional Consultations and Studies are generally requested by the Client Agency and are assigned an S project number.
3. Professional Consultation Reports are based on forensic investigations, inspections, evaluations, surveys, peer reviews, analysis, needs assessment, code reviews or field reports. The services are often investigative in nature, such as to research a facility problem or situation and recommend possible courses of action, if any. Such a Professional Consultation may indicate:
  - a. No problem exists and/or no remedial action is required (as in a structural analysis).
  - b. An indeterminate number of remedial recommendations are warranted (as in a code review).
  - c. May include an estimate.
4. Studies normally address a range of programming services and deliverables. They have been historically referred to as Budget Studies.
  - a. The deliverable recommendations and estimates are wanted as part of a specific Client Agency capital planning effort, with no expectation that the recommendations will be progressed to the Design Phase in the short term.
  - b. The Request for Services is broad and general enough where the study itself becomes a planning tool for future projects.
  - c. There is a need for a supplemental service to an existing project either in Design or Construction. Analysis, conclusions, and/or new estimates may be required to address a field condition, technical problem, or improvement opportunity.

#### B. EXAMPLES

1. Professional Consultation Reports and Study Examples:
  - a. [Water service corrosion](#)
  - b. [Evaluate elevator](#)
  - c. Structural analysis of floor live loads
  - d. [Investigate cracks](#)
  - e. [Study basketball backboard structural support](#)
  - f. Investigate storage shelving failure
  - g. Evaluate auditorium rigging and live loads
  - h. [Structural foundation survey](#)



- i. [Water service – lead and copper abatement](#)

**C. FORMAT**

- 1. The content and format guidelines for Program Reports should be followed for Professional Consultation Reports. However, depending on the specific needs of the Professional Consultation or Study, it is expected that certain standard sections will be eliminated or reduced and others added or expanded.
  - a. For small or single discipline projects, the Professional Consultation may be a Field Report that will focus on reporting the existing conditions and recommendations.
  - b. Budget Studies may reflect a focused effort to present cost details with options, perhaps with less detail in other areas.
  - c. A Professional Consultation focusing on code review will obviously be detailed with respect to existing conditions, but may not necessarily offer any estimate or cost information.

**Revision History:**

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