

This phase starts to take all the pre-design information and starts to translate it into site and building design. The goal is to see what we can get into the space while trying to meet all of the clients wishes.

Items can include:

- Sketches

PRE-DESIGN ·

Items can include:

- Programming

- Budget analysis

- Client feedback
- Preliminary site and floor plans
- Exterior concepts
- Meeting with contractor, if applicable

DESIGN DEVELOPMENT

The next phase includes taking the approved preliminary plans and start to dial in all the details that incorporate technical details, materials and systems.

Items can include:

- Refinement of the design
- Working with engineers on structural lavout
- Client feedback
- Reviewing preliminary costs with contractor, if applicable
- Outline of specifications
- Value engineering
- Finish, fixture and appliance selection
- Preliminary site and floor plans
- Exterior concepts
- Meeting with contractor, if applicable

PERMITS AND BIDDING

This phase is generally split into two phases but they can happen concurrently if the client chooses. The goals are rather simple, obtain a permit with all the required jurisdictions and make sure the project can be built with the budget of the owner. Unfortunately this is can also be the biggest wild card in figuring out the timing as review times vary from jurisdiction to jurisdiction.

Items can include:

- Bid project, if applicable
- Respond to out to bid RFIs
- Review bids with client and provide recommendation
- Apply to local jurisdictions for review
- Address any comments from the jurisdictions and resubmit

CONSTRUCTION ADMINISTRATION

Finally the last phase allows the architect be an advisor to the owner. The goal of this phase is to help the contractor with any questions, while also making sure the contractor is building per the plans and specifications.

Items can include:

- Job site visits and meetings
- Respond to RFIs
- Issue construction change directives
- Review change order requests
- Submit change orders
- Review submittals and shop drawings
- Be a mediator between contractor and client
- Review pay applications with client and contractor
- Post-Construction Evaluations

