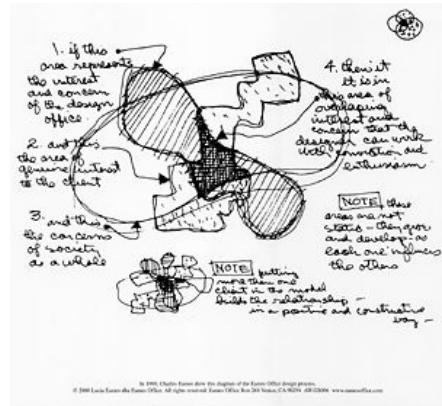


Schematic Design



Schematic design establishes the big picture concept. Drawings show massing, views and spatial relationships. We work closely with our clients and fellow professionals to create the best design solution for your goals, site, timeline and budget. Receiving a construction budget estimate at the conclusion of this phase is recommended.

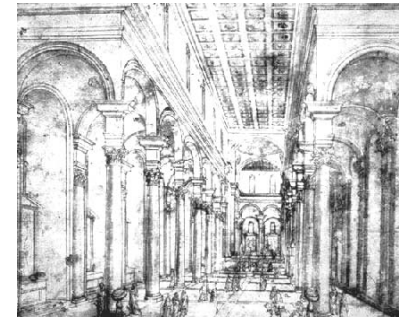
The schematic design documents guide the project's development through to completion. In projects with multiple clients and owners, it is especially important that these documents represent the common goal, agreed upon by all participants in the design process. This collaboration is essential. Architectural Schematic

Design fees are often 15% of the total design fee for a project.

The documents often created in this phase of work include:

- Site analysis drawings showing legal constraints, human and vehicular circulation, the motion of the sun, direction of wind, etc.
- Diagrams of spatial relationships between building components, the site, and any built or significant natural context.
- Design drawings showing massing and form.
- Creative documents that show options including floor plans, sections, perspectives and models.
- A collection of images which serve as a touchstone for key ideas or feelings important to the project.
- Three dimensional representations, either images and walkthroughs created with 3-D modeling software or models built from wood or cardboard.
- Building code research allows us to determine how the building will be constructed based on the type of use (occupancy), size, and site limitations.

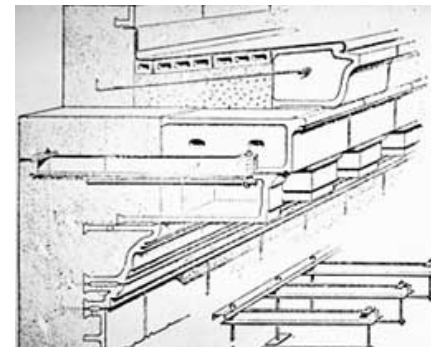
Design Development



In this phase of work, we begin to flesh out the design. What will your hand touch as you move through the building? How will the systems work? Which sorts of consultants can help us achieve the design goals? Design Development fees are often 10% of the total design fee. Below are some examples of the decisions that are made during design development:

- Development of floor plans, sections, elevations, drawn to scale.
- Preliminary material selections.
- Preliminary design of interior spaces.
- Coordination with structural design.
- Preliminary design of heating, ventilation, plumbing, and lighting, including exploration of alternative energy strategies and funding sources.
- Final code review and local jurisdiction and property covenant requirements form the foundation of construction documents.

Construction Contract Documents



Construction Contract Documents are the critical link between the project's ideas and goals and the people who will *build*. They describe the built project in great detail, including dimensions, the materials that will be used, structural design and sizing of members, how the systems will work. The fee for construction documents is often 50% of the total architectural fee. A set of construction documents may include:

- Site information and drawings.
- Civil engineering, landscape and site design as required.
- Floor plans with dimensions, notes and detail keys.
- Door, window, hardware and finish schedules. Door and window details.
- Sections showing heights of building components, materials, interior and exterior wall assemblies.
- Exterior elevations showing locations and materials.
- Wall and component construction details.
- Interior and cabinetry details.
- Specifications detailing the type, quality, products and/or materials referenced in the drawings.
- Structural, mechanical, plumbing, electrical and security drawings and details.
- Additional drawings as required by each project.



Bidding and Negotiation



By this point we have invested considerable effort in the project's goals, design, and how it will work. This phase links your investment with an experienced and dedicated builder. The bidding phase is where general contractors and subcontractors review the construction documents, specifications, and other project requirements in order to provide you with a bid to provide materials and install the work as described. If your project is privately funded we can assist you in defining a select list of Contractors that you want to bid your project. If you have public funding it is usually the case that any licensed general contractor will be permitted to bid. During bidding (typically three to four weeks) we will answer questions from bidders about the

project and if necessary issue clarifications, or addenda about these inquiries. These addenda will become part of the contract for construction. Once bids are received we will meet with you to review them and assist you in making an informed decision. We will assist you in negotiating the contract for construction and prepare it for signatures. Bidding and negotiation usually represents 5% of our total fee for the project.

Contract Administration



During construction administration, the vision described by the contract documents becomes a built, inhabitable place.

Close coordination with your contractor during this time helps to address questions and alternatives that may arise during the construction process. This process usually requires 20-25% of the total architectural fee. The critical services we provide during this phase include:

- Site visits to observe progress, quality and adherence to the contract documents.
- Review of shop drawing and samples provided by the contractor.
- Answering questions, clarifying and interpreting the documents
- Review, approval and forwarding of contractor's applications for payment based on the contract's payment schedule and our regular site visits.
- Determination of substantial completion.
- Preparation of punch list of incomplete work to be completed before final payment.
- Completing the final walk-through.
- Project closeout coordination.
- Preparation of an Owner's Manual. This can be especially helpful in referencing of the systems installed in your new building.

Outline of Services

Architectural services for a project can be as limited as a drawing and as involved as master-planning, a complete set of construction drawings, and project oversight. The phases of a project include pre-design, schematic design, design development, construction documents, bidding and negotiation, and contract administration.

Pre-Design



Before putting pencil to paper, we sit down and explore the key ideas, goals, and conditions of a project. This discussion or series of discussions takes shape as a collection of guiding documents, a record everyone can refer to for inspiration, utility and purpose. Clear goals foster clear communication and an efficient, effective process. The documents created in this phase of work often include:

- Scope of Work, part 1: Goals & Program, Timeline, Budget.
The program lists the spaces that will make up the new building or outdoor space, including the uses and sizes program elements. It can also delineate key experiential goals. These things, together with a timeline and planning budget (usually simply a cost per square foot multiplied by total square feet) establish the critical factors that will influence the design. For example, will natural or civic contexts play a prime role in the design? Is it critical that a school remain open during construction? Do certain funding sources have time limits? As veterans of the construction process, we can help explore not only what needs doing but how to get it done.
- Site research and existing conditions, including:
 - As-builts - measured drawings of existing conditions: Establishing a record of existing conditions allows us to move ahead with confidence and helps to avoid costly change orders in construction. The cost of preparing these drawings is typically not part of our basic services.
 - A survey to establish property lines, topographic information and the location of site features. We can assist you in getting a proposal of service from a certified professional surveyor for this work.
 - Ecological, landmark or historic district requirements.
- Scope of Work, part 2: Proposal for Architectural Services.
The proposal describes the services that the architectural firm will provide to help you bring the project from an idea into something that you can inhabit and enjoy. Special considerations will be noted, and the phases of the job outlined. Landscape architecture and interior design services may also be provided.
- Code research, including government restrictions on site, building occupancy and size and location. This work addresses questions such as allowable density, setbacks, allowable land use, changes in use and variances.