

FULL ARCHITECTURAL SERVICES

Our full architectural services cover every stage of the process in order to fulfill our client's original intentions and make sure the entire team is supported by the design assistance they need.

The usual project includes the following phases:

DESIGN PHASE : 35 %

- Measured plans, sections, exterior & interior elevations
- 3D model or renderings
- Furniture layout
- Concept for interior finishes
- Contractor recommendations

This phase involves several meetings with the owners, as we interpret the conceptual design into measured plans and elevations. The size and shape of the building will be specifically determined by things like building code, furniture layout, formal composition, and circulation.

We review these drawings carefully with the owner to ensure that the building is sized appropriately for the functions within.

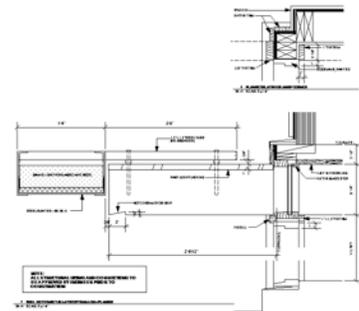
At this time, we introduce two or three contractors to the project who may provide ballpark estimates based upon the design documents. Involving the contractor at this phase fosters a collaborative effort in the design of the building as well as the project scope and budget.



CONSTRUCTION DOCUMENTS : 35 %

- Detailed construction drawings, specifications and finishes book
- Required documents for governmental agencies

In this stage, we begin to compile a specification book and detailed set of drawings needed for bidding, construction and permitting. The documents include information such as the electrical plan, structural engineering, mechanical layout, and trim details. We meet with the owner to review finish samples, such as countertops, tile, wood flooring, and light fixtures. This can also involve a visit to the stone yard or appliance vendor to see the options in person. Upon the Owner's approval, the interior finishes are finalized, and the selections are added to the project book.



Permitting can be complex and involve several steps, so we will often correspond with governmental agencies to confirm that our design will comply with the regulations. Finally, the project documents are sealed and dated, as the contract for construction will reference these documents.

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BIDDING AND NEGOTIATION: 5%

- Meetings between client and contractors
- Review cost estimates
- Contract details discussion

Up to three contractors have been selected for consideration, and at this stage they will provide an accurate bid for the materials and labor. We are instrumental during this process, arranging meetings at the site and with the owner, reviewing documents, and providing clarification or additional information required for bidding. We often assist the owner in making a final selection, and can help review the contractual agreement between Contractor and Owner.



CONSTRUCTION ADMINISTRATION: 25%

- Regular site visits with Owner and Contractor to review the work
- Additional sketches or specifications upon request of contractor
- Review submittals and material orders

We are sometimes asked why it is necessary for us to be engaged during construction, since the documents are complete, and most of the decisions have been finalized. However, unexpected issues can arise during construction, and we will collaborate with the Contractor and Owner to determine a solution that best reflects the original intention of the design.

During construction we will review contractor submittals, such as cabinet shop drawings or plumbing fixture orders. We also provide additional information to the Contractor and material suppliers, and coordinate with the Engineer for the on-site structural review.

When construction is 99% complete, we will walk through the project with the Owner to create a final punch list for the Contractor. This clarifies the end of the project for everyone, and the contract is complete.



PROJECT COMPLETION AND FOLLOW-THROUGH

Probably everyone's favorite part of the project: moving in! Since the design and construction process for a house takes up a big part of our lives, we often form lasting relationships with our clients. We greatly enjoy seeing all the furnishings and interiors come together, and hearing how happy people are in their new home.

If any issues arise or if touch-up is needed, we will provide the updated specifications to the Owner at any time. Final paint colors, tile or countertop maintenance instructions, or product sources are all helpful bits of information for the Owner through the years.

