

# (CA)

## CONSTRUCTION ADMINISTRATION

Sidekick Architects will periodically visit the job site to observe the construction progress and ensure the GC's work is in accordance with the contract documents. During this phase we will review and process shop drawings and submittals, manage requests for changes in the work, evaluate and process the contractors requests for payment, and administer the project closeout procedures. Unforeseen conditions inevitably emerge during construction. In such cases Sidekick Architects reviews the condition and prepares and distributes clarifying exhibits.

## BIDDING

Sidekick Architects issues bid invitations to multiple GCs and assists Owners with evaluating bids.

# (CD)

## CONSTRUCTION DOCUMENTATION

With the project's basic design established, Sidekick Architects and associated engineers and consultants will begin to develop and coordinate drawings, notes, construction details, fixture and finish schedules, and technical specifications as needed to articulate the full scope of the project. HVAC, structural, plumbing, and electrical systems are incorporated into the documentation. During this phase the design team will produce multiple drawing sets, including the Permit Set for submitting to the local Building Department and a separate, more comprehensive set of Bid/Construction Drawings, which will form the basis for obtaining competitive bids by multiple General Contractors (GCs). Sidekick Architects will coordinate with the representatives of the Authority Having Jurisdiction's (AHJ) agencies in order to obtain a 'Ready-To-Issue' (RTI) permit. Please note that only a GC or a property owner can 'pull' the actual building permit.

# (SD)

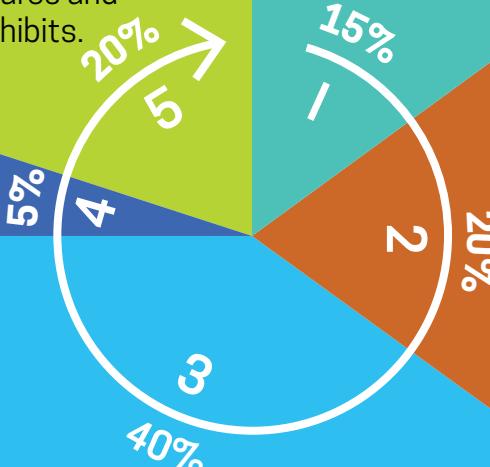
## SCHEMATIC DESIGN

Sidekick Architects will perform an initial zoning analysis (including review of applicable codes and regulations) to confirm project feasibility. Initial design schemes will be sketched and evaluated to address Owners' goals for the project and site-specific opportunities. Size, location, and relationships of spaces are established, and building massing is explored.

# (DD)

## DESIGN DEVELOPMENT

Doors, windows, materials, interior finishes, fixtures, appliances, etc. are selected. Initial schematic drawings are revised based upon Owners' feedback and developed with greater specificity. Proposals are requested from necessary consultants/engineers and preliminary engineering begins. Upon completion of the DD phase, the project is submitted to the local Planning Department for entitlements.



## TYPICAL ALLOCATION OF FEES BY ARCHITECTURAL PHASE

The time and fees associated with performing architectural services are typically distributed into five basic design phases, as described above.

### DISTRIBUTION OF ARCHITECTURAL FEES IN A HYPOTHETICAL PROJECT

For a hypothetical \$400K renovation, Sidekick Architects' total fees might be 12.5% of construction costs, or \$50K. That fee would be allocated to each architectural phase as follows: 15% to SD (\$7,500); 20% to DD (\$10K); 40% to CD (\$20K); 5% to Bidding (\$2,500); and 20% to CA (\$10K). Sidekick Architects only bills for actual time worked, and the amounts above represent a not-to-exceed cost for each phase. Please note that Sidekick Architects' fees exclude consultants and engineers (who will contract with the Owner directly) and Additional Services, as detailed in the formal proposal.

