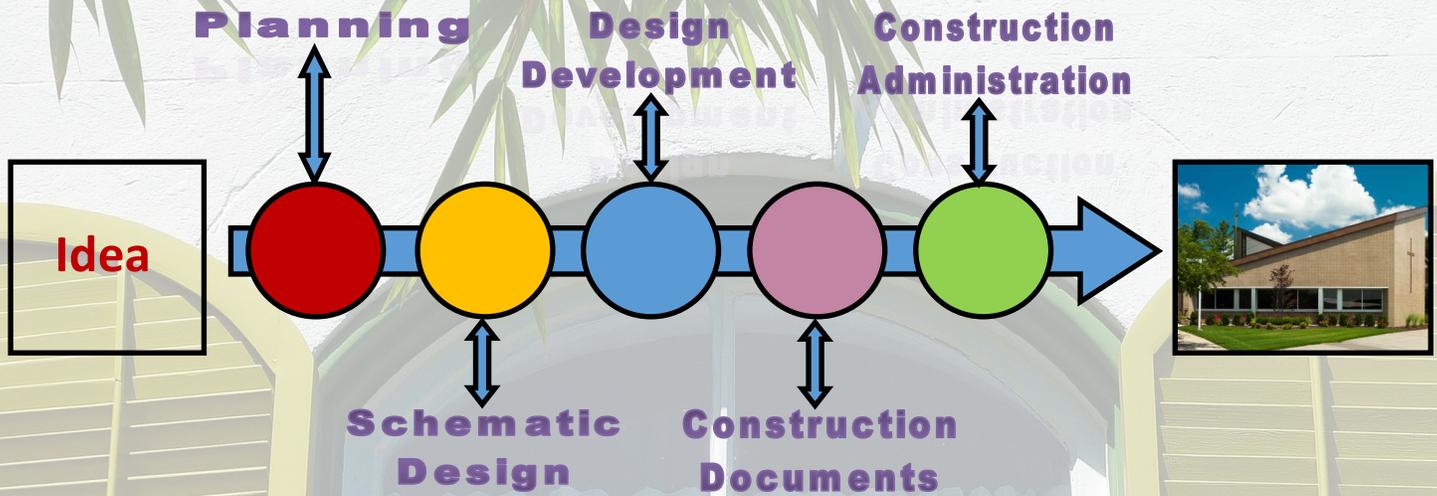


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Project Process

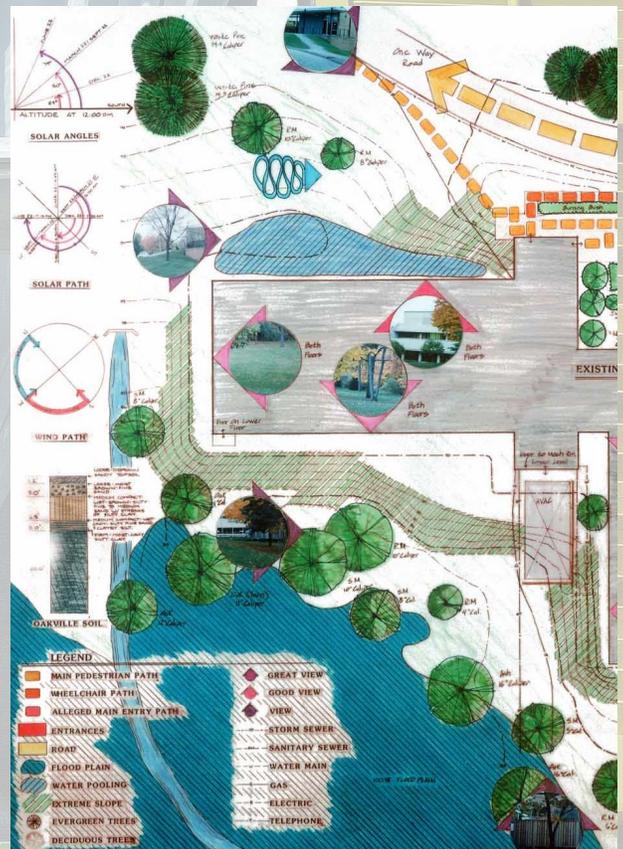
In general, there are 5 phases to the design, engineering, and construction of a project. There are many variations of the process, and some phases are not always required. There are numerous sources of information on this topic, but Serenity Architecture typically follow the following process:



PLANNING (OR PRE-DESIGN)

The Planning, or Pre-Design, Phase is not typically employed by Clients who already know what site they are building on, what size building they want, what spaces they want, and the like. However, if you do not typically deal with building projects, or are at the very early project planning stage, this phase is invaluable in setting your project plan. This phase is the information gathering and preparation phase and can include the following tasks:

- Conduct the Number of Meetings Contractually Agreed Upon (Varies Widely)
- Field Verification and As-Built Documentation (Existing Buildings: Renovation, Addition, Adaptive re-Use)
- Architectural and Engineering Systems Assessments (Existing Buildings: Renovation, Addition, Adaptive re-Use)
- Site Selection and Site Feasibility Study
- Site Zoning Study
- User Group and Stakeholder Interviews
- Space Programming
- Space Adjacency Study
- Site Survey (Topographic and Boundary)
- Geo-Technical Investigation
- Aesthetic Design Research
- Project Budgeting



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Project Process

SCHEMATIC (OR CONCEPTUAL) DESIGN

This phase is where we take all of the information gathered in the planning stage and to turn it into a project design. Typically there will be a number of design meetings and presentations, and we will prepare a number of concepts for your review. We will typically complete the following tasks in this phase:

- Conduct the Number of Meetings Contractually Agreed Upon (Varies Widely)
- Prepare the Number of Concepts Contractually Agreed Upon (Generally 2-3)
- Create Conceptual Floor Plans
- Create Conceptual Exteriors
- Architectural Systems Preliminary Selection
- Engineering Systems Preliminary Selection
- Prepare Conceptual Budget Opinions
- Prepare Sketch Renderings (If Required)
- Site Plan Approval Process
- Perform Initial Code review



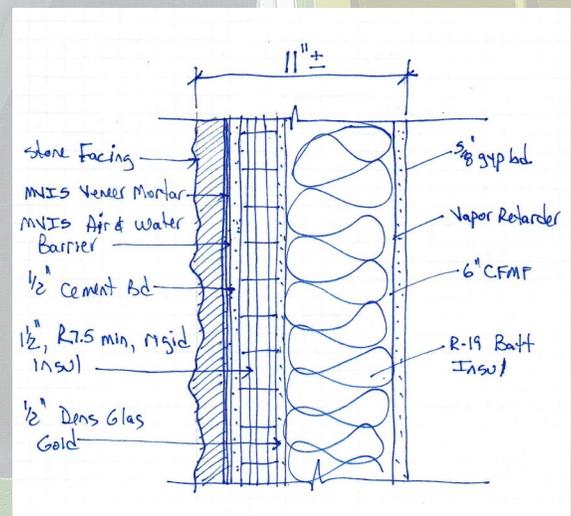
For this phase, the typical deliverable will be conceptual plans, elevations, and renderings. These drawings may be either hand drawn or computer drawn, or a combination of both. Generally we will make a number of presentations to you and at the end of this phase, the design will be generally set and approved by you. You should note that, typically, the schematic design approval is considered to "set" the project, meaning that at this point, the Architect can proceed with detailing and construction documents with the assurance that changes will not be made by the Client. Should significant changes to the character of the project be made after this point, the Architect will generally be entitled to additional fees.

DESIGN DEVELOPMENT

This phase is where we take the approved schematic design, and begin to turn it into an actual buildable project, finalizing detailing, material and systems selections, and preparing for the construction document phase. For simple, short duration, and/or fast-tracked projects, this phase is often rolled into the construction phase. Typical tasks are:

- Conduct Final Building Code Review
- Coordinate Architectural and Engineering Systems
- Make Final Selection of Architectural Material and Finishes
- Make Final Selection of Engineering Systems
- Develop Building System Detail
- Prepare DD Level Budget Cost Opinion
- Prepare Interior Finish Board
- Produce Computer Generated Set of Drawings

For this phase, the typical deliverable will be a computer generated set of plans and details, along with an initial project manual (specification), if included in the scope of services. We would also produce a DD level budget cost opinion, and interior finish board for approval, if included in the scope of services.



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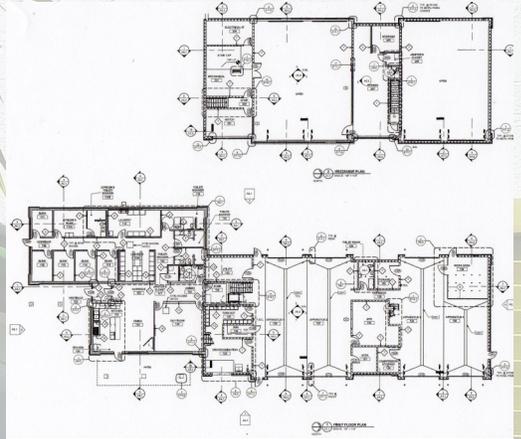
Project Process

CONSTRUCTION DOCUMENTS

This is the final phase for the design and engineering portion of the project. Here we finalize all drawings and specifications

- Coordinate Architectural and Engineering Systems
- Finalize Construction Drawings
- Perform Final Quality Control and Coordination Review
- Prepare CD Level Budget Cost Opinion
- Produce Computer Generated Set of Drawings

For this phase, the typical deliverable will be a computer generated set of plans and project manual suitable for permitting, bidding, and construction.



CONSTRUCTION ADMINISTRATION

This phase is the actual construction phase. Here, we perform all duties contractually agreed upon, as your agent, and these may include the following:

- Assist with Bidding and Award to a Contractor
 - Prepare Bid Packages and Needed Addenda
 - Answer Requests For Information (RFIs)
 - Prepare a Bid Analysis and Recommendation For Award
- Answer Requests For Information (RFIs)
- Review Proposed Alternates (If Allowed)
- Review Submittals and Shop Drawings
- Attend Site Meetings
- Prepare Meeting Minutes
- Conduct Site Visits/Observations
- Prepare Progress Reports
- Prepare and Issue Change Orders (Cos) and Construction Change Directives (CCDs)
- Review and Process Contractor Pay Applications
- Prepare Punch Lists
- Assist With Closeout



It is important to understand that in this phase we act as your agent, and in your best interest, but we do not have contractual authority over the Contractor, their performance, or their means and methods for performing the work. Our role is to observe and report to you our observations. At all times, it is the sole responsibility of the Contractor to perform the work as contractually obligated with you, and the Architect/Engineer bears no responsibility for the Contractor's failure to perform.