

## CONCEPTUAL STUDY:

The Conceptual Study is a simple and effective way to visualize the potential for your project and to get an idea of the design process for a nominal fee.

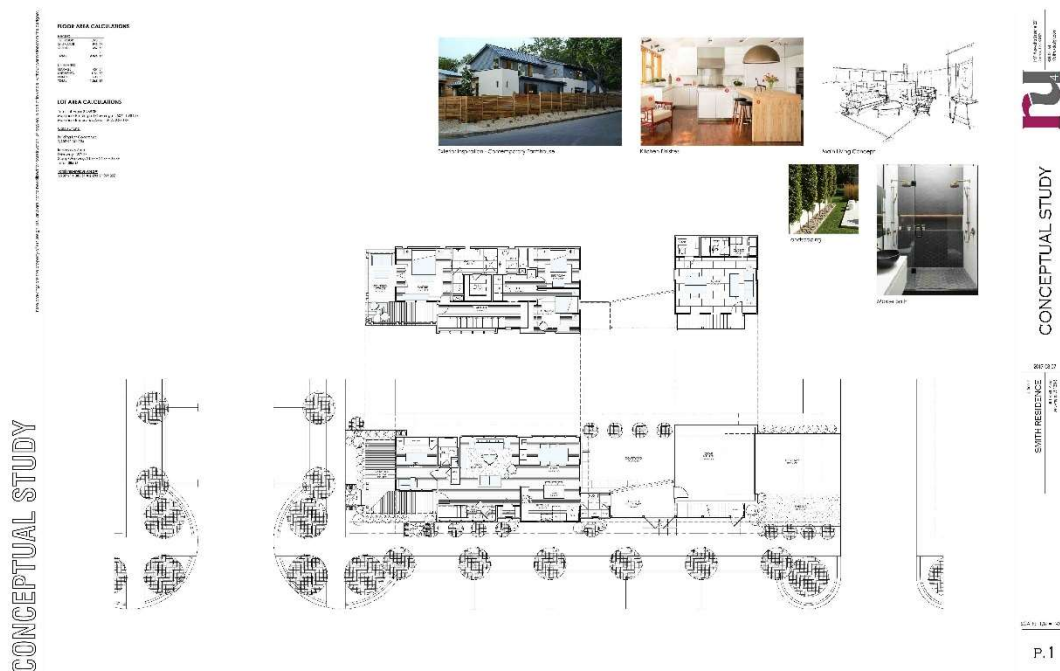
This phase takes approximately one month.

In order to create a Conceptual Study, the Designer gathers the “hard” and “soft” data that will influence the project, which typically entails:

- **Site Visit**
- **Developing the Program with the Client:** For example, identifying the square footage, number of bedrooms and bathrooms, desires about the look and feel of the house, spatial qualities of rooms and their relation to one another, etc.
- **Land Use:** Researching the site aspects in regard to the natural features, adjacency of neighboring buildings, solar position, zoning regulations, easements and restrictive covenants.
- **Site Plan:** Create a schematic site plan showing locations of parking, structures, and landscape elements as they pertain to impervious surface coverage, utilities, and building setbacks.
- **Schematic Building Design:** Design of the preliminary concept, which includes floor plans, inspirational images and sketches to illustrate ideas for spaces and materials.

Based on the project scope and the design feedback, the Designer will provide a proposal for Full Architectural Services. Fees for Full Architectural Services are typically based on a cost-per-square-foot translated into a fixed fee.

Example of Conceptual Study:



## FULL ARCHITECTURAL SERVICES

Full Architectural Services cover every stage of the design process in order to fulfill the Client's vision.

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### CONCEPTUAL STUDY: 10%

(Refer to previous page)

### DESIGN DEVELOPMENT: 30%

- Dimensioned Plans, Sections, and Exterior and Interior Elevations
- 3D Model or Renderings
- Furniture Layout
- Proposed Interior Finishes
- Contractor Recommendations and Pricing Set for bidding



Design Development involves several meetings between the Client and Designer as the information gathered during the Conceptual Study is refined. Massing and building layout are determined by components like building code, furniture plans, circulation, and overall composition. The project develops in character as materials are defined, such as roofing, windows, doors, exterior wall finishes, flooring, and cabinetry. The Designer reviews these drawings carefully with the Client to ensure that all objectives are met.

This phase takes approximately two months.

Once the Client is satisfied with the design, a Pricing Set is provided so that a Contractor may provide budgetary estimates. By involving the Contractor at this early phase, it fosters a collaborative effort and ensures that the project scope and budget are realistic.

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### CONSTRUCTION DOCUMENTS: 30%

- Detailed Construction Drawings
- Specification Book
- Permitting Documents

During this phase, a detailed set of Construction Documents and Specification Book are compiled as required for bidding, construction, and permitting. The Contractor uses these items to determine final pricing, submit for a building permit, and build the project.

The Designer and Client review finish samples, such as countertops, tile, wood flooring, and light fixtures. This can involve a visit to a stone yard or cabinetry showroom. With the Client's final approval, the Specification Book and Construction Documents are sealed and dated, as the contract for construction will reference these documents.

As permitting can be complex and involve several steps, the Designer may correspond with governmental agencies to confirm that the Project will comply with regulations.

This phase takes approximately 2 months.

## **BIDDING AND NEGOTIATION: 5%**

- Client and Designer meet with potential Contractors for Bidding.
- Client and Designer review cost estimates.
- Contract details discussion.

Up to three contractors are selected for consideration, and each provides an accurate bid for the materials and labor. The Designer is instrumental during this process, arranging meetings at the site or with the Client, reviewing documents, and providing clarification or additional information required for bidding. The Designer may assist the Client in selecting a Contractor and can help review the contractual agreement between Contractor and Client.

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## **CONSTRUCTION ADMINISTRATION: 25%**

- Regular Site Visits with Client and Contractor to review progress.
- Additional sketches or specifications upon request of the Contractor.
- Review Submittals and material orders.

Construction is a collaborative process between the Designer, Contractor, and Client. Maintaining regular communication between the Designer and Contractor ensures the design concept is made into reality. It is customary for the Designer to visit the project site at significant points during construction for review. As unexpected issues can arise during construction, the Designer collaborates with the Contractor and Client to determine a solution that best reflects the original intention of the design.

During construction the Designer reviews Contractor Submittals, such as cabinet shop drawings or plumbing fixture orders. The Designer also provides additional information to the Contractor and material suppliers, and coordinates with the Engineer for the on-site structural review.

When construction is 99% complete, the Client and Designer will walk through the project to create a final punch list for the Contractor. This clarifies the end of the project for everyone, and the contract can be deemed complete.

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## **PROJECT COMPLETION AND FOLLOW UP**

With the Client having settled into their new home, the Designer will request a follow up visit to review the end result and address any remaining questions or concerns.

