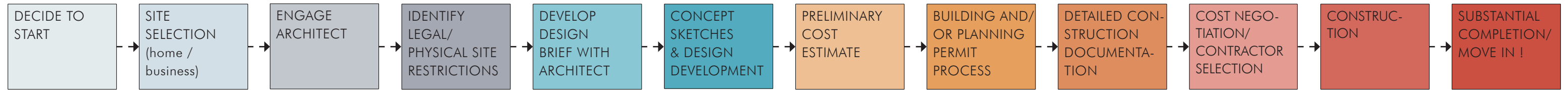


# SUMMARY OF ARCHITECTURAL PHASES



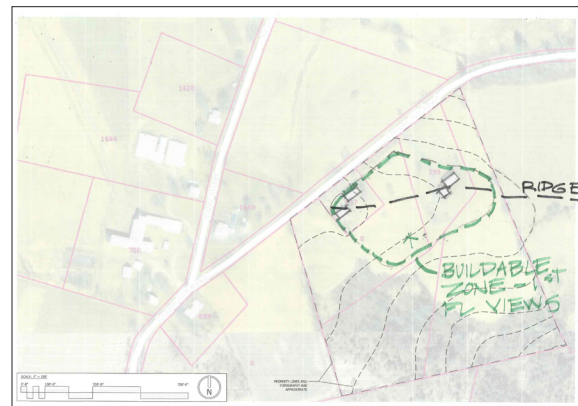
**SCHEMATIC DESIGN** sets the design tone, arrangement of spaces and vision for the project.

**GOAL:** Gather accurate base project information to begin the design.

**ACTIVITIES: SURVEY, REGULATORY RESEARCH, COMMENCE DESIGN.**

We will document site and existing building conditions. We may recommend consulting with a building and/or site surveyor to generate existing condition drawings; Regulatory research will identify key zoning, building code, environmental, and/or historic requirements; We will graphically explore three to five conceptual designs in the form of floor plans, sketches and digital 3D modeling.

**ESTIMATED % OF ARCHITECTURAL SCOPE** **15%**



**DESIGN DEVELOPMENT** includes finalizing the size of rooms & spaces, refining the look of the project, selecting exterior and interior materials, determining the projects' systems, and deciding upon door and window types and locations.

**GOAL:** Most of the major design decisions are made. Implement the various systems into the building.

**ACTIVITIES: FINALIZE DESIGN, REGULATORY APPROVAL, CONTRACTOR SELECTION.**

Owner/designer meetings are critical to finalizing design decisions so that detailed documentation can commence; To gain project approval from the Landmarks Preservation Commission, Historic Commission, Zoning Board, etc., the proposed design will be presented to the appropriate governing body. Public meetings or hearing may be required; We will compile and submit all drawings and documents to qualified construction companies for pricing.

**25%**



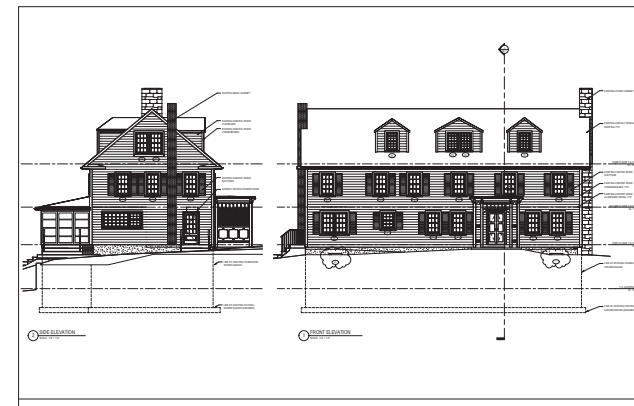
**CONSTRUCTION DOCUMENTS** are the technical specifications required to build.

**GOAL:** Add details and technical information to the design forming the set of instructions with which the Contractor will build the project.

**ACTIVITIES: INSTRUCTIONS FOR BUILDING, SPECIFICATIONS SELECTION, PERMITTING.**

Select and finalize all materials, finishes, suppliers, manufacturers, hardware, fixtures, etc. resulting in organized lists called *Schedules*, inclusive of suppliers, model numbers, and quantities to instruct the Contractor where and what materials to purchase; All drawings are submitted by the Contractor to the local building department in order to obtain the construction permit.

**40%**



**CONSTRUCTION ADMINISTRATION** takes place during building and consists of periodic site visits, weekly or as needed, with the Client and Contractor.

**GOAL:** Observe construction of the project for design conformance, quality control and successful completion.

**ACTIVITIES: ADMINISTRATION, OBSERVATION, RFIs, SUBMITTALS, DRAWINGS, SUBSTANTIAL COMPLETION.**

During this phase we will assist the Client with Contractor payment requests, review and respond to Contractor questions throughout the construction process (Requests for Information), review and approve specifications and shop drawings, issue "SKs" or sketches to provide clarification, and compile and issue a final punch list of tasks, to be completed by the Contractor, to ensure successful completion of the project.

**20%**

