

PLAYBILL OF THE DESIGN PROCESS- residential

Rough outline of our agenda for each meeting

P R E D E S I G N

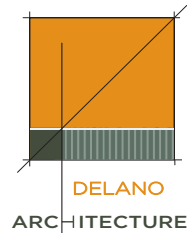
1. Project goals established- Site, zoning, code researched
 - Boundary survey completed with trees and topography as needed
 - *Architect Hourly contract signed*
 - Zoning and Code Research
 - Begin discussion of budget and design- *Project Cost Outline*
 - Client wish-list, design goals, budget established (*Design Considerations*)

S C H E M A T I C D E S I G N

2. Design Concepts and Strategies-
 - Presentation: Site diagram (sun tracking, topography, views, character of spaces, materials)
 - Early floor plan
3. Concepts developed into floor plans and building form
 - Presentation: Floor plans, model, character of space images/sketches
4. Further Development of floor plans and building form, beginning elevations
 - Presentation: floor plans, models, major building elevation, possible renderings, budget
 - Planning Board process preparation and scheduling (as necessary)
5. Deeper Development of floor plans, building form, all building elevations, materials, critical details
 - Presentation: development of floor plans, elevations, models, renderings, budget
6. Contractor Selection, project price established, approval of final design
 - Project Price established with Architect or Contractor Pricing
 - *Architect Services Contract reviewed and signed*

D E S I G N D E V E L O P M E N T

7. Continued Development of project
 - Interior Elevations and materials developed (Kitchen, baths, living spaces)
 - Structural Engineer development
 - Refinement of project details and construction process, windows and doors, decks...



CONSTRUCTION DOCUMENTS

8. Construction Drawings and Specifications- progress meetings
 - Development of Structure, and construction details, drawings, and materials
 - General progress meetings to review continued development of the project assembly
 - Review of finishes, fixtures, lighting, kitchen, colors, casework, counters- these selections will often continue throughout the process- even into the first stages of construction. Costs for unidentified items will be carried as allowances until the final selection has been chosen
 - Revised pricing with contractor if selected
 - Permit Drawings prepared at 60-80% completion
9. Final Construction Drawings complete
 - Final pricing from Selected Contractor or sent to 3 Contractors for Bidding
10. Construction Cost and Schedule finalized - Construction Contract signed

CONSTRUCTION ADMINISTRATION

11. Construction Begins- regular site meetings commence- weekly+
 - Review of all the details and construction for installation, fabrication, and ordering
 - All material orders reviewed by architect with final approval by the owner.
 - *All materials, fixtures, lighting, colors, appliances...everything in your project will be presented by DA and approved by the owner at some point in the process. Many times a final approval is presented just prior to ordering, although the exterior finishes are often approved earlier in the process.
12. Regular site meetings
 - Pay applications from the Contractor will be submitted and reviewed
 - Updated Project Schedules will be submitted regularly
 - Change Orders identified with project cost adjusted – as needed
 - Involvement by the owner in these meetings is encouraged but not necessary
13. Substantial Completion and Punch list
 - At completion of construction, contractor will have finished all the work. The architect and the owner(s) will walk through the project to review final craft, colors, details, finish, etc. for any defects to make sure the project is acceptable to the high standards the architect and owner should expect.
 - Contractor will repair or finalize these defects until they are acceptable.

PROJECT COMPLETION

14. Move- In... Ahh
 - Contractor | Architect prepare final deliverables (warranties, equip. manuals, record drawings)