

WHAT TO EXPECT

Below is a series of phases or “roadmap,” for the design and construction process. The purpose is to give you an overall understanding of how we work. As the project takes shape, the scope of each phase and sub-phase will be further refined based on the direction of the Clients, learned information from consultants, budget reviews, and overall objectives. Clients must consider both the hard costs (construction, “brick and mortar,” purchasing) and soft costs (consultants, fees, time and rent lost, etc).

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PRE-Design

Before we can design a project, we need to understand the project requirements and priorities. This first phase of design is actually more of a “discovery” phase where we gather as much information about the project that we can from you, codes, and the site. We define the problem in real terms (needs, budget, timeline, program, goals) which we will set out to solve in the next design phase.

- Zoning and Code Review
- Project Brief and Programming
- Site Analysis and Existing Building Conditions

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SCHEMATIC DESIGN

The basic goal of Schematic Design is to develop the existing site and carry out preliminary design work. We develop a general plan for what lies ahead. During the Schematic Design phase, we figure out more or less how the building would look and operate upon completion without getting into the fine details.

- Block out space and relationships
- Generate design options- at least two
- A schematic design set can be taken to a contractor or cost estimator to begin preliminary pricing

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DESIGN DEVELOPMENT

In the Design Development phase, the architect and owner will work together to select materials including interior and exterior finishes. Drawings start to show more detail – wall thicknesses, actual window and door sizes, building systems, construction assemblies, and structural components.

- If needed, an engineer is brought in during this phase to confirm assumptions
- Contractor or Cost Estimator should provide a more detailed estimate of the likely project costs. Value Engineering should occur at this phase

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CONSTRUCTION DOCUMENTS

This phase involves defining all of the technical details and specific information about the project and will be used by the Contractor for pricing/bidding and construction.

- The architect and engineers finalize all the technical design and engineering
- Products and materials are selected and scheduled.
- The Design Team will focus on construction details, schedules, specifications, and required DOB notations for permitting.

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Bidding/Final Pricing/Contract Execution

If the project requires bidding, we will assist in distributing bid packages to the bidders, answering questions during the bid period, and help in the analysis of the bid proposals and bid award.

- Contractor will provide final pricing including all necessary subcontractors
- Clients will engage the Contractor with a formal contract.
- Clients must review the documents with their lawyer.

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Permitting

The DOB and LPC review process can take between six weeks to six months depending on the complexity of the project, the availability for appointments, and the backlog. This phase is very difficult to control or predict. The Expeditor will report progress to Clients and the Architect and advise on ways to speed up the process if necessary

- Permit documents should be submitted as soon as they are completed
- We assist the client in working with an expeditor to prepare the necessary Building Permit Application and Permit drawings
- If attendance is requested at any town meetings or with the Department of Building Plan Examiner, we attend to represent the Owner.

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Construction Administration

The duration of this phase is dependent upon other parties. We can provide various services to ensure the success of your project. During construction, the Contractor will effectively be running the project day to day. We do not oversee, inspect, or administer the work by the contractor, but rather observe progress, provide additional or supplementary design work, review submittals and Contractor requests, and provide recommendations to you as our Client.

- We will act as the central point of contact for the Contractor and channel any required questions, submittals, or information to the engineers, interior designer, and you.
- Attend coordination meetings and issue client requested design revisions
- At approximately 75 – 85 % project completion, we will visit the site and perform a punch-list.

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FFE

The duration of this phase is dependent upon lead times and delivery schedules for purchased items.

This phase can be phased depending on the construction timeline for each space. We will also ensure a proper, final cleaning is conducted before FFE is installed.

- We will work with various vendors to acquire all furniture, finishes, and accessories for the project, and when able, we extend our trade discount to our clients.
- The client's method of payment will be used to purchase all items.
- We will coordinate the installation based on the construction timeline for each finished space.

eXPECT tHE UNEXPECTED

Renovating can be stressful, and we like to prepare our clients for what is to come. Here are some things to prepare yourself for:

Lots of decision making:

- We are happy to move at your pace when it comes to making decisions so long as there is no intended deadline. We will sit with you to review items that need to be selected and items that need design input. There will be a lot of decisions that need to be made throughout the duration of the project.

Fast turnaround times:

- As we mentioned above, we are happy to work with your timeline and your speed. If you do happen to have a schedule that is tight, decisions will have to be made quickly in order to keep the timeline and the schedule moving.

Mistakes can happen:

- No project, person, or designer is perfect. It is important to understand that there will occasionally be something that doesn't look quite right, something in a rendering that shouldn't be there, or something that is misspelled. We do our absolute best to assure that these items don't happen but mistakes can be made.

Unexpected costs can arise:

- When working with you on the overall budget for the project, we always request a certain contingency amount to help with unexpected costs that arise. While we will work to minimize them, be advised that it's very common for additional costs to be incurred. Planning in advance with a contingency is very important.

Unavoidable delays can occur:

- Occasionally, there are delays that are out of our control we must be prepared for. When going to the Department of Buildings or Landmarks, these phases often have long and uncontrolled wait times. Sometimes there are materials or pieces of furniture that are selected, and when initially ordered they were in stock and available. After it's been purchased the shipping time changes or there is a delay these items. Manufacturer and store delays are out of our control and occasionally happen, so we have to be flexible when it comes to unavoidable delays.