



ARCHITECTURE DESIGN PROCESS GUIDE



Designing and getting projects built can be a complex endeavor and at times a bit overwhelming. August Hill Architects wants to make sure that our clients have a clear understanding and comfort level of what the road map of the project will be and what decisions need to be made. The project process is structured into six distinct Phases with each phase culminating with pre-defined and agreed on deliverables within an established schedule. We also expect that going down the road new ideas and refinements will come into play. With everyone understanding the steps in the design and decision making process there is room to allow for some flexibility in order to achieve just the right desired outcome. The procedures we are identifying are a typical standard process. Some projects just may not require this sequence and level of detail, but working with us we will help define the quality of services that best fit your project.

THE PROCESS

PHASE 1 – PRE-PLANNING

The objective of a pre-planning phase is to perform research and gather information that will help determine the most appropriate design solutions for your project. We will learn the ground rules of the required codes and zoning and other regulations. In the Pre-planning phase you will consider what you want aesthetically and functionally from your project. What is your time frame and can it be considering the project scope. With the help of August Hill Architects you will be able to decide what is affordable and begin prioritizing your budget.

Our Pre-Planning services may include:

Programming

This consists of determining the many detailed objectives and requirements for your project. During this portion of partnering with August Hill Architects you will develop and define the space requirements, room/space adjacencies, essential equipment and systems. Together we will also establish site requirements. For residential design projects we will consider the unique aspects of your lifestyle and discuss your ideas and expectations. While tangible and solid answers may be difficult, discussions with your architect will definitively provide information that will have positive impacts on your project.

Budget Analysis

Even at the earliest phase we will work to begin developing the economics of your project. If a budget has been established we will integrate this information into the decision making process. If your budget has yet to be determined we will collaborate with you by developing a conceptual budget framework that will be refined as the design progresses the future iterations.

Project Schedule Development

Having a schedule is of utmost importance in any project. It provides the framework for everyone to understand the steps and responsibilities, measure progress, schedule meetings,



keeps everyone on task, it is used to structure payments to the design team and contractor and financial lenders need it for their internal processes. At the pre-planning phase a schedule outline is developed to gather a snapshot of future work and deadlines. This provides you with an understanding of future phases and duties. This schedule will also provide a basic construction schedule as well. Once your contractor is on board they will provide a very detailed schedule of their many stages of work and sub-contractor deadlines. Here are some of the factors that contribute to developing a project schedule:

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|----------------------|----------------------------|
| Owner's Schedule | Owner's Design Review Time |
| Architect's Schedule | Consultant's Schedule |
| Project Complexity | Permit processing time |
| Bidding Schedule | Contractor's Schedule |

Code Analysis

It is important to understand the ground rules of the game. Prior to considering design concepts we research the applicable regulations on your site. This includes zoning ordinances, setbacks, height limitations, property size limitations, environmental codes, building codes and other regulations that may be unique to the site.

Project Site Analysis

Your buildings relationship to the site is of the utmost importance. We want to provide the best design we can and that means analyzing the site to determine the unique opportunities and limitations that will affect the project

Existing Conditions Survey

Many projects involve working with existing buildings and spaces. Doing remodels, renovations and additions requires surveying and documenting the existing conditions. This includes documenting the structure, materials, equipment, electrical, HVAC, plumbing, and all other building elements. This is called preparing an "As-Built". August Hill Architects will provide this service and get your project off to a great start.

Consultants

Besides the services we provide many projects will require the Owner to hire separate consultants to prepare a Site Survey and a Soils/geotechnical Investigation. The Site survey will accurately depict the property boundaries, topography, utility locations, existing structures, trees, and rock locations. The Soils/geotechnical reports require



obtaining samples to determine the qualities and characteristics of the soil. This information is used for structural calculations, soil drainage characteristics and possibly areas to protect during construction.

PHASE 2 – SCHEMATIC DESIGN

This phase begins the real fun. This phase is where we begin the in depth consulting with the owner to determine project goals and requirements. Often this determines the program for the project.

The program, or architectural program, is the term used to define the required functions of the project. It should include estimated square footage of each usage type and any other elements that achieve the project goals.

During schematic design, we will be working with you to study rough drawings, sketches, floor plan studies and the concepts of the design which include spatial relationships, scale, and form for the owner to review. If we have not performed a Pre-Planning Phase the Schematic Design Phase can also be the research phase of the project, when zoning requirements or jurisdictional restrictions are discovered and addressed.

This phase produces a final schematic design, to which the owner agrees after consultation and discussions with the architect. Costs are estimated based on overall project volume. The design then moves forward to the design development phase.

Deliverables: Schematic design often produces a site plan, floor plan(s), sections, an elevation, and other illustrative materials; computer images, renderings, or models. Typically the drawings include overall dimensions, and a construction cost is estimated. Note: The contract may actually spell out what is to be delivered.

PHASE 3 – DESIGN DEVELOPMENT

After the general direction for the design has been established we continue to explore options to finalize the design. Typically there are a series of owner meetings to review updated floor plans, select materials and refine the aesthetic of the project. Also, the appropriate consultants are brought on board to begin their design. These consultants are typically the landscape designer, structural engineer, civil engineer, mechanical and electrical engineers.

At the end of this phase it is the goal to have all of the major decisions made and documented in order to move on to the next phase preparing the Construction/Permit/Bidding drawings.

If the project is Design-Build this phase begins the integrated design collaboration with your contractor and their sub-contractors.

In addition, when Design-Development is “completed” another more refined cost estimate is performed. This element helps in ensuring that we are within budget and may expose areas that require design adjustments.



PHASE 4 – CONSTRUCTION DOCUMENTS

This phase involves the preparation of drawings and technical documents that are to be used for applying for the building permit and as a set of instructions from which the project can be constructed. Owner meetings are minimized but the architect and consultants are closely coordinating their respective designs and documents. All of the previous approved design information is incorporated into these documents. Depending on the complexity and size of your project it is recommended that the construction documents are submitted for Owner review at agreed upon levels of completion. This will greatly assist the Owner in “Signing Off” on the documents before they go out to bid.

Generally we advise that a final cost estimate and contractor bidding not occur until the local building department have completed their review. The timeline for the permit review varies depending on your projects complexity and the speed of the local reviewing jurisdictions. This is the time that the Owner will need to pay the required plan review fees to the permit reviewing agencies. At the time of approval to obtain the actual permit a fee for the permit will need to be paid prior proceeding with construction.

After the various agencies review the plans they will typically have comments and corrections that will need to be incorporated into the documents. The architect and consultants will then integrate the review comments into their respective work that will satisfy the agencies.

In a Design-Build type of project the submittal process is a bit different than a Design-Bid-Build project. With Design-Build the mechanical and electrical contractors can separately submit their designs to their appropriate review agencies.

We are now ready to proceed with getting your project built so you can move in.

PHASE 5 – CONSTRUCTION CONTRACTOR SELECTION – BIDDING PHASE

When it comes to the Owner selecting a contractor the Owner has a number options.

In a Design-Build project the bidding process is substantially different because the Owner, Architect and General Contractor have been working together very early on. The General Contractor will normally have negotiated their contract.

In a typical bid process contractors can be selectively asked to bid or the bids can be publically advertised. It all depends on what the Owner and their architect have decided will be the best method of performance for the Owner. If a competitive bid process is utilized the architect will have identified a specific fee for managing this phase.

Another method of selecting the contractor involves negotiating the terms of the construction contract with the contractor.

August Hill Architects is experienced in Design-Build and typical competitive bidding processes and will work with you to ensure the best contractor for you project is selected.



PHASE 6 – CONSTRUCTION OBSERVATION|ADMINISTRATION

During construction August Hill Architects acts as your agent in communicating with the contractor and observing that the work conforms to the design documents. Typical services during construction are:

Observation

The architect visits the site at appropriate intervals to observe that the work conforms to the design and quality.

Contractor Requests for Payments

The contractor submits pay requests based on the work completed. The architect will work with you to determine if the request for payment is applicable to the completed construction.

Review results of tests and inspections

During construction testing and inspections are performed to ensure that the installed items meet the design and building codes. We review these reports and keep you in communication.

Supplemental Documents

Through the course of construction questions from the contractor will arise. We provide the appropriate documents that will clarify the design intent. Sometimes this takes the form of a simple phone call and other times it needs to be a formal process involving the contractor submitting a Request for Information. Either way all communications need to be documented and recorded for future reference.

Product and Material Review

At times the contractor will request to use different materials and products from those identified in the design. These substitutions need to be reviewed to ensure the Owner is getting something of equal or better value. We will work with you in reviewing and analyzing these requests.

Project Close Out phase

There are a variety of tasks that need to be performed before you move in and take over your new place. One portion of closing out a project involves the building inspectors "Signing Off" that the building meets with their satisfaction and they provide you with a Certificate to Occupy.

The other portion of close out involves doing a "Punch List" of the completed work. This list is developed by the Owner and Architect walking the project and listing anything that does not meet the required qualities of materials and installations. The contractor will utilize this list to fix and repair the listed items. After that a "Back Check" is performed to verify the "Punch List" items have been satisfactorily corrected. Typically the owner will receive a One-Year warranty



on the work and the installed products. A "Punch List" greatly assists providing a record in case of disputes or conflicts in accepting the completed project and warranty

ADDITIONAL INFORMATION

Architecture Fees

Each of the above phases involves a certain percentage of work of the total project. Payments to the architect can be structured based on the work or phase that has been completed or monthly payments can be established. A fee structured based on the different phase is as follows:

Pre-Planning: 5-15% of total fee

Schematic Design: 15-25% of total fee

Design Development: 15-25% of total fee

Construction Documents: 25-35% of total fee

Bidding: 2-10% of total fee

Construction Administration: 10-20% of total fee

Consultants

This is a list is not inclusive and simply provides glimpse for those that may be involved with your project or may be required by the various permitting agencies. In a Design-Build project some of the disciplines are internal elements of the sub-contractors.

- Surveyor
- Structural Engineer
- Mechanical Engineer
- Electrical Engineer
- Civil Engineer
- Environmental Engineer
- Landscape Architect
- Soils and/or Geotechnical Engineer
- Acoustical Engineer
- LEED AP Consultant
- Building Envelope Consultant
- Construction Manager
- Commissioning Agent
- Testing and Inspection Consultant