



# YOUR DESIGN PROJECT

**PROCESS GUIDE**



ARCHITECTS

NOTE:  
CONFIRM R.O. SIZES WITH WINDOW MANUFACTURER  
ADJUST WALL FRAMING ACCORDINGLY.

# 1 Overview



High quality projects demand a combination of experience, creativity and communication. It is important to understand that designing and constructing a project is very much like a journey and allowing the appropriate amount of time for the process is important. Decisions are not made all at one time. Many decisions are made throughout the process; they tend to be incremental, happen over time and build upon each other. Allowing appropriate time for the process to evolve is of paramount importance.

Designing and getting projects built can be a complex endeavor. To many of our clients, this process is a new and unfamiliar. Common questions that we get asked are:

**Why should I work with an Architect?**

**How do I select and work with an Architect?**

After many verbal explanations and answers to these questions we have decided to provide a step by step guide to our architectural project process and explain the proven benefits of working with an architect.

## Project Phases

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In order to keep a project organized most projects proceed through a set of standard phases. Most of the phases are sequential and the Owner signs off on the completion of one phase before the project moves to the next phase. The timeframe for each phase will vary depending upon the complexity of the project. Here is a list of the typical phases:

1. Pre-Design
2. Schematic Design
3. Cost Estimating
4. Construction Documents
5. Permitting & Construction Procurement
6. Construction Administration

## Architectural Fees and Billing

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Fees for a design project are typically broken out by phases and sometimes even sub-phases. Fees are billed on a regular basis and the amount billed reflects the amount of architectural services provided during the billing period.

Prior to starting a project, we prepare a proposal that outlines the scope of services and associated fees. Fees can be established in many ways. The most typical ways to establish fees are as fixed fees, hourly fees, or fees as a percentage of construction cost. UK Architects prefers to establish fixed fees based on a specific scope of service, however on some projects the early phases are sometimes hourly fees until the scope of the project is better defined.

Design project fees are impacted by the following factors:

- |                           |                                   |
|---------------------------|-----------------------------------|
| <b>Project Complexity</b> | <b>Project Type</b>               |
| <b>Project Location</b>   | <b>Project Size</b>               |
| <b>Project Quality</b>    | <b>Scope of Services Provided</b> |
| <b>Owner's Schedule</b>   | <b>Owner's Budget</b>             |

UK Architects believes it is important to understand a client's particular needs and to customize our services to best fit the client's project.



# 2 Project Phases

## 1. Pre-Design

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Pre-Design includes all the work done before beginning the actual design. The scope of Pre-Design services will vary depending upon the complexity of the project, the experience of the owner and the site.

Some of the services provided during Pre-Design are:

- Documentation of Existing**
- Code Analysis**
- Project Programming**
- Site Selection & Analysis**
- Site Survey**
- Soils Report**
- Wetlands Delineation**

Services that may be needed and will be provided by other consultants

## 2. Schematic Design

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Schematic building design begins with the Architect's analysis, understanding, and response to the base information that was collected and analyzed during Pre-Design. Synthesizing this data into a unified solution is the core of schematic design.

Schematic Design establishes the general scope, conceptual design, scale and relationships among the components of the Project. The main objective is to arrive at a clearly defined, feasible concept and to present it in a form that results in Owner understanding and acceptance. The secondary objectives are to clarify the project program, explore the most promising alternative design solutions, and provide a reasonable basis for analyzing the cost of the Project.

During the design process, it is extremely beneficial to review the 3-dimensional aspects of building exteriors and interior spaces (if applicable). By creating a 3D model, the Owner can gain a greater understanding of the schematic design options.

The 3D model can also be made available to the General Contractor and Subcontractors so that they can also gain a greater understanding of the project and be better able to meet Owner expectations.

At the completion of the Schematic Design phase it is typical to have most or all of the following:

- Architectural Site Plan**
- 3D Digital Model**
- Floor Plans & Roof Plan**
- Area Analysis**
- Exterior Elevations**
- Project Narrative & Outline Specs**



# 2 Project Phases

## 3. Cost Estimating

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At the completion of Schematic Design, prior to the commencement of Construction Documents, it is time to prepare a construction cost estimate based on the final schematic design. The preferred scenario for obtaining a construction cost estimate is to select the Builder who will likely be retained to construct the project and request that they use the Schematic Design package to put together an estimate.

An alternative to selecting a builder to work with at this time is to hire a cost estimator to prepare the estimate.

It typically takes about 3 weeks for the initial construction cost estimate. After it is completed the builder or estimator will review the estimate with the Owner and Architect. If the estimate exceeds the Owner's budget goals, as a group we can develop strategies for reducing the costs.

It is important to understand that this is not a *final cost* for the project, it is an *estimate* based on limited detail and should be used to set a realistic budget target. *It is typical for this estimate to be within 10 to 15 % of the final cost.* Once the cost estimate and the scope of the project are approved, it is time to move into the next phase.

## 4. Construction Documents

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Once a design has been developed and approved, the Architect will prepare the drawings and specifications that set forth the requirements for construction of the project and assist the Owner in preparing the necessary contractual information for construction. The Construction Documents are an extension of the design process. Decisions on design details, materials, products, finishes, and the many fine points of construction contracts all serve to reinforce the design and begin the process of translating it into reality.

The Construction Documents serve multiple purposes:

**They communicate in detail to the Owner what the project involves.**

**They establish the contractual obligations the Owner and Contractor owe each other during the project.**

**They lay out the responsibilities of the Architect administering or managing construction contracts for the Owner.**

**They communicate the quantities, qualities, and configuration of the work required to construct the project.**

**They are used by the Contractor to solicit bids or quotations from subcontractors and suppliers.**

# 2 Project Phases

## 5. Permitting & Construction Procurement

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At the completion of the Construction Documents the Architect assists the Owner in obtaining a building permit. Typically this involves completing the Permit Application and submission of the Construction Documents to the Building Department for review.

At the completion of the Construction Document phase, the Owner will either continue to work with the pre-selected builder who prepared the initial cost estimate or the Architect will assist the Owner in soliciting bids from up to 3 prequalified builders.

### OPTION 1 - NEGOTIATING WITH A PRE-SELECTED BUILDER

The Construction Documents are provided to the pre-selected builder who will use them to solicit sub-contractor and material bids in order to develop a final construction cost for the project. Typically the pre-selected builder will obtain bids from 3 subcontractors in each trade and will put together a final construction cost for review with the Owner. Once the final cost is agreed, an Owner-Builder Contract is executed and construction can begin.

### OPTION 2 - BIDDING TO PRE-QUALIFIED BUILDERS

Typically the Architect will prepare bid packages and support the contract award process.. The basic steps involved in competitive bidding include pre-qualification of bidders, preparation of bidding documents, pre-bid meeting, answering bidder questions, receipt of bids, review with Owner and contract award.



## 6. Construction Administration

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Architect's Responsibilities – The construction phase brings all the pre-design, design, documentation, bidding, and negotiation services to realization. While the building contractor assumes responsibility for the construction work, the Architect remains involved to:

- Observe the construction work for conformance to drawings and specifications;**
- Process the Contractor's shop drawings, product data, and samples;**
- Review the results of construction tests and inspections;**
- Evaluate contractor requests for payment;**
- Handle requests for changes during construction;**
- Address and resolve claims brought by the Owner or Contractor; and**
- Administer the completion and closeout process for the Owner.**

While an architect cannot foresee or forestall every problem in construction, the Architect looks out for the Owner's interests, answers questions, resolves ambiguities, and is an important factor in the success of the project.



# 3 Project Admin

## Communication & Coordination

Communication and organization are key to a smooth project administrative process. A well-designed communication and documentation process can be just as valuable as a well-designed building. In addition to the design and drawing tasks, UK Architects typically provides the following services as part of the work that is done during the 6 phases of a project.

- Regular Communications**
- Meetings & Presentations**
- Meeting Minutes & Tracking Decisions**
- Coordination with Consultants & Owner**
- Coordination with Builder & Owner**

## Consultants

Building Design and Construction are team processes. There are often many parties involved outside of the Owner-Architect relationship. Consultants become part of the project team for a variety of reasons. Certain consultants may be required due to regulatory requirements, while others are able to provide services that are outside of the Architect's scope of services and are desired by the client. A list of some potential consultants follows:

- |                            |                            |
|----------------------------|----------------------------|
| <b>Surveyor</b>            | <b>Mechanical Engineer</b> |
| <b>Soils Engineer</b>      | <b>Lighting Designer</b>   |
| <b>Civil Engineer</b>      | <b>Cost Estimator</b>      |
| <b>Structural Engineer</b> |                            |



# 4 Thank You



Thanks for taking the time to review our guide. We hope that you have found it to be helpful and that you now are better prepared to undertake a project.

**UK Architects** is here to help you with questions you may have about this process. If you still have questions or would like to work with us on your project we can be contacted in the following ways.

Learn more about UK Architects

[www.ukarch.com](http://www.ukarch.com)

Call us

603/643-8868

Email us:

[Info@ukarch.com](mailto:Info@ukarch.com)

## Testimonials

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*You guys are great. This space is fabulous.*

*I spent the last hour wandering the Campus Center inside and out, the “new” dining area, etc during our first full all school informal meal.*

*I can’t tell you how well this space functions – especially given all the constraints we were working with for circulation in and out of the dining hall, parking, etc.*

*The decks and outdoor patios are terrific and the integrity of all the spaces – front – back – and indoor –tremendous!*

*The connections for day/boarding, parent drop off / pick up, athletic / academic / arts intersection informal and formal – genius!*

*In essence, this space is fantastic for the school and your design captured the vision and expectations for this space better than I ever could have imagined.”*

**Mike Schafer, Head of School**

**Kimball Union Academy**

**On the completion of the Campus Center project**

*“From the very beginning of our process you have taken an integrated approach to our design. Everyone has been involved in a collaborative way in putting together a project that meets our objectives. The team has been sensitive to our desires for a “green building”.*

*Most importantly, the UK team has been great to work with to produce a market that I believe will work for our consumer members. You have noted all the data we have provided and listened to our ideas on how the store should work and have come up with an exciting design the community should love. I really think this store will transform that area of Hanover.”*

**Terry Appleby, General Manager**

**Hanover Consumer COOP**

**On the completion of the Community Market project**

