PROJECT METHODOLOGY

1. Pre-Design Phase

Project Startup:
Workshop session(s) with client and research - determine project goals, budget, schedule and decision-making process. Discuss known space needs, requirements, philosophy and abstract building character considerations.

Project Workplan and Schedule:
Prepare detailed work plan and schedule for entire project including tasks, deadlines for reviews/approvals/decisions and contingencies for unanticipated delays or interruptions in schedule.

Data/Document Collection:
Gather together and obtain all available data, documents and drawings pertinent to the project including prior studies, tests, maintenance records, site surveys, etc. Establish preliminary building code requirements.

Site Survey and Field Tests:
Assist client in obtaining site boundary, existing physical features (i.e. structures, utilities, rock outcroppings, water courses, trees) and topographical survey, geotechnical investigation and other tests as required.

Investigation/Confirmation of Existing Site Conditions:
Site investigations will be based upon on-site observations and data/information obtained from existing topographical surveys and other available documents. Site parameters deemed noteworthy include boundaries, access and egress routes, traffic/circulation considerations, pedestrian and vehicular conflicts, archeological findings, solar/wind/geothermal characteristics, utilities, known environmental hazards, wetlands, setbacks, zoning restrictions and features of site that would impact development costs.

Confirmation of Space Needs / finalize Space Program:
Workshop session(s) with client and any representatives to confirm validity of previously made assumptions. Revise space needs as required to reflect any changes deemed appropriate due to prior pre-design workshops and research sessions. Finalize building space program relative to space needs and the project’s accumulated facts, goals, concepts, schedule and a statement of cost objectives.

Develop, Review and finalize Design Criteria:
Including - capacity, building size and scale, ability to support program, ideal programmatic space relationships, efficiencies and site integration.
2. Schematic Design Phase

**Conceptual Sketches:**
Conceptual options implying the design criteria and character are established. Preliminary building and zoning requirements are tested and evaluated for impact on the project criterion. Through sketches and diagrams building design strategic alternatives are studied.

**Schematic Drawings:**
The concepts are developed into alternative schemes to study design and technical alternatives for the project. A design scheme is selected and developed. Program and functional relationships are finalized in plan. Selections are made for primary materials, structure, building enclosure, lighting and mechanical systems. Major elements are illustrated using sketches and perspectives. The completed schematic design documents will define the size, appearance and project scope of work. An outside capital cost of construction review will be completed at the end of this phase.

3. Design Development Phase

**Define Design and Building Components in Detail:**
Create documents based upon approved schematic design documents. The design will be refined and building components determined in this phase as authorized by the Owner Representative. The specifics of constructing the project, in detail, will be addressed and finalized. Primary materials, products and colors will be selected. The engineered systems for structure, enclosure, mechanical and electrical will also be finalized. A budget update is prepared to review changes to scope and quality of the work before construction documents are started.

4. Construction Document Phase

**Communicate the Design Intent:**
Prepare a complete detailed set of construction drawings and a specifications manual based upon the approved design development phase drawings and post design development changes authorized by the Owner representative. The design intent is communicated to the building trades by delineating the scope of the work in detail. Dimensioned and notated plans, sections, elevations, details and schedules are produced for the use of the Construction Contractor. Written specifications are developed to identify the specific products and materials slated for construction. The Architect and its’ professional consultant’s documents are reviewed and coordinated. Update cost estimate at 50% and 90% completion of construction documents. Submit documents to authorities having jurisdiction for plans review process.
5. **Bid and Negotiation Phase**

**Tendering Procedure:**
Respond to jurisdictional reviews. Prepare and coordinate bid documents and issue addendum as may be necessary. Assist the Owner in obtaining bids or negotiated proposals. Conduct pre-bid conference. Review and evaluate bids or proposals. Assist and advise owner in reviewing/comparing bids and evaluating qualifications of lowest responsible bidder. Recommend award of contract. Assist client in negotiating and awarding contract. Documents are prepared for the application of building permit.

6. **Construction Administration**

**Project Construction:**
Assist in arranging for all necessary testing services. Administer construction as set forth in AIA documents and architect/owner contract. Facilitate completion of the project in accordance with the intent of the design. The Architect will visit the site to observe general conformance with the contract documents. The review of shop drawings and product submittals is done to clarify the design and construction documents. Requests for information and construction change directives will be prepared to clarify or modify the scope of the work. Change Orders will be reviewed and evaluated. Applications for payment will be reviewed and approved based upon field observations and construction progress. Coordinate punch lists. Furnishings and equipment, follow-up on the punch list and project close out procedures.

7. **Post Design Meetings**

**Supplemental Project Promotion:**
Our office can assist in the preparation of information and graphics to help promote the project. Members of our staff will also be available to attend presentations before potential donors in addition to Neighborhood/Community meetings and other public forums.