

Design 3 Architecture PC

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OUTLINE OF ARCHITECTURAL SERVICES

THE ARCHITECT'S TEAM

In all but the smallest projects, Design 3 Architecture assembles and oversees a team of professionals to produce a project. The Owner's contract is with Design 3 Architecture as the prime professional, and we contract with our consultants individually, much as a prime building contractor hires subcontractors. Basic architectural services usually include the services of a Landscape Architect, a Site Engineer, a Structural Engineer, a Mechanical (HVAC and plumbing) Engineer, and an Electrical Engineer. Additional consultants such as a Historic Consultant, an Acoustical Consultant, Commercial Kitchen Planner, Lighting Designer, Architectural Renderer or Model Maker, etc., may be hired if the project warrants.

BASIC ARCHITECTURAL SERVICES

Design 3 Architecture's services are generally subdivided into five consecutive phases, each of which is approved by the Owner prior to proceeding with the following phase. These phases are as follows:

SCHEMATIC DESIGN PHASE

Design 3 Architecture consults with the Owner to determine his requirements for the project and confirms these requirements in writing. We then prepare schematic design studies, illustrating the scale and relationship of the components, and the general character and appearance of the project. Usually several "schemes", or variations and options to schemes, are considered. After the Owner's approval of one solution, we submit a statement of probable construction cost based on current unit costs for area or volume.

DESIGN DEVELOPMENT PHASE - Preliminary Drawings

Based on the approved schematic design, Design 3 Architecture prepares the design development documents, consisting of plans, elevations and other drawings, and outline specifications, to fix and illustrate the size and character of the entire project. The kinds of materials, type of structure, mechanical and electrical systems, and such other work are described in a general nature. A further statement of probable construction costs, based on current unit costs for area or volume, is submitted at this time.

BASIC ARCHITECTURAL SERVICES (continued)

CONSTRUCTION DOCUMENTS PHASE - Working Drawings and Specifications

After Owner's approval of the design development documents, Design 3 Architecture prepares complete working drawings and specifications for the architectural, structural, mechanical, electrical, equipment and site work. The necessary bidding information, proposal and contract forms are drafted for the approval of the Owner and/or his attorney. We assist the Owner in securing approval of governmental authorities having jurisdiction over the design of the project after the drawings and specifications are completed.

BIDDING PHASE - Obtaining and Evaluating Proposals from Contractors

Design 3 Architecture assists the Owner in obtaining and evaluating proposals from contractors, and in awarding and preparing construction contracts.

CONSTRUCTION PHASE - General Administration of Construction Contracts

An initial job conference is held to familiarize all contractors with the detailed procedures for the submission of cost breakdowns, requests for progress payments, schedules, shop drawings, catalog data and samples. Periodic job visits are held as the work progresses. During these or other visits, we familiarize ourselves generally with the progress and quality of the work to determine if the work is progressing in accordance with the contract documents. The contractors' submission of shop drawings, catalog data, material samples, and payment applications are reviewed for compliance with the contract documents. Certificates of payment, and change orders when required, are issued by Design 3 Architecture for approval by the Owner.

THE ARCHITECT'S ADDITIONAL SERVICES

When authorized by the Owner, Design 3 Architecture may provide additional services over and above the basic services. These services may be included within the basic compensation or may be contracted for separately. Examples of additional services are:

- Preparing a master plan for a project larger than the unit intended for initial construction.
- Revising previously approved drawings or specifications to accomplish changes.
- Employment of special consultants authorized by the Owner.
- Design of furniture, furnishings, fixtures, and decorative work, or assistance in the selection and/or purchase of such items.
- Services as expert witness.
- Consultations when no other architectural services are required.
- Special travel in the interest of the Owner.
- Models and special display drawings.
- Project representative (Clerk of Works).
- Tenant layout, planning and other services for rental buildings.
- Preparation of "as-built" drawings showing construction changes in the work and final locations of mechanical and electrical service lines and outlets.

THE OWNER'S RESPONSIBILITIES

The Owner provides full information regarding his requirements and budget for the project. He must designate, when necessary, representatives authorized to act in his behalf. He examines documents submitted by Design 3 Architecture and promptly renders decisions to avoid unreasonable delays in the progress of the work. The Owner issues orders to contractors only through Design 3 Architecture.

The Owner must furnish, or direct Design 3 Architecture to obtain at the Owner's expense, a certified survey showing: grades and lines of streets, alleys, pavements, and adjoining property; rights of way, restrictions, easements, encroachments, zoning and deed restrictions, boundaries, and contours of the building site; locations, dimensions, and complete data pertaining to existing buildings, other improvements and trees, full information as to available service and utility lines both public and private; and test borings and pits necessary for determining subsoil conditions.

The Owner also pays for structural, chemical, mechanical, soil mechanics, or other tests and reports as may be required. He arranges and pays for legal, auditing, and insurance counseling services as may be required. The services of a project representative (Clerk of Works), if one is employed, are an additional expense to the Owner.

OWNERSHIP OF DOCUMENTS

Drawings and specifications, as instruments of services, are the property of Design 3 Architecture whether the project for which they are made is executed or not. They are not to be used on other projects except by agreement in writing.