

# ARCHITECTURE TECHNOLOGY, P.C.

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## PROJECT PROCESS OUTLINE

### I. SCHEMATIC DESIGN

The architect begins by evaluating the Owner's program, refining and clarifying it through observation, inquiry, and attentive listening. Preliminary design concepts are explored in sketch form and communicated to the Owner for review and discussion. An understanding of the Owner's construction budget and this early stage of the process will aid the Architect in proposing designs which are in keeping with the project's economic constraints.

Land surveying, subsurface soils investigations, environmental reports, and planning and zoning approvals processes are often begun at this stage of the design process.

#### OUTLINE OF ARCHITECT'S WORK

- A. Program summary*
- B. Preliminary floor plan and exterior elevations*
- C. Preliminary building code summary*

### II. DESIGN DEVELOPMENT

In this second phase, the approved schematic design is refined and improved. The design is developed in basic plan, section, and elevation drawings. Owner/Architect dialogue shifts from issues of general building form and layout to those of construction details and material finishes.

Mechanical, electrical, plumbing, structural, and other engineering and technical disciplines are often brought into the discussion at this phase of the design process.

#### OUTLINE OF ARCHITECT'S WORK

- A. Developed floor plans and exterior elevations*
- B. Building sections*
- C. Interior elevations*
- D. Door and window types*
- E. Building element fire ratings summary*

### III. CONSTRUCTION DOCUMENTS

Upon completion of Design Development, the Architect begins to assemble the set of technical and legal documents known as the Construction Documents. These are the drawings and specifications from which building contractors will submit bids and ultimately construct the building. During the Construction Documents phase aspects of the design discussed in the previous two phases are further refined and detailed. The work of engineers and other technical consultants is coordinated with that of the Architect toward an integrated set of clear and consistent documents defining the building's form and materials.

#### OUTLINE OF ARCHITECT'S WORK

- A. Architectural details*
- B. Wall types and wall sections*
- C. Architectural specifications and schedules*
- D. Mechanical/Electrical/Plumbing drawings and specifications (by consultants)*
- E. Structural drawings and specifications (by consultants)*

### **IV. BIDDING & NEGOTIATION**

The completed Construction Documents are now released to prospective contractors in the form of Bidding Documents. The Architect assists the Owner in managing the bidding process, preparing the bidding requirements, answering bidders' questions, and evaluating the bids submitted.

Building contractors may also be selected and construction contract terms negotiated without resort to a competitive bidding process. If this is the case, involvement of the contractor in earlier phases of the design work is beneficial.

#### OUTLINE OF ARCHITECT'S WORK

- A. Bid documents and bid forms*
- B. Pre-bid meeting and site walk-through*
- C. Addenda and clarifications*

### **V. CONSTRUCTION**

During construction the Architect assists the Owner in administering the construction contract. Faithful performance by the Architect, Owner, and Contractor helps to insure a good result for everyone involved. In the construction phase a building project goes from concept to reality, from "pen and ink" to "bricks and mortar."

#### OUTLINE OF ARCHITECT'S WORK

- A. Pre-construction meeting*
- B. Construction progress meetings*
- C. Site observation*
- D. Shop drawing review*
- E. Change orders and clarifications*
- F. Application for payment review*

### **VI. PROJECT CLOSEOUT**

Toward the end of the construction process the Architect assists the Owner and Contractor in identifying areas of the work needing final adjustments and completion. When all aspects of the contract have been fulfilled, the work of the Contractor is presented to the Owner as a finished product along with record documents, spare parts, applicable warranties, and the final application for payment.

#### OUTLINE OF ARCHITECT'S WORK

- A. Inspection for Substantial Completion*
- B. Inspection for Final Completion*
- C. Final application for payment review*

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