

ARCHITECTURAL SERVICES

realms
architectural

feasibility ■ programming ■ design

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1 Introduction

What does an architect do?

- In architecture school we are taught that architects produce drawings.
- In the world we are taught that architects produce buildings.
- In truth, architects simply help to inform the character of a place.

The following pages present, in outline form, the general processes and phases of architectural practice. The architect's work is neither mysterious nor arcane, and the client is welcome and encouraged to participate at every step of the way.

2 Basic Architectural Services

The basic services of the architect are traditionally divided into the following phases.

- Schematic Design Phase
- Design Development Phase
- Construction Documents Phase
- Bidding and Award Phase
- Construction Phase

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Schematic Design Phase

The clients arrive with dreams in hand. They work together with the architect to begin to bring their ideas down into form. By the end of this phase, design is still in gestation, but all the needs have been made known and have been addressed.

- *programmatic review* — consideration and evaluation of the client’s requirements for the building
- *design counsel* — discussion of general plan and design
- *site evaluation* — exploration of opportunities and constraints
- *utilities check* — ascertain the availability of electricity, water and sewer
- *building code study* — to insure that the requirements of applicable and relevant codes will be addressed and met
- *zoning ordinance study* — to insure that the project will comply with the requirements of and relevant zoning ordinances
- *schematic building plans* — development of plans for the building itself
- *schematic site plans* — development of plans for the building site
- *schematic relational plans* — consideration of the project’s relationships to its neighbors
- *probable cost estimate* — based on area, volume or other unit costs to determine the realistic attunement of the project’s programmatic requirements with the project’s budget

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Design Development Phase

Now that the clients and architect are all speaking the same language, it is possible for design to fully flower. The clients and architect together have made many decisions about form and about material. By the end of this phase, we all know what the project will look like and how it will feel, and we have a much clearer notion of what it will cost.

- *production of design development drawings* — to establish size and character of the building, its materials, structural, mechanical and electrical systems
- *creation of outline specifications* — indicating issues and areas to be fleshed out during the creation of construction documents
- *reconsideration of cost* — as the design becomes more clarified, the estimation of budget requirements becomes a step closer to fact.

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Construction Documents Phase

In this phase we must develop the set of instructions and contracts necessary in order to get the project built. Every detail must be considered. Every issue must needs be addressed and resolved.

- *creation of complete working drawings and specifications* — detailing the work to be done, materials , workmanship, finishes and equipment required
- *preparation of the necessary bidding information* — including bidding information and forms, the general conditions of the contract and the form of agreement between owner and contractor
- *adjustment of the estimates of construction costs* — for changes in project scope, changes in project requirements or market conditions
- *assistance with the filing of documents* — required for the approval of governmental agencies having jurisdiction over the project

6 Bidding and Award Phase

If the project does not yet have a builder, this is the time where one is selected.

- *preparation of advertisements for bids* — or arrangement for bids from qualified contractors
- *issuance of copies of working drawings and specifications* — to all bidders
- *receiving and opening the bids* — with the client
- *advising the client* — as to qualifications of bidders and reasonableness of the bids received.
- *making of recommendations* — on the award of a construction contract
- *providing technical information* — for preparation of construction contracts by client's legal counsel

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Construction Phase

Once the builder has been selected and the contracts settled, the actual construction of the project may begin. It is the architect's task now to do all possible to ensure that the designs and instructions so carefully developed and detailed will now be followed down into built form.

- *review of shop drawings, schedules and samples* — for conformance with drawings and specifications
- *issuance of change orders and bulletins* — when required, to adapt to field conditions or changes requested by the client
- *performance of site visits* — to determine that the work is proceeding in accordance with the contract documents
- *determination of amounts owing to the contractor* — and issuance of certificates of payment, certifying that to the best of our knowledge, information and belief, the quality of the work is in accordance with the contract documents, and has progressed to the point indicated.
- *receipt and delivery to the client* — of all bonds, guarantees and other evidence of insurance or security required by the construction contract
- *establishment of the date of “substantial completion”*
- *establishment of the date of “final completion”*
- *obtainment from the contractor* — prior to authorization of final payment, of a statement that all bills have been paid and that the contractor will hold the owner and the architect harmless from any liens or other obligations arising out of construction covered by his contract, and authorization from the bonding company for release of funds to the value of the original contract plus all change orders.
- *the architect's basic services have been completed* — when the project has been completed and the final certificate for payment has been issued.

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Additional Services

The following are supplementary services which are not included in the normal basic architectural services. These extra services may be provided at additional and mutually agreed upon costs, often billed at an hourly basis at the architects standard billing rates.

- *feasibility study* — in order to determine whether or not a proposed project is likely to be successful
- *architectural programming* — delineation of the exact scope of the work and the establishment of performance criteria
- *master plan* — preparation of preliminary or schematic design for a project larger than is to be built initially
- *building evaluation* — determination of the present condition and future potential of existing structures
- *existing conditions* — measured drawings of existing conditions when required for additions or alterations
- *special analysis* — to establish or clarify requirements of the project
- *special bid documents* — for unusual requirements to permit portions of the work to be let separately
- *“as-built drawings”* — preparation of extra drawings showing work done beyond the view of contract documents
- *unusual alternates* — preparation of extra drawings of alternates not necessary to the control of construction costs
- *detailed cost estimates* — development of detailed or semi-detailed construction cost estimates
- *soil tests* — as required by the project
- *legal services and advice* — as required by the project

- *alternate bid documents* — preparation of documents for alternate bids for work which is not finally constructed
- *special inspection* — prior to expiration of the guarantee, to report discrepancies with construction contract guarantees
- *deductive change* — preparation of documents for a deductive change order
- *maintenance* — compilation of maintenance manuals
- *special renderings* — for promotion or exhibition
- *special models* — for promotion or exhibition
- *special association* — association with special consultants, other than normal structural, mechanical and electrical engineers
- *revisions* — of previously approved documents to accomplish changes which the client may desire
- *revisions* — of previously approved documents when such revisions are inconsistent with approvals or instructions previously given by the Owner, including revisions made necessary by adjustments in the Owner's program or project budget.
- *revisions* — of previously approved documents to accomplish changes made necessary by changes to Contractor's previous cost estimates
- *extra services* — necessitated by of default of a contractor
- *extra services* — necessitated by controversy with contractors or others involving arbitration or the courts
- *extra services* — necessitated by unusual conditions such as fire, wind storm or catastrophe during construction

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Contact

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