

## P R O J E C T P H A S E S

The following is a compilation of architectural project phases. Not all are required for every project.

**1. Program - “Wish List”** - The Clients needs and desires are called a Program

This information is compiled by the Client and assisted by Imagine That. It is the guideline that is used for designing the project. If the program is thorough the rest of the project should fall into place. The room sizes the locations of rooms to each other along with visual features are included in the program.

**2. Concept Design** - Quickly drawn initial floor plan and exterior concepts for analysis.

Floor Plan alternatives and Elevation studies are based on the program requirements. Analysis of the site features and orientation. Research information with Building Department, Planning Department and Architectural Review Committee requirements (if any) is gathered relative to the specific project.

Administratively a Soils Report and a Topographic Survey is started at this phase for use during a later phase.

**3. Design Development** - Detailed design drawings based on the approved Concept Design.

Development of the Client approved Concept Design incorporates more specific requirements that can not be handled in the more overview oriented Concept Design phase. Design Development drawings are drawn at a larger scale on the computer. A preliminary budget may be obtained from a contractor at this phase. Changes made to the project after this phase become increasing more difficult to make and may increase the architectural and engineering costs. If a Homeowners Association has jurisdiction and requires an Architectural Review the Design Development drawings are used for that submittal.

**4. Homeowners Association Approval** - Floor Plans, Site Plan, Exterior Elevations and Materials are the basic information the Homeowners Association need for review.

Associations vary widely in their criteria. A common requirement is a Neighbor Notification process. It is best for the homeowner to approach the neighbors for their signature indicating they have been notified that a construction project is being planned.

## PROJECT PHASES - Continued.

- 5. Construction Documents** - Technical engineering and Building Code issues are added to the Design Development drawings.

The Client approved Design Development drawings are given to the structural engineer for technical structural engineering calculations and construction details. Building code requirements are explained on the drawings for Plan Check submittal. Architectural details, notes, dimensions, finishes and schedules are added to the drawings. This is the largest phase of architectural work.

- 6. Plan Check** - Submittal to Building Department and Planning (Zoning) Departments.

Revisions are made to the Construction Documents to clear the project “ready to pull permit”. The contractor physically “pulls” or obtains the building permit based on the Architects drawings. Soils analysis, “soils report” is typically required at this stage along with a drainage engineering. The drainage engineering is based on a topographic survey. Fire Department, Public Works and Coastal Commission submittal’s may also be made depending on the project. It is understood that no professional has “control” over government agencies.

- 7. Bid Documents - Bid Negotiation** - Interior Finish information for Contractor Bidding.

When an independent Interior Designer is not utilized, interior finish specifications and details are included during this phase to make contractor’s cost analysis more accurate. During this phase items not required for plan check are added to the Construction Documents to make them Bid Documents. These items include: cabinetry, cabinet finishes, door hardware, other finish hardware, interior molding, door molding, window molding, floor materials, ceiling materials, plumbing fixtures specifications, electrical fixtures and appliances.

Bid Negotiation is provided by the Architect to assist the Client to analyze the contractor bids.

- 8. Construction Observation** - The architect can assist the contractor during construction and act as the Clients’ agent.

Site Visits to determine conformance with the construction documents and design intent can be provided during construction. Clarifications or revisions to the project are based requested by the Contractor or Client. The amount of assistance needed depends on the complexity of the project, the experience and management methods of the contractor, the experience of the Client and the degree of design execution desired by the Client.