

PROCESS FLOW CHART

PHONE INTERVIEW

- EXPLAIN PROCESS.
- EXPLAIN FEES.
- DISCUSS PROJECT GOALS WITH CLIENT.



INITIAL DESIGN CONSULT

- TOUR OF HOUSE.
- CONFIRMATION OF CLIENT PROGRAM.
- SKETCHES OF ROUGH IDEAS (TO BE LEFT WITH CLIENT).
- DISCUSS APPROXIMATE BUDGET & SCHEDULE.

CLIENT SELECTS TO MOVE FORWARD TO
INITIAL DESIGN CONSULT

CLIENT SELECTS TO MOVE FORWARD TO
PHASE I COST STUDY



PHASE I : COST STUDY

SCHEMATIC DESIGN (6 WEEKS)



AS-BUILT MEASURE
& DRAW EXISTING
PLANS & ELEVATIONS



WORK SESSION



DRAW DEMO PLANS
& NEW PLANS



DESIGN
CONFORMATION
FROM CLIENT



MOVE FORWARD TO
DESIGN
DEVELOPMENT



DESIGN DEVELOPMENT (6-8 WEEKS)



DEVELOP 3D
MASSING MODEL



DRAW 2D
ELEVATIONS
W/ DETAIL



DRAW ELECTRICAL
AND FURNITURE
PLANS



BID INSTRUCTIONS
& OUTLINE SPECS



MOVE FORWARD TO
PRELIMINARY BID



PRELIMINARY BID (3-4 WEEKS)



CONTRACTORS VISIT
HOUSE W/ PLANS



MEETING W/ BID
ANALYSIS.
SELECT
CONTRACTOR.
NO CONTRACT YET.



CLIENT DECIDES
HOW TO PROCEED



- A. MOVE INTO PHASE II
- B. ADJUST SCOPE AND DESIGN
(BACK TO SCHEMATIC DESIGN)
- C. STOP



PHASE II: CONSTRUCTION DOCUMENTS & INTERIOR DESIGN PHASE III: CONSTRUCTION ADMINISTRATION

CONSTRUCTION DOCUMENTS (2-3 MONTHS)



MAKE ADJUSTMENTS
AS PER BID RESULTS



SECTIONS & DESIGN
DETAILING.
STRUCTURAL &
MECHANICAL PLANS



INTERIOR DESIGN,
ELEVATIONS &
DETAILS



SHOWROOM VISITS
TO SELECT FICTURES
& FINISHES.
SCHEDULES.
UPDATE SPECS.



MOVE FORWARD TO
FINAL BID
NEGOTIATION



FINAL BID NEGOTIATION (2 WEEKS TO CONTRACT. PERMIT CAN VARY 1-6 MONTHS)



CONTRACTOR TO
PROVIDE FIXED
PRICE BID BASED
ON CONSTRUCTION
DOCUMENTS



ASSIST OWNER
& CONTRACTOR
W/ PREPARING
CONTRACT &
PAYMENT SCHEDULE



SIGN CONTRACT.
FILE FOR PERMIT.
(EXPEDITER OR
CONTRACTOR
TO FILE)



ORDER/PURCHASE
FINISHES & FIXTURE



MOVE FORWARD TO
CONSTRUCTION
ADMINISTRATION



CONSTRUCTION ADMINISTRATION (DURATION OF PROJECT)



JOB SITE VISITS &
INSPECTIONS



PROGRESS PAYMENT
REVIEW & APPROVAL



COORDINATION
OF ALL CHANGES
DURING
CONSTRUCTION

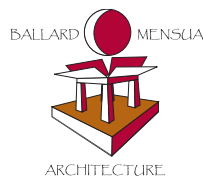


CREATE & REVIEW
PUNCH LIST



PROJECT
COMPLETION!





PROCESS COST CHART

PHONE INTERVIEW

No fee

CLIENT SELECTS TO MOVE FORWARD TO
INITIAL DESIGN CONSULT



INITIAL DESIGN CONSULT

\$250 flat fee (covers 3 hour meeting)

CLIENT SELECTS TO MOVE FORWARD TO
PHASE I COST STUDY



PHASE I : COST STUDY

(INCLUDES SCHEMATIC DESIGN, DESIGN DEVELOPMENT & PRELIMINARY BID)



PHASE II: CDs & INTERIOR DESIGN PHASE III: CONSTRUCTION ADMIN.

(INCLUDES CONSTRUCTION DOCUMENTS, INTERIOR ELEVATIONS, FINAL BID ANALYSIS, & CONSTRUCTION ADMINISTRATION)

PHASE I FEE	TOTAL CONSTRUCTION COST
HOURLY @ \$200/hr.	\$0 – \$49,999
\$4,500 – \$9,000	\$50,000 – \$119,999
\$9,500 – \$20,000	\$120,000 – \$599,999
\$17,000 – \$35,000	\$600,000 - \$1,500,000
\$35,00 – \$55,000	\$1,500,000+

PHASE II + III FEE	TOTAL CONSTRUCTION COST
HOURLY @ \$200/hr. (Not to exceed 18%)	\$0 – \$49,999
15% - 18%	\$50,000 – \$119,999
13% -17%	\$120,000 – \$599,999
12% – 15%	\$600,000 - \$1,500,000
10% -15%	\$1,500,000+

CLIENT SELECTS TO MOVE FORWARD TO PHASE II

EXAMPLE BASED ON \$500,000 PROJECT CONSTRUCTION COST AND 15% FEE:

PHASE I COST STUDY: \$15,000 TOTAL FEE

(PHASE I FEE TO BE INCLUDED IN PHASE II TOTAL ARCHITECTURAL FEE)

\$250	FIRST MEETING
\$3,500	MEASURE & DRAW EXISTING (PLANNING WORK SESSION)
\$2,500	NEW PLANS
\$4,250	ELEVATIONS & 3-D FORM
\$4,500	READY FOR PRELIMINARY BID
\$500	BID ANALYSIS MEETING

NOT INCLUDED:

\$300 – \$600	LARGE DOCUMENT COPIES
\$1,000 – \$3,500	STRUCTURAL ENGINEER
\$4,000	MEP ENGINEER (IF REQUIRED)
\$1000+	TOPO SURVEY AND CIVIL ENGINEER (IF REQUIRED)

PHASE II : CDs & INTERIOR DESIGN + PHASE III: CONSTRUCTION ADMIN.: 15%

(FEE WILL VARRY DEPENDING ON SCOPE OF SERVICES NEEDED, COMPLEXITY OF PROJECT & SELECTED CONTRACTOR)

\$75,000	TOTAL ARCHITECTURAL FEE (15% of \$500,000)
-\$15,000	CREDIT FOR PHASE I FEE
\$60,000	REMAINING FEES FOR PHASE II + III
\$30,000	PROCEED TO CONSTRUCTION DOCUMENTS
\$15,000	CONSTRUCTION DOCUMENTS - 75%
\$2,500	INTERIORS - 50%
\$2,500	INTERIORS - 100% + CONSTRUCTION SET ISSUED
\$10,000	BILLED IN MONTHLY INSTALLMENTS FOR CONSTRUCTION ADMINISTRATION

PROJECT COMPLETION!