

## Project Stages and Sequences

*Please note*

*Some of the stages described as follow can be conducted concurrently with other stages in order to expedite a project .*

### Stage One –

#### *Programming*

Beginning a project starts with defining your needs and desires – a “wish list”. Aspects of some projects are the needs of the property itself --- calling out for restorative measures to safeguard the building envelop from deterioration or water infiltration. All facets of the project must be considered at this stage: architectural (existing and planned expansion), plumbing, heating and air conditioning (HVAC), electrical / lighting, drainage and landscape.

Establishing a budget and potential source for project funds while determining the project(s) scope is important. After initial programming and setting priorities, it is paramount that the project goals are feasible from both a budgetary standpoint and a zoning one.

### Stage Two –

#### *Documentation*

Three key elements to a successful project are “Documentation, Documentation, Documentation.” (*John Belle, FAIA*)

Accurate documentation and analysis of the existing building, its history, its archetype, its physical state, etc., can only aid in achieving successful solutions. Understanding the function of the existing space / habitat by the users is important along with their goals for the project in this regard.

Restoration projects require knowing not only the extent of deterioration but its cause, as well. Restoration without measures to prevent future decay has little merit.

This stage includes accurately measuring the structure in three dimensions, conducting digital photography, surveying the existing conditions, obtaining local codes and zoning laws, and rendering the existing structure in drawing form on CAD. Archival research of the property is also warranted for historic structures.

### Stage Three –

#### *Schematic Design*

Draft common sense and innovative solutions and prepare alternative layouts and scopes for the proposed project. Once the client selects a viable schematic design, a detailed cost estimate for the project is prepared for review. If the project is within the budget “ballpark” we proceed to the next stage.

We pride ourselves with preparing schematic designs / solutions that meet the requirements of the project goals and wins the satisfaction of the client. Often this occurs after one or two presentations.



Project Stages and Sequences continued....

**Stage Four** –

*Design Development /*

*Construction Documents*

Prepare construction documents and Building Department drawings. Drawings include necessary architectural, structural, electrical and plumbing designs in order to submit plans to the buildings department and obtain bids to execute the project to completion.

Often bid documents may not be the same as those filed given the level of detail for cabinetry, bathrooms etc. that have no relevance to a Building Inspector.

**Stage Five** –

*Pre-Construction Services...*

*Get Approvals*

*DOB filing*

*Obtain Bids*

This stage involves filing plans and applications with the local building department. In some municipalities one needs approval from an Architectural Review Board or Landmark Commission. This will be conducted as soon as possible once the client at the end of Schematic phase design has approved a design and project scope.

- File the plans with the local building department and obtain 'Permit ready' approval. Please note it will be the responsibility of the general contractor and his subcontractors to pull their respective permits or change of contractor forms.
- Assist in developing an approved list of contractors with the Owner. Contractors bidding the project shall be pre-qualified, so that should they win the bid, we will be assured that they are competent.
- Participate in evaluating the bids and help the Owner retain the contractor.

**Stage Six** –

*Construction Administration*

On-site inspection and observation is conducted during the construction phase of work. Visits include office-related work, correspondence necessary to coordinate and facilitate the project such as the building product reviews, quality control samples, necessary shop drawings, etc..

- It is important that the architect and contractor work closely together to ensure that the drawings and specifications are realized in built form.
- Issue, review and obtain client approval for any negotiated Change Orders or Credits relating to the project. Hopefully, change orders are kept to a minimum but renovation projects need some contingency for unforeseen work.
- Obtaining separate bids for work outside of the general contractor's scope of work and any supervision of work awarded to trades working directly with the Owner.
- Review Contractor's requisitions for payment.
- Prepare punch lists for project closeout.

