



DESIGN PROCESS

Architectural design is a creative process, requiring time to solve problems. Although the process is predictable, the amount of time required is relative to project complexity, unforeseen circumstances, and individuals involved and as such cannot be entirely defined in the beginning.

Pre-Design Phase

- Needs Analysis: **meet with owner/staff** to identify needs and requirements of the building and site. **Identify parameters** such as sustainability goals, budget and time schedule. Understand the character/brand of the company.
- Site Analysis: document municipal regulations, environmental characteristics, etc. to **understand the limitations and opportunities of the site**.

NOTE: If a site is not yet selected, prepare the Needs Analysis to guide site selection decisions.

Schematic Design Phase

- Based on the Pre-Design Phase, **identify alternative approaches** to project including site design, floor plan, building shape, orientation to sun/views, etc.
- **Develop** rough construction **cost estimate** and **time schedule**

Design Development Phase

- Based on the Schematic Design Phase, **finalize the scope** of the project by developing the characteristics of the selected alternative: mechanical, electrical, structural, openings (doors and windows), materials, furnishings, finishes, etc.
- **Refine** construction cost estimate and time schedule. In certain circumstances, work with a pre-selected contractor to establish a Guaranteed Maximum Price.

Construction Documents Phase

- Based on the approved Design Development Phase, **prepare construction drawings and specifications** necessary for finalizing construction price, obtaining the building permit and constructing the building and related site improvements.
- Refine construction cost estimate and time schedule

Bidding or Negotiation Phase

- Either identify potential bidders or work with a pre-selected contractor to **finalize the price** of the Project.

Construction Phase

- **Administer the Contract for Construction** including Contractor's Applications for Payment, Change Orders and other related paperwork
- **Conduct periodic inspections** to determine, in general, if the work is being constructed in accordance with the Contract.

NOTE: This is a brief, simplified summary of the design process. Please contact Chuck at Charles Levin Architects for a more elaborate version or to discuss how this can be customized to your project.