

# Mystery Revealed - A Five Phased Process



## Making Architecture Personal

**C**ongratulations!!!!!! You have decided your business needs to grow and you need a building, or need changes to an existing building, but you are not sure where to start! The **Process of a Project with an Architect is not a mystery, it is very structured, and the process is even fun!** Ireland Architects can help you through the process to make it seamless and easy for you – relax! **Let us do the work, it is what we do every day!**

### Project Process

There are typically five phases to designing a project. One phase needs to be completed before moving to the next phase so additional time is not spent on revisions. At the end of each phase, we will ask for approval to move forward to ensure we are communicating clearly with you. This Five Phased process takes place after a contract has been signed and a down payment has been received. The contract will define the scope of the work that has been determined by the Needs and Options Report and the Programming Report that has already been completed.



### Schematic Design Phase

**The basic goal of schematic design is to develop the building design.** We develop the general plan and basic exterior design - which is how the building will look and operate. Schematic design phase has a great deal of floor plan ideas, a lot of questions and feedback with the clients, and a developed basic design. **Schematic design is overall the most fun phase for the client. Schematic is where you are really doing the general design, but not getting into deep detail.** Once the basic design is locked down, and the architect receives approval for a final floor plan and exterior design idea, the architect and owner will agree to proceed to the next phase of design - Design Development.



## Design Development – Refining the design

**Design Development Phase is when the architect begins to show more detail.** Questions for the client become even more detailed too. The architect will **ask the client detailed questions** such as: which doors need locks; do you want a small or large drawer in this cabinet; will there be a computer and printer in this office; do you want a window in this door? This is also when the consultants enter the project and discuss mechanical systems, structural components, and interior finishes.



When looking at these drawings, try to imagine yourself using the spaces. Ask yourself: Does the traffic pattern flow well? Does each space serve the intended purpose? Do I have a good sense of what it will look like? Do I like how it looks? Do I agree with the selection of wall and ceiling finishes, door types, windows, etc.?

The deliverable, in this phase, is a bit more information and detail than the schematic design phase. The drawings look like they are done, but they are not. Depending on the type of project, there could be a specification book, which can be thought of as the written instructions for the drawings. The specification book will specify the materials that have been selected, and provide things like installation instructions, quality control requirements, and other technical information.

## Construction Document Phase – the Blueprints

**In the Construction Document phase the Architect, Engineers, and Interior Designer finalize the technical design** and engineering, including structural engineering and detailing, heat and air conditioning and ventilation systems, plumbing, electrical, gas, stormwater calculations along with all products and materials selected. These drawings are considered Construction Documents (what people call “Blueprints”) that include drawings and specifications based upon all the information shared up to this point. These documents also include information that is required to obtain a building permit from the City.



Contractors will use construction documents to establish an actual construction cost to build the project. These drawings and specifications become part of the contract for your General Contractor.



**We submit these drawings**, along with the various forms required for the permit application to the plan reviewers at the City. We monitor the progress during the review period, and give additional information or clarifications as requested. Little, if anything is needed from the client during this phase—except patience. **Our goal is to shepherd your project through as quickly and painlessly as possible**, but the length and cost of this phase can vary greatly depending on the jurisdiction, complexity of the project, and any special historic district or community design review processes.



### **Bidding Phase**

**Having an architect on your side during the bidding phase of your project is of great advantage to you.** At minimum, we can aid you in developing a list of qualified contractors for your bid list and submit bid packages to the bidders. We can also answer contractor's questions, review submitted bids, provide analysis, and help you compare the cost figures that you receive from your bidders to ensure its apples-to-apples. **An architect can help ensure the contractors you are considering for your construction project are understanding the blueprints and are providing a competitive bid for your project.**

We are happy to introduce our clients to several reputable builders we work with and trust. Some clients already have a contractor in mind when they come to us, and we will work with those contractors during this process.

If you have an exact budget in mind at the beginning of the process, we may recommend hiring a contractor early to consult. The General Contractor can review the schematic design, design development, and construction drawings from the beginning in order to ensure the project is within the specified budget. Only a contractor can guarantee a price for construction. Architects and cost estimators who provide budgets cannot guarantee those prices as they are just an educated budget guess.

### **Construction Administration Phase**

This construction administration phase involves your architect **monitoring the construction to verify that the General Contractor is building your project in accordance with the Construction Documents** prepared, it is NOT to supervise construction.

The General Contractor will submit “shop drawings” which are like Purchase Orders Requests that the architect reviews as another set of eyes on the materials before they are ordered. It helps to catch errors or misunderstandings the Contractor may have of the project. The architect will periodically visit the job site to see progress and ensure the





contractor is following the plans. **Banks usually require an architect to review contractor's monthly invoices to confirm work completed and to check for lien waivers to protect the Owner.** The architect can also be available to answer questions and provide additional information to issues that arise during construction. During this phase it is not uncommon that some additional services for the architect arise due to change orders or unforeseen conditions found in the field. What is important is that your architect and the contractor work together to quickly handle them so that your project is not delayed.



The path to a completed building project is paved with a lot of challenges and uncertainty. There are literally hundreds of decisions to be made, decisions which have a strong impact on how the project looks and functions over time. **An Architect can ease the way by helping you avoid wrong turns, but also can direct you to solutions you never considered.** The result is a unique building project created to meet your needs, express your individuality, and provide enjoyment for everyone who uses it.



Contact Stephanie Ireland, CEO of Ireland Architects to get your building project started!!  
417-881-3409 [www. IrelandArchitects.com](http://www.IrelandArchitects.com)

