



Description of Services

Architectural Building Design Phases

Information Collection – Preliminary meetings with the Owner to discuss the prospective scope of work required for the Project. Preliminary research of Project Zoning, Design Review Requirements, and other regulatory agency requirements for the Project. A preliminary site visit is recommended to obtain information on sun exposure, prevailing wind patterns, view corridors, and other site conditions that may have an impact on the overall design. In remodel Projects, an estimate will be provided for measuring the existing building and obtaining general knowledge of the building's character, construction, and materials.

Schematic Design – Meetings with the Client to develop the preliminary program based from information provided by the Client. Review and discussion of client provided information on programmed areas and uses, intents and objectives, and design images and details. This may also include study of the building massing with a 3D model at the request of the client. This phase also may include site evaluation to determine view corridors, solar exposure, building limitations, and overall drainage considerations. Depending on the scope of the project, it may also include code analysis and regulatory agency requirement research. Floor plan studies include room size, configuration, and location within the building envelope. Elevation sketches or perspective sketches will be produced to create a general form that is pleasing and satisfactory to the client. At this point in the process it is recommended that the Client start discussions with prospective contractors to develop preliminary pricing based from square footage numbers and the contractor's scope of work. The Client is also advised that any cost estimates at this point are rough estimates and may not reflect the actual cost of the building depending on level of finishes and individual project conditions. In cases where historical approval, design review board approval, or architectural control committee approval is required, the acceptance and approval of drawings by these agencies typically indicates the end of the schematic design phase. A statement of approval of the schematic design, signed by the Client, is required before moving on to the next phase of design. It is generally recommended that the Schematic Design Phase be completed on an hourly basis. Historically this has been found to be the most fair to all parties involved.

Design Development – Services necessary for continuing development of the Owner approved schematic design drawings. At this point we establish the relationship of building forms, roof and floor systems, dimensions, and building systems through evaluation of sections, elevations, roof plan and floor plans. Floor plans and elevations will be developed and refined to further reflect the client's input. Preliminary structural framing plans will be developed that can be submitted to one or more structural engineers for bids for member sizing and structural design. If the building meets the requirements of the prescriptive codes, JJDS may provide an estimate to produce the drawings in-house which is typically more cost effective. If the building is more complex than allowed by prescriptive codes, the plans will be submitted to a structural engineer for evaluation. Structural engineering services and fees are not a part of the architectural contract and are the responsibility of the Client. A decision will be made at the end of the Design Development phase to determine if outside engineering and other Consultant Services will be required. Proposals for Consultant Services may be requested at this point as the need arises and JJDS may provide preliminary coordination with those consultants as required. Preparation of the documents and building design for the construction document phase takes place and electronic information is distributed to Consultants as necessary.

Construction Documents - Services necessary to prepare, from the approved design development documents, Construction Documents consisting of drawings, specifications and other documents setting forth in detail the information required for construction of the Project. The drawings will include a site plan, basement plan (if applicable), first floor plan, second floor plan, roof plan (unless roof framing is developed in-house), building sections or wall sections, exterior elevations, and building details.

Plans approved for in-house engineering will include a foundation plan, first floor framing, second floor framing, roof framing and details.

A schematic electrical and mechanical plan can be provided as a general guide for use by the electrical & mechanical contractors to perform work on a design-build procedure if requested by the Client. It is the responsibility of the electrical contractor to insure that all electrical codes and regulations are met during construction. Heating and cooling vent locations can also be suggested on the electrical plans at the request of the Client. Energy Code compliance forms will be provided in jurisdictions requiring the energy code submittals.

The Construction Documents will be utilized by the Owner or Contractor to obtain a building permit for the project. The Construction Documents will also be used to aid in bidding and pricing by the Contractor and subcontractors and general construction of the Project.

Interiors Phase – As required by the Owner, services consisting of continued development and expansion of Interior Elevations and development of outline specifications of materials related to special interior design features, materials, finishes and colors. These specifications may be provided in both .PDF format and on the drawing sheets. This phase may include interior elevations of prominent areas of the building including master bathroom, bathrooms, prominent fireplaces, and kitchen areas dependant on request of the Owner. Specification of plumbing fixtures and electrical fixtures may be included in this scope of work at the request of the Owner. The scope of work in this phase does not include services of an interior designer.

Bidding and Negotiation - Services necessary to aid the Owner in selection of a Contractor and answer any questions by prospective contractors during the bidding phase of the Project. Throughout the course of the Project the Architect may make estimates as to the cost of the project to aid the client in preparation for the construction phase. These estimates will usually be in the form of per square foot estimates. The Owner should realize that construction costs vary significantly from one area to another and that market fluctuations, material finishes, supply and demand, site and weather conditions, and many other factors can greatly impact the cost of the Project. Any estimates provided by the Architect are non-binding and should be used only as a tool to outline the Project costs in a general sense. The Architect will aid the Contractor (or perspective Contractors) in understanding the construction documents in an effort to aid the Contractor(s) in producing more accurate estimates of Project cost. Production of a construction contract between the Owner and Contractor is outside this scope of work. It is recommended that the Owner retain the Architect's services to produce the Contract between the Owner and Contractor. JJDS typically utilizes standard forms produced by the American Institute of Architects (AIA). This service can be provided on an hourly basis at the request of the Owner.

Construction Administration - Services necessary for the administration of the construction in compliance with the Construction Documents. Coordination with Contractor to aid in Contractor's understanding of the Construction Documents. Services consisting of visits to the site are outside this scope of work is typically not included in the contract and is billed on a time and expense basis. It is recommended that site visits take place at intervals appropriate to the stage of construction or as otherwise agreed in writing for the Architect to become generally familiar with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the Construction Documents.