




Project Stages and Tasks

Deliverables

PROGRAMMING/CONCEPTUAL DESIGN [2D]: WINTER 20/SPRING 21

- Review programmatic requirements and goals
- Initial Kick-off meeting to discuss preliminary space program, functional requirements, goals and objectives
- Conduct on site analysis of existing conditions
- Generate existing conditions drawings as basis of new work scope




Refined Program Document

Conceptual Designs for Review and Exploration

Established Broad Budgets

SCHEMATIC DESIGN [3D]: SUMMER 2021

- Develop conceptual designs into schematic design
- Begin developing 3D sketch renderings
- Coordinate with TBD vendors and Construction Manager
- Review SD development with MEP Engineer
- Meet with Building Committee to refine concepts for schematic design




Floor Plans

Reflected Ceiling Plans

Interior and Exterior 3D Sketch Rendering Views

DESIGN DEVELOPMENT [3D]: EARLY FALL 2021

- Prepare finish palette
- Develop 3D model of proposed Project area
- Develop DD drawings and begin preparing technical drawings for CD set
- Coordinate with vendors and Construction Manager
- Building Committee meetings to present material palettes and review developing 3D imagery
- Preliminary plan review with authorities

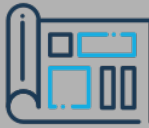


Design Development Documents

Photo-realistic Renderings

CONSTRUCTION DOCUMENTS & BIDDING/PERMITTING: LATE FALL 2021/EARLY WINTER 2022

- Prepare architectural construction documents
- Identify potential scheduling problems during Construction phase
- Review CDs with Building Committee prior to issuing for project bid and permitting
- Process and prepare any necessary addenda and information from Construction Manager
- Review all bids with Building Committee
- If needed, amend CDs to include VE items
- Provide all permit documents to owner for plan review



Final CD Set


Final Materials Spec Set

Contractor Bid Package

Building Permit

CONSTRUCTION ADMINISTRATION: FEB - AUGUST 2022

- Weekly project site visits to observe work progress and issue field reports
- Review shop drawings/submittals, provide responses to contractor RFIs
- Review contractor pay applications and potential change orders with Building Committee
- Review contractor's punch list on site and amend list as required



As-built Documents including Floor Plans with Updates

Assistance with Certificate of Substantial Completion