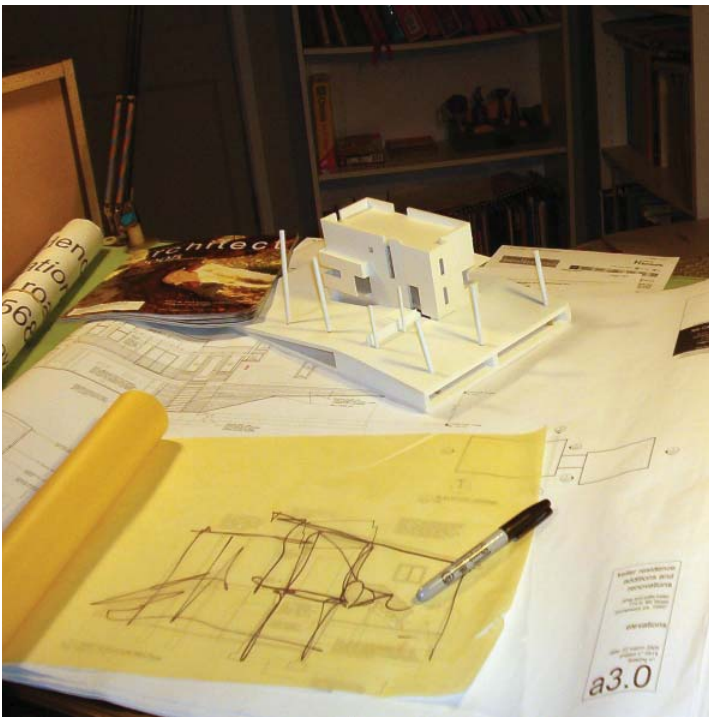


process



In addition to our background, experience and passion, we have personally gone through the construction of our own house. Therefore, we understand how important a home is to its owners and how each home owner has to balance their desires against their budget. Although we designed our own house, we shared in the emotion and nervous energy that is poured into the design and construction of a house.

With our experience and education as architects as well as our personal experiences, we have developed our services to eliminate as much of that stress as possible. We strive to maintain good communication which is the key to making the process run smoothly.

We trust this brochure outlines the services we offer and the value they offer you for your investment. We look forward to working together.

lee CALISTI architecture+design

We believe every project is unique and every home-owner has different needs and interests in how they invest in professional design services. A home is typically the largest investment in one's life. Construction of a house or major renovation is both a fascinating and complex endeavor. Architects are three dimensional thinkers, educated to assist home owners solve spatial problems. They are the client's advocate in construction. They create architectural solutions from discussions, descriptions and lists. They can present a variety of options for a single project; ones that the client would not have considered, in order to help them achieve the most for their money. Our goal is for this step by step guide to help our current and future clients better understand the process and make it more enjoyable.

getting started - fee proposal

After a successful initial meeting where the chemistry between parties is positive and mutual, we negotiate the specific terms of your project and estimate our fees by way of a follow-up meeting and a fee proposal. The time we take to tailor our fee proposal to a client's particular needs is not charged them. We do our best to ensure clients are aware of the scope of their project and the cost of our services. The fee proposal is an itemization of the phases and services needed to complete the project. We typically bill on an hourly basis because with our experience we believe it is the most fair to both parties and provides the most flexibility to the client to plan and adjust during the process. Despite the hourly billing method, we endeavor to estimate the range of total fees that could be expected based on the scenario presented.

The proposal for professional services consists of two parts. The first is the letter of agreement outlined above; the second is a standard AIA contract. AIA contracts are industry standard contracts that have over a century of legal and court testing.

architectural fees

Because we typically work on an hourly basis, contracting for our services means we will work on projects as long as clients are satisfied with our services. We have found this makes the commitment to proceed easier for our clients. Our design fees are generally established at the beginning of each project and adjusted if needed as the project progresses. Apart from a obtaining a retainer up front, we bill monthly for work completed and the invoice is a reflection of the monthly progress made.

Within the industry, architectural fees for full services (all phases, start to finish) commonly range from 7% to 12% of the construction cost for new construction and can extend up to 15% for renovation projects. However, the degree of service and time committed for each project is different. Some projects have been completed for lesser amounts, on rare occasions, more. Regardless of the degree of design service provided, our firm strongly encourages our clients to involve the architect in the construction process.

design

preplanning:
get drawings and permits

exterior:
open stairs to second floor (remove walls on first floor)
address grading and drainage issues
trim and repair porches
powerwash siding
paint trim
landscape
hardscape

systems/throughout:
add central air
level floors
replace floors
make any needed roof, chimney, and sheathing repairs
remove dropped ceilings
replumb and rewire as needed
properly insulate, caulk, and weather-strip
get a home-energy audit
replace window coverings

kitchen:
add cabinetry and fix, reface, or replace existing cabinetry
add task lighting
replace countertops
replace overhead lighting
replace range and refrigerator
replace entry door
replace sink and faucet

dining room:
add overhead lighting
build in storage
fix pocket door
strip fireplace brick paint

living room:
replace entry door

andrew's study:
install recycling, trash, and shredding center
repaint

first-floor bathroom:
reconfigure storage
replace tub with shower
replace faucet
replace shower head with low-flow head
replace pedestal with vanity

first-floor hallway:
build in storage?

laundry room:

basement:
address moisture issues?

family room/my study:
install recycling, trash, and shredding center

craft room:

kitchenette:

second-floor bathroom:
replace shower head with low-flow head

master suite:
add bathroom
add walk-in closet

pre-design

Data Collection and Field Documentation - One of the first things we must do is gather information about your project that will help us best shape your design as we proceed. With renovation projects, we document the area of your house that will be impacted. Documentation includes measuring, taking photographs and preparing scale drawings. The base drawings created are utilized in the analysis of the problem statement, and as a background for the design documents.

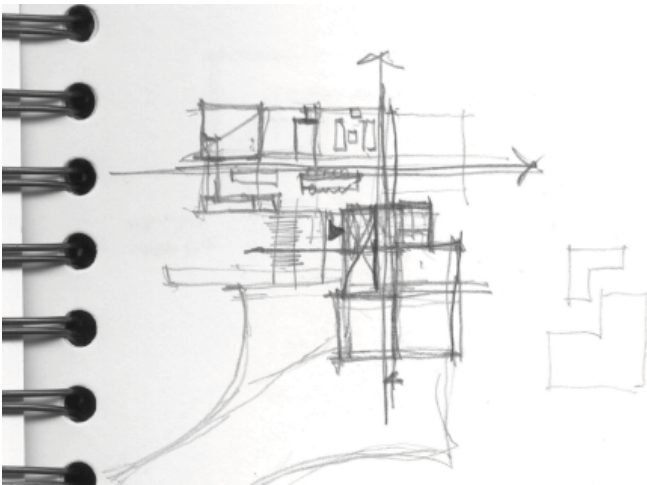
Programming - This is our time to listen and question. We begin to interpret and analyze wishes and ideas as well as the existing spaces and then diagram our understanding of the client's goals and intentions for the project through explorations of possibilities. The plan is to go beyond a list of wants to an understanding of the reasons behind those choices. We start creating diagrammatic building plans, elevations and/or sections to understand how they relate to the site and to each other. This is the beginning of the search for a cohesive concept.

Site Analysis - A thorough investigation of the site involves measuring at times, reviewing surveys and often multiple visits to become acquainted with the elements of the site which will influence the design. During the collection of all of the preceding information, we review applicable code and zoning ordinances to identify the boundaries and limitations in which the design may develop. We assist in the navigation through various local municipality approvals and variances as needed.

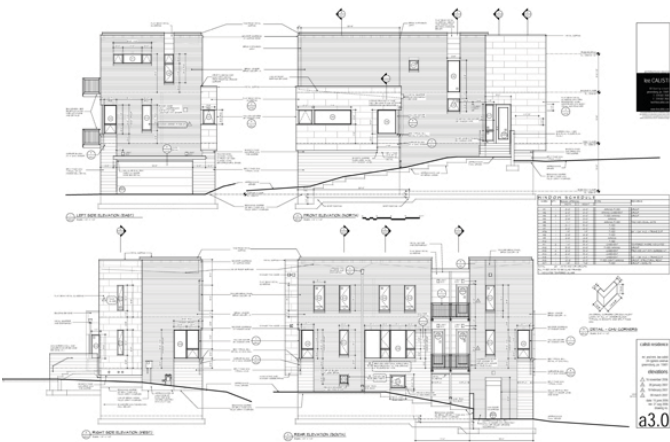
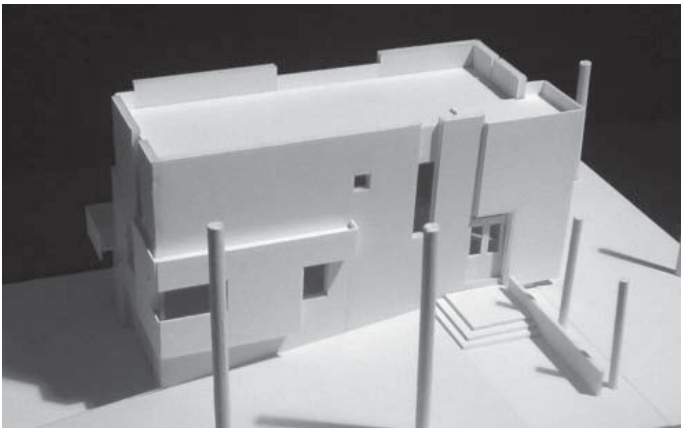
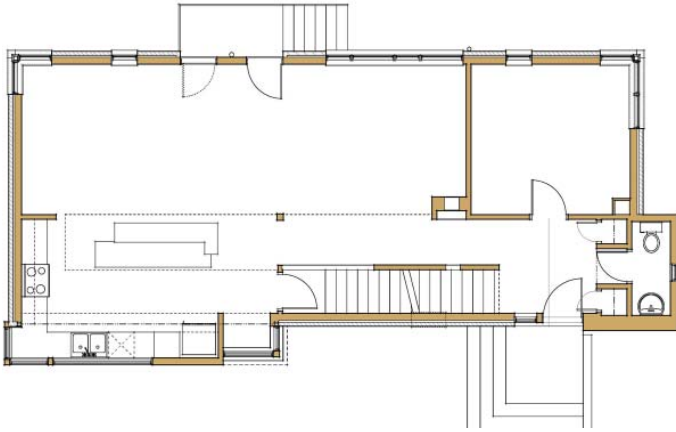
schematic design

This is where team members get to see wishes turn into form and vision take shape on paper. In this phase we interpret the program into freehand sketches, sketch models, digital drawings and 3D digital models as needed to illustrate the design concept.

Graphics are only a part of the schematic design phase; discussions with the client are equally as important. This discussion gives everyone a sense of whether or not we are representing what the client is looking for in their project. We typically present multiple design iterations to allow us to evaluate one scheme against another. The final set of sketches is a culmination of the process of testing a variety of ideas. The drawings are adequate for seeking preliminary budget figures but are not resolved sufficiently or contain adequate information for construction. We generally prepare a rough opinion of cost based on recent trends and industry aids for cost per square footage ranges to get a sense if the concept meets your budget limitations. Upon approval of a scheme, budget and schedule, we can proceed to the next phases.



design



design development

As a project progresses past the conceptual or schematic level, we move into the Design Development phase. The previous sketches begin to develop into drafted versions and often 3d models (physical and/or digital) as we begin to give literal size and shape to the project. These drawings will continue to evolve into construction drawings as outlined below.

Because numerous key decisions are made in this phase, it is important that we reevaluate the client's living patterns and specific space requirements. As we work out the interplay of spaces in more detail, structural systems are introduced as well as consideration for mechanical, plumbing and electrical systems. At this point, rooms are given particular sizes, and we confirm the layout of elements within the rooms such as window placement, finishes, and even cabinets and furniture. During this phase we typically work with clients to make preliminary finish and fixture selections to aid in the details and specifications for the next phase and solidify the overall design concept. Since making significant choices at this point becomes more difficult or time consuming, we work as needed to illustrate design features as clearly as possible so clients can feel comfortable moving forward.

construction documents

Construction Documents consist of detailed drawings and written specifications that illustrate the accumulation of design decisions for the project. Drawings depict quantities, dimensions and relationships and are used to obtain permits. They are also for the contractor to finalize the cost as well as build the project. The specifications are used to document product and finish quality levels as well as outline the contractual procedures that the contractor will follow during construction.

Despite the level of detail contained in a set of drawings, an ongoing dialogue must exist amongst the architect, owner and contractor during the construction process. Additional sketches, shop drawings, submittals and samples are commonly needed during construction to clarify or confirm the designer's intent.

An optimum set of drawings requires that the owner, architect and contractor thoroughly resolve design and construction issues prior to the beginning the actual construction process to the fullest extent possible. More options exist for resolving design issues prior to construction that afterwards once materials are in place. This initial investment by the client in a quality set of documents allows for the most accurate bidding as well as saves money and time throughout the project and makes the construction process smooth for everyone.

construction

bidding + contract negotiation: selecting a contractor

There are several ways to select a contractor, either early in the process or when ready to build. Regardless of the method used, it is critical to select quality over price. Although we have a short list of contractors whom we have worked with successfully, we encourage clients to investigate options and provide recommendations as well. We are always interested in expanding our pool of quality resources. Choosing a contractor requires diligence in interviewing, checking references and visiting completed projects. We strongly recommend allowing us to assist in this process.

Historically, it was common for contractors to be selected at the completion of the construction documents, typically for a competitive bidding process. However, we have found that pre-selecting a contractor early in the design process serves the interests of some clients and projects better. The contractor becomes a team member and can contribute to the design process with technical reviews and input as well as provide preliminary cost estimates as the design is developing. This assistance helps guide a project early and features outside of the budget can be eliminated or altered prior to a large commitment or investment.

Once a contractor has been chosen and a final contract amount is established, the client and contractor sign a contract. We recommend AIA contract documents for Owner-Contractor contracts, modified as agreed upon by the client and contractor. Although we always recommend seeking legal counsel, the architect may assist the client in preparing the contract and understanding the contract with a level of comfort.

construction contract administration

Construction can be an uncertain phase, especially for most clients who have never gone through a construction project. That is why we encourage all clients to retain our firm for construction administration services. Having a great deal of experience with the process, we can assist in keeping the project on budget, on time, and maintaining the design intent and quality. The architect's role is vital at this stage to maintain the design and quality level by accurately interpreting the design documents, seek opportunities for cost savings and when required, design modifications to improve the project.

Typically, we attend regularly scheduled meetings, answer questions, monitor the schedule and document the project status. The architect's responsibility is that of a liaison between owner and contractor, yet we are a neutral party in disputes. We may also review payment requests and manage change orders.

Although we produce detailed drawings and specifications, contractors often view and process the information differently than it was produced. Even the best set of drawings cannot convey all of the aspects of a real building and the interface of the various building components without being open to interpretation. Being able to relay our holistic knowledge of the project to the contractor on site is of great value to the client and assisting the coordination of the multiple trades and materials that are required to build the project. Knowing the intent of the drawings is crucial to proper interpretation. Whether it is resolving complex details or assisting in price negotiations, the architect makes the process easier for the home owner.



summary

summary



summary

As a firm with a focus and experience with residential design, we understand that communication is vital for the success of any project. It is our goal to work with each client to articulate those ideas and thoughts about how they live as well as what they want to build. We are willing to tailor services to meet the budgets and interests of a variety of clients. However, we know that the value we provide goes beyond the early conceptualization, but throughout the construction process until the project is complete.

We would love to discuss your project with you and look for a way to demonstrate our value and creativity.