

Our Approach

The key to a successful public project is a clear, concise, and comprehensive set of drawings that limit change orders and reduce costs. Throughout our 30 years of service, we have worked with numerous municipal entities. We understand the nuances of public projects and the public bidding process. Our portfolio includes a wide variety of library projects which enables us to expand our base of knowledge that we improve upon at each new project.

Over the past few months, we have worked closely with the Library on the peer review of the original design concept and subsequent revised plans. We understand the situation the library has been placed in and believe we can help move this project forward.

The current design suggests a 7,000 square foot addition distributed in three locations. The existing building is to be renovated as these additions meet and impact the building. Other existing areas within the roughly 18,000 square foot library will also be improved.

Our services will include architectural and interior design of the spaces. Furniture will be designed and selected by your furniture vendor, but we will coordinate with them as the furniture configuration impacts the lighting, electrical, and general architecture of the space. We will also assist with the state library grant paperwork and filing process. Engineering services for the building and site are by other professionals who are already in contract with the library. Our team will coordinate with them and your "owner's rep", Berkowsky and Associates, Inc.

We believe that the construction could be completed in a total of 12 months and have planned our services to reflect that timing.

Each architectural project involves a series of phases of thought and development. The following phases and tasks are a general description of services we typically perform for similar projects as yours. These are meant as a guide and would be finalized by a mutual agreement.

Schematic Design Phase (1 month)

During this phase we will review the current design plans and confirm the concept design through data gathering, code assessment, and review of previous engineering analyses of the likely systems. Confirmation of the design goals and general scope of the project are developed.

- Visit the site with our engineers for measurements and observations.
- Prepare existing conditions floor and ceiling plans, interior and exterior elevational drawings.
- Coordinate with hazardous materials testing engineer as provided by Library.
- Preliminary Building Code analysis to identify requirements that impact the design.
- Refine the conceptual design drawings based on findings from data gathering.
- Coordination meeting with engineering teams and owner.
- Design review meeting with Library's leadership.

Design Development Phase (2 months)

The goal of the Design Development phase is to resolve significant design issues such as the technical aspects of materials and building systems. Also, the arrangement of spaces and interior finishes would be finalized. Mechanical, electrical, plumbing, and fire protection design concepts are investigated by your consultants and integrated into our design.

- Review and refine the approved schematic design drawings.
- Revisit the site as needed for additional existing conditions data.
- Update the Building Code analysis.
- Confer with your furniture vendor to explore the interior layout.
- Prepare conceptual furniture plan for areas to 'test-fit' the spaces.
- Coordination of building systems and utilities with engineers.
- Review findings from your environmental engineer on hazardous materials found.
- Coordinate engineer's initial assessments and review impact to design drawings.
- Develop preliminary lighting and electrical plans.
- Select finish materials for interior of building.
- Conduct consultant group coordination meetings.
- Progress and design review meeting with Library's leadership.
- Prepare two perspective renderings of the exterior.
- Design review meeting with Library's leadership.

Construction Documents Phase (2 months)

The Construction Document phase results in a final set of drawings and specifications which set forth in detail the requirements for the building's construction. Drawings are the illustrative component of construction documents while the specifications are written requirements pertaining to building materials, equipment and construction systems that outline the project standards to be achieved. Construction Documents allow for the bidding, permits, and the construction processes.

- Preparation of construction documents consisting of the technical specifications and the drawings as outlined below:
 - Code review summary, project data.
 - Demolition plans.
 - Floor and ceiling plans.
 - Building and interior elevations as needed.
 - Building sections and details.
 - Door and window specifications and details.
 - Detail restroom plans, elevations, and specifications.
 - Finish plan and specifications.
- Coordinate architectural with engineering documents.
- Preliminary review meeting with the Building Department, if available.
- Develop front-end bidding documents for the Attorney's review.
- Assemble project manual.
- Coordinate with an estimating consultant to finalize probable construction values.
- Assist with State's construction bond act paperwork.
- Final review with Library's leadership.

Bidding Phase (2 months)

During the bidding phase we would assemble the bid documents and assist with the distribution of sets to contractors. We will answer their questions during the process and attend the bid opening. We will help you evaluate the bids and will prepare a summary letter of our findings. This period includes the time to secure a contract from the awarded bidder.

- Assist in preparing a list of bidders.
- Assist with the distribution of bid sets.
- Conduct a pre-bid conference.
- Respond to contractor requests during bidding.
- Attend the public bid opening.
- Assist with the evaluation of the bids.
- Check bidder references.
- Prepare a summary of the bid results and findings.
- Assist the Owner's legal counsel in preparation of construction contracts.
- Assist the Owner in preparing and sending to the Contractor notice-to-proceed with the work.

Construction Administration Phase (12 months)

The Construction Administration phase is when the architect makes observations to determine that the construction is conforming to drawings and specifications. Administrative tasks occur at the architect's and your engineers' offices throughout the phase whereas they review submittals, respond to contractor questions, and help resolve issues as they arise during construction. Records are maintained of all significant correspondence, meetings, and submittals. At the end of the construction, we perform a final 'punch list' and gather the contractor's close-out documents.

Construction Administration Phase

- Prepare signed and sealed drawings for the permit application.
- Conduct a pre-construction meeting and issue minutes.
- Assist with State's construction bond act paperwork.
- Develop and implement a system of distribution for project correspondence and submittals.
- Create construction contract administration file logs which may include:
 - Correspondence and meeting reports
 - Field reports
 - Request for Proposals (RFP's)
 - Request for Information (RFI's)
 - Change Orders
 - Construction Change Directives (CCD's)
 - Applications for payment
 - Submittals
- Prior to the first application for payment, receive and review Contractor's schedule of values.
- Obtain and review Contractor's submittal schedule (shop drawings, product data, etc.).
- Review periodic applications for payment by contractor.
- Establish site observation and project meeting schedules, coordinate inspection requirements.
- Architects and engineers visit the site bi-weekly on average for meetings and observations during active construction periods (24 visits).
- Keep Owner informed on the progress of the work through field reports for each site visit.
- Obtain and review the Contractor's updated progress schedule and advise the Owner of potential revisions to anticipated occupancy date.
- Receive submittals, review, take appropriate action, and return to the Contractor.
- Review Contractor's proposed cost for changes and respond appropriately.
- Receive Contractor's notification of substantial completion and punch list.
- Visit the project to confirm substantial completion.
- Prepare a Certificate of Substantial Completion.
- Review the close-out submittals for completeness.
- Review the Contractor's application for final payment, including required attachments such as waivers of lien and consent of surety documentation.
- Project closeout and final site visit.
- Issue a final certificate of payment.