

## Heilman Architecture A, B C's to Design and Development

### 00 Meet

We set up a meeting to discuss your project and review you pre-design checklist

1. Initial meeting to discuss your project
2. We can present our work
3. We provide you with our developer's roadmap

### 01 Design (part 1)

Once we decide to work together, we proposed a developer's design fee. This fee is for due diligence and design studies specific to the project site and building type. The commitment is limited to design services and can translate to full A/E services with our firm or if you need to, you can use the design solutions to solicit services from others with a clearly defined scope for apples to apples fee. It also can help determine early in the process if a site is or is not a good fit for the client needs.

Services include:

1. Determine the project parameters and zoning requirements
2. Review the site plan and location
3. Develop general program
4. Provide a site design yield study
5. Provide a preliminary building study
6. Provide a preliminary opinion of construction cost
7. Provide a rendering view of building

### 02 Document and Observation (part 2)

The full service fees are provided after we clearly defined the scope of work for the site and buildings. That helps our clients either commit to working with our firm or opens the project up to others for a very clear RFP (request for proposal). Our design phase services will save the developer time, questions and fees by defining the project parameters. We also provide a list of references for consulting engineers that are required development team members. Our goal is to provide a turn key team if requested for the site and building scope of work through design and construction.

1. Develop or provide recommendations for the design team (all consultants required to develop a property)
2. Provide full Architecture and Engineering services
3. Prepare documents for construction, bidding and permitting
4. Provide construction observation services for the duration of construction

## **Steps to our design process**

We are asked to provide fee proposals on a daily basis before the research has been started or is incomplete for small and large projects. This requires our team to respond with assumptions without a thorough diagnosis and a planning process. This generated many questions and proposals that can become generalized and less specific to the project needs. This can increase the overall project fees and increase the selection and construction time.

This is why we have created a clear step by step process for property development and building design. This can reduce the unknowns and eliminate the most prominent problems: meeting the project budget and schedule. If you follow this path to a successful project, you will reduce assumptions, design fees and risk leading to a reduction overall project development cost.

### **01 Meeting and Questionnaire**

This is the gathering of information phase to help you meet your development goals. At this point you want to clarify the client goals, projects restraints and opportunities.

- 1.1 Client meeting to discuss the project
- 1.2 Client responds to questionnaire

#### **(part 1 fee)**

### **02 Analysis phase**

The analysis phase includes conducting a property code review and preliminary yield studies. By conducting this review and yield study, we can eliminate assumptions and identify constraints and limitations. Site due diligence and analysis & yield studies

- 2.2 Meet to discuss owner development program and goals
- 2.3 Review building and zoning codes
- 2.4 Review parking /open area / retention requirements
- 2.5 Develop preliminary building program
- 2.6 Provide a property use diagram
- 2.7 Review land development codes and site zoning data
- 2.8 Preliminary site and building yield studies studies

### **03 Conceptual Design phase**

We provide design options that meet your needs and can either be used by us or another architect to proceed to the full architecture and engineering phase. You will receive a document that can be used by me or any other architect that will ensure you reduce project risk and get the best use options for your site and budget.

- 3.1 Create Concept design including plans and elevations
- 3.2 Create 3-D Rendering views
- 3.3 Provide a cost opinion

**(part 2 fee)**

#### **04 Documentation phase**

This phase can follow the initial conceptual design phase. It requires a commitment at this point to the selection of a design team. The selection can be our team or the developer can use the clearly defined scope of work to solicit accurate and apples to apples proposals.

- 4.1 Create full service design team
- 4.2 Site Planning design and approval
- 4.3 Provide a fee proposal and fee structure for full architecture and engineering services
- 4.4 Determine the design team
- 4.5 Provide the design development documents
- 4.6 Owner review and approval
- 4.7 Provide the construction documents

#### **05 Bidding and Permitting**

- 5.1 Bidding the project to selected contractors
- 5.2 Assist in selecting the best bid
- 5.3 Assist owner/contractor in permitting

#### **06 Build**

- 6.1 Contractor construct the project
- 6.2 Architect observes at critical phases throughout the construction process