

BASIC AND STANDARD SERVICES OFFERED

General List of Scope of Services Currently Provided

Programming Phase

- Meet with client to determine user needs and goals
- Evaluate existing job site or review drawings for new construction
- Inventory existing furniture that may be re-used
- Obtain scaled floor plans of the project space from the client (or architect)
- Measure job site to obtain necessary dimensions of site
- Determine style, color, etc. preferences
- Meet with architect / consultants concerning building standards and regulations
- Ascertain potential building code, life safety code, and barrier-free regulations that might affect the project
- Develop project schedule & budget for interiors
- Coordinate with appropriate consultants
- Determine feasibility of meeting the client's requirements; determine and inform the client of any restraints that will affect the project
- Prepare preliminary concept presentation and design direction package

Schematic Design

- Develop spatial and communication adjacencies
- Develop preliminary space utilization plans
- Prepare preliminary furniture plans
- Preliminary selections of interior architectural finishes
- Preliminary furniture, furnishings, and equipment selections
- Review applicable building, life safety, and accessibility codes, and apply as required
- Make preliminary color selections
- Refine interior budgets
- Prepare presentation design drawings & boards such as perspectives, elevations, and rendered floor plans
- Meet with Consultants, such as architect, contractors or others as required

Design Development

- Finalize space plans and layouts
- Finalize fixture, furnishings and equipment layouts
- Finalize fixture, furnishings and equipment selections
- Determine specifications of finish selections
- Prepare preliminary specifications of fixture, furnishings and equipment selections
- Prepare lighting and electrical plans for consultant coordination
- Prepare presentation boards
- Prepare presentation graphics such as perspectives, elevations, and rendered floor plans

- Prepare a budget of expected costs for all interior materials and furnishings as specified

Contract Documents

- Prepare working drawings and schedules for the construction and /or installation of the space
- Prepare written specifications to accompany working drawings, schedules, and furniture, furnishings and equipment
- Prepare written specifications to accompany working drawings, schedules, and furniture, furnishings and equipment
- Prepare furniture and equipment installation drawings
- Coordinate with architect and consultants to assist in obtaining approvals and permits as required
- Provide or assist client with the preparation of bids for all phases of the project
- Provide guidance in the selection of necessary contractors

Contract Administration

- Provide comprehensive specifications for all owner provided materials and fixture, furnishings and equipment
- Assist and coordinate with purchasing agent on all owner provided materials and fixtures, furnishings and equipment by reviewing bids and purchase orders as required
- Provide project quality control by reviewing material submittals and millwork shop drawings from the contractor
- Provide project quality control by reviewing material submittals and fixture, furnishings, and equipment shop drawings from purchasing agent
- Make periodic visits to the job site to ensure work is being done in accordance with the contract documents and specifications
- Provide assistance for installation of fixture, furnishings, and equipment
- Maintain project management and schedule records
- Prepare and administer post occupancy evaluations