



Our design process:

Stage I: Preliminary design

We start early in the development stage by gathering information that will formulate the basis of the plan. This may involve:

- Meet with the Client to discuss the project scope; analyze the Clients needs, goals, life and safety requirements including programming and space needs analysis
- Obtain and confirm the measurements of the leased area (as built)
- Record all planned furniture, fixtures and equipment
- Formulate preliminary design concepts that are aesthetic, functional, and in accordance with codes and standards
- Provide finish options for discussion
- Work with a General Contractor to create a preliminary construction estimate
- Meet with the Client to discuss and present preliminary information

Stage II: Planning and Design

When the preliminary design has been approved, the designer proceeds with further planning and design. This stage converts approved information into working drawings and specifications for purposes of tendering, building permits, and construction. This may include:

- Developing details
- Finalizing finishes
- Demolition plan
- Partition plan
- Reflected ceiling plan
- Finishes plan
- Furniture plan
- Interior elevations & details
- Millwork details & sections
- Legends & schedules
- Written specifications
- Collaborate with other professionals in the areas of mechanical, electrical and structural design as required for regulatory approval.
- Detailed inventory & analysis of existing furniture & equipment

- Provision of architectural schedules A-1, A-2, B-1, B-2 per the Alberta Building Code
- Application for Building Permit
- Issue completed drawing sets to the Client for their use to obtain bids

Stage III: Tender period

The Designer can oversee the tendering and award of the contract. Responsibilities may include:

- Preparation of tender documents including invitation to tender, bid form, instructions to bidders.
- Issue sets to contractors for pricing.
- Issue sets to consultants, client, building owner for review and approval.
- Coordinate and lead site tour
- Apply for building permit on behalf of the client
- Answer questions during tender period
- Receive, close and analyze tenders
- Assist the client in awarding the project to the successful contractor
- Issue award letter on clients' behalf

Stage IV: Contract Administration/Construction and Completion

To ensure quality control & concept continuity the Designer can:

- Assist the Contractor in scheduling and implementing construction
- Monitor the site for compliance with design intent & good construction practices.
- Issue site instructions & site inspection reports
- Provide deficiency inspections/reports.
- Issue proposed notices of change (PNOC's) and change orders (CO's)
- Administer progress bills from Contractor on behalf of the Client
- At project completion, provide architectural schedules C-1, C-2 per the Alberta Building Code