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## Typical Design Process

*From Programming to Final Inspection; A Project's Various Steps*

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Often clients think they must know exactly what they want their project to be before they even contact an architect. In reality, part of the architect's job is to assist in determining what is necessary and what is desirable for the project.

Through either a formal or informal process, The Driftmier Architects will help you and your organization determine your goals, needs, available budget, and timeline. Through our successful completion of over 500 projects we have learned that there is no "typical project". However, the process related to selecting a site, designing a building, and implementing that design does follow a pattern. That pattern is briefly described below.

### **Phase I - Programming and Needs Analysis**

- General project procedures and expectations are defined with the client.
- Data related to facilities needs, space requirements and growth is collected through questionnaires, interviews, and current facilities observations.
- An architectural program is written that includes a narrative outlining the goals of the project, a listing of facilities needs and relationships, employee and workstation inventory, a use or activity floor area requirements chart, relationship matrix, and a bubble diagram which indicates spatial organization.

### **Phase II - Site Evaluation**

- Site review begins with a visit to the site where site observation notes and photographs of the existing condition are made. When possible, those who have been living or working on the site are contacted to determine what sort of problems or opportunities may exist.
- City or county authorities are met with to discuss various zoning, traffic, storm drainage, and other code requirements as they apply to the site.



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- Survey and soils information is obtained as well as any other data related to the site's existing condition.
- The site evaluation report usually consists of a narrative outlining the existing condition of the site, its advantages and challenges, site observation notes, meeting notes from contact with governing authorities, photographs of the site, a completed zoning code check list and code narrative if warranted, a series of site layouts and any backup data that has been collected such as surveys, soils, etc.

### **Phase III - Preliminary Design**

- A preliminary design is begun once the architectural program or written definition has been completed.
- The preliminary design begins with a bubble diagram of both the site and of the facility followed by an overall plan or concept showing how the facility will be able to take advantage of the site.
- The next step involves the development of the site and building design. Once the preliminary design is finalized, the clients knows what their building will look like and how it will be laid out.

### **Phase IV - Design Development**

- Design development generally includes the following:
  - Review with the county or city staff to fine tune any requirements
  - Continued design of the building to address civil, structural, mechanical, electrical, and fire protection considerations
  - Interior space planning including lighting design
  - Adjustment to the original design as necessitated by various technical considerations
  - If needed, civil, structural, mechanical, electrical, landscape and other sub-consultants are selected
  - Presentation drawings for submittal requirements and public relation purposes are created
  - Preliminary security and equipment selections are made
  - The EIS check list is completed



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### **Phase V - Construction Documentation**

- Documents such as drawing and specifications for permit submittal, bidding, and construction are developed.
- Cost estimating, interior design, furniture selection, and a variety of other services are conducted during this phase.

### **Phase VI - Permits and Bidding**

- Applications for approvals are made once the construction documents are completed.
- In most cases, the documents are submitted in complete form for building permit review.
- While working with the agencies reviewing the documents, we are also involved in preparing and administering the bid process. Once the bid or negotiated proposal is received, we then help in analyzing the bid and researching the contractor who will be used.
- Often during this time, final furniture and fixture purchase orders are prepared and submitted.

### **Phase VII - Construction**

- During construction, we view the architect's role as representing the owner in all matters related to the project's construction.
- We assist the contractor in determining how different procedures will be completed and in answering their questions. In addition, we review their construction schedule, shop drawings, materials, equipment submittals and other administrative submittals.
- We review pay requests, schedule and attend site meetings, and review the overall construction process.



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### **Phase VIII - Post Construction**

- Upon substantial construction completion, we inspect the building with the client and the contractor to identify any items that still need to be completed and prepare a certificate of substantial completion and punch list.
- After completion of the punch list work, we walk the site with both the client and the contractor noting any items that would prevent final acceptance.
- The contractor's release of the liens, warranties and guaranties, samples, procedure manuals, and other record documents are obtained.
- After all functions have been completed, a final certificate of payment is prepared.