



high-performance architecture & green design

VaST ARCHITECTURAL SERVICES

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VaST strives to make the design and construction process understandable for its clients. Our first goal is to help you establish the scope, style, and budget of your project. We work with you at the beginning to set realistic expectations by helping you balance your wishes and your needs, your desires and your budget. Building a home, office or commercial project will involve many compromises, and we want to assist you in making the best choices you can. VaST will also serve as your representative when dealing with outside consultants and the General Contractor. We will insure that the contractors perform work in accordance with your wishes and in keeping with the Contract Documents. Following is a brief description of our architectural design phases:

Pre-Design: Evaluation, Planning and Programming

Project Design:

Schematic Design

Design Development

Interior Design

Construction Documents

Administrative Services:

Bid Negotiation/Construction Procurement

Contract & Construction Administration

[PD] Pre-Design: Evaluation, Planning and Programming

Timeline for PD Phase: two to four weeks

Number of Project Meetings or Site Visits Provided: 2 to 3

During preliminary discussions with the Client we help you clarify your functional needs, general aesthetic goals and projected budget.

Evaluation, planning and programming may include activities such as:

- assisting in site selection,
- preparing a project feasibility report,
- meeting with City or County Planners to determine zoning restrictions and requirements,
- consulting people affected by the project, including owners, users, and community groups,
- meeting with outside consultants,
- organizing group design charrettes.

When dealing with an existing structure, it is important to have an accurate picture of the building as it exists before renovation; therefore, this phase may include measurement and photo documentation of the existing building.

PROJECT DESIGN

[SD] Schematic Design

Timeline for SD Phase: six to ten weeks

Number of Project Meetings Provided: 3 to 5

The Schematic Design [SD] phase will include several meetings in which we will present floor-plan and elevations sketches based on the description and budget outlined in your proposal. These sketches, also known as the SD documents, will be used to generate discussions about the project requirements. Our primary objective is to arrive at a clearly defined, feasible concept and to present it in a form that helps you understand and verify the project program and explore alternative solutions.

The SD documents will establish the conceptual design of your project, illustrating the scale and relationship of the project components. These sketches help resolve programmatic issues that include how the building is used and any special requirements. Typically, several schemes are offered and discussed before arriving at the final schematic concept to be further developed in the design development phase. The final step in schematic design is to obtain your approval to move on to the next phase.

[DD] Design Development

Timeline for DD Phase: six to ten weeks

Number of Project Meetings Provided: 3 to 5

The Design Development [DD] phase is based on the approved SD documents and any refinements in the program, schedule, or budget. Meetings continue during this phase and decisions made during SD are worked out at a more detailed level to minimize the possibility of major modifications being needed during the development of Construction Documents. The DD documents are drafted to-scale drawings that will illustrate the project as it will look when constructed. These drawings will very specifically define the site plan, floor plans and exterior elevations. We may also include computer drawings, study models, perspective sketches, electronic modeling, or any combination of these if appropriate. It is important that the client provide input to the architect at this time as the DD documents are used as the basis for the construction drawings and preliminary cost estimates.

Preliminary selections of major building systems and construction materials will be noted on the drawings or described in writing as required. The DD documents will also include specifications that identify major materials and systems and establish in general their quality levels. This phase further develops the approved designs to incorporate code requirements, accessibility if required, structural, mechanical, electrical, and other systems into the design. Again, written client approval provides a basis for subsequent work.

[ID] Interior Design

Timeline for ID Phase: three to five weeks

Number of Project Meetings or Site Visits Provided: 2 to 3

VaST offers the following interior design services: (1) inventory of existing furniture that might be used in the project; (2) a furniture plan layout showing location of existing and new movable furniture and furnishings; (3) schematic plans for recommended cabinet work, interior built-ins and other interior decorative details; (4) finish and fixture schedules (i.e. lighting, plumbing, appliances) as needed for Construction Documents.

We are also available to assist you in procurement of merchandise on an as needed basis and under separate agreement. Additionally, we can assist you in preliminary selection and color schemes for new furniture items, as well as selections for wall colors, floor materials, lighting fixtures, plumbing fixtures, and window treatments.

[CD] Construction Documents

Timeline for CD Phase: six to twelve weeks

Number of Project Meetings Provided: 2 to 4

Once the DD phase has been completed, almost all of the major decisions have been made. The approved DD documents provide the basis for the Construction Documents [CDs]. CDs contain all the necessary information to obtain a building permit and construct the project including dimensions, materials, codes, structural, mechanical, electrical, plumbing engineering, and specifications. The CDs shall include drawings, specifications, and/or finish schedules that establish in detail the quality levels of materials and systems required for the project.

CDs serve as the primary means of communication between the Architect, City or County plan reviewer, inspectors, and contractors. They consist of a series of drawings and text that describe in detail the work to be performed on your building. The drawings and text are composed on sheets of paper, usually 24" by 36" and bound into "sets" that can be distributed to the people involved in your project. There are several types of drawings you are likely to see in a set of CDs.

Our deliverables usually consist of the following documents:

- As-Built Drawings as required
- Site Plan w/ integrated Landscape Plan as outlined in your agreement
- Demolition Plan as required
- Foundation Plan
- Floor Plans
- Roof Plan as required
- North, South, East and West Elevations
- Sections (usually one longitudinal and one transverse)
- Construction Details as required
- Structural Plans (includes coordination with a structural engineer)
- Electrical/Lighting Plan
- Written plumbing, lighting and fixture schedules to accompany working drawings as required
- Energy Calculations (includes coordination with energy consultant)
- Additional forms as required by your City or County building department

ADMINISTRATIVE SERVICES

[BN] Bid Negotiation/Construction Procurement

Timeline for ID Phase: four to eight weeks

Number of Project Meetings Provided: 3 to 4

If you have not already selected a General Contractor, VaST will assist you in establishing a list of prospective bidders. If deemed appropriate for your project, at the end of the SD phase we will generally prepare a Request for Proposal (RFP) and solicit cost estimates from qualified General Contractors. These documents should provide a reasonable basis for analyzing the cost of the project. At the end of the DD phase, we will again issue a set of drawings to the bidder(s) for a second round of cost analysis.

We will arrange for the reproduction of bidding documents for distribution to prospective General Contractors. The client covers the cost of reproduction. We will distribute the bidding documents to prospective General Contractors. We are available to respond to the questions of the bidders as they come up. VaST can assist you in obtaining either competitive bids or negotiated proposals and will also aid in awarding and reviewing contracts for construction.



We can also assist you in preparing documents to apply for a construction loan and work with the Contractor to do the same.

Although this phase is a small percentage of the overall architecture fees, it can save the owner a great deal of frustration and expense. Typically the architect can ask the right questions with regards to the contractor's project bids. It is very important to determine if the contractor has forgotten or overlooked anything on the construction drawings. If this occurs, the contractor will undoubtedly ask for more money when the project is underway and the owner has already signed a construction contract.

[CA] Contract Administration

Construction Administration, Timeline for CA Phase: length of construction

Number of Site Visits Provided: 6 to 12

General Administration

VaST contract administration services commence with the award of the initial contract for construction and terminate at the issuance to the owner of Certificate of Occupancy. During the construction process, we will respond to requests by the General Contractor for additional information about the CDs. Phone calls, e-mail and faxes are acceptable. Written requests are preferable.

As needed, we will prepare, reproduce and distribute supplemental drawings and specifications in response to requests for information by the Contractor.

Evaluations of the Work

Acting as your representative, we will visit the site at appropriate intervals, or as otherwise agreed. The purpose of site visits are (1) to become generally familiar with the construction process and to keep you informed about the progress and quality of the portion of the work completed, (2) to endeavor to guard you against defects and deficiencies in the work, and (3) to determine, in general, if the work is being performed in a manner in accordance with the CDs. We will not make exhaustive or continuous on-site inspections to check the quality or quantity of the work. It's important to keep in mind that VaST neither has control over or charge of, nor are we responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work, since these are solely the Contractor's rights and responsibilities. We will communicate with the Contractor on your behalf as requested.

Submittals

We will review and approve, or take other appropriate action upon, the Contractor's submittals such as shop drawings, product data and samples.

Changes in Work

As needed, we will prepare change orders for your approval. Generally the architect is authorized to make minor changes in the work not involving an adjustment in contract sum or an extension of the contract time.

Project Completion

We will conduct inspections to determine the date of substantial completion. Our inspection will be conducted with you to check conformance of the work with the requirement of the CDs and to verify the accuracy and completeness of final punch list. After construction is complete, VaST will inspect and photograph the finished project. This is a time to go over the final expense report and for the client to give us feedback on the process.

VaST DELIVERABLES

SITE PLAN

Your construction documents may include a site plan to indicate exterior work such as concrete patios, parking pads, trees, shrubs, and walkways.

PLANS

Plans are used to indicate horizontal relationships. A floor plan shows what your building would look like if you took a large saw and cut through the walls parallel to the floor. Some of the things shown on a floor plan include: walls, window locations, stairways, plumbing fixtures, cabinets and counters, electrical appliances and lights, outlets, and flooring. An as-built drawing is made by measuring the existing structure and drafting it. A demo plan is a special type of floor plan, specific to renovations, that indicates what needs to be removed and what needs to be protected from damage during demolition. A reflected ceiling plan shows the location of all ceiling mounted fixtures and soffits. Furniture plans show where all movable furniture might be located.

ELEVATIONS

Elevations are used to indicate vertical relationships. An elevation shows what your building would look like to someone standing directly in front looking straight ahead. An interior elevation shows cabinet layouts, wall openings, and other features that are located on walls (and therefore don't show up on the floor plans).

DETAILS AND SECTIONS

Details and sections are close-up drawings that show exactly how individual elements should be constructed. They include specific instructions such as sizes of bolts, exact dimensions of lumber, and all materials to be used in building a specific portion of the project.

FIXTURE SCHEDULES AND SPECIFICATIONS

Fixture schedules are spreadsheet explanations of all lighting and plumbing fixtures to be used. Specifications are a text description of minimum performance and building code requirements that must be followed by the contractor. Specifications include information like the minimum compressive strength of concrete, installation of finishes, and other procedural requirements. Technical specifications are generally reserved for commercial or multi-family projects.

ENERGY CALCULATION

Energy calculations are done by an outside consultant. This document will take into account the amount and quality of insulation, number of windows and type of glazing, efficiency of the heating and cooling system and overall size of the project and then calculate the estimated energy usage of the structure. We strive to design building to achieve high Energy-Star ratings.