

Architectural Design Phases

	<u>Pre-Design (PD)</u>	<u>Schematic Design (SD)</u>	<u>Design Development (DD)</u>	<u>Construction Documents (CD)</u>	<u>Contract Administration (CA)</u>
Overview	This is the conceptual design phase, where the programming of the project is determined, and sketch drawings are produced.	This is the detailed design phase, where the design is finalized and coordinated with the owner, the city, and some consultants - typically only the civil engineer and landscape architect.	This is the first part of the technical systems and drawings phase, where the rest of the consultant team is engaged and the major building systems are decided.	This phase encompassed the completion of the technical drawings and specifications for building permit and construction.	This is the construction phase of the project, when the administration of the contract occurs.
Type of work and documents	Programming is determining the types of spaces, the space criteria, and general site requirements. Examples include the size of spaces, the number of units desired, city zoning regulations, and general building massing and form. Sketch drawings are high-level and may be drawn by hand or electronically, are usually single-line drawings, and are based on general room, unit or parking arrangements. No detailed floor plan layouts or exterior elevations are produced yet	The Schematic Design drawings include more detailed floor plans, site plan, exterior elevations, and potentially site sections, building sections and renderings. The Development Permit and rezoning approval processes occurs in this stage. Pre-application meetings, neighborhood meetings, official public hearings and rezoning meetings are typical.	If the owner decides, Design Development can start before the Schematic Design phase is complete. Request For Proposals (RFPs) are sent for fee proposals to consulting firms in the remaining disciplines not already engaged, and the architect typically assists the client in selecting the consultant team. Technical aspects are added, including gridlines, dimensions, room numbers, enlarged plans, etc., which are distributed to the rest of the consultant team before their initial team meeting. Note that design changes during this phase result in extra work for all consultants and potential delays. Typically, the first full consultants meeting occurs in this phase, and this is where most of the major building components and systems are decided and initial technical coordination occurs.	The drawings and specifications are fully developed and coordinated with the rest of the consultant team. Note that design changes during this phase result in significant extra work for all consultants and potential delays.	The architect is responsible for such items as field reviews, change orders, site instructions, certificates, reviewing shop drawings, etc. As a registered architectural firm, we are legally obligated to do Contract Administration work, and must confirm we have done this work as part of issuing the Schedules C-A and C-B before occupancy is granted.
Drawing numbering system	Drawing will be numbered starting with the text "PD". For example, PD1-2 is Pre-Design concept #1, drawing #2.	Drawing will be numbered starting with the text "SD". For example, SD3-4 is Schematic Design concept #3, drawing #4.	Drawing will be numbered the traditional way, starting with the text "A". For example, A2.0, A3.0, A4.0, etc.	Drawing will be numbered the traditional way, starting with the text "A". For example, A2.0, A3.0, A4.0, etc.	n/a
Completion of phase	The end of this phase occurs when the owner selects the preferred design, and informs the architect to proceed to more detailed design – the Schematic Design phase.	Once a Development Permit & rezoning is approved by the city, this phase is complete.	The end of this phase occurs once the architect distributes the revised electronic architectural CAD/BIM files to the rest of the consultant team, for them to use as their "base" drawings for production. These files incorporate the adjustments that came out from the initial consultants meeting.	When a building permit is issued and drawings are then "Issued For Construction", this phase is completed.	This phase is considered complete after the final occupancy permit is issued and all outstanding deficiencies are rectified.