

JACOB LINN

ARCHITECT, PLLC

919-606-4723

jacoblinnarchitect.com

jacob@jacoblinnarchitect.com

PROCESS & FEE GUIDE - RENOVATIONS & ADDITIONS

You deserve to know what to expect and when to expect it. Fixed architectural fees offer you upfront and transparent insight into your future design costs at the very beginning of your project. The following is a guide to understanding the architectural process for renovation and addition projects, and how your fixed architectural fees are determined. The sections of this guide are as follows:

ARCHITECTURAL PROCESS OVERVIEW - RENOVATIONS & ADDITIONS

- PHASE 1 - PRE-DESIGN & EXISTING CONDITIONS
- PHASE 2 - SCHEMATIC DESIGN
- PHASE 3 - DESIGN DEVELOPMENT
- PHASE 4 - BIDDING & AWARDED
- PHASE 5 - CONSTRUCTION DOCUMENTS
- PHASE 6 - CONSTRUCTION ADMINISTRATION

FIXED FEES - RENOVATIONS & ADDITIONS

EXAMPLE OF FIXED FEES - RENOVATIONS & ADDITIONS

INVOICING

ARCHITECTURAL PROCESS OVERVIEW - RENOVATIONS & ADDITIONS

The overall architectural process for renovation and addition projects has been divided into individual phases of work. Included in each phase is a summary of the work to be performed, as well as a percentage of the work relative to the entire architectural process.

PHASE 1 - PRE-DESIGN & EXISTING CONDITIONS (10% OF FIXED FEE)

All projects begin with a site visit to your property and an informal discussion to identify your overall project goals, your needs and wants, the scope of your project, and your anticipated project budget. These metrics will be used to determine your fixed architectural fees for design service. This initial site visit and discussion does not carry any obligation to hire additional architectural services.

During pre-design, we will attempt to outline the basic elemental, functional, and aesthetic requirements of the project and refine these thoughts into a design program. This will be achieved by an informal interview. The goal of the design program is to understand the purpose, character, and approximate size of the project and will include consideration of any additional project limitations, restraints, or other pertinent requirements specific to the project. The design program will serve as the guiding project narrative during the schematic design phase.

A field survey of the existing conditions of your property will be conducted at any proposed work areas. One or more visits may be required to measure the existing structures on the property. Once the field surveying work has been conducted, drawings of the existing floor plans and exterior elevations will be made and delivered to you digitally. Using these drawings, a feasibility study will be conducted to explore potential zoning limitations, neighborhood covenants, environmental restrictions, or other considerations as may be applicable to a specific project. Combining the aforementioned information, a preliminary site plan sketch will be made to evaluate the potential location and sizing of primary site features such as new additions, accessory structures, well, septic, and site access.

Services:

- One (1) visit to your proposed project site with an informal discussion of project goals.
- Review of any neighborhood covenants.
- Feasibility study of your project with zoning analysis.
- Preliminary site plan sketch of possible addition locations, site access, etc.
- Ordering of a site survey and/or geotechnical report as needed.
- Interfacing with your real estate agent, if you are in the process of purchasing a property.
- Field survey of the existing conditions of any structures on the property.
- Drawings of the existing conditions of any structures at the proposed work areas.

PHASE 2 - SCHEMATIC DESIGN (15% OF FIXED FEE)

Once the design program, existing conditions drawings, feasibility study, and site sketch have all been reviewed and approved, preliminary design ideas can be explored. Preliminary floor plans and drawings will be created to explore multiple design options based on the design program. The location of project elements, size, shape, and form will all be considered. In addition to conventional line drawings, digital three-dimensional (3D) modeling may be employed to study various design ideas. Preliminary design options will be presented during an in-person meeting. Following the meeting, an overall design strategy will be selected for further refinement or revision based on client feedback. A preliminary budget estimate will be provided for each unique design and the overall project budget will be re-evaluated as needed to reflect the client-selected overall design strategy.

Services:

- One (1) in-person review meeting of design options.
- At least two (2) unique floor plans based on the design program.
- Possible 3D modeling of the interior or exterior forms for each floor plan, if applicable.
- Preliminary budget estimate for each unique design.

PHASE 3 - DESIGN DEVELOPMENT (15% OF FIXED FEE)

Design development expands further on schematic design with the goal of creating a set of preliminary technical drawings based on the selected overall design strategy. With a clear design direction chosen, the drawings and digital 3D models are further refined to incorporate client feedback. Additional drawings are created to further illustrate the project's design intent. Once a set of drawings has been created with sufficient technical detail, several general contractors are contacted to provide realistic preliminary cost estimates for the project in the next phase.

Services:

- One (1) in-person review meeting to discuss schematic design feedback and select a design direction, if needed.
- Revise and update schematic design drawings, 3D model, and preliminary budget estimate.
- Create a minimum set of technical drawings for preliminary cost estimates from general contractors.

PHASE 4 - BIDDING & AWARDING (10% OF FIXED FEE)

With preliminary technical drawings completed, several general contractors are contacted to provide preliminary cost estimates for the project. Contractors will visit the project site individually with the architect and their subcontractors to review site conditions and to discuss project specific requirements. Once the general contractors have had an opportunity to create their preliminary construction cost estimates, they will be interviewed and vetted individually during in-person meetings with both the architect and owners present. After all construction estimates have been reviewed, considered, and revised, a general contractor is selected to move forward in the design process.

Services:

- One (1) on-site meeting with each general contractor.
- One (1) meeting with client and each general contractor to review their preliminary cost estimate.
- Discuss the pros and cons of each general contractor.

PHASE 5 - CONSTRUCTION DOCUMENTS (35% OF FIXED FEE)

Using the preliminary technical drawings developed during design development and incorporating feedback from both the client and general contractor, the drawings will be further developed into a set of highly technical documents that will be used for construction. The final drawings will be fully-formed to represent and convey the design intention, materials, details, fixtures, and finishes required to complete the actual construction. Structural engineering is usually performed in-house, although a licensed structural engineer may be consulted depending on the requirements of the project. Additional consultants may be enlisted during this phase, including a landscape architect, interior designer, engineer, or others as appropriate. Many fine-detail decisions will be made during this time. Completed construction drawings will be presented to the client for review. Any further client feedback is incorporated into the drawings, and the official construction documents are completed. Final construction drawings are presented to the general contractor, and a final construction cost estimate is prepared. After review and approval of the final construction cost estimate, a contract is signed between the owner and general contractor, and construction begins after approval of any required permits.

Services:

- Completion of final technical drawings.
- Material specifications within technical drawings.
- Revise and update 3D model, if needed.
- Review final construction cost estimate and revise as appropriate.
- Discuss various construction contract options.

PHASE 6 - CONSTRUCTION ADMINISTRATION (15% OF FIXED FEE)

The architect will remain available to both the general contractor and the owner to answer questions or to resolve issues as they arise during construction. Additional drawings may be made as needed to complete the project or to satisfy building inspectors. The architect will make regular site visits as appropriate to inspect the work and verify that the project is constructed in accordance with the final drawings. The architect may also assist the owner in making product and finish selections during construction.

Services:

- Site visits at major construction milestones to review construction.
- Additional drawings or revisions as requested.
- Review applications for payment as supplied by the general contractor and advise the owner accordingly.
- Assist the owner with product and finish selections as requested.
- Final punch-list walkthrough to identify remedial work at the end of project construction.

FIXED FEES - RENOVATIONS & ADDITIONS

Fixed architectural fees are determined by the specific needs of your project on a case-by-case basis and reflect the design work that is expected to be required based on your project goals. A fixed architectural fee proposal will be provided to you after the initial site visit and informal discussion. Fixed fees are presented to you as a guaranteed price of architectural service for your project based on an assumed scope of work as conveyed by the client during the informal discussion and site visit. A fixed fee proposal does not carry any obligation to hire architectural services.

EXAMPLE OF FIXED FEES - RENOVATIONS & ADDITIONS

The following is an example of a fixed architectural fee proposal for a renovation and addition project. In this particular example, the scope of work is assumed to be a kitchen renovation, dining room addition, and master suite addition. Tables for fixed fees by both project area and by project phase are provided.

FIXED FEE BY PROJECT AREA		
PROJECT AREA	SQUARE FEET	FEE
KITCHEN RENOVATION	200	\$4,000
DINING ROOM ADDITION	200	\$4,000
MASTER SUITE ADDITION	400	\$8,000
TOTAL PROJECT FEE	600	\$12,000

FIXED FEE BY PROJECT PHASE		
PROJECT PHASE	PROJECT %	FEE
PRE-DESIGN & EXISTING CONDITIONS	10%	\$1,200
SCHEMATIC DESIGN	15%	\$1,800
DESIGN DEVELOPMENT	15%	\$1,800
BIDDING & AWARDS	10%	\$1,200
CONSTRUCTION DOCUMENTS	35%	\$4,200
CONSTRUCTION ADMINISTRATION	15%	\$1,800
TOTAL PROJECT FEE	100%	\$12,000

INVOICING

Architectural services are invoiced digitally by email for each project phase. Before the start of any new project phase, a 50% deposit of the work to be completed during that phase will be required. The remaining 50% balance of the phase is invoiced when it is completed. Work on the next phase will not begin until full payment is received from the previous phase.

Work may be stopped at any point during the architectural process by the client by providing written notice to the architect. After a written notice to stop work has been provided to the architect, no further invoicing of fixed fees will occur, unless a phase has been completed and full payment of the remaining balance has not been made. Payment of a phase deposit indicates an intention to continue work with that phase. Work which is stopped mid-phase will result in the forfeiture of deposit for that phase.

Reimbursable expenses including printing of full-scale drawings, engineering, landscape architect, interior designer, and/or other professional consultants are provided at-cost with no additional markup. Receipts for all third-party reimbursable expenses are provided to you with the invoices for each phase.

Credit card payments are accepted. To pay invoices by credit card, follow the prompts provided on your digital invoice. Payments by check may be mailed to the office, payable to "Jacob Linn Architect, PLLC". Payment is to be received no later than fifteen (15) days prior to receipt of an invoice. Invoices more than fifteen (15) days overdue will be subject to interest at a rate of 5% compounded every thirty (30) days.