

# The Five Phases of Architecture...

## The Process of Design

We hope that this brief description will help you better understand what we as architects do to create a work of architecture. If you have any questions about this process, please do not hesitate to call **Fivecat Studio** at (914) 747-1177 or e-mail us at [info@fivecat.com](mailto:info@fivecat.com).

### Phase One: Schematic Design (SD)

We will organize all your thoughts and dreams during the *Schematic Design* phase, by helping you to establish a *Program* for your project. This is a list of spatial requirements (number of bedrooms, size of the kitchen, etc.) from which we will base all of our subsequent designs. We will also perform a *Code Analysis* and establish your specific zoning and environmental restrictions. Based on the *Program* and *Code Analysis*, we will prepare preliminary design sketches of a site plan (the proposed building located on your site), floor plans (layout) and elevations (exterior views of the building). We will prepare an *Outline Specification*; a list describing the proposed products and materials to be used on the project, and depending on the size and complexity of your project, we may prepare multiple schemes. We will then discuss with you the benefits and/or drawbacks of each scheme. Our goal during this phase is to acquire a complete and accurate understanding of your intentions and project requirements. To be certain that we clearly communicate our ideas to you, we may use several different presentation methods such as 3D perspective drawings and/or models.

### Phase Two: Design Development (DD)

All of the major decisions for the project will be made during *Design Development*. The sketches prepared during *Schematic Design* will be thoroughly detailed and developed into a complete set of design drawings. All the building materials, fixtures and finishes will be selected. A code review will be performed to confirm that the project meets with the limits and requirements established by any and all regulatory agencies. When Phase Two is complete, the project will be fully developed and you will be asked to approve the *Design Development* package and authorize us to proceed to the next step, preparing the Construction Documents.

### Phase Three: Construction Documents (CD)

With the design fully developed, all the required technical information, such as dimensions and notes, will be added to the drawings. A *Project Manual* will be developed, which will include a final Specification document (a detailed description of every material and product used on the job) and various material lists (door schedule, window schedule, finish schedule, etc.). Combined, the *Construction Drawings* and the *Project Manual* become the legal documents from which a General Contractor will prepare a bid and ultimately construct your building. We will also prepare an *Application for Building Permit* at this time and submit the completed set of *Construction Documents* to the Building Department for their comments and approval.

### Phase Four: Bidding and Negotiations (BN)

Once you approve the work completed in Phase Three, we will prepare a comprehensive *Bid Package*. This package includes a complete set of *Construction Documents* (*Construction Drawings* and *Project Manual*) and the *Bid Requirements* (instructions, due date, etc.). We will issue a package to each selected bidder. We will collect the bids on the scheduled due date and carefully review each one with you. If negotiations are required during the bidding process, we will assist you as necessary.

### Phase Five: Construction Administration (CA)

This is the phase when all of our collective hard work comes together. During the construction of your project, we will make scheduled site visits to observe the progress and confirm that the project is being built as per the prepared *Construction Documents*. We will work closely with your General Contractor to keep the project on schedule and efficiently resolve any unexpected issues that may arise. When the project is close to completion, we will perform a "walk-through" with you and prepare a *Punch List* of items that need completion or modification. We will work with you until the project is complete and you are fully satisfied with the results.



**FIVECAT STUDIO**

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