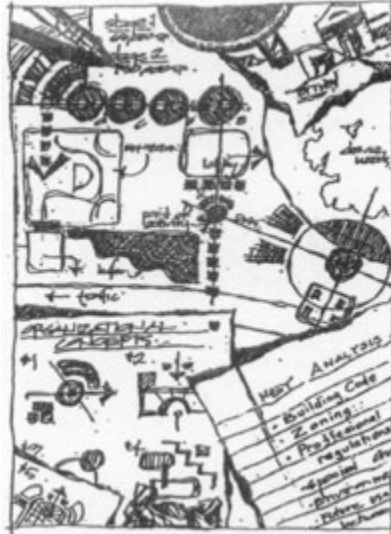




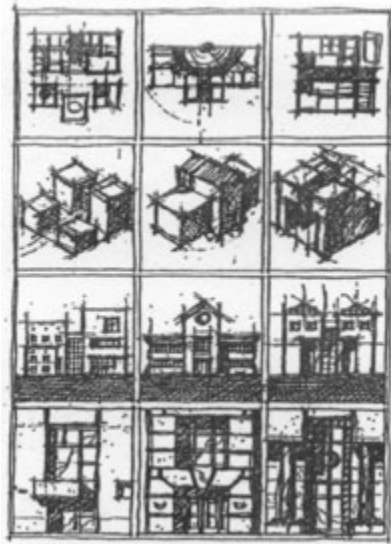
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Project Approach



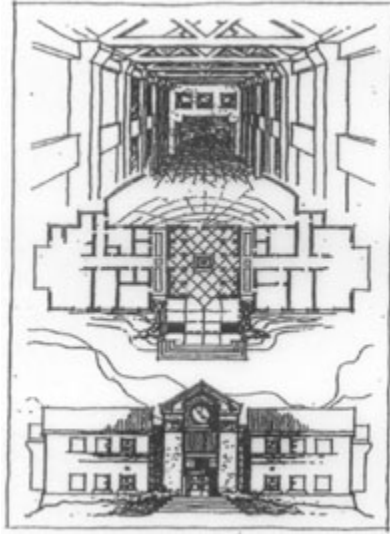
1. Program and Site Evaluation

- Define program requirements
- Review zoning, building code, and professional regulations
- Document existing site conditions
- Investigate environmental concerns
- Prepare preliminary cost options
- Present analysis and recommendation reports



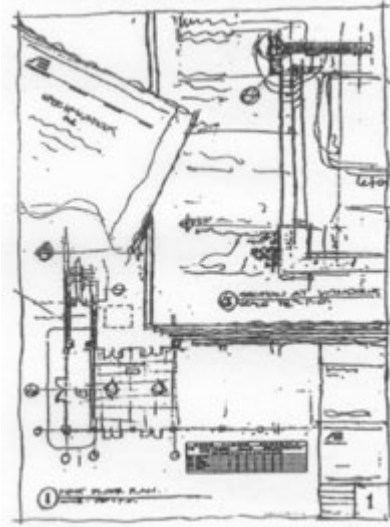
2. Planning and Schematic Design

- Diagram project program
- Consolidate client input
- Define impact on master plan / building standards
- Develop architectural and engineering concepts
- Prepare alternate cost approaches
- Present schematic concepts



3. Design Development

- Finalize architectural and engineering concepts
- Develop cost-effective approach
- Prepare final budget
- Present design development for client approval



4. Construction Documents

- Develop final design documents
- Drawings: Plans, elevations, and sections
- Project Manual: Scope and specifications
- Coordinate architects, engineers, and all consultants
- Schedule progress review
- Obtain client approval of construction documents



5. Bid / Negotiation

- Prepare contractors' invitations
- Coordinate construction documents and site conditions
- Issue addendum as necessary
- Review final bids, recommend contract award



6. Construction Administration

- Prepare construction contracts and permits
- Monitor contractor's performance, review shop drawings
- Coordinate contractor's pay-outs
- Control construction change orders
- Conduct project walk-through, compile punch list
- Coordinate certificates-of-occupancy