

## **Burns + Beyerl Architects**

1010 South Wabash  
Chicago, IL 60605  
(312) 663-0222 T  
(312) 663-9552 F  
www.bba1.com

### **Our Design Methodology: The Checklist System**

Our design process provides an armature for developing each project and is readily modified to accommodate unique conditions. We utilize a Project Checklist to guide the project team through the wealth of information and issues necessary to bring a project to fruition. The Checklist is divided into six phases: each intended to build upon the preceding in a manageable and controlled sequence. Administrative, reporting and drawing tasks are identified as are critical meeting dates. This strategy permits us to:

- **Focus** on the issues of greatest importance to our clients
- **Opportunity** to assess decisions already made in the course of the project
- **Balance** the design, budget and schedule outlined at the outset of the project.
- **Build** upon each decision and understand the goals of each phase.
- **Realize** the ultimate goal: a great project our clients can call their own.

Goals of the Six Project Checklist Phases:

#### **CONCEPT DESIGN - Establish the Project Idea**

The project criterion and design strategy are established. Project goals including image, character, program, budget and schedule are identified. Preliminary building and zoning code requirements are evaluated for their impact on the project. Through sketches and diagrams, building character and strategic alternatives will be studied. This phase concludes with the establishment of design alternatives, a statement of cost objectives and a schedule.

#### **SCHEMATIC DESIGN - Scheme Selection and Scope of Project**

The concepts are developed into alternative schemes to study design and technical alternatives for the project. A design is selected and developed. Program and functional relationships are finalized in plan. Selections are made for primary materials, structure, building enclosure, lighting and mechanical systems. Major elements will be illustrated using sketches and perspectives. The completed schematic design documents will define the size, appearance and scope of the work. An outside cost review will be completed at the end of the phase.

#### **DESIGN DEVELOPMENT - Define Design and Building Components in Detail**

The design will be refined and building components fully determined during this phase. The specifics of constructing the project, in detail, will be addressed and finalized. All materials, products and colors will be selected. The engineered systems for structure, enclosure, mechanical and electrical will also be finalized. A budget update is prepared to review changes to the scope and quality of the work before construction documents are started.

### **CONSTRUCTION DOCUMENTS - Communicate the Design Intent**

The design intent is communicated to the building industry by delineating the scope of the work in detail. Documents are prepared to establish parameters for bidding and building the project. Dimensioned and notated plans, sections, elevations, details and schedules are produced for the use of the builder. Written specifications identifying products and materials of construction. The Architect's and Consultant's documents are reviewed and coordinated.

### **BID AND NEGOTIATION - Finding The Builders and Getting the Building Permit**

During the Bid and Negotiation Phase, the Architect assists the Owner in obtaining bids or negotiated proposals and in awarding and preparing contracts for construction.

Clarifications and/or modifications to the Contract Documents are issued in the form of an Addenda to contractor. Documents are prepared for the application for building permit.

### **CONSTRUCTION ADMINISTRATION - Building It**

During the Construction Phase the Architect's role is to facilitate completion of the project in accordance with the intent of the design. The Architect will visit the site to observe general conformance with the Contract Documents. The review of the shop drawings and other product information is done to clarify the design and construction documents and does not relieve the Contractor from compliance with the documents. Bulletins and CSK's will be prepared to clarify or modify the scope of work. Change Orders will be reviewed and evaluated. Applications for Payment will be reviewed and certified based upon field observations of construction progress.