

**TIMMONS/KELLEY ARCHITECTS**  
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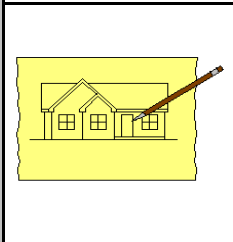
**YOUR PROJECT FROM  
 CONCEPTION TO REALITY  
 SIX PHASES IN THE DESIGN AND  
 BUILDING PROCESS WITH AN ARCHITECT**



**HOURLY**

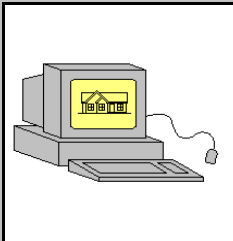
**ONE ~ PRE-DESIGN AND PROGRAMMING**

The first step of the process is probably the most important time you will spend with your architect. At this time you will discuss your ideas and requirements for your project: how many rooms, what style, function and materials the building will have, who will use it and how. The architect can assist in site selection if necessary and determine how to best take advantage of views and sunlight. The architect will also help to determine the balance between what you want, what you need and what you expect to spend.



**TWO ~ SCHEMATIC DESIGN**

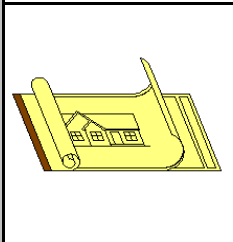
Once you have defined what is to be built, the architect will develop your ideas through a series of rough sketches. These schematic plans and elevations will show the general layout and shape of the house and how it relates to the proposed site conditions. The architect will work with you through a series of meetings to refine these sketches until a solution is developed that meets the needs of your project. Your approval of this schematic design is required before the next step can begin.



**FIXED FEE OR HOURLY**

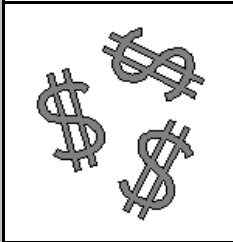
**THREE ~ DESIGN DEVELOPMENT**

At this step, utilizing computer aided drafting (CAD), the architect will develop more detailed drawings showing exact room sizes with building dimensions on the plan and accurate elevations showing doors, windows and basic materials. Building sections will be developed showing general construction methods. Outline schedules, specifications and basic interior elevations may be prepared. As the drawings progress the architect will review the design with you to assure the project is proceeding in the right direction.



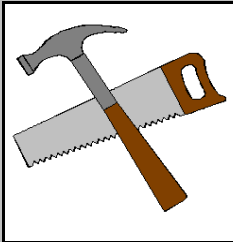
**FOUR ~ CONSTRUCTION DOCUMENTS**

The architect will prepare the completed set of drawings and specifications which the builder will use to obtain a building permit and construct your project. These may include the site plan, floor plans, exterior elevations, sections, schedules, interior elevations, details, specifications, structural requirements including foundation and framing plans and electrical plans. These documents will become part of the contract between you and your builder and will be used to determine actual construction costs for your project.



**FIVE ~ BIDDING AND NEGOTIATIONS**

There are a number of ways to select a builder for your project. If you have one in mind, or are already working with a builder, you can negotiate fees and costs with them directly. The architect can also make recommendations for builders he has worked with in the past. If you want to have several contractors submit bids for the job, the architect can help you prepare the bidding documents, as well as invitations to bid and instructions to bidders.



**HOURLY**

**SIX ~ CONSTRUCTION ADMINISTRATION**

Up until now your project has been confined to discussion, planning and two-dimensional drawings. The final step is where you will see these ideas become a physical reality. The architect's involvement does not need to end with the preparation of the construction documents. Other services the architect may provide include: assisting you in hiring the contractor, making site visits, reviewing and approving the contractor's applications for payment and keeping you informed of the project's progress.