

Outline of the Process

- First, meet all design and builder teams and select your team based on what fits your needs.
- Who listens to your hot buttons and needs? Don't let them dictate what you need.
- Let your Architect know your budget and desired schedule.
- Agree on realistic SQ. FT. cost and schedule with contingency built in for the uncontrollable issues.
- Find out the approximate fees from the Teams you like and get a letter of agreement.
- Discuss how to handle growth in scope and additional fees.
- Explain the different phases the project will go through, and have your chosen Team come to your clinic and spend a full day with you.
- Architects need to grasp how your clinic currently operates, what's good and working, and the bad things that aren't working.
- Architects need to see your new site or building and meet with the local Agencies having Jurisdiction.
- Architects must have an understanding of the architectural styles in the community.
- Architects should get to know your staff and their desires.
- Start thinking of what existing items will be incorporated into your new project and tell your Architect.
- Confirm all site issues that may have impact on your project, schedule and cost.
- Start your programming based on the above findings.
- Identify needs, wants, and dreams. Your budget will dictate the end results.
- Do sketch layouts of possible spatial relationships and start determining square footages of rooms and overall area.
- Start layout but be aware it will not be exact the first time and we need and want your honest feedback.
- All reviews should be in person or through a Go-To Meeting. Do not just have the Architect send layouts without explanation. It causes confusion and lack of trust when the layout is not correct on the first try. If a layout is close, have the Architect tweak the drawings and begin the elevation design.
- Look at getting a builder on board and get their thoughts and comments on plans and constructability as soon as possible.