The JWB Design Process Guidelines

JWB ARCHITECTS

Proposal & Contract Phase

PROJECT KICK-OFF

Programming Phase

"Contents"

- Provide Design Criteria, goals and objectives.
- Assist in development of space requirements.
- Assist in development of space adjacencies.

Owner Activities

JWB Activities

- Establish Owner Design Criteria golas & objectives.
- Develop Space Requirements.
- Develop Space Adjacency Diagrams.

Approval/ Sign Off

Master Planning/Conceptual Design Phase (if Applicable/Optional)

"Overall Vision"

- Assist with expanded program information.
- Provide feedback on Master Plan Design options.
- Select Master Plan Design Option.
- Provide Phasing Strategy Criteria.

Owner Activities

JWB Activities

- Gather any expanded program requirements.
- Generate and review multiple options/solutions and present to client for feedback.
- Make recommendations on viable option solutions created by describing strengths and weaknesses of each.
- Make revisions to one or more options to fine tune multiple solutions down to one most successful solution to be used as the basis of Schematic Design."

Approval/ Sign Off

Schematic Design Phase

"Form & Shape"

- Provide Feedback on Design Interpretation of program.
- Input/Feedback on Plan Layout/Design concepts.
- Input/Feedback on Exterior Design concepts.
- Input on "Basis of Design" including input regarding all engineering infrastructure components.
- Input on "Basis of Budget" Approval and endoresement of Various requests.

Owner Activities

JWB Activities

- Develop Schematic Design Documents to a level that truly illustrates the architectural and interior design intent of the site and facility.
- Develop "Basis of Design" including input regarding infrastructure components.
- Develop "Basis of Budget". Coordinate variance requests.
- Coordinate other local jurisdictional submittal requirements.

Approval/ Sign Off

Design Development Phase

"Texture & Materials"

- Validation of Design Development consistency with Schematic Design Documents
- Input on technical aspects related to how the facility will function, and design including all engineering infrastructure components, product data and materials.
- Input/Feedback on Design Development cost estimate.

Owner Activities

JWB Activities

- Develop Design Development documents to a level that truly illustrates the functionality of a facility or interior space and the various engineering systems, including preliminary development of all architectural, Interior, and Engineering documents.

Approval/ Sign Off

Construction Documentation Phase

"Details"

- Validation of Construction Documents consistency with Design Development Documents.
- Input on technical details by owner technical staff or representative.
- Input/Feedback on Contractor cost estimate.

Owner Activities

JWB Activities

- Develop Design documents, to a level that truly illustrates how to build the facility or interior space or a particular engineering system.
- Finalize Specifications.

Approval/ Sign Off

Contractor Procurement Phase

"Qualify Your Builder"

- Endorsement of State and Local submittal documents.
- Participation in pre-bid conference.
- Review and evaluation of bids.
- Selection of contractor(s).

Owner Activities

JWB Activities

- Coordinate final state and local submittals.
- Provide Document Clarifications.
- Respond to Contractor RFI's. Issue Addende.
- Coordinate Pre-bid Conference.
- Coordinate receipt of bids.
- Tabulate and evaluate bids.
- Conduct pre-bid award conference.

Approval/ Sign Off

Construction Administration Phase

"Follow Building to Completion"

- Participation in coordination meetings including pre-construction conference.
- Process monthly pay requests
- Review/endorse change orders
- Participate in development of punchlist.
- Process final contractor payments.

Owner Activities

JWB Activities

- Coordinate pre-construction conference.
- Response to requests for information.
- Response to Proposed Changes.
- Review Shop Drawings & Submittals.
- Review of contractor pay requests.
- Coordination of any change orders if required.
- Coordination of weekly observations and reports.
- Assembly of punch lists based on the final walk-through.
- Issuance of Certificate of Substantial Completion.

Owner Move-in and Start-Up