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THE ARCHITECTURAL PROCESS

- A1. Initial discussion
- A2. Sustainable Design
- A3. Site Analysis
- A4. Pre-design Studies
- A5. Preliminary Design

- B1. Detailed Design

- C1. Contract Documentation
- C2. Tendering & Negotiation

- D1. Site Supervision
- D2. Final Certificate

- E1. Additional Services

- F1. Fees
- F2. Fee Stages



A1. INITIAL DISCUSSION

For a new project, we normally meet with clients for an initial no-obligation discussion. This allows both parties to get a measure of each other while discussing the project. The meeting can be either at our office or in the Client's current home/work environment or at the potential site.

We will take the Client through our general design philosophies and illustrate how these have been applied to previous projects. We also like to see any images of architectural work that you admire from any source. The information below is intended to give an indicative outline of the process involved in procuring a building (for example a house for a private client). We tailor our services to suit clients' needs, so at an initial meeting we would discuss the specific services required by the Client's programme and an estimate of the fees that we would charge for each stage of the process.

The Architectural Process is complex and part of our job is to advise the client when they should use other specialist consultants. Taking advice from specialists early in a project can often save money and time in the longer term. For the majority of new build and refurbishment projects, the Client will be legally obliged to contract a Technical Architect (*Arquitecte Tècnic/Aparejador*) and Site Safety Coordinator (*Coordinador de Seguritat i Salut/Coordinador de Seguridad y Salud*), as well as an architect. Larger, more complex projects may require the services of other consultants, such as Project Managers.

Depending on the complexity of the project, we can provide some initial feasibility information about building costs, programme and site suitability in this first meeting. This is explained in more detail in the **Pre-Design Studies** (A4).

We will explain precisely the responsibilities of the Architect at each stage, according to the services required by the Client.

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A2. SUSTAINABLE DESIGN

Construction is an industrial process that consumes vast quantities of energy and other non-renewable resources. It also generates approximately 50% by volume of the waste products generated in Europe, and keeping buildings warm, cool and lit currently consumes about 50% of our energy requirements.

Following the **Initial Discussion**, we will indicate the most appropriate technologies available for the project, depending on local site conditions and intended use of the building. Local climate and energy options must be taken into account at this early stage, and we will opt for Low Impact Design (LID) within the constraints of the programme, site conditions and budget.

Our design will take into account the following criteria:

- Location within the site
- Integration with immediate surroundings
- Specific response to the client's requirements
- Orientation and distribution of internal spaces
- Use of recycled and renewable materials
- Optimization of natural resources
- Use of technology to reduce consumption
- Use of technology to reduce emissions
- Treatment of residues
- Use, maintenance and effective life of the building

Solar energy should be used to generate heat and electricity. Geothermal energy can be used for heating and cooling. Rainwater should be used for keeping vegetation green. Grey water can be used twice. Natural ventilation, which has maintained Mediterranean buildings cool for centuries, should be used instead of air-conditioning. Combined with highly insulated and high inertia building construction, solar energy can provide domestic hot water throughout the year, and provide up to 80% of heating requirements.

Wherever possible, we specify renewable, low impact or recycled materials (bamboo, cork, stainless steel, polyethylene) as substitutes for non-renewable or environmentally unfriendly products (tropical hardwoods, polystyrene, aluminium, PVC), without compromising performance or increasing costs.

An intelligently designed, environmentally friendly building will also generate mid-term cost savings for its users and owners, as well as long-term benefits for the economy and ecosystem. It is also increasingly a high priority for end-users. There are also grants and low interest loans available for the use of renewable energy sources, which we can apply for on the Client's behalf.

Sustainable building is no longer an option, but a moral and economic obligation.

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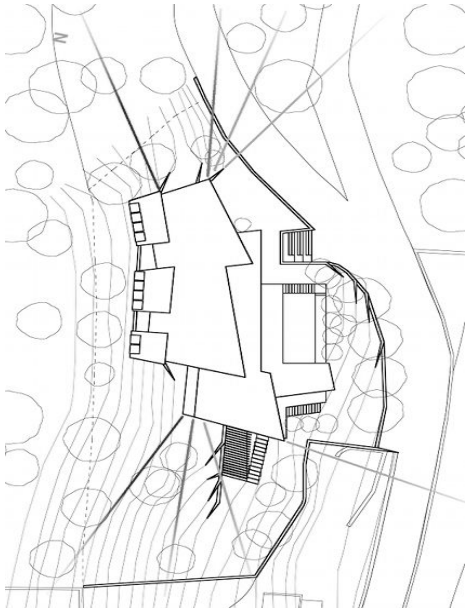
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A3. SITE ANALYSIS

This stage involves deciphering opportunities and constraints within the proposed site. We can also provide advice regarding the selection of a suitable site based on the Client's needs if required. Appropriate site selection may reduce the cost and increase the potential of the project.

An analysis of local authority regulations, consent requirements, orientation, views, levels, heritage implications, legal requirements, relationship with neighbouring sites and available utilities and service routes all help give everyone some certainty with which to make decisions on the direction in which project should go. A Planning Report (*Informe Urbanistic / Informe Urbanístico*) is usually requested from the local authorities at this stage, detailing the permitted uses, site occupation, height restrictions, conservation and environmental issues governing the development of the site. Projects in rural areas (*sol no-urbanizable / suelo no-urbanizable*) may require extensive consultation and negotiation with various local administrations. We will provide the Client with an estimate of the probable duration of these procedures.

A survey of levels and boundaries is required in all but the most simple of site situations. We can facilitate the engagement of a land surveyor to provide this information by briefing them on what is required. We can survey any existing buildings on the site by measuring, drawing and taking photos, although for more complex situations (non-residential or listed buildings), we would recommend the engagement of a specialist in photometry.

We will also assist in the appointment of a geotechnical engineer to analyse soil conditions, bearing capacity and help with the interpretation of the results.

Our involvement to this stage is usually charged at an hourly rate, to be agreed with the Client in advance. Should the Client decide to proceed with the project on the basis of the **Site Analysis**, then the fees for this stage are calculated according to the Fee Stages Table F2, and would be included in the overall fee proposal.

A successful interpretation of the site will provide economic, environmental and aesthetic benefits.

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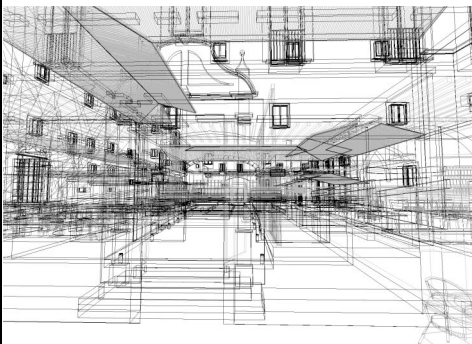
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A4. PRE-DESIGN STUDIES (*Estudis Previs / Estudios Previos*)

We can make a valuable contribution to the realization of the Client's objectives before any design work begins by helping prepare a comprehensive architectural brief. The relationship between the Client and architect is usually formalised at this stage with a Letter of Appointment (*Full d'Encàrrec / Hoja de Encargo*).

The success of the project greatly benefits from a well-defined brief. A brief is a description of the desired objectives and it can include such things as the requirements and functions of the building, the activities and spaces to be accommodated, desired materials and finishes and the Client's budgetary constraints.

It is also essential to consider the proposed building in qualitative terms. We are trained to translate the Client's hopes and aspirations into built form, but these are often more difficult to convey than the more prosaic requirements such as number of bedrooms required. We want to hear about the Client's likes and dislikes in all aspects of design, architecture, art, fashion, and way of life, using images from books, magazines or internet. Our task at this stage is to look and listen.

We work hard to make our designs particular to their site and specific to their owners. Clients often believe that by displaying their own preferences and ideas they will restrict the creativity of their designer. This fear is unwarranted for a number of reasons:

- there is usually broad scope for creativity and originality around any requirements.
- an honest discussion of issues between architect and clients will usually lead to richer designs.
- the more input we have from our clients, the greater the chance that we can find individual personal aspects that can tie the design to its owners.

We are creative and energetic when pursuing design options, but we must also be clear and decisive when it is necessary to meet deadlines.

As part of the brief development process, we can advise you on the feasibility of the project in terms of budget planning, site analysis, programme requirements and any other professional services that may be required. We can advise on soil conditions, availability of services, local building regulations, heritage implications, consent issues, site orientation and views.

We can also give advice on likely costs for different phases of the building project such as site development costs, construction costs, furniture and fitting out, landscaping and consultants fees.

We will also discuss the programme for the project. This will take into account the nature of the project, the current state of the building market, site availability, the Client's time requirements and our office workload.

We will aim to give the Client what they require, but not necessarily what they expect.

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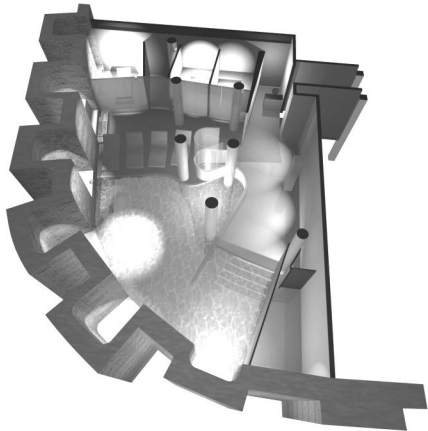
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A5. PRELIMINARY DESIGN (*Avantprojecte / Anteproyecto*)

Together with the Client, we will incorporate the major items that will affect the design and develop the initial ideas for the project.

These include prosaic, philosophical and aesthetic issues. It is important for us to understand how you wish to live/work/eat/sleep/meditate/play in the building. However, it is worth noting that most people's tastes are based on their experiences, so keeping an open mind may produce unexpected but suggestive results. Of course, we will try to do the same.

During this stage, we will develop some key conceptual ideas that will drive the design. These develop in tandem with working through issues of the general form of the building and its relationship with the site and surrounding environment. We will begin by proposing spatial relationships and diagrams, defining these as scaled layouts as decisions are made. When we feel that we have reached a viable solution, we will begin to model the design in three dimensions using both real and virtual models. This provides a feedback loop where ideas are tested on the model and the results provide stimulus for further design ideas.

Approximately 80% of the decisions that influence a building's appearance and energy efficiency are made by the architect and client during the preliminary design phase; the remaining 20% are made by engineers at the later phases of design. Orientation, volumetric composition, location and protection of glazing will determine both the energy consumption and the overall feel of the building. Selecting the right design at the concept stage will improve energy performance, and will greatly reduce the need for expensive engineering solutions later on in the design process.

We use Building Information Modelling (BIM) throughout the design process, from inception to completion, and our clients and collaborators are therefore able to both visualise and quantify the evolution of the design. BIM is an object-oriented building development tool that utilizes 6D-modelling concepts, information technology and software interoperability to design, construct and operate a building project, as well as communicate its details. 6D modelling involves not only design in the 3 primary spatial dimensions, but also in a 4th (sustainability), a 5th (time) and a 6th (cost).

At the conclusion of this stage, the Client will have the basic graphic information that describes the preliminary design with all current decisions/ideas shown. Cost estimates will be prepared from our database according to the type, size and location of the building. Strategic decisions made at this stage will influence the construction, maintenance and environmental costs of the project. We will also provide a Gantt chart that schedules all major activities and milestones throughout larger projects.

The design process works from the general to the particular, so it is important that the client is completely comfortable with the design at the end of each stage, and that we understand any reservations that the Client may have before we proceed to the next step.

Modifications to the brief should be kept to a minimum after this point, as the next (Detailed Design) stage will form the basis of the planning and building regulations submission.

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B1. DETAILED DESIGN *(Projecte Bàsic / Proyecto Básico)*

The project is refined at this point and final decisions made to enable the preparation of the **Contract Documentation** (see C1).

We will make recommendations for the design of detail and the use of materials that reinforce the vision previously developed during **Preliminary Design** stage. Outline compliance with the building and planning regulations are implicit in the project at this stage.

For a residential project, we provide general layouts the house, proposals for bathrooms and kitchens, and decisions made on types of fixtures, fittings and cabinetry throughout the house. For commercial projects, space-planning studies will be undertaken to optimise the use of the available floor area and to define working relationships between different areas of the building. We will also develop sufficient detail in our computer model for the Client to understand the nature of the proposal, adding materials and depth, and the building's relationship with its surroundings will be defined.

We can apply for conditional Building Consent on the Client's behalf at this stage, once all issues affecting the Consent have been resolved. If, however, the project involves particularly complex Consent issues then we may recommend that a specialist consultant be engaged to make the application together with our supporting documents. For the rehabilitation, conversion or extension of listed buildings or rural properties, we will inform the Clients of any restrictions or conditions specific to the project, and guide the Client through the submission process. If the project is for commercial premises (offices, shops, hotels, restaurants etc.), then a specialist consultant should be engaged at this point to manage the commercial licence, as compliance with building regulations do not always coincide with specific trading or occupancy regulations.

It is important that everybody completely understands and is at ease with the design before the **Detailed Design** submission. If there have been any major changes during this stage then we will amend the budget accordingly.

By this stage, the BIM ((building information model) will contain not only the geometrical information required to construct and service the building, but also information regarding elemental and global costs, energy performance, sustainability, illumination and shading.

At the conclusion of the **Detailed Design**, the building is sufficiently defined to give a clear understanding of the scope of work, approximate costs, and the architectural look and feel of the building. Preliminary Architects Institute approval is usually applied for at this stage and for residential projects, conditional building regulations approval may be applied for.

Modifications to the project after this stage can mean a great deal of work altering many drawings and may compromise other earlier design decisions, as well as generating additional costs and causing delay to the project.

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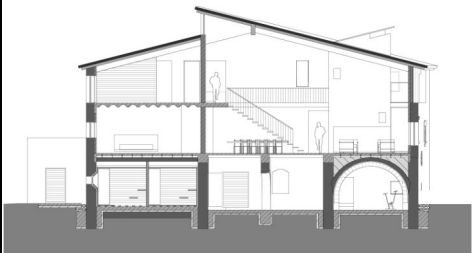
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C1. CONTRACT DOCUMENTATION (*Projecte Executiu / Proyecto Ejecutivo*)

This stage generates the most work for the Architect and our consultants. All structural and environmental calculations required for the construction of the building are undertaken during this phase. Beams and slabs are calculated, reinforcement is specified and quantified. The thermal performance of the building is defined, and the electrical and heating requirements are detailed. An exhaustive description of the building work is put together that will form the contract between the Client and the Contractor.

This includes general arrangement drawings, detail drawings, schedules, specifications and Bills of Quantities. The project documentation is compiled in a PDF document for electronic certification by the Architects Institute. The Local Council will inspect this set of documents before they issue their final approvals, and these documents will be used by the Contractors for the preparation of their competitive tender documents. Once work on site begins, these documents will provide the information required to construct the building.

During this stage, we will coordinate the work of any other consultants that are involved in the project and incorporate their information into the documents. If the project requires specific energy certification, then an external consultant will audit the project at this stage.

It is important to document thoroughly to ensure a high quality of work and to maintain control over design outcomes during construction. There is a huge difference between being economical and cheap. The viability of a project is not always apparent at pre-Tender stage. It is unlikely that a cheap building will be economical in the long run. It will be expensive to keep at a comfortable temperature, and expensive to maintain. In both economic and energetic terms, the cost of a building must be judged throughout its useful life, not just in terms of how much the builder thinks it may cost to build. An efficient durable building is more economic than a cheap building, will cheaper to run and maintain, and as a consequence will also do less harm to the environment. A cheap building that lasts 15 years will cost more in financial and energetic terms than an economic building that lasts 40, and it will be more difficult to sell after 10. We will advise the Client on the durability of the materials and solutions adopted at this stage, and on the relative maintenance and running costs associated with these decisions.

A Health and Safety project is also drawn up at this stage, either by the architect or a designated consultant, depending on the size and complexity of the project. This is a statutory requirement, and must accompany the contract documentation submission before any approvals will be given.

Final Architects Institute approval for the project is applied for at this stage, and the project submitted for building regulations approval.

Significant modifications to the Contract Documentation after submission for approvals at this stage may have considerable cost and time implications.

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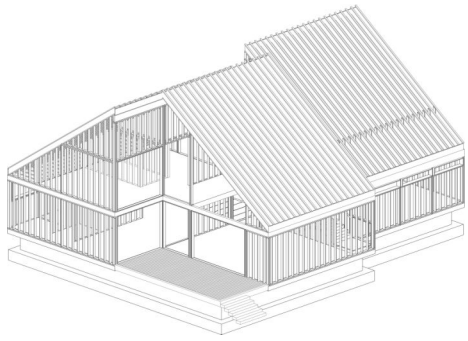
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C2. TENDERING & NEGOTIATION

There are different methods of building procurement.

Typically, projects are tendered to selected contractors in order to gain a competitive fixed price. Other methods are available depending upon preferred timeframe, budget, desired quality and current economic climate.

If a selective tender process is used then an identical CD of the contract documents will be provided to each of the Contractors from which they calculate their price. We usually recommend the selection of a minimum of four tenderers, and they should be selected according to the following criteria:

- ability to meet project programme
- ability to appropriately staff and equip the project
- experience in type of work
- reputation for quality work
- reputation for cooperation
- financial stability
- references received from previous Clients and Architects

If a selected tender process is used then it is essential that most of this information is obtained and assessed before the builders are invited to tender, because it is usually understood that an invitation to tender denotes a willingness to accept a builder subject to a satisfactory price. The tender period is usually three weeks, during which we answer questions and provide clarifications of the contract documents.

Once tenders are opened, we review them for compliance with the **Contract Documentation**, analyse the comparative costs, clarify any exclusions and make recommendations. Once a contractor has been appointed, the local council will issue the definitive construction licence. The contractor will then prepare their Health and Safety proposals for approval by the designated site health and safety coordinator, which may be the architect or a designated consultant.

Any final modifications to the project should be agreed with the Contractor and incorporated in the Contract Documentation before signature. In our experience, any modifications to the scope of the works after signature can cause serious delays and may have serious cost implications.

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D1. SITE SUPERVISION (*Direcció d'Obra / Dirección de Obra*)

This is the construction stage of the project. The building will be built under a contract between the Client and Contractor. In normal circumstances, we would only take part in a project where we are engaged to administer the contract. Having been responsible for the design and documentation, we have an intimate understanding of what is required by the contract and are therefore in the best position to administer it.

As architects, we have three quite distinct roles during contract administration. They are:

1. to act as the Client's professional advisor
2. to act as the Client's agent
3. to administer the contract

In the first two of these roles, the architect is entitled to promote the Client's interests. In the third, the architect must act impartially between the Client and the Contractor, which must be clearly understood by all parties at the outset of the construction process. If the architect has been appointed site safety coordinator, then the architect will approve the contractor's site safety proposals, and supervise their implementation.

During construction, it is the Contractor's ultimate responsibility to ensure that the work is executed in accordance with the contract documents and the requirements of the site safety project. We visit the site at regular intervals to provide an executive level of observation on the Client's behalf. The *Arquitecte Tècnic/Aparejador* is responsible for on-site quality control and if appointed, for site safety coordination.

The architect's responsibilities during this stage include:

- Prepare contract documents for signing by the Client and Contractor.
- Notify selected contractor and unsuccessful tenderers on behalf of the Client.
- Provide periodic site visits to observe progress and compliance with the contract documents.
- Convene project coordination and/or site meetings.
- Review and monitor Contractor's programme.
- Review and approve fabrication drawings.
- Review samples and prototypes.
- Liaise with and coordinate any other consultants.
- Provide additional information or clarification to the builder to enable him/her to carry out the building.
- Issue variations and all instructions to contractual parties.
- Maintain records on costs including all variations.
- Give notices of any justified extensions of contract duration.
- Certify claims by the builder for payment and variations to the contract are correct.
- Issue certificates for payment.

We also ensure that things that slide slide, things that shine don't buzz, and that water stays in the right place.

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D2. FINAL CERTIFICATE (*Liquidació / Liquidación*)

With the completion of the construction works, we undertake the calculation of the final statement of costs and supervise the reception of the building by the client in accordance with the Contract.

The architect's responsibilities during this stage include:

- Make partial and practical completion (*Acta de Recepció / Recepción*) inspections and issue certificates.
- Notification of faults during the Defects Liability Period.
- Issue the Final Certificate (*Final de Obra*) and authorise release of retentions.
- Prepare As-Built drawings incorporating any modifications to the original project.
- Maintenance and Building Use manuals (*Libre del Edifici / Libro del del Edificio*) if required.
- Supervision of the legalisation of Mechanical and Electrical Services.
- Coordination of the legalization of non-residential projects.
- First occupier certificate for residential projects.

The Maintenance and Building Use should be read and understood by all building owners. Cyclical maintenance within the specified periods will avoid increased energy consumption, blocked drains, leaking roofs and creaking timber. A well- designed and properly maintained building will not depreciate in value.

We strongly recommend that the Client retain a percentage of the Contract Sum, to be released to the Contractor after an agreed Defects Liability Period.



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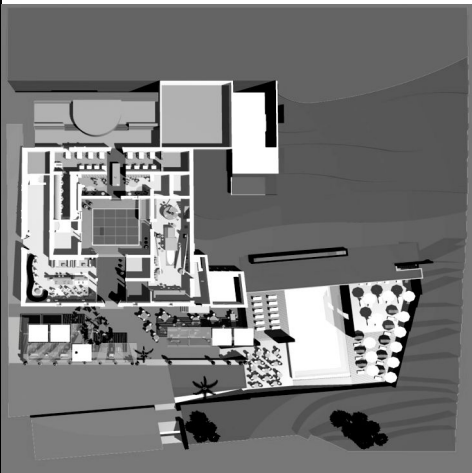
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E1. ADDITIONAL SERVICES *(Serveis Adicionals / Servicios Adicionales)*

Relocation and Building procurement

Clients requiring relocation sites or relocation to existing buildings can contract our services. We check on the development potential of the site or building according to local regulations. In the case of existing buildings, a structural and condition survey would also be undertaken in order to establish its fitness for the intended use.

Project Management

We also undertake the Project Management of small and medium sized projects, providing the Client with specific scope, time, and cost control. We can also coordinate consultants and subcontractors where a general contractor is unnecessary or undesirable, and manage statutory consent submissions on behalf of the Client.

Town Planning and Urbanism

Planning and development studies may be undertaken for larger scale projects (*Estudis de Detalle*), and submissions made for the occupation and refurbishment of rural properties.

Interior Design

Our own projects include all fixed furniture, fittings and general illumination. Should the Client require a comprehensive Interior Design package, we can coordinate the selection and procurement process and provide the design services required for their successful implementation.

Landscape Design

We can provide a comprehensive Landscape Design service in collaboration with our specialized consultants, ranging from the selection of appropriate planting and finishes, to more complex civil engineering solutions.

Marketing

We design and work exclusively in three dimensions, and our computer-generated models may be used to create high quality renders and animation sequences for marketing and fund-raising purposes.

Site Safety

For most projects, we can prepare the Site Safety project (*Estudi de Seguretat i Salut*), and may either coordinate implementation and compliance (*Coordinació de Seguretat i Salut*), or we can recommend a suitable professional to undertake these legal responsibilities.

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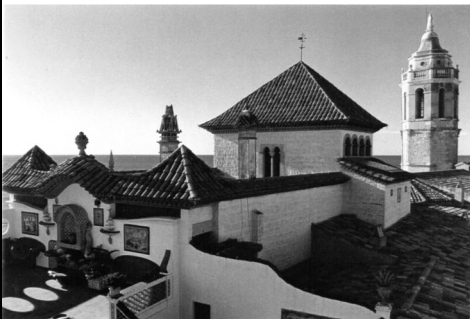
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F1. FEES (*Honoraris / Honorarios*)

It is important that clients are aware of the costs of architectural services early in the relationship. Our charges will be specific to the complexity of the job and the extent of our involvement.

Our fees may be based upon time charges, lump-sum fees, percentage fees or a combination of these. All of these are IVA exclusive. We use a standard COAC agreement for architectural services as a contract between Client and architect. We are happy to talk about fees and services and will give quotes once the scope of work is known. Our fees include structural design and the specification of basic electrical, thermal and liquid services, unless the Client wishes to appoint specific consultants.

Time Charges:

We generally apply hourly charges for small amounts of work or if the scope of work has not yet been decided.

Percentage Fees (Full Service):

A percentage fee is the traditional method of charging for architectural services. The percentage charged varies upon the **value of the work** (for example, as the value of the job increases there is a smaller percentage required to cover the hours worked) and the **complexity of the work** (for example, owner-occupied residential projects tend to be more complex than warehouses, and therefore take longer to design and document). This percentage is applied to the basic cost (*PEM*, excluding the builder's profit and VAT) of all elements designed, specified and certified by ourselves or by consultants coordinated by us. We invoice based upon cost estimates of this work until a Contract Sum is fixed. Modifications to the project after stage B will be charged by agreement with the Client.

Lump Sum Fees:

We can charge a fixed fee and this is calculated specifically for individual projects.

Partial Services:

We would consider our appointment for a partial service comprising phases A & B, although it is usually in the Client's interest to contract the same architect for all phases of the architectural process.

Additional Services:

The fees that we may charge for additional services are calculated using the same criteria as our architectural service. We may include these services in our architectural fees, depending on the size and complexity of the project.

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F2. FEE STAGES

To give some idea of the relative costs of the different work stages, we have broken down a typical project into the percentage of the total fees charged for each phase:

A1	Initial Discussion		0%
A2	Sustainability		0%
A3	Site Analysis		2%
A4	Pre-Design Studies		3%
A5	Preliminary Design		10%
	Total Phase A	15%	
B1	Detailed Design		15%
	Total Phase B	15%	
C1	Contract Documentation		35%
C2	Tendering and Negotiation		5%
	Total Phase C	40%	
D1	Site Supervision		25%
D2	Final Certificate		5%
	Total Phase D	30%	
	Total Fees	100%	

Disbursements:

We may also charge for some expense items such as travel and printing of drawings. The Client would agree charges for expenses before they are incurred.

Exclusions:

The following items are not usually included in our standard percentage fees:

- site and existing building surveys
- geotechnical survey
- environmental impact reports
- site health and safety project and coordination
- legalization of commercial premises
- grant applications

We will advise the Client on the selection of the relevant specialists for each of these items.