

As architects and landscape architects, our goal is guide you through the building process. We have the education, experience and vision to lead you through all phases of design and construction, from defining your program to recommending and/or interview contractors.

Walsh Krowka & Associates, Inc. will hold an initial meeting, at no charge, to discuss your project, your ideas and your budget. We will also discuss our current workload, give you a time frame for your project, and at the end of the meeting, the specific services WKA will provide.

Our typical fee is determined after this initial meeting. It is based on the specific services you would like us to provide, the complexity and size of the project, and the time frame you wish for delivery of the project. The fee can vary from 4 to 11 percent of the cost of construction. WKA can also provide services at an hourly rate if desired.

1. Programming / Schematic Design.

30% of total fee

Discuss and complete a programming questionnaire for your building needs (program). A blank copy of the programming questionnaire for residential projects is available on our website.

http://walshkrowka.com/files/2013/4626/4333/WKA_Planning_Program.pdf

Discuss your budget. Prepare conceptual floor plans and elevations for your review and comment based on programming requirements. Preliminary submission to ARB, if required, after client approval.

2.. Design Development.

20% of total fee

Refine and develop the design to reflect your comments and budget considerations. Study materials and methods to fix and define character of the architecture. Coordinate with consulting structural engineer, and with the mechanical and electrical systems consultants (if required). Begin preparation of site plan and landscaping plan. Submit progress set of documents consisting of floor plans, elevations, preliminary finish schedule, building cross sections, and site plan design for review and approval. Final submission to ARB, after client approval

3. Construction Documents.

25% of total fee

These drawings are prepared for the contractor to use in construction of the project and in establishing costs. Drawings may include floor plans, elevations, building and wall sections, construction details, structural foundation and framing plans, site plan, schematic electrical plans, interior elevations, typical finish schedule, specifications, door and window schedule. It is assumed the Owner will select actual materials and colors.

4. Bidding / Negotiation.

5 % of total fee

During this phase the architect will distribute bid documents, answer questions from bidders, and analyze bids.

5. Construction Administration and Observation.

20% of total fee.

The architect, acting as the Owner's representative, will make site visits to determine general compliance with the Construction Documents, answer contractor questions, review and approve contractors' applications for payment and keep Owner informed of the projects progress. While the architect observes construction, the contractor is solely responsible for construction methods, schedules, procedures and all construction work.

Structural, Mechanical (HVAC) plumbing, and electrical engineering may or may not be included in the fee depending on services to be provided and the fee percentage. Civil engineering (usually for a commercial projects is typically not included in the fee and is the responsibility of the Owner.

Note that percentages may vary. WKA will also deliver services at an hourly rate by request.

Additional services

The following items are additional services and typically not included in the Architect's fee:

- property survey
- tree survey
- topographical information
- soils investigation report
- Interior design services.
- Landscape architecture
- specialty consultants (acoustical engineer, sprinkler system engineer, for example)
- Cost of reproductions of drawings.
- LEED services
- PHIUS services

End of design process document