

'How It Works' is provided by **DOMA architecture** for your convenience and information as a broad overview of the design and construction process in plain language. It is not meant to reflect all the details and complexities that are particular to a given project.

GENERAL VIEW

Your Idea

The Design Phase

During the *design phase*,
DOMA develops your project through the sequence of
design and planning stages that lead to
permit approvals, pricing and construction.

Bidding & Negotiation

DOMA identifies the best price and contractor for you
by *bidding* your project competitively among contracting firms.
DOMA ensures the best representation of your interests
through contract *negotiation*.

The Construction Phase

Throughout the *construction phase* of your project,
DOMA provides all the services you require
to maintain quality and cost control
and to ensure the orderly progress of the work on site.

Your Space

PROCESS VIEW

First Things first

Client Perspective

You're ready to improve an existing space or create a new one. Your requirements at home or at work have changed. The first step is to identify the place where your needs and resources intersect.

Architect Services

DOMA meets with you to exchange thoughts and ideas about your project, including budget considerations. Should your project need feasibility analysis at this stage, DOMA can provide consulting or space planning services to assist you in going forward.

Owner-Architect Agreement

Client Perspective

Once the initial understanding has been reached, it is time to enter into an agreement for services. Our contract follows AIA standards and serves to define the basis of your working relationship with DOMA throughout the design and construction phases.

Architect Services

The agreement specifies the scope of Basic and Additional Services for each project phase, including special requirements your project may have. Service costs are defined, including any applicable limits. Other terms, conditions and responsibilities complete the agreement.

From Sketches to Plans

Client Perspective

In meetings that will include presentations by DOMA, we'll finetune budget and other project requirements while reviewing ideas, sketches, drawings, and material samples. At each stage you approve those you find most appropriate and request revisions where necessary.

Architect Services

Following a field survey of your space, DOMA develops a concept and a direction for your project. Once you are satisfied, DOMA continues to refine your project in greater and greater detail, until all elements and features are clearly defined in a set of drawings and specifications.

Engineers & other Consultants

Client Perspective

Your project may need the services of specialists such as a structural or mechanical engineer, an expeditor or an acoustic consultant. DOMA will identify qualified professionals, obtain proposals for their services and submit these to you for approval.

Architect Services

DOMA's efficient management of the services of engineers and other consultants is important to the success of your project. DOMA ensures that specifications from consultants are properly coordinated at every stage of the design and construction process.

Approvals & Permits

Client Perspective

Most projects need various types of approvals: from the coop or condo board, from the building's management company, and from governmental authorities having jurisdiction over your project. Drawings and other supporting documentation must be submitted to secure approvals and permits.

Architect Services

DOMA organizes, prepares and files permit applications for you as soon as all required information is available. This ensures that approvals and permits are in place when your project is ready to enter into construction.

From Plans to Bids

Client Perspective

Near the end of the design phase, your project needs to be sent out for bids. Bids represent real construction cost and form the basis of the construction contract. They can also be used to adjust the scale of the project if necessary. You approve the *bid set* and the list of bidders.

Architect Services

Projects are bid on the basis of drawings and related information prepared by DOMA. The *bid set* directs contracting firms to submit comprehensive pricing and a job schedule. DOMA identifies and evaluates qualified bidders, and meets with them onsite in order to clarify project requirements.

Contractor Services

Competing contracting firms study the *bid set*, visit the site, and obtain price and scheduling information from subcontractors, manufacturers, distributors, and other suppliers. Detailed bids broken down by trade are submitted to DOMA in a uniform and comparable format.

Selecting the Contractor

Client Perspective

Having the right contracting firm build your project is important. DOMA evaluates bids with you to identify which firm combines optimum pricing with appropriate qualifications. You meet with the firm, and may wish to visit projects and speak with their clients before making a final decision.

Architect Services

DOMA analyzes the bids trade by trade, negotiates the best pricing, and presents a bid analysis to you in comparative form. Based upon their good faith pricing, general qualifications, and responsiveness during the bid process, DOMA recommends a contracting firm for your project.

Contractor Services

Each bidder is required to fully substantiate bid and schedule commitments as well as their qualifications. Joint interviews with you and DOMA serve to clarify commitments and qualifications. This interview process often includes visits to previously completed projects.

Preparing for Contract

Client Perspective

DOMA strongly recommends that you use one of the standard AIA Owner-Contractor Agreements for your project. Our clients prefer them because they are widely recognized as setting the standard for professionalism among service providers in the construction industry.

Architect Services

Prior to contract DOMA finalizes all documents required to build your project including drawings, specifications and other related documents referred to as the *construction set*. A draft is sent to the general contracting firm (GC) and the client for final review and price adjustment if necessary.

Contractor Services

The general contracting firm (GC) furnishes a detailed schedule of the work to be completed from week to week. Any post-bid pricing adjustments made necessary by new site conditions or additional project features you approved in the *construction set* are negotiated and finalized.

Owner-Contractor Agreement

Client Perspective

The Owner-Contractor Agreement sets forth all the terms, conditions and requirements that must be met by the contracting firm. The contract sets a date for *substantial completion* of your project and a *contract sum* based on any adjustments to the accepted bid per the approved *construction set*.

Architect Services

DOMA prepares a draft of the agreement for you to review and eventually execute with the GC. DOMA ensures that all drawings, specifications and other *contract documents* are as complete and clear as possible. This is crucial to managing quality and cost control during the construction phase.

Contractor Services

By signing the Owner-Contractor Agreement, the GC assumes full responsibility for delivering your project in exact accordance with the *contract documents*. The *general conditions* of the contract set the standards and procedures by which the GC is bound in the performance of the work.

Preparing for Construction

Client Perspective

You may need to provide notice and assurances to your building and neighbors. Often the GC will do this on your behalf. You may also need to relocate or begin planning the transition from your current space to your new space. We do not recommend that you live in a space under construction.

Architect Services

Prior to approving a start date for construction, DOMA reviews and approves preliminary submissions from the GC including insurance certificates, work permits, and lists of subcontractors and suppliers that the GC wishes to use.

Contractor Services

The GC obtains and submits to DOMA all required permits and insurance certificates. Once these are approved, he begins to prepare and protect the job site, mobilizes trades and workmen, and places orders with long leadtimes.

From Demolition to Finishes

Contractor's coordination

Client Perspective

The ability of the GC to provide clear, efficient, and thorough job coordination throughout the construction process has an enormous impact on quality control and cost control for this phase of your project.

Architect Services

The scope of DOMA's services during construction is directly affected by whether or not the GC is skilled at coordination. Poor coordination can lead to delays, confusion, conflict, and costly errors on the job site. *Additional services* by DOMA are required to rectify these types of problems.

Contractor Services

Skilled coordination by the GC means: scheduling the work of trades onsite in proper sequence; scheduling timely deliveries of materials, equipment and fixtures; scheduling all required approvals and inspections by DOMA, by the owner and by consultants in good order.

Architect's supervision

Client Perspective

DOMA's responsibility during the construction phase is to ensure that you're getting what you're paying for in strict accordance with the *contract documents*. DOMA monitors and approves the work, keeps you informed of any issues that arise, and negotiates with the GC on your behalf.

Architect Services

DOMA provides administration of the contract for construction as your representative: visiting the site at regular intervals, working with the GC to resolve issues that arise, ensuring quality control, and consulting with you regarding any matters that may effect a change in *contract sum* or *contract time*.

Contractor Services

The Owner-Contractor Agreement defines DOMA's administrative role and authority during the construction process. The GC approaches DOMA for approvals, clarifications, and any additional instructions or specifications required during the course of construction.

Job progress meetings

Client Perspective

At weekly *job progress meetings*, the status of work onsite is reviewed and discussed. Issues are addressed and either resolved in the field or a plan is made for subsequent follow-up by the GC, DOMA or other parties. You may wish to attend and follow the stages of your project up close.

Architect Services

DOMA's *job progress meetings* are a critical administrative service for the construction phase. Visual inspection is the basis for reviewing job progress, for quality and cost control, and for evaluating requests for progress payments submitted by the GC for joint approval by you and DOMA.

Contractor Services

Job progress meetings hold the GC accountable for the orderly progress of the work. The GC schedules these meetings with DOMA, subcontractors and any consultants whose input is required at that stage. Minutes are kept as job progress and current issues are reviewed.

Changes to the scope of work

Client Perspective

The scope of work for your project may undergo changes due to unforeseen site conditions requiring additional work on the GC's part or because you may wish to alter some aspect of the project. Such changes usually effect a change in the *contract sum* or *contract time*, or both.

Architect Services

Once you have authorized a proposed change, DOMA reviews and negotiates the GC's *change order*, consulting with you before approving a final version. DOMA prepares and issues *supplemental instructions*, including any new drawings or specifications that are required by the *change order*.

Contractor Services

Prior to executing any additional work beyond that agreed to in your contract, the GC must obtain written authorization from DOMA. DOMA issues the *change order* describing the approved additional work, cost, and extension to *contract time* if any. Drawings and other instructions are attached.

Substantial Completion

Client Perspective

Substantial completion is defined in your contract as the date when the work onsite is sufficiently complete to allow you to move in. Any outstanding work must be essentially minor and not disruptive to your occupancy.

Architect Services

DOMA issues a *certificate of substantial completion* once you and DOMA agree that this critical condition of the contract has been duly met by the GC. DOMA may authorize penalties for late *substantial completion* if your contract provides for such.

Contractor Services

Upon *substantial completion*, the GC must remove all major tools and materials from the site, and perform a thorough cleaning of the premises in preparation of your arrival. The GC may be subject to penalties if *substantial completion* is not reached within the *contract time* agreed upon.

Punchlist

Client Perspective

Getting the GC to focus on completing the very last items of work on your project's *punchlist* can sometimes be arduous. Often it requires retaining a significant sum of money from the GC as an incentive. In the meantime you are able to set up your home or office and use the space.

Architect Services

DOMA prepares and updates a detailed *punchlist* of all the items of work to be completed or corrected by the GC. DOMA coordinates with the GC to ensure that the *punchlist* is completed as expeditiously as possible.

Contractor Services

The GC is required to complete all items on the *punchlist* before being eligible for *final payment*. Usually this happens within a relatively short period of time.

Project Closeout

Client Perspective

Project closeout procedures are designed to ensure that all final contractual obligations are met and that project documentation is completed, including inspections and signoffs of all work permits. Making your *final payment* to the GC is not advised until project closeout has been completed.

Architect Services

DOMA ensures that all technical inspections and signoffs required to obtain a letter of completion from the building department are completed, including those to be provided by the GC. DOMA also ensures that the GC submits all waivers of lien and warranties prior to authorizing *final payment*.

Contractor Services

The GC must complete all *punchlist* items and all project documentation prior to requesting *final payment*. This includes work permit signoffs and waivers of lien from subcontractors, as well as all applicable warranties and other related project documentation.

MONEY VIEW

Project Budget

Client Perspective

The development of a realistic and manageable working budget for your project is a very important aspect of the design phase. The main items of your budget will be: construction cost, including a contingency of 10-15%; fees for architectural and consultant services; and various permit fees.

Architect Services

DOMA's analysis of your project requirements early in the design phase assists you in defining a workable project budget. DOMA follows through by identifying design strategies that work within your budget parameters.

Cost Control

Client Perspective

As the owner, you help DOMA maintain cost control throughout the project by developing a clear, timely decision-making process, by not reversing major decisions, and by supporting DOMA in its role as your agent in enforcing the terms of the Owner-Contractor Agreement.

Architect Services

DOMA exercises cost control by implementing cost efficient and innovative design strategies, by remaining clear and accountable to you as regards construction cost and service costs, and by administering the construction contract with a fair and firm hand so as to minimize cost increases.

Contractor Services

The GC helps to control costs by honoring basic bid and scheduling commitments and by coordinating construction work efficiently. This minimizes costly errors and limits the need for additional services by DOMA and other project professionals to rectify problems and enforce quality control.

Architect Fees

Client Perspective

DOMA maintains a detailed billing system and database that allows you to monitor the services you're paying for. You are only billed for the actual time spent on behalf of your project. DOMA's fees and billing practices ensure that the benefits of having an architect on board outweigh the costs.

Architect Services

DOMA maintains reasonable fees within a high standard of service throughout your project. As a general rule of thumb, DOMA's fees end up costing about 10-17% of construction cost, depending on the nature of your project. Fees are billed at hourly rates, usually with a fee cap for your protection.

Contractor Services

Almost half of DOMA's services on your project are spent supervising the work of the GC during the construction phase, ensuring that you're getting what you're paying for onsite. Proper coordination of construction work by the GC keeps DOMA's administrative services and associated fees to a minimum.

Consultant Fees

Client Perspective

Your project may require additional professional services. These are provided on a consultant basis by engineers, expediters and others, following your approval of their service fees. Consultants are contracted directly through DOMA. Their services are billed to you as a reimbursable expense.

Architect Services

DOMA's basic services include coordination of consultant services.

Early in the design process, DOMA advises you of your consultant service needs, identifies the appropriate professionals for your project, negotiates proposals for their services, and obtains your approval prior to signing them on.

Contractor Services

Some consultant services require coordination with the GC in the field. A well-managed construction process can minimize the amount of billable time consultants must spend supervising field work related to their services.

Permit Fees

Client Perspective

If your project requires permits and other approvals from governmental authorities such as the Department of Buildings (DOB), permit fees will apply. In New York City the DOB assesses a *PWA approval* fee at 1% of construction cost, not including finishes. The DOB also charges related *work permit* fees.

Architect Services

DOMA's services include filing applications for permit approval by governmental authorities. DOMA will advise you of the filing process and related fees that apply to your project. Most government agencies require payment of permit fees by the owner, in the form of a check included with the application.

Contractor Services

Once DOMA has filed your application and obtained permit approval, the GC and some of his subcontractors need to present their licensing credentials to the DOB in order to "pull" the actual work permits. The GC's bid must include the cost of pulling all work permits, including related fees.

Miscellaneous Fees

Client Perspective

Your building's coop/condo board or management company may charge plan review fees, as well as a refundable deposit to cover any damages that may occur during construction. If asbestos testing is required, this fee will apply. Other special testing fees may also apply.

Architect Services

Early in the design process DOMA ascertains all applicable project requirements and associated fees. DOMA ensures that you have complete and advance knowledge of all building management and testing fees that apply to your project.

Contractor Services

The GC usually carries the cost of site-related testing fees, such as those for concrete and structural testing. The GC's bid must include the cost of all related testing fees, unless otherwise agreed.

Construction Cost

Client Perspective

Construction cost is by far the largest item of your project budget. It is usually based on a *guaranteed maximum price (GMP)*, and is referred to in the Owner-Contractor Agreement as the *contract sum*. Construction cost is linked to the content of DOMA's drawings and specifications, which you approve.

Architect Services

DOMA's drawings and specifications define the scope of your project and thereby determine construction cost. DOMA prepares a *bid set* in order to help you obtain comprehensive pricing from contractors. Following any necessary adjustments, DOMA prepares a *construction set*, which determines the *contract sum*.

Contractor Services

The *GMP* is a GC's representation of construction cost based on the *bid set*. The *contract sum* is based on the approved *GMP*, adjusted for changes authorized by you and specified in the *construction set*. Any further adjustments to the *contract sum*, debits or credits, are based on approved *change orders*.

Progress Payments

Client Perspective

Progress payments are intended to maintain the GC's cash flow so he is able to execute his work on time. A system of retainage ensures that some money is held back for each item of work you contract for, as an incentive for the GC to undertake corrections, to maintain quality standards, and to stay on schedule.

Architect Services

DOMA reviews, negotiates and certifies all progress payments submitted by the GC for approval. Each *application for payment (AFP)* is reviewed on site to ensure that the amounts requested correspond to the amount of work completed. Once certified by DOMA, the *AFP* is forwarded to you for payment.

Contractor Services

The GC submits each *application for payment (AFP)* on a standard AIA form. The *AFP* keeps accurate track of amounts paid to date, retained and presently due--both in summary form and in a detailed accounting of each item of work under contract. Approved change orders are also included, but itemized separately.

Change Orders

Client Perspective

Any changes to the *contract sum* or to *contract time* require *change orders*, approved by you and by DOMA, in order to take effect. Minor changes to the scope of work or to the schedule are often required, either by unforeseen site problems or by changes you may request after the start of construction.

Architect Services

DOMA reviews, negotiates and approves *change orders* submitted by the GC prior to forwarding them to you for final approval. DOMA also prepares *supplemental instructions* for the GC, including new or revised drawings and specifications if these are required.

Contractor Services

The GC's *change orders* must include itemized pricing information for labor and materials, as well as substantiation for any requested increase in *contract time* associated with the change order. The GC is not entitled to proceed with the new work until the change order bears both DOMA's signature and yours.

Final Payment

Client Perspective

By the very end of the construction process, the retainage held back from the GC throughout construction serves to ensure that prior to your *final payment*, all project closeout requirements have been met by the GC: all work properly finished; permits signed off; waivers of lien and other warranties provided.

Architect Services

DOMA issues a checklist of project closeout requirements to the GC and verifies that all items are satisfied. DOMA only issues a final *certificate for payment* when the GC has completed all the requirements set forth in the Owner-Contractor Agreement.

Contractor Services

Once you and DOMA are satisfied that the GC and the subcontractors have completed all contractual requirements, the GC is entitled to *final payment*. The GC is paid the balance of retainage, usually 5-10% at that point, in addition to any other outstanding amounts due for work completed under your contract.

DOMA architecture

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