

# Outline for Architectural Services and Fees

## **Initial Consult:**

Our projects start with an Initial Design Consult. Here, we delve into your aspirations, requirements and goals for your home as well as go through any design work already completed. Clients will be asked to further elaborate on our intake form to further inform the design.

What to expect:

- Review of in-depth intake form;
- Socially distanced viewing of your space or home with our lead architect;
- Discussion of goals, aspirations, and project parameters;
- Development of key areas of possible architectural intervention;
- Discussion of possible design solutions;
- Development of a client profile;

## **The Four Architectural Phases:**

For ease of explanation, the basic architectural services are divided into 4 basic phases:

- Schematic Design;
- Design Development;
- Construction Documents;
- General Review of Construction;

It is usual that the design process continues throughout the entire project (even through general review of construction) prompted by cost, availability of materials, unforeseen circumstances or at the suggestion of someone involved with the project.

For addition and renovation projects, existing drawings of the home will need to be provided before starting schematic design. Existing drawings can be done by our firm, if necessary, for an additional cost.

## **Schematic Design:**

This phase occurs after an initial consult and includes:

- Visit to the site to get a better idea of the project and siting (this is not a survey of the property but the general location of certain physical features).
- Creating a design brief with a hierarchy of elements based on goals and interests of the client, (ie. ageing in place, wellness, sustainability, outdoors, and connectivity elements,) to further inform design and the construction drawings.
- Bringing together all the parts of your vision and the design.

**Jennifer Demitor**  
Architect I Artist, OAA  
BFA, BEDS, MArch  
[jennifer@fabricaearchitecture.com](mailto:jennifer@fabricaearchitecture.com)

- Preparing **preliminary** plans, and exterior elevational drawings (as applicable) with overall dimensions for discussion and approval by clients. It is usual that changes will be required to these drawings once they are presented to you and you have opportunity to review them. We actually view your comments and changes as part of the design process and see them as how we make your home more tailored to you. Modifications are expected and allowed for in the fee; however, more than 2 sets of modifications will result in additional fees.
- Meetings to present the design and information to you.
- Preliminary zoning review, if applicable.

After a final layout has been signed off on we can proceed with **Design Development** while also beginning **Construction Documents** for the Building Permit. If the client would like the scope of the design increased then further Schematic Design fees can be negotiated whether this happens before or after final sign off.

Note: We separate out **Schematic Design** in our fee structure to ensure we work well together. If continuing together, we draw up a separate contract for the other three phases with a separate fee (see fee section).

### **Design Development:**

This phase includes:

- Further developing the design, specifics and details of rooms and elements of note such as the kitchen, bathrooms, offices, library, fireplaces, built-in cabinetry, staircases, sunroom etc.
- Developing the interior design including finishes and fixture schedule for each room (including paint colours, flooring, tile, bathroom and kitchen fixtures, and lighting).
- This phase is done in conjunction with the **Construction Documents** as they are interrelated.

### **Construction Documents:**

The creation of documents for permit, pricing and construction. These documents include:

- A site plan;
- A foundation plan, floor plans, building section, building elevations, and wall sections;
- Specific details, kitchen plans/elevations/details, bath plans/elevations/details and cabinetry layout;
- Electrical Plan - detailing the placement of electrical switches, outlets, devices, and lighting fixtures;
- Building Code Analysis.

### Additional Consultants (ie. Engineers):

We include for coordinating any mechanical, electrical, civil and structural work with the architectural. But, the fees for required engineering are to be paid directly by yourself. It will be necessary to have a structural engineer size any steel or wood beams not described in the Ontario Building Code as well as for certain foundation and framing details depending on the project. Someone will need to supply information on heat loss calculations and mechanical unit sizing, if applicable. As well, in-floor heating systems require the input of a mechanical engineer or another certified individual. Electrical engineers are not often required on new home/renovation projects.

The documents noted and the required engineering input should be sufficient for pricing and obtaining a building permit. The Finishes and Fixture Schedule developed in the Design Development phase will possess a level of detail as to the materials and finishes to assist with pricing when retaining quotes; occasionally, some materials and finishes are picked out during construction due to availability or time constraints during design.

These documents will include kitchen and bathroom layouts, interior elevations and details developed in the design development phase. For kitchens, the documents will indicate the overall size of the cabinets, where appliances, drawers and doors are located. Once a cabinet supplier has been selected, we will work out with you and the cabinet supplier all the other relevant details (cabinet type, door profile, hardware etc.). Often a contractor has a couple cabinet suppliers/makers that they work with to choose from. Or the cabinet supplier/maker can be selected by you.

#### Permit Process:

I provide you or the contractor with the construction drawings for obtaining a building permit. It is usual to have some information such as roof truss calculations supplied by the supplier of the product, given to the Building Official after the permit is obtained but prior to ordering the material. Often the Building Official will have questions relating to the drawings and we will respond and help provide additional information required.

### **General Review of Construction:**

This includes:

- Assisting you in the preparation of an agreement between you and the builder.
- Periodic visits to the site to answer questions and review compliance with the documents. Scheduled weekly or bi-monthly meetings to ensure changes and site detailing are consistent with the overall design and help to maintain a momentum to the project.
- Discussions with you, the engineering consultants, and the builders regarding details during construction.
- Review of billings from the Contractor to ensure the invoice represents work completed, and provide you with a **Certificate for Payment** which indicates the amount to be paid, a running total of what has been paid and the amount to be withheld to satisfy the Mechanics Lien Act (a legal holdback to ensure action can be taken on delinquent payments from the Contractor to subtrades and suppliers who have a right to issue a lien on your property if they are not compensated for their efforts).
- Review any changes made to the construction, and costs for the changes and present them to you.
- Prepare a deficiency list of items to be corrected or completed, near the end of the construction process.

### **Fees:**

The Fee for **Schematic Design** phase is base on your specific project parameters but is approx. **1.5% of your project budget.**

Fees for the other three architectural phases on a project of this size and expected detail is **8% of the final cost of construction** of the residence and any attached or ancillary buildings associated

with the project. The 'final cost of construction' will be obtained when the project is finished. Until this, an estimate prepared by this office will be used for the purpose of calculating the fee. For new construction this is approximately \$350/ft. For renovations, this depends on the scope of the work. Once the project has been priced by the contractor, the contractor's price will take the place of the estimate until we get an updated estimate or the project is finished and costs are finalized. In the event that the Owners are contracting the work or performing the work themselves, we establish a construction cost based on similar projects. This amount will be discussed prior to the beginning of Design Development/Construction Drawings.

The **8.0% fee** is distributed as follows:

- Design Development 30%,
- Construction Documents 50%, and
- Review of Construction 20%

Any fee quoted here, unless specifically stated, does not include the fees for engineering services, survey work, disbursements such as printing, courier, photography, applications for approvals from authorities having jurisdiction, or HST.

### **Invoicing:**

Invoices are submitted monthly or at the end of a stage of our work. The fees for required engineering are to be paid directly yourself. We do not add a percentage for coordinating the work of a consultant on projects of this nature.

### **Contracts:**

We use the Ontario Architects Association's Standard Short Form of Contract for Architectural Services in conjunction with this document.

### **Additional Services:**

The phases described above are for the four typical phases to complete a residential project. Not all projects are the same and only some require additional services.

Fees for **Additional Services** to those outlined above are billed using the following hourly rates:

Architect: \$125 / hour

Designer \$ 80 / hour

Intern: \$65 / hour

Some examples of possible additional services are services required for Zoning and Site Plan Control applications as well as services required for Heritage Approval.

For any questions, feel free to contact us at [design@fabricaearchitecture.com](mailto:design@fabricaearchitecture.com)