

# **Architectural Services and Fees - 2023**

## **Fabricae Architecture and Art Ltd. 77 Princess St, Kingston ON**

We are a boutique architecture firm that offers full architectural services but specializes in designing bespoke spaces for our clients. We believe in client-centric design, where our clients' living patterns, aesthetics, dreams, values and quirks become the basis for our designs. We strive to enrich the lives of our clients, creating moments, spaces for memories and places they can connect to.

*Client-Centric Design: Our process is centered around obtaining as much information about our clients as possible to create designs specifically tailored to them. We do this through our initial consult, intake form, various surveys and through our many design meetings, which we use to get a better understanding of our clients.*

### **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;
- Viewing of your space or home with our lead architect (if applicable);
- Discussion of goals, aspirations, and project parameters;
- Development of key areas of possible architectural intervention;
- Discussion of possible design solutions;
- Further exploring your aesthetic, living/working style, in the development of a client profile.

### **The Four Architectural Phases:**

For ease of explanation, our basic architectural services are divided into 4 basic phases based on the Ontario Architects Association's standard contract for services:

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

*Note: 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 even at the suggestion of someone involved with the project. Specific amounts of design and re-design is accounted for in the proposal. Design or redesign services beyond what is listed will be an extra cost and will have to be negotiated upon their request.*

### **Existing Drawings:**

For any renovation or additions, drawings of the existing home will need to be done before starting schematic design. For this, we will come in and measure the existing home and create a three dimensional model of the home from which we will base our designs and the construction drawings. The cost of this is between \$1200 and \$2000 dollars depending on the size of the home and the existence of previous drawings.

## Schematic Design:

Schematic design occurs after the initial consultation and existing drawings/model are completed (if applicable). Its exact scope varies depending on the specific project parameters. It can take anywhere from 4 to 8 weeks. It often 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. aging 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 into 2 or 3 possible preliminary plans.
- Meeting to present and discuss these options with you.
- A follow up meeting once you have had a chance to further discuss and reflect on the preliminary plans. *We see both the presentation meeting and this meeting as a way to get to know more about your specific needs and further tailor the project to your needs.*
- The development of a new improved preliminary plan based on feedback provided.
- Development of exterior elevations (if applicable).
- Design meeting for presentation of these elements. (And a follow up meeting if required).
- Final plans and elevations for sign off.

We 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 the 2 sets of modifications outlined above will result in additional fees.

After a final layout has been signed off on, we can proceed with **Design Development** while also beginning the **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 do two contracts, one for **Schematic Design** and the existing drawings (if applicable). After final sign off on Schematic Design, we do another contract for the next three phases as outlined below. See fee section for a breakdown of the fees associated with each contract.*

## 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 package including finishes and fixture schedule for each room (including paint colours, flooring, tile, bathroom and kitchen fixtures, and lighting).
- This phase includes 3-4 meetings to present the design work as it progresses for feedback and approval. Design Development 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 coordinating any mechanical, electrical, civil and structural work with the architectural drawings. 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 Part 9 of 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.).

#### **Permit Process:**

We provide you or the contractor with the stamped 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, want clarifications or require additional information relating to the drawings which we will respond to and answer.

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

This phase varies based on the contractor/contract with the contractor but can include:

- Assisting you in the preparation of an agreement between you and the builder/contractor if required.
- Periodic visits to the site to answer questions and review compliance with the documents.
- Scheduled weekly or 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). Note: not all builder/client contracts are set up this way.
- 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 based on your specific project parameters but is approx. **2%** of your project budget, which will be agreed upon before commencing work. We do have a minimum Schematic Design Fee of \$2500.

Fees for all three other three architectural phases is **8%** of the final cost of construction (as defined in the contract) of the residence and any attached or ancillary buildings associated with the project. As the final cost of construction will only be obtained when the project is finished, we update the cost of construction we use to bill from as the cost becomes more solidified. First we use the project budget, then the accepted quote. Then halfway through construction, we update the cost with any extras that have been added on and then finally once construction is complete.

### **The 8% fee is distributed as follows:**

- Design Development - **35%**,
- Construction Documents - **45%**, 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.

## **General Information:**

### **Invoicing:**

Invoices are submitted monthly and 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:**

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

Architect: \$150 / hour

Lead Designer \$ 85 / hour

Intern/Tech/Student: \$65 / hour

Some examples of possible additional services are services required for Planning Variances, or Site Plan Control Applications as well as services for Heritage Approval.

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