

p e t t i b o n e

ARCHITECTURAL INTERIORS + DESIGN-BUILD

LIST OF SERVICES

project feasibility

- Existing Floor Plans
- Existing Interior Details
- Existing Interior Elevations
- Existing Mechanical, Electrical & Plumbing Diagrams as required
- Consulting with Expediter on project requirements and feasibility

conceptual design

- Hand-drawn conceptual vignettes explaining design concepts
- Program Analysis & Spatial Layout Diagrams
- Vertical Stacking Diagrams
- Preliminary Project Budget Analysis
- Meeting with Client

schematic design

- Hand-drawn perspective drawings of primary spaces
- Proposed Schematic Floor Plans (Hand Drawn or CAD)
- Proposed Schematic Exterior Elevations (Hand Drawn or CAD)
- Proposed Finishes Concept Board
- Preliminary Project Budget analysis
- Meeting with Client

building permit documents & approval

- Cover Sheet, General Notes, Plumbing Notes, Special Inspections
- Scope of Work, Plot Plan
- Window & Exterior Door Schedule
- Natural Light & Ventilation Compliance Charts
- Energy Code Compliance Chart
- Proposed Plumbing and Gas Riser Diagrams
- Proposed Mechanical & HVAC Equipment Specifications
- Existing / Removals Floor Plans
- Proposed Floor Plans
- Existing / Removals Roof Plan / Proposed Roof Plan
- Existing / Removals Exterior Elevations
- Proposed Exterior Elevations

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construction bid documents

- Cover Sheet, General Notes, Abbreviations, Table of Contents, Plot Plan
- Preliminary Wall Types
- Proposed Plumbing and Gas Riser Diagrams
- Proposed Mechanical Equipment Schedule
- Existing / Removals Floor Plans
- Proposed Floor Plans
- Proposed Roof Plan
- Proposed Power & Data Plans
- Proposed Reflected Ceiling Plans
- Existing / Removals Exterior Elevations
- Proposed Exterior Elevations
- Progress Window/Door Schedule/Door Hardware Schedule
- Progress Interior Elevations
- Construction Details
- Progress Finishes Schedule
- Progress Plumbing Fixtures & Accessories Schedule
- Coordination w/ Structural Engineering Consultant
- Progress Structural Drawings (Prepared by Structural Engineer)
- Project Budget Analysis
- Meeting with Client

bidding & contract negotiation

- Managing site walk-through with potential General Contractors
- Review of Bid Set with potential General Contractors
- Assist Client with review of General Contractor Proposals
- Review Construction Budget with Client
- Assist Client with final selection of General Contractor and Sub-Contractors

construction documents

- Cover Sheet, General Notes, Abbreviations, Table of Contents, Plot Plan
- Wall Types & Floor / Ceiling Assemblies
- Finishes & Lighting Schedule
- Energy Code Compliance Chart
- Plumbing and Gas Riser Diagrams
- Existing / Removals Floor Plans
- Construction Floor Plans
- Finish Floor Plans
- Power & Data Plans & Electrical Legend
- Reflected Ceiling Plans
- HVAC Plans & Mechanical Equipment Schedule
- Existing / Removals Roof Plan
- Construction Roof Plan
- Existing / Removals Front & Rear Exterior Elevations
- Construction Front & Rear Exterior Elevations
- Window / Door Schedule & Door Hardware Schedule
- Interior Elevations
- Tile / Stone Layout Elevations

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ARCHITECTURAL INTERIORS + DESIGN-BUILD

- Cellar Stair Sections & Details
- Interior Millwork Details (Kitchen & Pantry, Bathroom Vanities, Closets, Medicine Cabinets, Doors, Stairs)
- Window & Exterior Door Details
- Bi-Monthly Meetings with Client

construction administration

- Conduct weekly site meetings with Project Team to review construction progress
- Review Submittals
- Review construction quality and compliance with Construction Documents
- Review Shop Drawings
- Issue SK drawings as required
- Assist Client with review of Certificates for Payment by General Contractor
- Assist Client with review of Change Orders issued by General Contractor
- Assist Project Team with review of Construction Schedule
- Produce Site Reports at scheduled intervals
- Produce Punch List & final walk-through with Client