

01
OUTLINE
Done before the draft. Outlines the main features of the project, allowing to start the conversation with you (the project manager). Verification of the operation's feasibility according to the information given: land, existing structures, program, budget, timeline

02
ROUGH DRAFT
1 ground-plan, 1 floor plan, elevation and sections plan, descriptive record, preliminary budget, project timeline

03
FINAL DRAFT (+PC)
Design of the plans for the spatial, architectural, and functional organization: (blueprints of the different floors with a 1/50 scale, elevation and sections at 1/50, technical blueprints, memo, final cost estimation by budget heading, administrative authorization files, execution timeline

04
PROJECT
Creation of the construction company solicitation file: approved detailed draft plans, descriptive memo, price list to compare construction company quotes, letter of intent framework, all the different documents and design plans so the construction companies can make an offer

05
SUPPORT THROUGHOUT THE CONTRACTING PROCESS
Help in choosing the contractor for the work.
Support given to the solicited companies.
Comparative and detailed assessment
Ranking of the offers
Negotiation

06
OVERSEEING CONSTRUCTION
Organization of site meetings
Conformity assessment
Disturbance assessment
Control of down payment requests and monthly cost breakdown
Support in the event of a conflict

07
SUPPORT FOR WORK DELIVERY PROCEDURES
At the end of the operations:
organization of the delivery
Monitoring of the removal of reservations
Notification to the contractor of the general cost breakdown
Updates and modifications of the plans

