

## About Quentin Parker & ArchWork Architect Services

Thank you for the opportunity to introduce our architectural services for your project. As a licensed, professional architect with our office located in Camarillo, CA, we have been working independently on commissions with clients since 1985. Thirty years of building experience in southern California, (with projects in other states) with the various building departments, zoning, planning and other application agencies provides a wealth of knowledge our clients benefit from.

At our website [www.archwork.com](http://www.archwork.com), you will find our project list of extensive custom residential commissions, remodels, additions, commercial buildings, hospitality and mixed-use commercial projects.

The more you know about the architecture process and how we operate, the more effective our services are. We offer two distinct advantages over most other architectural firms. First, our low overhead addresses your needs in an effective one-on-one client-architect relationship, (client interaction is not with job captains, project managers or assigned office personnel). Second, our process in delivering your commission is weighted towards the significant design issues. We take great pride in exceptional design excellence. Everything is about the design, the single most visible aspect of your project and image presence. Listening and meeting your specific design needs makes communication between us is the essential ingredient to project success.

Whether our commission is a flat fee, based on an hourly rate compensation, or as calculated as a percentage of project costs, our clients receive the highest quality of professional design services and direct personal attention with standard AIA contract and workflow forms.

Defined both by process and project parameters, your project depends on site, on design method and your client wish list criteria. Over 90% of your architect and engineering services is defined by the submittal and approval process for construction documents and permit.

How do we proceed now?

Architect service proposals vary in effort, time, schedule and cost, according to specific client and site requirements. From entitlement processing, planning, zoning, health, fire, geological and building and safety department conditions, there are extensive review procedures your application must be submitted for. In this application our comprehensive architect services are defined by the American Institute of Architects Client / Architect contract. This provides both excellent project management and legal process control.

With the signed Client/Architect contract, a retainer payment commences the Schematic Design Phase. Subsequent sign-off on an approved design, the Design Development phase reviews both scope of work, specifications finishes and materials and conditions in the plan check approval process. This is followed by Construction documents phase, Bid & Negotiation phase, and finally with job site observation during construction. According to standard AIA practices each task and project milestones are defined by five separate phases, generically adjusted according to project tasks. Usually this is what defines your billing milestones and tasks:

- o Schematic Design 15%
- o Design Development 25%
- o Construction Documents 45%
- o Bidding & Negotiation 5%
- o Construction Observation 10%

Until your specific scope of work has been established, these determinations are mutable, and may change according to review, design modifications and approval requirements. The actual construction costs are defined by bid proposals submittal by licensed general contractors. Actual construction bids will vary - by project condition, by market conditions and often by the construction methods each particular design requires. Your architect efforts define both construction costs (in savings) and your project time table. Essentially, the shorter the completion date, the greater your project savings are.

When this construction process is controlled by an experienced, licensed professional architect your project becomes an exciting, spectacular endeavor! Thank you for your consideration for our services, we look forward to an engaging and rewarding experience with you.