



Jeff Thomas Architects provide architectural and interior design services from conceptual consulting to full architectural representation.

Fee Basis

Architectural fees are based on your project's complexity, overall scope, and construction budget. Fees may be hourly or percentage based which typically range between eight and ten percent of construction cost. Billings are based and invoiced on the percent complete of the five progressive design phases listed below.

Design/Document Phases

Schematic Design: Represents 15% of total fee. Schematic design drawings establish the conceptual design of your project illustrating the scale and relationship of the project components. The schematic design documents includes conceptual site plan, preliminary building plans, sections, and elevations along with identification of major building systems and materials.

Design Development: Represents 15% of total fee. Design development documents are based on the approved schematic design documents. These documents illustrate and describe the refinement of your projects design, establishing the scope, relationships, forms, size, and appearance of your project by means of plans, sections, elevations, typical construction details and equipment layouts.

Construction Documents: Represents 50% of total fee. Construction documents are based on the approved design development documents and set forth in detail for the construction of your project. The construction documents shall include drawings and specifications that establish in detail the quality levels of materials and systems required for your project.

Bidding and Proposal: Represents 5% of total fee. Bidding and proposal documents consist of requirements, proposed contract forms, general and supplementary conditions, specifications, and drawings.

Contract Administration: Represents 15% of total fee. Contract administration is administration of the contract between the owner and the contractor. The responsibility to provide contract administration commences with the award of initial contract and terminates at the issuance of a certificate of occupancy. The architect is a representative of and shall advise and consult with the owner during the provision of contract administration services.

Owner Provided Information

Owner provided information involves site surveys (geologic and topographic as required), building program, and descriptive elements of your intended function and goal.

Contractual

Jeff Thomas Architects, as a member of American Institute of Architects, utilize owner-architect AIA-B-141 contracts. Contracts are tailored to meet your program requirements.

Retainage Fee

Ten percent retainage of contract fee is required.

Billing

Invoices are net 10, monthly or bi-weekly (depending on project scope and contract term).

Reimbursables

Reimbursables are billed with a 1.5% multiplier and are defined as travel and hotel expenses, overnight mailings, long distance phone charges, PDF transfers, photocopying, and CADD plotting.

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