**Working with Architects– Worksheet**

**Social Contract–**

Will you join us in our shared commitment to:

1. presenting ourselves to the client as one team?
2. showing respect for each other and what we each bring to the table?
3. hashing out details in private and presenting a united front to our client?
4. weekly meetings without the client?
5. discussing the project plans as a team to highlight potential challenges and critical components of the project including site, budget restraints, timeline, etc.?
6. sharing background information on the client so we can better serve them and meet their expectations?
7. full team participation in the review of the plans at SD & CD phases, prior to presenting them to the client?
8. point out and summarize any and all changes to ensure continuity of the project?

**HVP Commits to–**

1. We will provide a detailed construction schedule, including information on what key elements will affect the schedule.
2. Identify problem areas that need more attention. Either on-site or on-plans.
3. Ask questions about details that may not be clear so that he/she can build what is drawn.
4. To be available for questions and listening to feedback.
5. To facilitating respectful communication
6. Give the architect a range of estimates and advise what variables affect the cost.
7. Providing a construction lead contact.
8. Providing a pre-construction and estimating timeline/schedule

**Areas to clarify: Clarity is Kind.**

1. Who will be designated the design lead?
2. Are you willing to commit to weekly meetings with the internal team and one with the client?
3. Who will be responsible for capturing, tracking and sharing meeting and communication notes?
4. Will you help convince the client that all selects need to be made in the pre-construction phase of the project (plumbing, tile, cabinetry, plumbing, lighting fixtures)?
	1. *Note: This helps control costs and schedule*
5. Bring the team (all team members, design, builder, and client) together for a pre-mortem exercise.
	1. How do we discuss budget and financial implications of changes?
6. Do you understand that estimates from trades, vendors and builders take time and money?
7. Has there been consideration for mechanical, HVAC, plumbing, electric space?
8. Are you receptive to aesthetic decisions being made by the builders? Let’s discuss the level of freedom HVP has to make aesthetic decisions.
9. How much project administration is the Architectural team planning to provide?
10. Discuss how their efforts will be incorporated into the build team's process.
11. Who is creating and managing the design & development schedule?
12. Who’s responsible for zoning, wetlands, historic district, code compliance and permitting?
13. Who is handling site surveys?
14. Who will be designated as the keeper of the decision tree with drop dead dates?
15. Who will provide the warranty for the various aspects of the project?
	1. How will this be determined?
16. Who is responsible for coordinating and tracking selections?
17. Will your team take the time to sit down with HVP and actively review the project, overlay electric, plumbing, and HVAC, highlight challenging details and communicate intent on design?
18. SF material take offs (for preliminary budgeting)
19. Changes to plans- plan hygiene: do dates change on plan? How is the latest plan available?
20. Who will be available for red list items and 11th hour changes; items that come up and need answers immediately?