

# Services

## Turn-Key Design

- Program Development/ Needs Assessment
- New or existing site/ facilities evaluation

A broad brush review of prospective relocation sites or existing facility renovation concepts early-on, can ensure an appropriate fit and desired budget feasibility before a lease agreement is signed.

- Schematic Planning

A well developed written program that identifies needs and establishes mutually agreed upon goals will minimize the number of schematic "test fit" scenarios necessary to achieve the desired results.

- Design Development

Design Development introduces the client team to the 3-dimensional and aesthetic possibilities of the project. APT maintains that this is where the greatest expression of creativity should be explored. Preliminary pricing can then be obtained and the balance of project cost for maximum functional and aesthetic effect evaluated before proceeding with full MEP team involvement.

- Construction Documents

Prepare for issue the appropriate set of documents – whether for a negotiated contract or to obtain multiple bids. Assist client in evaluating such bids or negotiation.

- Construction Administration

APT believes that participation in the CA process is invaluable to moving the project forward on time and within budget, and for tracking processes for future developments in a long term relationship.

## Consulting and Optional Services

- Owner's Representation

Assist in the identification, evaluation, and selection of the project team. Serve as design communications liaison between the owner, design, construction, and installation teams. Establish line item project task schedule and monitor adherence to schedule. Review and approve shop drawings and change orders. Perform regularly scheduled site visits, preliminary, and final punch lists. Prior to the General Contractor's warranty period expiration, conduct facilities operations and performance meeting and a project warranty walk-through.

- Artwork selection, placement, and installation

- Lighting Design

Review critical functional and aesthetic project lighting requirements, select and specify appropriate fixture designs and prepare lighting fixture layout. Review such work with the project engineers.

- 3<sup>rd</sup> party Construction Documents review

At times it is desirable to employ an experienced, neutral party to review, evaluate, and advise on the level of completion, quality, and or readiness for bid release of CD's. This should be in no way "adversarial," but instead a welcome addition to the project team to ensure a smooth flow of the work, communications, and relationships between parties.

- Construction Administration

For developers, owners, architectural or interior design firms that may, at times, not have experienced staff available for problem solving or to perform on site CA, or to document and report on work in progress for CD and schedule compliance.