



Layne Arthur Architecture Ltd.
200 - 1965 Broad Street • Regina, SK S4P 1Y1

NEEDS AND OPTIONS REVIEW

CLIENT NAME: Jasmine and Andrew Westermann

The Problem:

It is not uncommon for people to know they want to do a building project, and have thought about it quite a bit – but just don't know how best to start...

Or worse, launch into an expensive design service without establishing a relationship or worse still, not carefully established the groundwork for the project.

The Promise:

“A surgeon wouldn't operate without a proper diagnosis, so...”

The initial **NEEDS AND OPTIONS REVIEW** works in the same way. It will allow you to start an exploration designed to precisely understand your requirements and potential roadblocks, then gives:

- Findings and Recommendations;
- A Plan to move forward;
- A Timeline and Rough Order of Cost.

The Process

The **NEEDS AND OPTIONS REVIEW** is a structured process that includes the following:

- We will meet to discuss your preliminary objectives for the project.
- We will develop an outline brief describing functions, uses, and spaces required.
- We will review site options and identify regulatory issues.
- We will review the planning viability of the project and your ideas.
- We will identify potential solutions in outline form.
- We will prepare a conceptual budget for the project.
- We will prepare a preliminary schedule for the project.

Outcome: a **NEEDS AND OPTIONS REVIEW report** that you can use to get an accurate proposal from us or from any other architect - it is yours to keep.

There are five important steps in building:

1. Needs and Options Review – which is the first step
2. Design phase
3. Construction Document phase
4. Building and Contract Management
5. Completion phase

On the next page we've outlined the **first step** - what the Needs and Options Review is.



<http://www.la-arch.ca>
306-581-7657

Choosing an architect isn't easy.

You need the right architect who has the specific skill for your Passive house project. The right 'fit' between you and your architect is key.

... this may or not be me!

In our experience the best way of finding out whether we are the right 'fit' is to fully understand what you are looking for. This is achieved through and initial consultation and our Needs and Options Review.

If for some reason we then discover that we are not an ideal 'fit' then you are free to take the review report to another designer for them to continue the process.

Layne Arthur
Principal Architect

m: 306-581-7657
e: layne@la-arch.ca

NEEDS AND OPTIONS REVIEW

When considering the design and construction of a Passive House the **Needs and Options Review** with Layne Arthur is the first step.

Why... ?

- Obtain a registered architect's opinion on the feasibility of the project – one who is experienced in the type of project you're facing
- Produce an outline brief that provides the "DNA" for future work - detailing rooms, connections, orientation etc...
- Discuss potential solutions at a high-level that encourages on-going testing of ideas – "Design Thinking"
- Discuss the 'look and feel' of a potential scheme
- Discuss the functional viability of the project and your ideas
- Prepare sketches of possible layout options
- Provide preliminary rough order of cost estimate of construction for budget usage
- Provide a preliminary programme or timeline
- Production of report including the above
- All travel prices outside of Regina will be billed as an extra charge at 54 cents / km (disbursement)
- Report includes schedule of services and fee proposal on next stages of project

A surgeon wouldn't operate without a proper diagnosis... our initial **Needs and Options Review** works in the same way.

It starts a strategy designed to precisely understand your requirements, and then give findings and recommendations, and a plan to move forward with a timeline and rough order of cost to assist your budget.

What do you get?

Phase I: Initial Meeting -to discuss your preliminary objectives for the project.

*Meet & discuss the project at my office
Review function & design requirements
Clarify issues; discuss options and current thinking
Clarify project aims & vision; themes & drivers
You provide: existing site & background information (plans, etc)*

Phase II: Needs and Options Report – Options development and analysis

*Explore potential spatial relationships, connections & future-proofing options
Prepare concept options
Provide preliminary programme or timeline
Prepare and present report*

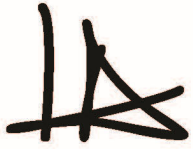


Yes, I would like to book an initial discussion with Layne Arthur as described above.



Yes, I have completed the agreement (next page) & provided my/our client details to get the project underway.

** Total \$800 + GST & disbursement, \$400 due at initial meeting and remainder of balance due upon delivery of report.*



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We request that you sign the agreement in the space provided below, copy it for your own records and return a scanned signed copy to us for our records.

CLIENT ACCEPTANCE AND CONFIRMATION OF DETAILS

.....Date.....
Signed by an authority of the Client as confirmation of this Agreement

.....
Name

Please confirm the delivery and addressing details for invoices to be sent:

Formal Client / Business Title:

Postal Address:

Email Address:

Attention of:

Scan and email to
layne@la-arch.ca