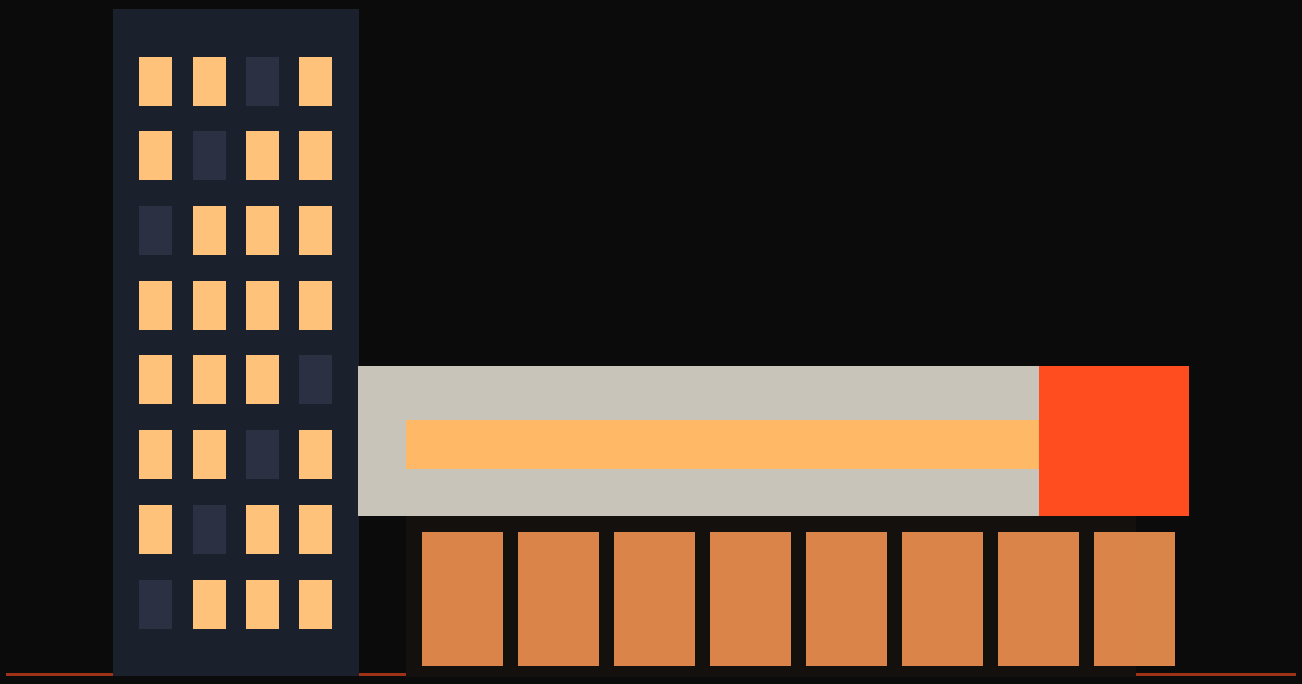
THOR HEINRICHS ARCHITECT

PRACTICE & PROCESS GUIDE

WORKING WITH THOR HEINRICHS ARCHITECT



How a project runs, what you receive at each stage, how fees work, and how to get the most from our first conversation.

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HOW A PROJECT RUNS

Every project moves through the same five stages. You commit to one stage at a time, and you always know what you will receive before work starts. Stages follow the standard AIA phases, so you can compare like for like.

1 Brief & site

PRE-DESIGN
2–6 WEEKS

We listen, survey the site and define what success means.

YOU RECEIVE

- Site analysis and zoning summary
- Written program and space requirements
- Feasibility study with an early budget check

FEES

Fixed fee, agreed up front. Often the only commitment before you decide to go ahead. Usually 5–10% of the total fee.

2 Concept

SCHEMATIC DESIGN
6–10 WEEKS

Options, models and a clear direction to agree together.

YOU RECEIVE

- Two or three massing options
- Sketches, 3D views and a physical model
- Preliminary cost estimate
- Early code and zoning review

FEES

Fixed fee or percentage, invoiced monthly. Usually 15–20% of the total fee.

3 Developed design

DESIGN DEVELOPMENT
8–12 WEEKS

Structure, systems and materials resolved with the team.

YOU RECEIVE

- Coordinated design drawings
- Zoning and site plan submissions, where needed
- Updated cost estimate
- Material samples and mock-ups

FEES

Fixed fee or percentage, invoiced monthly. Permit and consultant fees are listed separately. Usually 15–20% of the total fee.
Duration: 8–12 weeks, plus time for any zoning or site plan approvals.

HOW A PROJECT RUNS

4 Technical design

CONSTRUCTION DOCUMENTS
10–16 WEEKS

Drawings and specifications a builder can price and trust.

YOU RECEIVE

- Construction drawings and specifications
- Building permit submission
- Bid set, bid review and contractor recommendation

FEES

Fixed fee or percentage, invoiced monthly. Usually 35–40% of the total fee.

5 On site

CONSTRUCTION ADMINISTRATION
THE LENGTH OF THE BUILD

We visit, review and sign off the work through to handover.

YOU RECEIVE

- Regular site visits and field reports
- Submittal, RFI and pay application review
- Punch list, closeout and a building manual

FEES

Spread evenly across the construction period. Usually 20–25% of the total fee.
Duration: The length of the build, typically 6–24 months.

FEES, AND GETTING STARTED

HOW FEES WORK

Smaller projects usually run on a fixed fee for each stage. Larger ones are set as a percentage of the construction cost. Either way, you get a written fee proposal before any work starts, you only commit one stage at a time, and nothing is added without your written agreement.

BEFORE WE FIRST MEET, IT HELPS TO HAVE

01 The site address, or the area you are looking in

02 A survey, plat or any existing drawings

03 What you want the building to do, in your own words

04 A budget range, including fees and contingency if you can

05 When you would like to be on site or moved in

WHAT WE HOLD TO

01

Site first

Climate, light and context set the form before style does.

02

Made to last

Durable, repairable materials and details that age well.

03

Built together

Clients, engineers and builders in the room from the first week.

START A CONVERSATION

Email **contact@thorheinrichsarchitect.com**

Website **thorheinrichsarchitect.com**