



# Hiring an Architect Playbook



# Building Your Dream: Why Hiring an Architect Makes \$ense



Building or renovating your business or home is exciting, but it can also feel overwhelming. There are many things to think about: design, costs, building codes, products, finding skilled people to complete the work, and more. That is where an architect comes in, they have been trained as experts in and are passionate about problem solving and the design process. Think of them as your guide and partner, helping you through the entire process of turning your ideas into a well-built and well-thought-out space getting you the most out of your investment.



# Architects are Licensed Professionals

Architects are licensed and trained professionals who will provide you with a well-designed building, increasing its value. Architects will also help you:

## Solve Problems

Architects listen to your needs and find creative solutions to meet them. Whether you need more space, a better layout, or a building that can grow with your business or family.

## See the Big Picture

Architects design the whole building, inside and out, making sure it is both functional and attractive for both short- and long-term use. Architects consider how the space will be used, how it looks, and how it fits into its surrounding community and environment

## Make Your Life Easier

Architects take care of the complicated parts by handling the complex moving parts of the process. This includes building codes, zoning laws, site visits, and coordination with contractors and other experts.

## Save You Money

Architects carefully plan to avoid waste and costly mistakes saving money on construction, fine energy-efficient solutions which will lower your bills, and help pick the right materials and contractors at fair prices. They will save you money and maximize value.

## Manage the Project

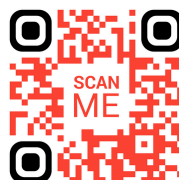
Architects coordinate with contractors, engineers, and other professionals taking the stress off of you. They make sure the building is being built according to your plans.

## Know the Codes

Architects are licensed, meaning they have pledged to uphold the health, safety, and well-being of their clients. They know and understand building codes and zoning laws, ensuring your project is safe and legal.

## Ensure Quality

Continuously check the construction site and check-in with others on the construction team to ensure the project is of high quality and the work is done according to plan



# Find the Right Architect for You

An architect who is a member of the American Institute of Architects (AIA) is not only licensed, but as a member of the AIA is also bound to the AIA Code of Ethics and Professional Conduct, assuring clients of their dedication to the highest standards of professional practice. AIA architects must also fulfill annual continuing education requirements to maintain their certification. Look for the designation and initials 'AIA' after the architects name to ensure you are getting the most qualified architect for your project. In addition, here are some tips to find the right architect for you:

## ↳ Research

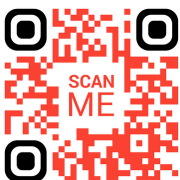
- Gather information on buildings that you like and what specifically you would like to see in your building or home, think about your needs, and determine your budget
- Get recommendations from colleagues, friends and family
  - Pro Tip: Visit [www.AIAIowa.org](http://www.AIAIowa.org) (click Directory) for a listing of architects and architecture firms in Iowa and [www.IowaArchitecture.org](http://www.IowaArchitecture.org) (click Discover) to see award winning and published buildings in Iowa

## ↳ Interview

- Reach out to and ask potential architects and firms for examples of their past work
- See if they understand your vision
- Gauge how comfortable you feel with them
- Gather information on how their fees are determined and what they may be for your project

## ↳ Reflection

- Take the time to think and reflect on the interviews, ask yourself if you felt comfortable with them, if the communication was clear, if they listened and understood your vision



# Design & Building Process Architects

Architects will guide you through the following steps to turn your vision into reality:



Planning & Programming – the architect will meet with you to discuss your building and space needs, problems, goals, and budget.

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Schematic Design & Draft Drawings – the architect will take the information you have shared with them during your planning & programming meeting and create draft drawings of the design as a starting point to the design and follow through by getting your feedback.

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Design Development & Detailed Design – the architect takes your feedback, and the design is developed further, from here the drawings are updated to show more detail.

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Construction Plans & Documents – the drawings evolve into a plan and the architect prepares the final version of the plan and the specifications to share with the contractors who will build the building.

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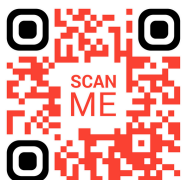
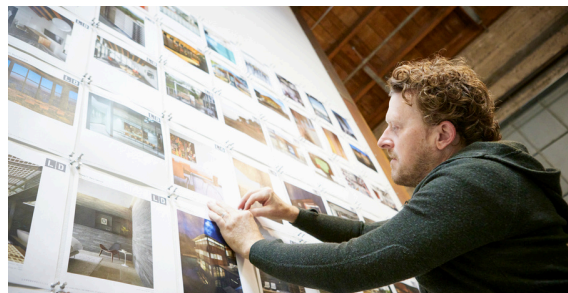


Hiring the Contractor or Builder – the architect helps you choose the contractor, also known as the builder, to construct the build or complete the renovation.

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Construction Administration & Oversight – the architect will help oversee the construction process, collaborate with the design team, and check that the building is being built according to the plans.



# Key Things to Remember



## 01 Collaboration

As the owner and client you are a part of the team and partner in the design process, bring your ideas and problems to the table to ensure your architect knows what design solutions can be used to achieve your goals which will result in the suited building for you.

## 02 Communication

Clear and frequent communication is essential, remember to ask questions and share your ideas. Your architect is trained to listen to your needs and offer creative solutions.

## 03 Contracts

Get everything discussed and planned in writing, a contract protects the entire project team - both you, the architect and the contractor.

Hiring an architect is an investment that can save you time and money while helping you avoid stress. Architects have the knowledge and experience to skillfully guide you through the complex world of building, help you avoid costly mistakes, create a space that meets your needs and exceeds your expectations. An architect is a valuable partner.





# Contact Information



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