



# Getting Organized

## *Establish a Decision-Making Process*

1. How does your business make decisions?
2. Are decisions made by one person, such as the president or vice president/finance, or by a consensus of key staff from various departments?
3. Are there certain interest groups within your business that would have to be accommodated?
4. Is there a board of directors that is active in all major decisions?
5. If you are head of the organization, do you have a strong desire and the time to be involved in the design and construction process?
6. Is this an area you would delegate?
7. To whom would you delegate? Who has the experience and skills to manage this product?
8. If the president decides to delegate, is he or she prepared to live by others' decisions?

**O**rganizing a Building Committee On commercial projects, there often are a number of people who need to be involved in decision making and review. Many organizations find it helpful to organize a committee to include all the people who need to be involved. However you structure your decision-making process, make sure that one person is designated as the point of contact between your organization and the architect(s).

## *Things to Consider in Organizing a Committee:*

1. Who must be involved and who wants to be involved?
2. What skills and experiences do these people have?
3. Who are the people with the authority to sign off on decisions?
4. What kinds of decisions must be made, what tasks carried out?
5. How should the committee be structured? Will there be one committee responsible for making all the decisions, or will there be several committees, each charged with a specific task?
6. How often will the committee(s) meet?

## *Kinds of Decisions to Make/Tasks to Carry Out:*

- Planning: Deciding what to build, what the business' needs are
- Defining a building strategy
- Budgeting/fund-raising
- Monitoring budget for cost control
- Hiring the architect and contractor
- Approving drawings, specifications, orders for furnishings
- Scheduling

**A**s you organize your committee(s), you will want to match carefully the skills and interests of the decision-makers with project responsibilities.

## *Identify Your Needs*

1. Describe your current building/facility. What do you like about it? What's missing?
2. Do you need more room?
3. Is your business expanding?
4. What values should be reflected in the appearance of the building?
5. What functions/activities will be housed in a new space?
6. What kinds of spaces do you need?
7. How many of those spaces do you think you need?
8. What do you think the new facility/addition/renovation should look like?
9. Is there a fixed budget for building?
10. Are there rigid time constraints?
11. What are your organization's long-term goals?
12. How does this building project fit your master plan? Do you have a master plan?
13. Do you have a site selected?
14. Is there specialized equipment that will need to be accommodated?

Preparing a Request for Proposal (RFP) for Architectural Services You are free to use any method you wish to obtain architecture services. One approach is to prepare a Request for Proposal (RFP). RFPs can differ widely. Some information that might be included in an RFP:

- Project description
- Number and type of spaces required
- Location of project
- Size of the site
- List of the activities that will be housed in the space
- Your construction budget
- Schedule for completion

*The more detailed information you give, the easier it will be for the architect to make a proposal.*