

Questions to Ask an Architect

Your architect should be able to provide detailed answers to each of the following questions. Remember! Your comfort and convenience, not to mention your budget and design goals, are the highest priority, so be sure to interview more than one architect before making your decision.

1. What sets your firm apart from other architects with similar experience?
2. Do you have experience with the building type and size of my project?
3. Will you share with me a portfolio of similar projects and provide a list of client references?
4. Is your firm able to take our project on immediately?
5. Can your design schedule conform to our development schedule?
6. What do you see as the important issues or considerations in my project?
7. What is your design philosophy?
8. What are the steps in the design process, and how are they organized?
9. How are cost estimates integrated into the design process?
10. Who from the architecture firm will I be dealing with on a regular basis? Is this the person who will design my project?
11. Who will be performing Construction Administration services? Will it be the person who designed the project?
12. How will you help me to fully understand the scope and sequence of the project? Will you utilize physical and digital models, drawings, or renderings? Does your fee include this work?
13. Do you have experience with “green” or sustainable design?
14. Do you regularly integrate low or no cost sustainable design strategies into projects?
15. What is your track record with completing a project within the original budget?
16. Do you have experience in the non-profit and educational (charter or private) sector?
17. How do you establish fees?
18. How is your fee spread out through design phases?
19. What is your estimated timetable for my project?
20. What is included in your basic services and what services would incur additional fees?

21. If the scope of the project changes later in the project, will there be additional fees? How will these fees be justified? How will this be communicated to me?
22. In anticipation of a formal proposal with costs, what would you expect your fee to be for this project?

Designer Rating Table

	Weight Assigned	Score (1-5)	Weighted Score
1. Firm's prior experience with this type of work	30		
2. References	10		
3. Do they listen to your needs	10		
4. Do you "like" them	25		
5. Qualifications of those who will actually perform the design	25		
Total Score:	100		

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Questions to Ask Your Architect. 2012. The American Institute of Architects. <http://www.aia.org/value/questions/AIAS076356>

Bromilow, Neil. Capital Construction Forms and Procedures. Elon University 2002. Section 6-1 through 6-5.