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ABBREVIATED LIST OF SERVICES

Programming

- Establishing parameters, scope, and project requirements
- Reviewing needs of both client and end user
- Establishing adjacency requirements
- Establishing budgets and schedules
- Investigation of existing conditions and development of "as built" drawings

Schematic Design

- Providing space planning and analysis of architectural layouts
- Preparing and establishing design concept
- Establishing strategic marketing position in relation to market profile and competition
- Preparing preliminary projections of project budget

Design Development

- Selection of finishes, lighting, plumbing, furniture, fixtures, and equipment
- Preparation of custom millwork and furnishing design including built in and freestanding pieces
- Preparation of budgets and layouts for approval for furniture, fixtures, and equipment (F, F & E) purchases

Contract Documents

- Providing drawings and specifications. Drawings are based on CAD format
- Providing detailed drawing packages that co-ordinate with other consultants, that include: Construction/demolition plans, reflected ceiling plans, power and communications plans, finishes plans, furniture plans, required elevations and construction details
- Providing detailed master format specification document that keys back to drawings
- Providing Issuances for each phase as required by owner, including preliminary layouts for approval, tender, addendums to tender, construction, and site instructions

Contract Administration

- Attending consultants meetings
- Attending and conducting client meetings
- Reviewing shop drawings
- Responding to Requests for Information (RFI's) and issuing Site Instructions (SI's)
- Co-ordination of consultant's drawings as required
- Reviewing alternate materials presented

Furniture, Fixtures, and Equipment Administration

- Providing full furniture, fixtures, and equipment (F, F & E) packages
- Fully co-coordinating furniture and custom millwork installations
- Providing co-ordination of sub-trades if requested
- Fully co-coordinating accessorizing and preparation of marketing centres/display suites for sales
- Acting as agent for purchase of furniture, fixtures, and equipment based on approved budgets
- Acting as agent for purchase of all accessories, art and sundries
- Providing a turnkey set up service of all items purchased on the clients behalf (furniture, art, accessories, sundries etc.) if requested