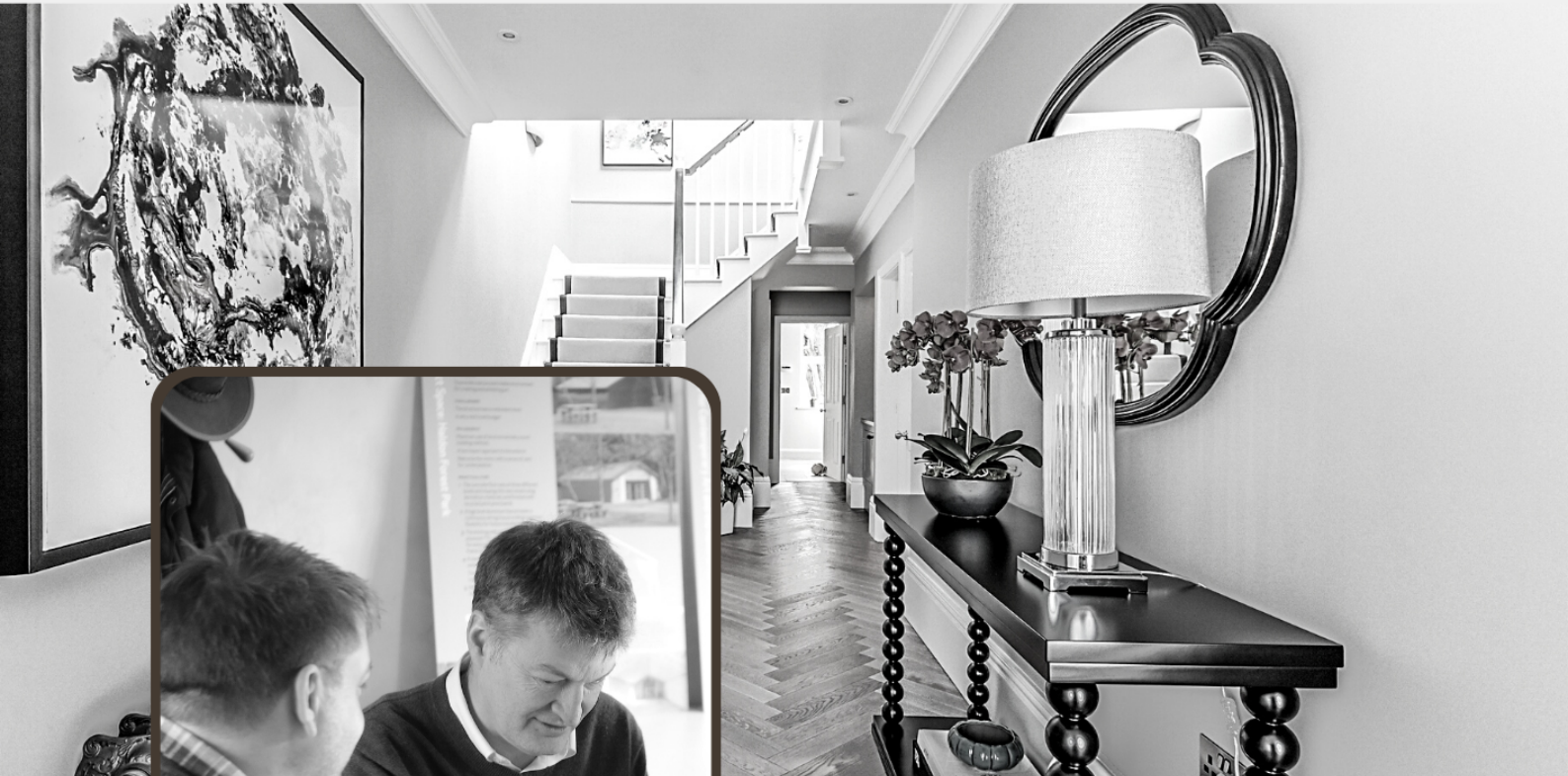




*Guide to*  
WORKING WITH US



A quick guide to employing  
hmad|architects as  
your architect.

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# Welcome



hmad|architects [est. 1997 as Harris McMillan architecture + design] is an RIBA Chartered Practice based in Devon offering all architectural services.

Our architects specialise in the **conservation, refurbishment and renovation of listed buildings** and the **sustainable design of extensions and new builds**.

Over the coming pages you will get a feel for what it might be like to employ hmad|architects to work on your exciting project!



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# Project Photography



# Working With You

Appointing an Architect to become involved in your project is the beginning of a shared journey in which your time and money is invested. When you appoint hmad architects you get the benefit of a qualified Architect dedicated to your project backed up by the shared experience of the whole team.



*Did you know?...*

We are an RIBA Chartered practice and our award-winning team includes an RIBA Chartered Architect and a Conservation Accredited Architect (AABC).

Our team have a wealth of experience in the conservation, refurbishment and renovation of **listed & heritage buildings** and the **sustainable design** of **extensions** and **new builds**.

Our approach prioritises building a strong relationship with our clients by ensuring clear and professional advice is given from day one, listening to what you want to achieve within your project, and having open and honest conversations.

We have put together this brief guide to give you an overview of what you can expect when employing us as your project architect. Our work flow follows the RIBA Plan of Work 2020 structure, and we can also offer reduced levels of service depending on your project's needs and the level of responsibility you are willing to take on.



## *Get in touch*

If you have a project you would like to discuss or you have any questions, please do get in touch online, by emailing [mailehmad.co.uk](mailto:mailehmad.co.uk) or giving us a call on **01392 459777**.

## Initial Contact

Your initial contact will provide us with an opportunity to take down some brief details about your project, and help us to establish your ambitions and budget. This conversation will probably be with Luke McAdam who is Practice Director & an Architect.

We offer every prospective client a FREE, no obligation consultation. You can either meet the team in our office, or one of the team will come to your property or site to discuss your project ideas so you can get a feel for whether working with us is the right choice for you.

# Useful Questions to Ask an Architect

In order to select the right architect for your project, start to think about the questions you might need to ask:

What type of drawings will you produce?

What services do you provide apart from design?

Will I have one point of contact during the entirety of my project?

What is a reasonable budget based on my project brief?

How much will the architectural fees be?

How much do you charge for design changes?



*the client is at the centre of all we do*

Have you completed similar projects?

What is the estimated timeline for my project based on your current workload?

What experience does your practice have that matches my project?

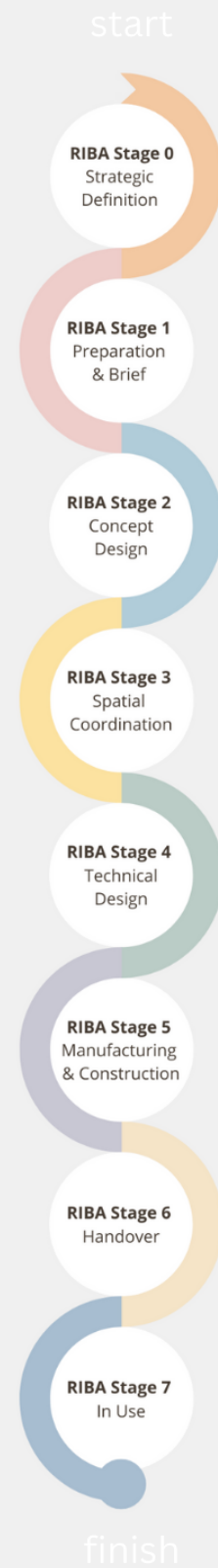
Are there contractors you can recommend?

# The Project Journey

At hmad|architects we have the experience to guide your project from conception to completion with our full service.

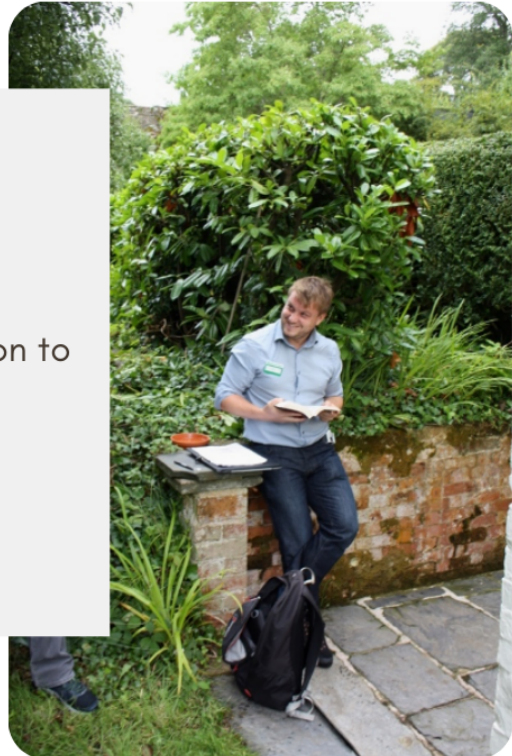
Projects involve progression through a series of stages, as illustrated in the RIBA Plan of Work 2020 (right).

We can also provide partial services to suit the needs of your project.



## Our Services and Fees

We structure our services and fees in relation to the 7 design and construction work stages identified in the Royal Institute of British Architects (RIBA) 'Plan of Work 2020'.



Because every project is unique, it is not possible for us to say exactly how much our fees will be without first finding out about your project; fees are based on our level of involvement and the size and complexity of your project.

It is not necessary for you to sign up to our full service from the outset. We can offer different levels of service to suit the needs of your project, **so whether you would like some initial consultancy advice, or support from start to completion, we offer a level of service to suit.** We are also happy to agree our appointment one stage at a time when appropriate.

We quote our fees as a percentage of the construction cost, as a lump sum, or as a time-charge fee (normally a combination of these) - depending on your project and how we feel we can give you the best value.



## Conclusion and Next Steps

Your project is extremely important to us regardless of the level of service you require. We encourage the journey from start to finish to be a collaborative one, throughout which we work together, to achieve your dream.

We hope this information has been helpful in guiding you through what to expect when employing hmad|architects to assist with your project. Thank you for getting in touch, and we hope to work with you in the near future.



*Thank you!*

Luke McAdam - Director

Get in touch to book your FREE  
no obligation, initial consultation.

We look forward to hearing all  
about your project!



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