

The Catholic University of America
School of Architecture & Planning

ARCH 402/503: Comprehensive Building Design Studio (CBDS)

Rauzia Ally, Director (ally@cua.edu)
Temple Washington, Instructor (washinga@cua.edu)
Chris Peoples, Instructor (cpeoples@kcct.com)
Mark Lawrence, Instructor (mark@elstudioarch.com)
Greg Kearley, Instructor (gkearley@inscapestudio.com)
Matthew Geiss, Instructor (geiss@cua.edu)
Raj Parikh, Instructor (parikh@cua.edu)

6 credits
M, W, F - 1:00pm - 6:00 pm

Comprehensive Building Design Studio (CBDS)

Exploring the Integration of Building Systems, Materials, and Construction Methods into a Cohesive Whole

ASSIGNMENT #1: FIRM IDENTITY AND FIRM AGREEMENT

FIRM IDENTITY	<p>With your colleagues, develop your firm's identity. The identity should consist of the following material:</p> <ul style="list-style-type: none">- Logo- Mission Statement / Statement of Interests- 24" x 36" Titleblocks (can be done in Autocad for now, can transfer to Archicad or Revit later)- presentation format for books (to fit on 11" x 17")- website
FIRM ORGANIZATION	<p>PROJECT BINDER</p> <p>Organize a three ring binder to organize and collect all research, site photos, code information, program information and contact info for your office. Organize the project book with dividers and easy to access tabs for each section. Over the course of the semester, all firm members will be adding information to the Project Binder.</p> <p>Possible section to include (Contact Information, Site Information, Code Analysis, Zoning information, Materials Research, Structural, Mechanical, Electrical, Plumbing, Lighting, Furniture, Meeting Minutes (Jury Notes), Time Sheets)</p>
FIRM AGREEMENT	<p>Prepare a letter of agreement amongst the firm members outlining the following:</p> <ol style="list-style-type: none">1. Identify<ul style="list-style-type: none">Project: What will you be working onNames: Who are the firm members that are party to the agreement2. Dates:<ul style="list-style-type: none">Execution: Date of Contract SigningInitiation: Date or event when the agreement becomes effectiveCloseout: Date when the rules in the agreement no longer apply3. Exchanges:<ul style="list-style-type: none">Duties: What will each firm member be providing (assets and information, handling prerequisite tasks, providing services providing products)Process: Establish a process for how you will work together and meet deadlines (how will you agree on key issues; what will be the work process)4. Adjustments:<ul style="list-style-type: none">Claims: Rules for handling issues one party sees in conflict with the agreementSuspension: Procedures to follow to ease transitions

DUE: Wednesday, January 21