

If your project requires more detailed drawing work and it has already gone through Conceptual Design, it will follow STEP 3 as outlined below. Each part is important and will help you begin construction with the best design possible.

Resolution Letter & Mark-ups

In order to initiate Step 3, a letter from your Board or governing body is necessary. This Resolution Letter should express the following to eMi²:

1. The Conceptual Design Documents have been reviewed by the Board.
2. There is agreement within the ministry to the purpose, design, and function of the project as expressed in the Conceptual Design Documents, excepting any noted revisions, comments, etc. to those documents.
3. An outline of the ministry's reasons why it believes that further, more detailed drawing work will be required in order to construct the first phase of the project.

Also, a photocopy set of the Conceptual Design Documents which have the Mark-ups, comments, revisions, questions, etc. of you and others in your ministry should be included with the Resolution Letter. These items help establish to eMi² that your ministry has understood and thoughtfully reviewed the work already produced for the project.

Scheduling of the Consultation is dependant on your schedule and the availability of eMi² staff. Our work and travel schedules are planned 6-10 months in advance, so scheduling may take time. For this reason, please return the Resolution Letter and Mark-ups at the earliest.

Consultation

After we have received the Resolution Letter and Mark-ups to the Conceptual Design Documents, we will contact you about scheduling a Consultation visit to your ministry. Because of the value we have for your input in refining the project design, we view this further Consultation as critically important. The eMi² team leader and/or representatives of the technical staff who will be overseeing the Detailed Design work will attend this meeting. Our goal in this Consultation is to refine the design as much as possible so that the constructed project will better suit your ministry needs and vision.

Agreement Letter

After the Consultation, eMi² is able to understand the commitment which is involved in proceeding with Detailed Design work for your project. eMi² will send you an Agreement Letter which will detail the scope and schedule of Detailed Design work which eMi² is capable of undertaking for your project. Notify eMi² to proceed with the work by signing and returning this letter. If the revisions to the Conceptual Design Documents are extensive, we may need to revise those documents first and send them to you for approval before proceeding with any additional work.

Detailed Design Documents

Once eMi² has received the returned Agreement Letter, the office schedule will be set to proceed with the Detailed Design Documents. The schedule of the work will be dependant on the availability of the architects and engineers in the office. It usually takes 3-5 months to produce a set of documents for one building – depending on size and complexity. Due to commitments to other ministries and projects, eMi² is only able to provide Detailed Design Documents for one building at a time for any particular project.