

**TITLE 16 OCCUPATIONAL AND PROFESSIONAL LICENSING**  
**CHAPTER 30 ARCHITECTS**  
**PART 6 MINIMUM STANDARDS FOR THE PRACTICE OF ARCHITECTURE IN NEW MEXICO**

**16.30.6.1 ISSUING AGENCY:** New Mexico Board of Examiners for Architects.  
[16.30.6.1 NMAC – Rp, 16.30.6.1 NMAC, 9/26/2023]

**16.30.6.2 SCOPE:** Provisions for Part 6 apply to any person registered as an architect, or to anyone applying for registration as an architect in New Mexico.  
[16.30.6.2 NMAC - Rp, 16.30.6.2 NMAC, 9/26/2023]

**16.30.6.3 STATUTORY AUTHORITY:** Subsection C of Section 61-15-4 NMSA 1978 prescribes that “The board...may make rules not inconsistent with law.”  
[16.30.6.3 NMAC - Rp, 16.30.6.3 NMAC, 9/26/2023]

**16.30.6.4 DURATION:** Permanent.  
[16.30.6.4 NMAC - Rp, 16.30.6.4 NMAC, 9/26/2023]

**16.30.6.5 EFFECTIVE DATE:** September 26, 2023, unless a different date is cited at the end of the section. [16.30.6.5 NMAC - Rp, 16.30.6.5 NMAC, 9/26/2023]

**16.30.6.6 OBJECTIVE:** The objective of this rule is to clearly outline the minimum standards of practice expected from an individual registered as a New Mexico architect.  
[16.30.6.6 NMAC - Rp, 16.30.6.6 NMAC, 9/26/2023]

**16.30.6.7 DEFINITIONS: [RESERVED]**  
[16.30.6.7 NMAC - Rp, 16.30.6.7 NMAC, 9/26/2023]

**16.30.6.8 DESIGN AND CONSTRUCTION DOCUMENTS:**

- A.** Programming, if required by contract:
- (1) Definition: To create or assist the owner in creating a project’s design parameters and overall scope including priorities, goals, budget, data, concepts and general needs.
  - (2) The architect must be able to:
    - (a) prepare a program, presentations, reports and periodic reviews for owners and consultants;
    - (b) summarize and evaluate data and requirements; and
    - (c) form an educated opinion of probable costs and adequacy of the owner’s budget.
- B.** Site and environmental analysis:
- (1) Definition: Site analysis includes land planning, urban design and environmental evaluation of the physical, economic and social impact of proposed land use on, including but not limited to, the environment, ecology, traffic and population patterns, zoning site constraints, adequacy of site for parking and loading, etc., and utility availability.
  - (2) The registrant must be able to select, organize and evaluate pertinent data that leads to a conceptual design in coordination with the owner’s program while conforming to the project’s requirements.
- C.** Schematic design:
- (1) Definition: From the owner-approved program, the development of solutions to satisfy technical and aesthetic requirements with an updated opinion of probable cost.
  - (2) The registrant must be able to prepare, from the program, alternative preliminary design concepts, presentation drawings and models and form an updated opinion of probable cost.
- D.** Building cost analysis:
- (1) Definition: Evaluation of probable construction cost.
  - (2) The registrant must be able to:
    - (a) make computations based on area and volume and quantity surveys based on the project’s specific requirements; and
    - (b) evaluate the proposed costs for accuracy and fairness.

- E.** Code research:
  - (1) Definition: Assurance of a project's compliance with federal, state and local regulation requirements.
  - (2) The registrant must be able to research and document codes and guidelines to assure a specific project's compliance with law and should be knowledgeable of procedures to obtain relief or variances.
- F.** Design development:
  - (1) Definition: Based on the owner-approved schematic design, creating the size and character of the entire project including selection of materials and engineering systems with an updated opinion of probable cost for the owner's further approval.
  - (2) The registrant must be able to:
    - (a) prepare detailed development drawings from schematic design documents;
    - (b) develop schedules and outline specifications, the project's systems, with estimates for construction time and construction cost; and
    - (c) form updated opinions of probable cost.
- G.** Construction documents:
  - (1) Definition: The description in graphic form of all the essentials of the work done in concurrence with the written specifications and the provision to the owner of an updated opinion of probable cost and, if relevant, the suggestion that alternative bids should be considered.
  - (2) The registrant must:
    - (a) be able to prepare accurate, consistent, complete and understandable construction documents and effectively coordinate consultant(s) drawings; and
    - (b) understand the responsibilities and liabilities arising from the issuance of construction documents.
- H.** Engineering systems coordination:
  - (1) Definition: Responsibility for coordinating with consulting engineers in the selection, design and/or coordination of all building systems including traditional engineering systems.
  - (2) The registrant must be knowledgeable of how systems work, including system benefits and limitations, availability, cost and space requirements necessary, and must know when it is necessary to engage engineering professionals and other professionals or consultants.
- I.** Specifications and materials research:
  - (1) Definition: The evaluation and selection of materials or products, based on appropriateness, durability, aesthetic quality, initial cost, maintenance and the project's standard of quality.
  - (2) The registrant must:
    - (a) have the ability to assess materials, including familiar items in unusual applications; and
    - (b) be able to communicate in graphic and written form to all parties, in logical and orderly sequence, the requirements of the construction process.
- J.** Document checking and coordination:
  - (1) Definition: Cross-checking construction documents and drawings of other consultants for accuracy and compatibility.
  - (2) The registrant must be able to assure accuracy and compatibility of all construction documents for a project.

[16.30.6.8 NMAC - Rp, 16.30.6.8 NMAC, 9/26/2023]

**16.30.6.9 CONSTRUCTION ADMINISTRATION (if required by contract):**

- A.** Bidding and contract negotiation.
  - (1) Definition: Assist the client in establishing and administering bidding procedures, issuing addenda, evaluating proposed substitutions, reviewing the qualifications of bidders, analyzing bids or negotiating proposals and making recommendations for the selection of contractors.
  - (2) The registrant should make clear what the registrant's role shall be in each of the following steps:
    - (a) the bid/award process;
    - (b) the analysis and evaluation of bids;
    - (c) settling protests to bid acceptability; and
    - (d) the role of lending institutions.
- B.** Construction - office phase.

(1) Definition: Processing contractor's applications for payment, preparing change orders, reviewing shop drawings and samples and interpreting construction documents.

(2) The registrant must be able to:

- (a) timely process applications for payment;
- (b) evaluate requests for changes and prepare change orders; and
- (c) interpret and attempt to resolve conflicts relating to the contract documents and resolve disputes.

C. Construction - observation phase.

(1) Definition: Assurance that contractor's work conforms to requirements of contract documents, that standards of workmanship are upheld, and that all work conforms to required codes. It includes the interpretation of contract documents, clarification of design intent, and the resolution of conflicts.

(2) The registrant must have an understanding of contract documents and must be able to:

- (a) evaluate quality of materials and workmanship;
- (b) analyze construction timetables and produce progress reports;
- (c) interpret contract documents;
- (d) evaluate dispute resolution alternatives;
- (e) monitor and receive all data, warranties and releases required by the contract documents; and
- (f) undertake a completion inspection with verification that the work was completed in accordance with the contract documents.

[16.30.6.9 NMAC - Rp, 16.30.6.8 NMAC, 9/26/2023]

**16.30.6.10 DESIGN/BUILD WHERE THE ARCHITECT IS ALSO THE CONTRACTOR:** Unless a contractual relationship is stated otherwise, an architect is responsible for the minimum competencies of construction administration in a design/build project.

[16.30.6.10 NMAC - Rp, 16.30.6.10 NMAC, 9/26/2023]

**16.30.6.11 PROJECT MANAGEMENT:** Means defining goals; coordinating tasks and scheduling, assessing all discrepancies and performance of corrective actions, maintaining design quality; closing out project records and agreements; and performing project evaluations. It includes owner notification of any additional services that may be required prior to their need.

[16.30.6.11 NMAC - Rp, 16.30.6.11 NMAC, 9/26/2023]

#### **HISTORY OF 16.30.6 NMAC:**

##### **History of Repealed Material:**

16 NMAC 30.6, Minimum Standards for the Practice of Architecture in New Mexico - Repealed, 9/6/2001.

##### **History of 16.30.6 NMAC:**

16.30.5 NMAC – Minimum Standards for the Practice of Architecture, filed 9/6/2001, was repealed and replaced by 16.30.5 NMAC – Minimum Standards for the Practice of Architecture, effective 9/26/2023.